

Approved BOARD MINUTES
First Unitarian Church, South Bend
JUNE 10, 2020

The meeting was called to order on Zoom at 7pm by President Ron Robinson.
Present: Rev. Chip Roush, Ron Robinson, Suzanne Waller, Elena Wake, Melanie Smith-Guillaume, Anne Mannix, Bert Dodds, Janet Bogar, Howard Berberick

Absent: None

Guests: Peg Faulmann, Tamara Ciszczon, Becky Lindstrom, Gail deSomer

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. Welcome to new members by Ron and Rev. Chip.

1. Kay Azar
2. Gail deSomer
3. Becky Lindstrom

D. Covenant

E. Approval of Minutes from the May 13, 2020 Meeting.

1. A motion was made by Howard to approve the minutes as written. The motion was seconded by Janet. The motion was approved unanimously.

F. Set Agenda

II. Reports

A. Minister

1. Chip said that the pandemic has increased his hours.
2. He has decided to take vacation time from June 22nd to June 28th.

B. President — Ron noted his farewell to all in his written report.

C. Vice-President

1. Suzanne told the Board that she and her family are moving to Tennessee at the end of June, so she will not be able to continue as President.
2. Everyone thanked her and wished her well.
3. She reported that a few more pledges had been received resulting in a total of \$148,644. She also noted that there were a few new people pledging.
4. Anne will now be taking over the head of the Stewardship Committee for next year.

D. Treasurer

1. Elena reported that our actual surplus is now \$11,655.59. This is due to our much lower expenditures and the PPP grant.
2. There is a new line for the PPP loan on the Net Assets page of the report. Of the \$16,000 loan, \$8,423.59 has been spent for Operating Expenses, about 90% of which is for payroll. \$7,576.41 remains.
3. Elena said that the rules are not clear concerning which payroll expenses are forgivable and the rules may be changed. She encouraged staff to do now extra work that needs to be done anyway before the end of the fiscal year.
4. Resources to find out about the exact rules are: Tamara's daughter who is a CPA in Goshen, the SBA, the UUA church finances staff, and First Source Bank. Elena will research this.

III. Old Business

A. Slate of Officers: Presidency Vacancy

1. Because of Suzanne's move, the presidency is vacant.
2. Melanie volunteered to remain on the Board as President. After discussion, a motion was made by Suzanne and seconded by Ron to approve of Melanie to fill the vacancy for President for the 2020-2021 fiscal year. The motion passed unanimously.

B. Cares Act/PPP — See Treasurer's report

C. Office: Update on Four Policies: Peg

1. **Volunteer of the Year.** Peg will talk to Lois Holm and Mary Hagen of the Care Committee to find out how the Committee feels about the Volunteer of the Year nomination being their responsibility or that of the Board.
2. **Stewardship Procedure.** Peg suggests that the words Church Administrator be changed to Bookkeeper. Peg will reword this policy.
3. **Key Policy.** Decision to delete this policy because it is now obsolete.
4. **Short-Term Loan of Church Property.** Decision to refer this to the Building Use Committee for their opinion.

D. Defibrillator Fund of \$412. How to Use.

1. This money is leftover from an Endowment disbursement after the purchase **of the defibrillator. One small item remains — AED location signs need to be posted, no other expenditures, however.
2. A suggestion was made that we could use these funds to buy another fire extinguisher, since we are missing one. This could be bought with Building Maintenance money.
3. After discussion, it was decided that the money should be returned to the Endowment Fund for future disbursements. Anne made a motion and Suzanne seconded to return the \$412 leftover in the Defibrillator Fund to the Endowment Committee for 2020-2021 distribution. The motion passed unanimously.

E. Terrorism Insurance Update.

1. Elena spoke to our insurer, Church Mutual. Terrorism insurance would cost \$32 per year. A shooter or hate crime is covered by existing insurance unless the government labels it terrorism.
2. Terrorism insurance would pertain if the damage was more than \$5 million. Payout would be \$1 million per incident and up to \$3 million per year.
3. Many other churches have decided to buy this and for the small price, the Board decided it was worth it. Suzanne made a motion to buy terrorism insurance for the church and Janet seconded. The motion passed. Howard abstained.

F. Reopening the Church

1. Right now the Church is closed until September 1st. The Board has said it would re-evaluate at that point. But we need to start planning for conditions for stages which would trigger partial openings.
2. Some smaller gatherings might be allowed earlier than larger ones. Chip is worried about someone getting sick at a church gathering and that there could be a suit against the church. He sent us three reports to congregations on this subject.
3. The Corona Virus Task Force was initially started to advise the Board on guidelines for cleaning procedures and on general trends. But re-opening encompasses much more, such as worship choir, RE, fund-raising events, etc.

4. Howard is the liaison to the Task Force, which now is composed of Chuck Leone, Mary Hagen and Tamara Ciszczon.
- **5. Howard will contact the Task Force and ask them to expand their membership and take on a broader role in planning for re-opening.
6. The UU Elkhart Church is closed to services through May 2021 following UUA guidelines.

G. Electronic Giving

1. Anne reported that Amazon has consolidated its program into GuideStar for non-profits. To qualify for this program the non-profit must have a 501C3 letter, pay a \$600 one-time application fee and file an IRS 990 for every year.
2. Amazon will then give 1/2 of 1% to the non-profit, e.g. for \$100,000 in purchases, a non-profit would receive \$500. The question is, « Is this worth the trouble? »
3. After discussion, the Board decided that this was too much trouble for the amount we would gain.
4. Suzanne remains convinced that we need mechanisms for people to give from the website and during the middle of the service. She is working with Finda to find a method that is as easy as possible. She also pointed out that there are several people at the Zoom services who aren't pledging. We need to make it easy for them to donate.
5. Anne mentioned how generous people were in giving for the recent food drive.

IV. New Business

A. 501C3 — See G. Above.

B. Racial Monologues

1. Anne introduced an idea for the Peace and Justice Committee perhaps in coalition with another group. This was a program done in Kay Azar's church in Florida. The goal is to increase understanding between all races and to understand the consequences of the « racist air we breathe ». The format is like the Vagina Monologues, but the stories are about race.
2. Issues raised in the discussion included: Could there be an opportunity to process feelings with a counselor? How would the emotion be channeled? Who would be a group to partner with?
3. Anne, Kathy Platt, and Kay Azar have formed an exploratory workgroup.

V. Other Business

A. Ron thanked everyone who helped him and thanked the new and old Board members.

VI. The next Board Meeting is scheduled for July 8 at 7:00.

Adjournment at 9:05 pm.

Submitted by

Melanie Smith-Guillaume, Secretary