

Board Minutes
First Unitarian Church, South Bend
September 9, 2020

The meeting was called to order [at 7:05](#) by President Melanie Smith-Guillaume.

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

Absent: None

Guest: Peg Faulmann, Kathy Smeets

I. Introduction

A. Chalice Lighting

B. Check-in

C. Covenant

D. Approval of Minutes from August 12, 2020 Meeting

No comments of draft minutes. Motion to accept the minutes is made by Kay, Gail seconds. No discussion. Minutes accepted.

E. Set Agenda

II. Reports

A. Minister – see report

B. President – on Leadership School wait list. Did get some resources from them.

C. Treasurer - PPP forgiveness note: govt. has not issued info on how to file for loan forgiveness.

Elena asks how to best communicate financial info to congregation. The letter she has attached for the Board does just that and can be submitted to the office for the next Chirp.

D. CRE – see report, see new business C.

E. Other Reports - none

III. Old Business

A. Edited Editorial Policy will be sent and decided upon via e-mail. Peg will send it out for Board's approval.

B. Retreat Feedback and Polishing Goals –

1. **Minister's goals:**

- a. Cont/deepen personal spiritual practices
- b. Continue to work on management skills by continuing to meet with Rev. Amy Debeck
- c. Offer grief support group
- d. Take class on trauma-informed ministry
- e. Offer quarterly game nights over Zoom

2. Board Goals:

- a. Implement small group coordinator
- b. Reach out to each member for needs in this time of pandemic
- c. Maintain our membership numbers
- d. Finish the year in the black
- e. Help meet the needs of families with children stay connected with the congregation

3. Goals:

- a. Challenge members to stay connected by
 1. joining a small group
 2. coming to Sunday services on Zoom
 3. making an individual connection with someone new
 4. reaching out to the Church when in need
- b. Get contact info on folks attending Zoom services and connect with membership

C. Sign up for Pulpit Host duties

Assign dates and it will be up to board members to switch if they can't do it that day.

Chip will send it out.

D. Sign up for Committee Fair announcements

Anne has introduced Stewardship; we need chairs to take 3 minutes.

Kay will contact committee chairs for a schedule.

E. Electronic giving platform — Anne

Looking at different platforms but their agreements are all the same and the responsibility for fraud is on the church. Anne will bring recommendations to next board meeting for a final decision. Explore Vanco as an app for electronic giving.

IV. New Business

A. Should we have more than one all-church meeting this year?

Questions that might be taken up are:

Suggestions include Town Hall Meeting as we are not looking to vote on anything but to give information, what needs might be, etc. How many a year? October, February and annual meeting in May. Will do this [October 11](#) after the service. Gives us enough time to get the agenda together and do something with suggestions made. Planning group to include Gail, Kay and Bert. Include the following topics.

1. Program for adoption of RE families – work with curriculum

Kalamazoo congregation has put together.

- a. Possible activities – provide an outdoor activity for the family unit as opposed to getting several children together. Difficult with cold weather coming.

- b. Possible venues
 - 1. Use of someone's garage,
 - 2. Park Pavilion.
 - 3. Can we give families the ability to coordinate activities with other families so they can make their own connections?
 - 4. There is liability regardless of what we do inside.
- c. Conclusion: Take families a dinner/snacks with Halloween theme and activities provided by the Board with input/assist from RE Committee and DRE, Care Committee and other volunteers.

Motion: Anne moves we do not sanction Church sponsored activity during the pandemic, indoors or out. Gail seconds. Motion passed.
Instead offer Halloween party to go. Then we can post pictures on the website.

Now we have 2 activities for October, the Town Hall and family Halloween to go.

B. Small Group Coordinator – Guest Kathy Smeets. Kathy has been asked to be coordinator and she has asked for more clarification.

- 1. **This is the proposal that we discussed at the Retreat.**
Resolved: We should increase the number of small groups, including and especially as outreach to underserved demographics AND we should recruit a Coordinator to help recruit leaders, publicize groups, reach out to people who might benefit, and coordinate schedules (including the use of the church Zoom room).
- 2. We did not set a job description at the retreat. Melanie and Kathy will meet to develop a job description. It will include how Coordinator will coordinate activities, calendar, announcements, use of Zoom, etc. with Office Administrator.

C. Master calendar update – not discussed

V. Other Business

- A. We will continue to pay payroll taxes so as not to overburden employees.

VI. Meeting Adjourned [at 8 :49](#)

The next Board meeting: [Wednesday, October 14, 2020 at 7 :00 p.m.](#)

Submitted by: Kay Azar