

**Approved Minutes: Board of Trustees Meeting
First Unitarian Church, South Bend
July 8, 2020**

The meeting was called to order at 7:00 pm by President Melanie Smith-Guillaume.

Present: Rev. Chip, Gail DeSomer, Kay Azar, Melanie Smith-Guillaume, Howard Berberick, Anne Mannix, Bert Dodds, Elena Wake, Becky Lindstrom

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 - Rev. Chip
- B. Welcome to new Board Members: Kay Azar, Secretary; Gail deSomer and Becky Lindstrom, Trustees
- C. Check-in
- D. Covenant
- E. Approval of Minutes from the June 10, 2020 Meeting. Any comment? Corrections? None. Anne moves to approve minutes, Howard seconds. Minutes approved.
- F. Set Agenda
 1. Housing allowance for Chip. Set aside for tax free allowance for housing. Rev. Chip asks that it be renewed. Motion made for tax free housing allowance renewal for minister by Howard and seconded by Bert. Motion passes unanimously.

II. Reports

- A. Minister: See above.
 1. Chip clarified language in CRE report, i.e. SFAA – Story for all ages.
 2. New appointment for CoM, Lynn McDonald. Gail made motion to appoint Lynn McDonald to CoM and Howard seconded. All in favor, motion passes.
 3. Question from Melanie about new folks “coming” to Zuumatarian. Chip has been using screen shots in the past to see if new folks are returning. Is anyone tracking new folks and who is not coming? Might be something to know why people are not coming. Chip spoke with several people in the beginning to instruct on Zoom. Co-hosts might be able to record who is attending. Chip will make that request of the co-hosts.
- B. President would like us to focus on community as a continuation of Ron's goal of emphasis on relationship.
- C. Vice-President: no report

D. Treasurer -presented report.

1. We have used up the PPP. We finished fiscal year with a surplus of \$22K (this figure includes the \$16K). Without PPP we would have had a surplus of +\$6,000. Tamara Ciszczon's daughter helped Elena with final issues of PPP. We did it all correctly and the money has been spent. Neither Finda nor Peg need to bump up hours at this time because of PPP.

Many thanks to Elena for all her hard work on this project.

2. Barb Williams asked at Annual Mtg. if we had/why didn't we have any interest bearing accounts. The rules of that are pretty difficult to comply with for minimal interest. So it was decided not to do this at the time being.

3. Elena is creating another version of the operational fund report without PPP to make it easier to see what would have been without PPP.

4. Some salaries are \$0 because of PPP.

E. CRE

1. Anne asked about Rich's time and responsibilities now that we aren't meeting. Chip would like us to be doing more to keep kids involved. Supporting families with small children is one goal. Some DRE's are making activity boxes and delivering them to kids.
2. Rev. Chip and Rev. Amy (Elkhart) have spoken about getting the teens from both congregations together for "Pandemic at the Disco" night.
3. Looking for a way to engage children thru Zoom or supporting the parents of young children so they can feel supported. Rich and the committee are discussing those things. They would love to have suggestions.

III. Old Business

A. Cares Act/PPP Update — Elena

1. Covered in Treasurers report

B. Office: Policies Update — Peg

1. Committees are good with giving suggestions to the Board for Volunteer of the Year. We have a plaque. Who/how will names be added? The Care Comm. has not been responsible for quite some time. The plaque has not been updated in a number of years. Who needs to be getting this done? Rev. Chip? Peg F?
2. Anne motions to keep Volunteer of the Year policy as is i.e. committees will suggest candidates for Volunteer of the Year and the Board will make final decision, Bert seconded. Motion passed unanimously.
3. Stewardship Procedure: Change to replace Church admin to Church bookkeeper. Chip and Peg will work on this and propose other language.
4. AED signage and Terrorism policy.

- C. Defibrillator and Terrorism Insurance. Has Finda been advised? Money left over from special project (AED) needs to go back to account it came from. Money was a donation for AED. Where did \$ for AED come from? A number of donors. This is money left over as it cost less than anticipated. Some of the money can be used for signage. Elena will ask donors if it's okay for their money to go to the general fund or other special project (\$412). Money from Endowment will go back to Endowment.
- D. 501(c)3. Application to Amazon Smile. It was decided that we don't do this as it is quite a complicated process. Agreed at last mtg. not to do this. Not worth it in time and money.
- E. Racial Monologues – Update – Anne
Postponed for now

IV. New Business

- A. How do we nurture and build community during the pandemic? Ideas?
 1. Small groups/Chalice Circles/social/new members/Women's group w/ Lynn McDonald. By zip code vs. what time folks are available. Could COVID task force be a part of the decision. Giving guidance to folks if they were choosing to be outside, could be interpreted as the Church approving of it and would be a liability.
Chalice Circles involve +/- 6 people getting together. Survey folks about desire and interests via phone or survey. What exactly are we doing?
Daily Zoom, Byrd's group before, Women's group, social hour Care Comm. is talking to a lot of people, too. Invitation to join might work better to get small groups going. We could ask folks in the small groups after the service and ask committees if they have some ideas for groups, could play games on ZOOM or structure around a meal. Use the small groups after the service to ask the question "If you were going to be in a small group, what would you like to do?" Email Melanie with that information.**
 2. Worship/Attendance record-keeping – see above.
 3. Finance -
 4. RE – Rev. Chip will ask the committee and Rich to give update to the Board and Melanie will try to get to their meeting this Sunday.
 5. Social Justice
 6. What is the Board's role? Can the Strategic Plan help us? **
- B. Church vision redux (tabled)
- C. Board Liaisons –
 - Adult RE – Gail
 - Aesthetics – Melanie
 - Building – Howard
 - Grounds – Howard
 - Peace and Justice – Anne

Stewardship – Anne

Membership – Gail

Care – Gail

RE - Becky

Building Use – Bert

Social – Bert

Finance - Elena

Endowment - Elena

Events- Bert

Nominating – Anne

Marketing – Kay (no members currently)

Worship Arts - Melanie

D. Board Retreat date ** Proposed dates are 8/25 & 8/27 from 7-9 p.m.

E. Master Church Calendar Meeting (tabled) **

F. What positions are vacant? What committees need more members?
(tabled)**

V. Next Board of Trustees Meeting: Wednesday, August 12th, 7:00 pm

Meeting adjourned at 9:10 p.m.

Submitted by

Kay Azar, Secretary