

Board of Trustees Minutes
First Unitarian Church, South Bend
February 10, 2021

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

Guests: Peg Faulmann, Lisa Presley

Meeting called to order at 7:00 by President Melanie Smith-Guillaume

I. Introduction

A. Chalice Lighting

B. Check-in

C. Covenant

D. Approval of Minutes from January 13, 2021 Meeting

1. Motion to approve minutes made by Gail with second by Becky. Motion passes
2. Chip had some comments about the Stewardship Committee report to clarify timeline of budget development and presentation to Board for approval before May Annual Meeting. While not a part of the minutes, it is a part of the Stewardship Report. Anne clarified that they hoped to have the draft of contributions by the end of March, a first draft of the proposed budget by the Finance Committee in April, send it to the Board and finalize it at the May Board Meeting. A copy needs to be sent out 10 days before the Annual Meeting. The proposed budget can be sent out electronically like last year.
3. What do we do with Executive Session minutes? We need to figure that out. See response below from Lisa Presley.

E. Set Agenda

II. Reports

A. Minister

B. President

C. Treasurer

D. Committee Reports

III. Old Business

A. Welcome back to Chip and Executive Session with Lisa Presley

B. Financial Report:

Budget status and pledge status- not much to report. There are savings from lack of committee activity and decrease in Chip's salary for January. So we are doing well now at \$11,000 deficit vs. projected deficit of \$14,000. Endowment committee is now discussing grant dispersal. Melanie asks if they can roll over what they didn't disburse last year and roll it into this year. They are in the process of taking applications for this year's endowment for the Board to be used for mortgage or other cost. Deadline is March 1. We can discuss how much and for what at the retreat, but in the past this has been done through the Finance Committee. Last year we requested \$5000 for the mortgage.

1. Stewardship Drive

Committee met about a mailer for this year, to be mailed out in March and hope for as many pledges as possible by early April so budget can be set. Have draft budget to Board at April meeting. Extra meetings are usually necessary to approve the draft budget. Budget needs to be published 10 days before Congregational meeting in May. Last year this required an additional Board Meeting in April to complete the process. We need to be prepared for this.

2. Auction

Kathy Platt and the committee are planning a live Zoom Auction on March 20. She is hoping to have a number of services, events and meals primarily but not a large number of things. Jim Ward is the auctioneer. There will not be a silent auction. They are planning some

entertainment, also. The hope is to have details to bidders before the end of the evening and encourage people to use VENMO to pay or send a check to the Church.

C. Town Hall — Agenda Items — Subcommittee to plan like last time?

1. Finances-Elena
2. Auction – Ask Kathy Platt to let folks know about this
3. Reopening — Criteria we might use
 - a. Chuck will be asked to speak to
 - 1) when will we reopen.
 - 2) What else we need to do
 - 3) Endowment Fund/deadline
4. Fun Activities — drawings for baked goods again
5. Other topics?
 - a. plan on a question and answer period after
6. Committee for Town Hall -
 - a. use format from last time and fill in.
 - b. Kay, Becky and Melanie will meet to plan.

D. Update on newcomers and proposed date for Ingathering

1. Needs to be at least 30 days before congregational meeting so they can vote at that meeting. The date is April 11.

IV. New Business

A. Retreat — Wednesday, Feb. 24th

1. **How to deal with Executive Session minutes** – per Lisa
 - a. Need to keep but for how long?
 - b. Can't go in the binder with other minutes and kept separate
2. **Review of old goals — new goals for the last 4 months?**
3. **Vision Statement? Other?**

B. Consideration of when we might reopen.

1. Charge to Worship Arts Committee in conjunction with other Committees as needed — Membership, Care, Social, Tech, RE, Social
2. Advance planning for a hybrid model using criteria for in-person meeting from
 - a. Task Force
 - b. UUA
 - c. Health Department
 - d. CDC
 - e. Board makes final decision
3. Committees to be needed
 - a. RE and WAC will need to be the first committees that need to be involved,
 - b. others. i.e. Covid task force, Building committee.
4. Let's look at it again in May when we know better what the CDC guidelines will look like.
5. Tech needs for reopening using hybrid model
 - a. What will we need from the Endowment Comm. to pay for it? Requests need to be in soon.
 - b. Need to talk to David Mayfield to determine what we really need and how much of what's needed do we already have. We did purchase some equipment for live streaming. What platform will we use?
 - c. Committee on Ministry would like hybrid services to start immediately upon being allowed to open and remain.
6. How to accomplish social distancing, pot-lucks, RE, child care, etc. Will need a special team to pull this all together with recommendations from the UUA and COVID Task Force.
7. Report back in March? April? May?
8. We likely have the equipment to live stream the services once we come back in person and need to determine which platform to use. Anne will talk with David Mayfield and Rev. Chip

Consensus decision: Anne will facilitate conversation with David and Chip to determine what we need and how much it will cost. Anne will write up grant request for Endowment Committee.

V. Other Business

- A. Retreat on February 24 at 7:p.m.** proposed agenda to be determined by Rev. Chip and Melanie
- 1.** How to deal with minutes of Executive Session
 - 2.** Review of goals set in September and decide if we need new goals
 - 3.** Endowment Request
 - 4.** Vision Statement
 - 5.** Start-up

VI. Adjournment at 9:03 pm.

Next Board of Trustees Meeting: Wednesday, March 10, 2021 at 7:00 pm.