

Approved BOARD MINUTES

April 29, 2020

I. Organizational Items

- A. The meeting was called to order at 7:00 using Zoom by President, Ron Robinson.
 1. Present: Rev. Chip Roush, Ron Robinson, Suzanne Waller, Elena Wake, Melanie Smith-Guillaume, Howard Berberick, Janet Bogar, Bert Dodds, and Anne Mannix,
 2. Absent: none
 3. Guests: Peg Faulmann
- B. Note that motions are underlined
- C. ****Items for consideration in the next month's agenda are double-starred.**

II. Introduction

- A. Chalice Lighting
- B. Check-in
- C. Covenant
- D. **Approval of the April 8, 2020 Minutes.** Anne made a motion to approve the minutes as written. Suzanne seconded the motion. Passed unanimously.
- E. **Set Agenda.** Peg wanted to talk about Corona Virus protocols in the building and agreed to address it under **Old Business, H. The Corona Virus Task Force Update.**

III. Reports

A. First Source Bank/Cares Act Fund Update.

1. Ron turned in the signed PPP paperwork. Our application was approved for \$18,000. 75% must be used for payroll, and all must be used in 8 weeks. But it can be used for payroll in March and 25% for mortgage and utilities.
2. Suzanne will keep track of reporting on the use of the funds. Once it has been used, the loan is forgiven. The funds can't be used as income for the 2020-2021 budget, but they may increase the surplus at the end of this year which would be carried over to next year as cash.
3. Thanks for getting this application in — Suzanne, Elena, Chip, Chuck Leone, Finda, Ron, and two 1st Source Bank representatives.

B. Treasurer: Update on Budget for 2020-2021

1. Thank you to Elena and the Finance Committee for reworking the budget for 2020-2021.
2. Elena presented a new budget proposal. Pledges have grown to \$146,594, as reported by Stewardship Chair, Suzanne Waller. (70 out of 110 pledging units have pledged, representing 87 people.). This allowed a higher pledge total of \$140,000 in the budget.
3. Other major changes from the budget proposed two weeks ago are:
 - a). Mortgage payments reduced to \$17,117 because of the anticipated Endowment Committee distribution to be voted on at Annual Meeting.
 - b). Reductions in the budgets of many committees.
 - c). Reduction in Leadership Development line because it may be virtual this year or we may only schedule it every other year.
 - d). This left a deficit of \$23,243 for budget year 2020-2021, but with a proposed cash surplus carried forward of \$34,500 for 2019-2020.
4. Suzanne made a motion to present the new, revised budget proposal from the Finance Committee to the membership at the Annual Meeting. Howard seconded. Motion passed unanimously.

C. Report on Zoom Annual Meeting

1. Melanie and Anne and Rich Williams worked together on protocols for the Meeting.
2. Melanie is working on a formal letter to the membership and she will coordinate with Peg on sending it out with all the needed attachments. These are (1) the proxy form,

(2) the Zoom tips developed by Anne, (3) the slate of officers, Endowment proposal, and the Budget, and (4) Zoom procedures for the Meeting.

3. Proxies will be sent to all members. Those who want to use them will fill out the form and text or email it to Melanie 24 hours before the meeting. The voting member will do the same.

4. Quorum of members present, members with proxies and call-in members will be tabulated by Joseph Gress and communicated to the Secretary so the meeting can begin.

5. Voting will be conducted by polling. Joseph will tabulate the votes on the poll. Suzanne will tabulate the votes of those calling in. Both will report totals to Melanie.

6. Ron will need a spokesperson to address questions about the process of voting within the Zoom system. Joseph.

7. Troubleshooting — People who are having technical problems, can call two proposed tech helpers — Alan Hamlet and Rich Williams.

8. Chip agreed to do two practice sessions after the church services on May 3rd and May 10th to give members time to learn/practice the Zoom format for the Meeting.

** 9. Right now the state of Indiana doesn't forbid Zoom Annual Meetings for non-profits nor do our ByLaws. We might want to look into changing our By-Laws to allow virtual meetings just in case.

D. List of Candidates for the Board of Trustees (Addendum B in Board Packet)

1. President — Suzanne Waller (1 year) continuing

VP — Anne Mannix continuing

Secretary — unfilled. (2 years)

Treasurer — Elena Wake (1 year) continuing

Trustee — Bert Dodds (1 year for Camla Seegers) continuing

Trustee — unfilled (2 years)

Trustee — unfilled (2 years)

Suzanne will talk to Chuck about filling these vacancies.

2. Nominating Committee — Ron Robinson, who will be past President assumes the chair of this committee. Wendy Lohman continues. Need to fill one vacancy and one alternate. The Board selects these candidates. Send suggestions to Ron.

3. Endowment Committee — Chuck Leone (3 years)

IV. Old Business — Corona Virus Task Force Update

1. Howard said that things were changing so fast that the Task Force really had nothing to report.

2. Peg said that she has concerns about people entering the building and not disinfecting after being in the building. She is concerned about the buttons to open the back door, all metal handles, file cabinets, etc. Peg thinks that people need to disinfect upon entering to protect themselves and then disinfect upon leaving to protect others. We decided that we could leave a basket just inside the door with wipes and hand sanitizer and instructions on protocols for disinfecting. Peg and Suzanne will write up the protocols to post on the door and inside for the basket and for the Chirp.

V. Adjournment at 9:02pm.

Submitted by Melanie Smith-Guillaume, Secretary