

First Unitarian Church, South Bend
Annual Congregational Meeting
May 17, 2020

I. Introduction

- A. The meeting was called to order on Zoom by President Ron Robinson at 12 noon.
- B. The secretary verified that we had a quorum of 50 members present.
- C. We recited the covenant.
- D. Approval of the minutes of the Annual Meeting of May 19, 2019. Kevin Barry made a motion to approve the minutes as written. Susan Van Fleit seconded. The motion passed with 35 votes and 1 abstention.

II. Reports

- A. Minister's Report — Chip said that he was impressed with how the congregation had handled the transition to meeting by Zoom.
- B. President's Report — Ron pointed out that his focus for his year as President was relational, the importance of our relationships. He has seen during the year that we mean a lot to each other, that we depend on each other and that we are continuing to grow.
- C. Treasurer's Report and Budget
 1. For Fiscal year 2019-2020, there was a surplus of \$2,078 which was placed in the General Fund.
 2. This year there is a projected surplus of \$8,700 because of cost-saving measures, reduced spending and a record income from the auction.
 3. This year we also applied for a PPP loan, which was calculated for \$16,000, to be used for payroll expenses (75%) and utilities and mortgage (25%). Once it is used in a directed way (reported on a spreadsheet by our Bookkeeper Finda and spent within 8 weeks of receipt), this loan will be forgiven. It was received on May 8th.
 4. Elena explained some of the items in the proposed budget.
 - a. Line 130 — Loose offering income was reduced because we are not meeting in person to pass the basket on Sundays.
 - b. Line 143 — Service Auction — Last year's auction income was high, so income from the auction was returned to a more average figure.
 - c. Line 205 — Mortgage expenses for 2020-21 include the \$3,000 Endowment disbursement to be voted on at the Annual Meeting.
 - d. Line 220 — Cleaning Services were reduced because of less use.
 - e. Line ??? After line 999, Leadership Expenses — This is a new line not yet numbered, for expenses to send the new President and the CRE to Leadership School. This does not cover all the expenses, but expenses will be less this year because the School will be virtual.

f. The budget deficit comes to \$23,693.

1). There are several items that decrease this deficit, however.

a). 2019-2020 projected surplus	8,700
b). PPP loan not included in budget	<u>16,000</u>
	\$24,700

2). So the deficit of \$23,693 will be offset by the credits above.

5. Elena also pointed out that the remaining principal owed on our building loan as of May 5, 2020, is \$143,879.

6. Discussion of the Budget.

a. Susan Van Fleit noted that Buildings and Grounds on Line 240 should be separated. Elena said that was planned but hadn't yet been done.

b. Chip Roush said that the cleaning of the building needed to continue because there are staff members in the building and that people who do go into the building need to disinfect after themselves.

c. Barbara Williams wondered why security on Line 360 had been reduced. Elena explained that last year some repairs had been made and the expense had been included. This year there are no repairs planned.

d. Barbara also asked if we had any interest-bearing accounts because there was no line for interest. Elena said that former CDs were put into our checking account, but she would check on this.

e. Barbara also asked if we had a sabbatical account. Line 920 is 0. Chip said that we have no money to put into that account. Elena said that the \$100 is put in at the end of the year.

f. Tamara Ciszczon asked how we were planning to account for the PPP money. Suzanne said that First Source Bank had given us guidelines, that we have gotten advice on a money management list serve through the UUA and that we have consulted the US government website. Elena also consulted with Chuck Leone. Suzanne feels confident that we are satisfying the government requirements for accounting for the funds.

g. Tamara also asked which salaries were included in figuring the amount of money we applied for in the PPP loan. Suzanne answered that only salaries of employees on the payroll were included according to the government rules. We have 4 employees on our payroll — Rev. Chip Roush, Rich Wallace, Peg Faulmann and Finda Kamanda, our bookkeeper. The building cleaner, childcare attendant and pianist are considered contractors for the purposes of the loan grant.

h. Lynn McDonald asked why on Line 809, actual expenditure for the CRE salary was less than budgeted. Rich was volunteering for the beginning of his tenure as CRE and that was his decision.

i. Jessica Collett asked if we had looked into ways to supplement the loose offering. Suzanne Waller says she is looking into ways to make it easier to give electronically. But many services charge a fee. Paying electronically through a bank checking/savings account has no fee.

j. Alan Hamlet wanted to know if the choir could continue to pay Ian for work he does. Elena said that he could be paid as long as the choir has enough money in its budget.

k. Melanie thanked all the people who worked on the budget and the application for the PPP funds.

l. Kay Azar made a motion to approve the budget as presented. Alan Hamlet seconded. The motion passed unanimously.

D. Covid Task Force Report — Chuck Leone reported that the Task Force is new and small. They are gathering information. They feel that we are nowhere near close to opening the building. Anyone interested in joining this effort is welcome. They are working on line.

E. Other reports

1. The other reports were reviewed with no comments.

2. Kathy Platt, speaking for the Events Committee, said she was concerned about the auction this coming year. This is our biggest fundraiser. Will it be on line? She also said that the Social Committee was inactive because we are not having coffee or food for coffee hour after church.

III. Endowment Committee Recommendations

A. Joseph Gress reported that the guidelines for disbursements from the Endowment Fund allowed for \$15,000 in disbursements this year. But the total for proposals far exceeded that number.

1. The Endowment Committee recommends that \$3,000 be approved for paying principal on the mortgage if necessary.

2. The Endowment Committee recommends postponing any decision about other disbursements until the Corona virus crisis has been resolved.

B. A motion was made to approve the two recommendations of the Endowment Committee by Gail deSomer and seconded by Kevin Barry. The motion passed 30 yes, 2 no, 3 abstentions.

IV. Election of Officers and Trustees, Endowment Committee, Nominating Committee

A. Slate of Officers and Trustees

1. Vice President — Anne Mannix

Secretary — to be determined

Trustee (two year term) — Becky Lindstrom

Trustee (two year term) — Gail deSomer

Trustee (one year term to complete term of Camla Seegers) — Bert Dodds

2. Alan Hamlet made a motion to approve the slate of officers and Ruth Regan seconded. The motion passed unanimously.

3. Ron Robinson called for nominations from the floor for the position of Secretary. Hearing none, he asked for people to call him or Chuck Leone for suggestions for filling this position.

B. Endowment Committee Nominee

1. Member (3 year term) — Chuck Leone

2. Alan Hamlet made a motion to elect Chuck Leone to the Endowment Committee for a three year term. Kevin Barry seconded. The motion passed unanimously.

C. Nominating Committee Nominees

1. Chair Person (one year term) — Ron Robinson
Member (2 year term) — Kathy Platt
Alternate (2 year term) — Susan Van Fleit
2. Anne Mannix made a motion to approve the slate of nominees for the Nominating Committee. Alan Hamlet seconded. The motion passed unanimously.

V. Volunteer of the Year Award — Ron Robinson announced the recipients of this year's Volunteer of the Year Award.

- A. Jim Ward, for his work organizing multiple concerts, lawn mowing and many other contributions.
- B. Garry Roberson, for his work on the grounds and with the Memorial Garden Committee.

VI. Other Business and Adjournment

- A. Ron called for a moment of silence to remember three members who died this year and to honor their contributions to the church. Roger Birdsell, Mary Bethe, Dale Gibson
- B. The meeting was adjourned at 1:25.

Minutes submitted by
Melanie Smith-Guillaume, Secretary