

UUCGT Board of Trustees Minutes

Wednesday, May 20, 2020 – 7:00 pm

Convene - Candle lighting and bell

Check In

Opening words – Mary Anne

Board Covenant

1. Approval of Agenda – additions or deletions **APPROVED**
2. Consent Agenda **APPROVED**
 - a. Minutes from May 6 meeting
 - b. Average Weekly Attendance Report April
 - c. April Financial Reports
3. To Do List – Judy
4. Annual Meeting Check List Review - Mike
 - a. **The particular Electronic Voting Method for annual meeting is selected to be Constant Comment system APPROVED**
 - b. **Electronic Ballots will be emailed on June 12, 2020**
 - c. **Susan will mail ballots to those not using email**
 - d. **Modify the agenda to share voting results, introduce new officers**
5. Transition Team - Search Team Identification – Tom **Have 5 solid Yeses thus far, on track for finding 2 more.**
6. Recommendation of 2020-2021 Proposed Budget for Annual Meeting Approval – Karl/Mike **Motion to put this proposed budget before the congregation. APPROVED**
 - a. **Suggestion to improve format to be clearer, numbers agreed. Summary of budget should help clarify.**
 - b. **PPP funds are a loan this year, and will be considered income when loan is forgiven next fiscal.**
7. Approval of UUA Pledge Letter - Mike **Motion to approve UUA budget to pay ⅓ in 2021. APPROVED.**
8. Approval of proposed Rental Agreements – Karl
 - a. Tom has some legal adjustments, will send them to Susan.

b. Motion to table approval until adjustments are incorporated. APPROVED

9. Discussion of physical reopening – UU Birmingham letter and Susan Gray letter
 - a. Mike to write an article in Flash about where we are, including good news that our search and services will go forward, more creativity and collaboration. We are resilient, and don't want to take unnecessary risk.
 - b. We need to do more to get the 15-20 people who are not yet able to use Zoom yet.
 - c. Include more young people in services.
 - d. Mary Anne will write a note in Flash to ask for help in a new committee. Barb will ask if Traverse Area Community Media could provide the ability to stream LIVE and/or put up recording on cable.
 - e. We could rent out a space to people who can't work at home and need a space, as suggested in this letter.
10. Update on Office Administrator's Job Search – Pat/Rev. Cathy
 - a. Need to revise the job description, in particular the job title. Last time we searched for this position, there was a recommendation to have 1 role of Congregational Administrator. Currently have 50 hours between Office Administrator and Accounting specialist.
 - b. Hours per week? 32 hours per week is recommended by Susan. Agreed.
 - c. Rate \$17/hour and can grow from there.
 - d. Job description needs to be approved by Staff Resources Committee. Mike will forward to the Committee.
 - e. Plan to start advertising this weekend and applications submitted by June 10.
11. Update from Healthy Congregations Committee – Barb and Mary Anne
 - a. Need to finish our policy, in order to update Safe Congregations Policy to be update.
12. Approval of Safe Congregations Policy rewrite – Judy
 - a. on hold pending above new policy adjustments.
13. Minister's Report – Rev. Cathy
 - a. General Assembly is remote, so easy to attend some sessions! Can attend for just part of the conference for a lower rate.
 - b. Starts Wed, June 24-28. We will LIVE stream the closing service on the Sunday the 28th.

- c. Please review the schedule to see if any workshops or lectures are of interest. She will send us some suggestions.
- d. Her vacation will be the month of July.

Public Comment **None**

Closing words – Rev. Cathy

Adjournment

Next Meeting – Wednesday, June 3, 2020 at 7:00 pm