

UUSS BOARD OF TRUSTEES MEETING

Thursday, April 23, 2020, 7:00 p.m., via Zoom

Minutes (Approved May 28, 2020)



Attending: Kathy Bernard, Rev. Lucy Bunch, Hally Cahssai, Denis Edgren, David Harlow, Rev. Roger Jones, Sandra Navarro, Roger Olson, Victoria Owens, Marilyn Reynolds, Sally White

1. Welcome: Sally White
Meeting convened at: 7:07 p.m.
 - a. Established quorum
 - b. Introduced guests: Sangye Hawke
2. Chalice Lighting and Centering: Denis Edgren
3. Consent Agenda
Approved March minutes as written
4. Treasurer's Report: Victoria Owens
 - March financials indicate that UUSS is \$8,500 ahead of budget for the month. However, pledge contributions (income) have been under budget for two months.
 - Update on rental income: total for this fiscal year is about \$51,800 (compared to \$55,000 budgeted). This is due to the parameters of the COVID-19 state and county directives.
 - FY 2019-2020 budget will be continued until the vote on the FY 2020-2021 budget at the October 2020 congregational meeting. This is due to the extension of the stewardship campaign and (in response to the COVID-19 pandemic).
5. Committee Substantive Issues
 - a. Program Council: Marilyn Reynolds, Liaison
When UUSS again meets in person, members of the Program Council will outreach to guests during the coffee hour (second Sunday of the month).
 - b. APMC (Administration and Property Management): Roger Olson, Liaison
APMC has met via Zoom. The patio project is progressing. Some patio furniture has been delivered to UUSS. (Some is backordered.) The relocation of the drainage ditch has been completed.
 - c. Stewardship: David Harlow, Liaison
The stewardship campaign has been extended to May 31 (per the Board). As of April 17, \$453,000 has been pledged (representing 63% of pledges). Last year at this time, 78% had pledged. Reminder calls will be made.

- d. FRSC (Fundraising Strategy Committee): Kathy Bernard, Liaison (on hold)
 - e. Nominating: Hally Cahssai, Liaison
No replacement has been identified for Mike Byrne (Nominating Committee).
 - f. Congregational Safety Committee
 - Liaison (on hold)
 - Charter and other materials (distributed at February BOT meeting) (on hold)
6. Minister Reports (combined written report this month)
- a. Rev. Dr. Roger Jones
 - b. Rev. Lucy Bunch
 - The *Unigram* has been suspended for the time being.
 - Community Partners for May through August will be rescheduled.
 - Music Director Keith Atwater will be with UUSS for the next church year.
 - The General Assembly of the UUA has shifted to a virtual on-line format. The Board will vote to select delegates at the May Board meeting. The ministerial message will announce this.
7. Board Business: Sally White
- a. Strategic Plan update (leadership development; communications) (on hold).
 - b. Filling Secretary's duties (appointment of Secretary by Board)
Sally will contact several candidates.
 - c. Planning for May 17th Congregational Meeting (after Sunday services)
 - Via Zoom
 - Meeting agenda (draft sent to Board members was approved).
 - Uncontested election; use of Zoom's polling feature; voting by members only
 - Other issues (quorum, etc.)
 - Practice for the meeting
 - Paper ballots for those who do not have internet connection.
 - An announcement will be included in the ministerial message.
 - Sally and Denis will work with Dirk Tuell and Rev. Lucy Bunch on the Zoom set up.
 - In her report, Sally will include (1) the extended deadline for the UUSS stewardship campaign and (2) UUSS delegates to the General Assembly of the UUA.

d. Update on COVID-19 response at UUSS

- 11:00 a.m. Sunday Service via Zoom
- 7:00 p.m. Tuesday Vesper Service via Zoom
- Twice-weekly Ministerial Message emails
- UUSS staff working remotely (with some work on site to process mail, make repairs, etc.)
- Rescheduling of events (such as Activity Fair) to the fall
- Use of Zoom for May congregational meeting and small-group meetings
- Cancellation of All-ages Camp (summer 2020)
- Rescheduling of Service Auction events
- Extension of stewardship campaign (to May 31)
- Suspension of the UUSS newsletter, *Unigram*. Frequent ministerial messages will substitute for the *Unigram*.
- Rescheduling of Community Partners to reflect their needs.
- Selection of UUSS delegates to attend the virtual on-line format of the General Assembly of the UUA.

e. U.S. Small Business Administration's loan in response to COVID-19 pandemic (Paycheck Protection Program)

Here is a link to a FAQ about the program for churches:

<https://www.sba.gov/sites/default/files/2020-04/SBA%20Faith-Based%20FAQ%20Final.pdf>

UUSS Constitution:

Article VIII, Section 5 (Authority to Incur Financial Obligations): Financial obligations such as contracts, purchase orders, notes or mortgages which exceed by ten percent (10%) or more the current year budget shall be approved by the members of the Society.

UUSS Treasurer contacted 5-Star Bank and obtained the application form this past week.

Victoria Owens moved (Roger Olson seconded) that the UUSS Board of Directors Treasurer complete and submit the Payroll Protection Program application form to 5-Star Bank.

Ayes: Kathy Bernard, Hally Cahssai, David Harlow, Sandra Navarro, Roger Olson, Victoria Owens, Marilyn Reynolds

Nay: Denis Edgren

The motion passed.

- Victoria Owens and Sally White will complete and submit the application with assistance from Michele Ebler.
- The application will be announced at the UUSS congregational meeting on May 17.
- The loan application will be for 2.5 times the UUSS monthly payroll. The amount spent on salaries, mortgage and utilities will be forgiven, per the terms of the loan.

8. Next Meetings:

- a. Executive Board Meeting (via Zoom): Monday, May 11 at **5:00 p.m.**
- b. Board Meeting (via Zoom): Thursday, May 28, 7:00 p.m.; Rev. Roger Jones to provide chalice lighting and centering

9. Closing: Denis Edgren

10. Meeting Adjournment: 8:45 p.m.