

First Unitarian Church, South Bend
Board of Trustees Meeting
August 12, 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, Elena Wake, Becky Lindstrom
Absent: Bert Dodds
Guest: 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. Check-in
 - a. C. Covenant
 - b. D. Approval of Minutes from July 8, 2020 Meeting
- E. Set Agenda

II. Reports

- A. Minister – See report
- B. President

C. Treasurer — This year we had a special circumstance with the PPP. The fiscal year 2019-2020 concluded with a surplus of \$22,683. It appears to be a large surplus, thanks to a \$16,000 loan from the Paycheck Protection Plan and the fact that Rich did not take a salary. This current year, we are expecting a deficit of \$23,693 as proposed by the budget due to declined pledges and in-service collections. The surplus money will offset, but it will still result in a small deficit of \$1,010. So far we started with a healthy stream of pledges. Please be aware that we still have fixed overhead costs such as building and ground maintenance, office labor and minister's salary, etc.

We do have cash in the bank if we really need it. The money left from the endowment project was returned to the investment fund.

Committee Reports

1. RE – The last meeting did not happen. Becky reported some of the difficulties are getting a functioning committee. Rich is struggling to keep the kids involved and meeting doesn't necessarily work via Zoom for most kids, as they are on Zoom so much for school. We need to talk about this at the retreat. We need to figure out what families with children need/want from the Church.
2. Endowment – The committee will be looking at whether or not to call for projects to distribute the money or not, or focus on HVAC, lighting and archiving. We can give them some direction regarding what we are thinking – to be cautious.
3. Membership
4. Corona Virus Task Force – The committee has recommended to continue being closed and will meet again in November to make a decision. Gail moves that we follow the CVTF finding that we remain closed at least until the end of this calendar year with a reassessment in November. Howard seconds. The motion passes unanimously.
5. Other – Anne has been investigating online links for fund raising. The sticking point is who will be responsible for security breaches. VANCO fits with our software and ICON but they

want us to be responsible for security breaches. She hopes to talk to Chuck Leone and Gary Metzler about that soon, and bring a recommendation to the next board meeting.**

III. Old Business

A. Editing Policy from Peg – Peg removed items that were no longer relevant from Carlton's original. The question here is do we need to specify what we will allow in printed publications, newsletters, etc. about advertising events and other needs of non-profit groups, e.g. 10,000 Villages, or Resale to the Rescue. Moot right now as the building is not open and we aren't publishing a newsletter but we should have a policy for the newsletter and Chirp. Some churches do take paid advertisements. We could say that we will take ads related to the mission of the Church. It seems to make sense to say that if it's related to the mission of the Church, and at the editor's discretion. Any questions could be run by the Board or minister. Peg will rework the policy and bring it to the Board next month to vote on.**

B. Building Community –

Many of the comments that were made in after-service conversation were about small groups of different kinds. That raises the question, do we need a coordinator if we are going to try and engage people this way? We also need to engage new people AND people who aren't coming. This would not be a COVID coordinator, but a small group coordinator. We would need to decide on what the groups would look like before engaging anyone about taking the position.

The coordinator would not be the host/co-host of the group, but more reaching out and making sure all know about the groups, gauge interest, and follow through on suggestions or wanted topics. This would be a volunteer position. Melanie will work up a proposal to work from.**

Becky Lindstrom had been asked to start an emotional resilience group after her sermon. She is willing to do that using her Zoom account or ours. She is also willing to work on logistics of more than one group. We would need to advertise to see who is interested and in what specific areas. Will need to decide the who, when, how of it all.

Becky could go ahead and try to start the resilience group and see who is interested. It needs to go in the Chirp and on Facebook to have folks contact Becky directly.**
Becky is willing to volunteer her time to do this.

At this point, Peg's involvement is to put in the Chirp information that is sent to her. If people contact her about a group, she passes the info on to the group leader and they make all the necessary contacts.

Discussion will continue at the retreat.

C. Add new officers to bank and UUCEF permissions; remove old officers
Our First Source contact is at the Roseland branch and has been contacted. He sent the forms to Melanie who received them today.

Will need to be in touch with Chuck Leone regarding the Endowment fund.

IV. New Business

- A. Retreat discussion issues —
 - a. Vision/Mission: started but never completed
 - b. Strategic Plan guidance:
May be able to give us some guidance on communication
 - c. What does church look like for this year? Major goal for retreat, then Children's RE. This should be the major focus of the retreat.
 - d. Financial future, others?
- B. Master Calendar Meeting
 - 1. Do we need it the way we've always done it? See last year's for reference (included in packet). Perhaps we need to get some people together to see what is still doable and how events could be adapted. We would need to set up a Zoom meeting with committee chairs, CRE, etc. It needs to be set up as soon as possible.
 - 2. What events CAN we do? Auction in particular is of interest to Kathy Platt, but she asked that Board allow the committee to decide on final plans for auction. Will need tech support. How? Online auction/Bazaar combined?

September 2nd at 7:00 for the meeting.

- C. What positions are vacant?
What committees need more members?
How can we do a Committee Fair?
During announcements after church? Chairs could have a few minutes during announcements to say what the committee does.
Fundraising/stewardship needs members. Peace and Justice and Marketing need chairs and people to be on the committees. Need a Building Committee. Also good to call people directly and ask. We will highlight a committee each week.

Marketing committee focus needs to shift as people now have a wide choice of services to attend. How do we get people coming in and staying?
- D. Pulpit Hosts — Chip Google Doc.
Will email list and have sign ups
- E. Policy for uncompleted auction items due to pandemic
The question came up of what happens to auction events that can't happen due to COVID, should money be refunded, who should pay it – the auctioneer or the Church? Since it's not actually happened and no one has requested their money be refunded, if it does come up, we should encourage the parties involved to find a solution amenable to them both with assist from the Board if necessary.

V. Other Business

- A. Leadership School is coming up. We don't have funds in the budget to pay for anyone to go. The cost is \$150. Anne and Melanie are interested. We'll look at the budget and see if there is anywhere the money could come from. Elena will let us know.
- B. The next Board meeting will be September 9, 2020 at 7:00 pm

VI. Adjournment at 9:07 pm.

Respectfully submitted,
Kay Azar