

# FIRST UNITARIAN CHURCH, SOUTH BEND

## Approved BOARD MINUTES

April 8, 2020

### I. Organizational Items

#### A. The meeting was called to order at 7:00 pm.

1. **Present:** Rev. Chip Roush, Ron Robinson, Suzanne Waller, Elena Wake, Melanie Smith-Guillaume, Janet Bogar, Bert Dodds, Howard Berberick, Anne Mannix

2. **Absent:** none

3. **Guests:** Joseph Gress, Peg Faulmann

#### B. Note that motions are underlined

C. **\*\*Items for consideration in the next month's agenda are double-starred.**

D. **The first twenty minutes were dedicated to visioning led by Suzanne Waller.**

### II. Introduction

#### A. Chalice Lighting

#### B. Check-in

#### C. Covenant

D. **Approval of the March 11, 2020 Minutes.** A motion was made by Janet and seconded by Suzanne to accept the minutes as written. Passed unanimously.

#### E. Set Agenda

### III. Reports

#### A. Minister

1) Ron had a question about about two items on the Perpetual Calendar. It seems that the Indiana Business Entity Report is due only in odd years. Chip will check with Finda to verify that, and he will also check with her about the May St. Joseph County Assessor forms 103 and 104 due May 13.

#### B. President — none

C. **Vice-President** — Suzanne has been in contact with Rich about the Leadership Training online. She will give Stewardship drive information during the budget discussion.

#### D. Treasurer —

1). Details follow.

a). Line 110. Even though \$140,000 has been pledged, the Finance Committee assumed that not all pledges would be able to be met and used the figure of \$130,000 for pledge income.

b). Lines 142 and 145 — Holiday Bazaar and other fundraisers are projected to be less.

c). Line 205. Mortgage expenses will be \$17,117 — down \$3,000 because of the Endowment grant in that amount (assuming that it is approved at Annual Meeting.)

d). Line 415. We are going to have to buy a new copier. Plans are to buy a smaller model for around \$600.

e). Line 620. This is new. \$200 service fee for credit cards.

\*\*f). Line 815. Rich Wallace requested a raise from \$10 to \$12.50 for 146 hours for the childcare provider. This would need Board approval.

g). A new line after line 965 for Leadership Development. Training has now been moved to online for this year.

2). Discussion centered on whether we should do a three-month budget or a full year budget, the uncertainties of the moment, the enormity of the deficit as projected, the need for caution, possibilities for cuts in the budget, the possibility of using the

2019-2020 surplus to reduce the budget, and uncertainties about our pledge and fund-raising income.

- 3). Elena felt that she could find several ways to reduce the deficit without cutting staff or our UUA dues, including lower utilities in the summer, the 2019-20 surplus, etc.
- 4). A consensus finally came about with the following motion. Suzanne made a motion and Anne seconded to ask the Finance Committee to revise the 2020-2021 budget to incur no more than a \$20,000 deficit and to report back to the Board in time for our next Board Meeting on April 29th. Passed unanimously.

#### **E. Endowment Committee**

- 1). Joseph Gress said that the Endowment Committee had received \$40,000 in grant proposals this year, among them proposals for lighting, HVAC upgrades, the courtyard, and reduction of the mortgage principal.
- 2). The Committee recommends that a \$3,000 grant be made to reduce the principal on the mortgage, but that no other grants be made until the Coronavirus crisis resolves.

#### **IV. New Business**

##### **A. Annual Meeting**

- 1). Normally, we hold Annual Meeting on the 3rd Sunday of May (the last Sunday before Memorial Day). This year that falls on May 17th. Notice must be given to the congregation 10 days in advance, a quorum is 15% of the voting members or 25 voting members, and proxies must be distributed and returned before the meeting. Major items of business are electing new officers and trustees and passing a budget for the Fiscal Year 2020-2021 which begins July 1, 2020.
- 2). We discussed whether we should put off the meeting until June. We might be able to meet in person if the stay-at-home order is lifted, but there is no way to know if it will be. There is also the possibility that some older members might still be wary of meeting in a large group so soon.
- 3). We discussed whether we could do the meeting by ZOOM in May. We don't know if the stay at home order will still be in place then. Proxies could be used by those who don't have the skills to attend on line. And people can also call in. For the last two Sundays, attendance at church on ZOOM has been almost 50 people, so a quorum is possible.
- 4). We finally decided that there was no great advantage to putting the meeting off. Peg said that she could get the Annual Meeting notices and booklet out in time for a May meeting. Ron will call Chuck, chair of the Nominating Committee, to be sure we have the slate of officers ready for our next Board Meeting on the 29th of April. Anne and Melanie will make up protocols (rules and timeline) for a Zoom meeting on May 17.

##### **B. CARES and Paycheck Protection Plan Application**

- 1). The PPP is the program that fits our needs best. A group spearheaded by Elena, Chip, Suzanne and others, submitted an application for us because the deadline was imminent. It is for 2 1/2 times the monthly payroll for salaries, ie, \$22,000. That includes Chip, Peg, Rich and Finda. Hourly employees are not used in the calculation. These are forgivable loans that can be used for payroll, utilities, paid sick leave, etc.

**V. Other Business— Next Board Meetings are April 29th and May 13<sup>th</sup>: at 7 pm. Adjournment at 9:20.**

**Submitted by Melanie Smith-Guillaume, Secretary**