

**Board of Trustees Minutes
First Unitarian Church, South Bend
April 14, 2021**

Meeting called to order at 7:00 p.m. by Melanie Smith-Guillaume

**Present: Kay Azar, Gail deSomer, Melanie Smith-Guillaume,
Rev. Chip Roush, Howard Berberick, Anne Mannix, Elena Wake
Absent: Bert Dodds, Becky Lindstrom
Guest: Peg Faulmann**

I. Introduction

- A. Chalice Lighting**
- B. Check-In**
- C. Covenant**
- D. Approval of Minutes from March 10, 2021 Meeting:** Howard moves to accept minutes as presented. Gail seconds. The minutes are approved as written
- E. Set Agenda**

II. Reports

- A. Minister:** Question for next month is if anyone is willing to be a delegate to GA this year. See written report for more information.
- B. President:** See written report
- C. Treasurer:** Deficit for month has improved to less than \$3,000. Pledge income has improved.
 - 1. Proposed budget
 - a. Pledges: good to assume \$150,000
 - b. Loose offering number is based on the possibility that we reopen in July
 - c. Mortgage payment reduced to \$15,000 because of endowment
 - d. Deficit expected to be approximately \$14,000
 - e. Discussion on possible deficit for this year and use of PPP money, which is in Unrestricted Savings
 - f. Need another meeting to approve budget, as several people are not here. Elena will talk to Finda and make changes. Proposed meeting is 4/28/21 just to propose and approve budget.
- D. Stewardship:** See written report
- E. Committee Reports:** See below

III. Old Business

- A. Subcommittee for Policy on Exec Session Minutes (Peg, Kay, Chip)**
 - 1. Minutes will be in password protected computer in the office
 - 2. Need to mark document "Confidential"
 - 3. Voting – Kay moves to accept policy, Gail seconds. Motion passes

B. Report from Tech Committee:

1. Need higher speed internet. The funds will come from Capital or Endowment funds
2. Will be talking to consultants on rest of the tech equipment
3. Some of the funds will come from Endowment request

C. Report on Wages for our Employees

1. Discussed in Executive Session

D. Annual Meeting Timeline Review and Prep

1. **Approve slate:** Ken Chambers for VP, Katherine Lundergan for treasurer, Darlene Catello and Ruth Regan for trustees, Jerry Brooks on Endowment Committee, Nominating Committee chair is Melanie Smith-Guillaume. Plus another? Also, Volunteer of the Year. Suggestions include Kathy Platt and the Care Committee.
 2. Kay will have the letter to Peg by May 1

IV. New Business

A. COVID Task Force — Re-opening and Great Decisions

1. What about opening the building for small group meetings.
 - a. Keep inclusion in mind when deciding criteria and how hybrid meetings take place.
 - b. Will we require people to have had vaccinations before attending meeting/service? Howard will take concerns back to Task force.
 - c. Motion: Gail makes a motion to allow Tech Task Force and Great Decisions only to use the building, following the protocols developed by COVID task force. Kay seconds. Motion passes unanimously.
 - d. Vaccine registry thru the office

B. Peg moving: Possibility of her working remotely until the building opens. Discussion should proceed in Executive Session. Peg is willing to do her work remotely.

C. Plans for Evaluation of Church Ministries by Committee on Ministry: No report today.

D. Restart Meeting Planning: June 12th best time for Lisa Presley to do. Both old and new boards can be present. Need to determine if new board members will be able to attend

E. Action item from the Endowment Committee: See “New Business” on the last page. \$446 in excess of what they have to give out. Congregation would need to vote on it.

No objection to putting it on the agenda for the Annual Mtg. There were no disbursements last year.

V. Other Business

A. Executive Session

VI. Adjournment at 9:10

Next Board of Trustees Meeting: Wednesday, May 12