

**Board Minutes
First Unitarian Church, South Bend
October 14, 2020**

The meeting was called to order 7:03 by President Melanie Smith-Guillaume.

Present: Gail DeSomer, Kay Azar, Melanie Smith-Guillaume, Howard Berberick, Elena Wake, Becky Lindstrom, Anne Mannix

Absent: Bert Dodds, Rev. Chip

Guest: Peg Faulmann

I. Introduction

A. Chalice Lighting

B. Check-in

C. Covenant

D. Approval of Minutes from September 9, 2020 Meeting: Changes to minutes made per suggestions. A motion to accept minutes with corrections made by Gail DeSomer. Seconded by Howard Berberick. Motion passed unanimously.

E. Set Agenda

II. Reports

A. Minister – no report, minister is on vacation

B. President-items in report are on the agenda. Also on the agenda will be treasurer's report and building committee.

C. Treasurer – Last month we had a \$5,000 deficit and combined with previous deficit from July and August of \$4,000, there is now a total deficit of \$9,000. The biggest source of the deficit at this point seems to be pledges not coming in as planned. The Finance Committee is concerned about this. The plan now is to bring this to the congregation at the Town Hall.

The other area of concern is the loss of income from the usual fundraisers, the biggest is the auction budgeted at \$11,000 and the Christmas bazaar, but also concerts and rentals.

We now have the paperwork for the PPP loan forgiveness but the website is not yet taking in the paperwork. As an under \$50K recipient, we need to apply for forgiveness, and the money is due if there is unforgiven loan left; it's not due until the government or the bank comes back to us. We do have some time to get this done. Kathy Platt reported we made \$730 from the first month of the online bazaar and don't have an idea at this time how long it will run monthly. We have \$1400 budgeted for the bazaar, \$600 for concerts, loose offerings are not being received now and are budgeted for \$5K. So this deficit is going to increase rapidly. Elena will email the excel spreadsheet listing projected income from the

Annual Meeting. The estimated income at that time was \$173,800 from all sources.

D. Committee Reports – none at this time.

III. Old Business

A. Halloween for Families Update – Gail

1. Gail has done an amazing amount of work for this project.
2. Rich Wallace put together a list of all the children involved with RE.
3. Purchased containers, toilet paper rolls for game, small pumpkins, marker stampers, balloons, candy and popcorn. There are instructions for the activities and a suggestion/request to post pictures of the activities on our Facebook page. There will also be a card for each child and a letter that explains the whys and hows.
4. Need drivers to pick up bags from Gail and deliver before Halloween. Volunteers include Kay, Anne, Becky, and Melanie. Will ask Jim Curlee to deliver in Dowagiac. Gail will go to Buchanan. Mary Hagen and another Care Committee have volunteered. Lois Holm will take care of those being mailed.
5. The total for all the bags was about \$100.

B. Schedule for announcements about committees on Sunday

1. Send announcements to the pulpit host.
2. Ask one of our committees to give a short presentation if they want to. If they don't, that's okay, too

C. Electronic Giving Update

1. Anne reported that they have chosen VANCO as the best program for us. It requires our computer system to be impervious to hacking. We will need to repeat their questionnaire annually. There will be no fee to us for a wired account and about 3% for using a credit card.
2. The consensus is to pursue the use of VANCO

D. Town Hall Update – See attachment in President's Report

1. Kay will have some trivia questions between speakers
2. Elena will let members know what is happening financially
3. Anne will make 2 carrot cakes for a drawing that Gail will control using a random number generator.

IV. New Business

A. Financial situation – What are our action steps to turn this around?

We need to increase revenue and determine ways to conserve funds.

1. Raising revenue

- a. Having a means for people to contribute electronically with VANCO should help raise contributions.

b. Use time at Town Hall to remind people how important it is to keep pledges coming. Also for them to let us know if, because of the pandemic, they will be unable to keep their pledge.

c. Will do a Ginger Bear campaign again in December for more pandemic fund raising.

2. Savings — in budget and in building maintenance. See notes from conversation with David Mayfield.

a. Rich Wallace, CRE, is working less than budgeted 10 hours.

b. There are no childcare, musician/music, cleaning costs.

c. Melanie will investigate if there are changes to insurance costs with building not being used.

d. Kay will work with Kathy Platt to close the kitchen and check for any unnecessary electric use currently in the building.

e. Gail will check with Susan about taking the plants home or finding someone else to so they don't need to go into the building.

f. Ask David Mayfield to do whatever necessary to weatherize the building working with Kathy Vetter.

g. Ask alarm company to see who is on the list to be called in an emergency with the new Board.

h. Howard will call the plowing company to just plow from street to back door.

B. Overnight sleepers on porch

1. Anne and Kathy talked to the man and asked him to leave by "Monday."

2. We have a "Do Not Call Police" policy in place.

3. We need a church policy as much for the membership, knowing no policy of ours will actually influence someone using the church grounds to sleep. The policy should list 3-4 reasons why someone can't sleep here AND a list of resources.

4. Anne will compile the list of resources and policy.

C. Review/Edit Perpetual Calendar

1. We need a new date for ingathering of newcomers. Gail will clarify with Chip. We have no date at this time. We will also need to know how to contact anyone who might have talked to Chip about becoming members when he returns.

Meeting adjourned at 8:56

Respectfully submitted

Kay Azar

Secretary Board of Trustees