

**BOARD MINUTES  
FIRST UNITARIAN CHURCH, SOUTH BEND  
MAY 13, 2020**

The meeting was called to order on Zoom at 7pm by President Ron Robinson.

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

**Absent:** None

**Guests:** Peg Faulmann

**Note that motions are underlined**

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

**I. Introduction**

**A. Chalice Lighting**

**B. Check-in**

**C. Covenant**

**D. Approval of Minutes from April 29, 2020 Meeting—** Anne made a motion to approve the minutes as written. Bert seconded. The motion was approved unanimously.

**E. Set Agenda**

**II. Reports**

**A. Minister**

**1).** Chip is making out the application for the Connect Through Tech grant.

**2).** The match is 90 to 10, and he will cover the 10% match with his professional expenses.

**B. President** — Ron thanked Peg for putting up the cleaning protocols for the back entryway and for putting the cleaning materials in a basket inside near the door.

**C. Treasurer** —

**1).** Elena reported that our pledge revenue in April was \$7,000 whereas we budget for \$12,700 per month. So there was a shortfall of \$5700 for the month.

**2).** However, we are underspending, so we are still in the black. Our surplus for the year has gone down as a result to \$8698 from the \$16,000 last month.

**3).** Suzanne will talk with the Stewardship Committee about making it easier to contribute on line in case that has been a problem for some members.

**4).** Elena made a motion that she be authorized to amend the budget for the Annual Meeting that the Board voted on last month so that it reflects the April 2020 numbers. Anne seconded. The motion passed unanimously.

**D. Grounds** — Thanks to the Grounds Committee for the progress on the Memorial Garden. The newly installed stonework is beautiful.

**III. Old Business**

**A. Annual Meeting update**

**1). Slate of Officers** — Secretary — To be determined

Trustee — Gail deSomer

Trustee — Becky Lindstrom

**2). Volunteer of the Year** — Suggestions were submitted to the president .

**3). Agenda for Annual Meeting** —

a). Need to send the agenda to Ron, Melanie and helpers — Joseph Gress, Alan Hamlet, Rich Williams

b). Peg and Chip will go through last year's minutes to draw up agenda.

**B. Cares Act/PPP Loan Update** —

1). Our loan for PPP was recalculated to be \$16,000 not \$18,000.

2). It was deposited in our checking account on Friday May 8th and we need to use it in 70 days.

3). Elena will ask Finda to create a separate spreadsheet to track the spending of the loan funds. Elena will also ask Finda to draw up a proposed spending plan to track the money and plan for use in the seven weeks.

4). There were questions about Rich's hours, extra hours to deal with the loan for Peg (no) and for Finda (maybe).

**C. Emergency Planning Committee** — Anne said that this should be tabled until we are back in the building.

**D. Office Web Update**

1). Peg says that she may not need as much time as she thought to put out the Annual Report, so the web work will need less overtime.

2). Suzanne supports Peg in doing this. Her feeling is that the more it is updated, the better it will be.

**E. Honoring Dale Gibson** — We will wait until the church opens.

**F. Defibrillator Fund \$412 — How to Be Used** — Not discussed

**G. Terrorism Insurance** —

1). Elena reported that the law that allowed this insurance to be free expires at the end of the year.

2). Church Mutual will be offering Terrorism Insurance for \$32 per month starting in January. We could opt out. It has a \$1 million cap on life and property.

3). Anne and Elena will look into what this coverage might add to our existing coverage.

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

**A. Reopening of the Church**

1). The Corona Virus Task Force is working on a timeline for reopening the church. Chuck will address questions at the Annual Meeting.

2). Peg mentioned many aspects of the worship service that will need attention: the choir and singing, orders of worship, greeters, and more.

3). After discussion, Suzanne made a motion that the the Building remain closed until September 1, to any in-person group activity. During the summer, the Board will develop a staged process for future activities. Seconded by Janet. The motion passed unanimously.

**V. Other Business** — New Board members will be invited to come to the Board Meeting on June 10th at 7 pm, and thanks will be offered to Board members who will be stepping down.

**Adjournment at 9:23 pm.**

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