

FIRST UNITARIAN CHURCH, SOUTH BEND
APPROVED BOARD MINUTES
March 11, 2020

I. Organizational Items

- A. The meeting was called to order at 7:30 after 30 minutes of visioning.
 - 1. Present: Rev. Chip, Ron Robinson, Suzanne Waller, Melanie Smith-Guillaume, Elena Wake, Janet Bogar
 - 2. Absent: Howard Berberick, Bert Dodds, Anne Mannix
 - 3. Guests: Rich Wallace
- 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 February 12, 2020 Minutes — Motion made by Suzanne Waller to accept the minutes as written with one correction. « Funda » on page 4 should read « funds ». Seconded by Janet Bogar. Passed unanimously.
- E. Set Agenda

II. Reports

- A. Minister
 - 1. We agreed on the following process for Committee on Ministry vacancies. Candidates to fill Committee on Ministry vacancies would be agreed upon by the minister and the president, then brought to the Board for ratification.
 - a) Suzanne made a motion, seconded by Janet, that Lynn McDonald replace Kathie Carr for the duration of her term (2 1/2 months) on the Committee on Ministry for this year. Passed unanimously.
 - b) This year, Jim Curlee will leave the Committee on Ministry and Kathie Carr has already left. So we will need to elect two new people — one for 3 years for Jim's term, and one for 1 year to finish Kathie's term.
 - 2. Elena will check with Finda about filing the Indiana Business Entity Report due April 30th.
 - **** 3. Agreement to put off until next month the idea to honor Dale Gibson.
 - 4. Chip will check with Jerry Brooks about his desire to donate his organ to the church.
- B. President — No report
- C. Vice-President — See New Business
- D. Treasurer
 - 1. Elena said that the budget will be ready for the next Board meeting, but they need pledge information.
 - 2. Suzanne reported that 28 out of 83 pledge cards have been returned. There are two new pledgers. Approximately \$77,500 in pledges have been received.
 - ****3. The question was raised if the \$412 leftover in Special Project Funds for the Defibrillator could be used for a fire extinguisher in the kitchen. Put off until April.
- E. Other reports — reviewed

III. Old Business

- A. Welcoming Congregation Application — This is in progress. There are new members on the committee.
- **B. Emergency Planning Committee Update — Put off until next month because Anne is not here.
- C. Amazon Payment Programs — Suzanne is looking into this.
- D. Midwest Leadership Conference —
 - 1. We would like to send Rich and Suzanne this year. The cost is \$1190 per person.
 - 2. There is money enough for one person to go in the RE Professional Expenses from last year.
 - 3. If we want this as a recurring expense, we need a line item in the budget.
 - 4. We agreed to send Rich and that Suzanne would explore opportunities for grants/scholarships with the UUA.

IV. New Business

- A. Corona Virus Protocols for UU Congregations
 - 1. Rev. Chip and Rev. Amy DeBeck worked on a proposal to respond to the corona virus outbreak. They recommend closing the church and any meetings over 2 people. A motion was made by Janet Bogar and seconded by Suzanne Waller to suspend church services and any meetings of over two people in the church. Passed unanimously.
 - 2. Suzanne noted that the Stewardship Luncheon would have to be cancelled and that the Stewardship Drive will take more outreach. Ron suggested an extension of the deadline for pledges by one week and an incentive.
 - 3. Suzanne noted that the quicker we act in response to the outbreak, the quicker it will end.
 - 4. Chip suggested that meetings could be conducted by Zoom or conference calls.
 - 5. Ron suggested forming a task force on the COVID19 situation to keep the Board up to date on developing recommendations of public health officials and on any changes that the church might need to make. A motion was made by Melanie and seconded by Suzanne to create a COVID19 Task Force to up-date the Board. The charge of the Task Force will be to
 - a.) evaluate the latest situation with the UUA, CDC, and local Health Dept.,
 - b.) communicate any information and recommendations for needed changes to the Board,
 - c.) work with other church committees as needed,
 - d.) and research cleaning/sanitizing products and revise the cleaning protocols for Ian, balancing the safety of staff with less building usage. The motion passed unanimously.
 - 6. Suzanne will contact prospective members to be on the Task Force.

V. Other Business — None

VI. Adjournment was at 9:10. Next Board Meeting on April 8 at 7:00.

Submitted by
Melanie Smith-Guillaume, Secretary