

May 2, 2021

Minutes of UUCS Board of Trustees Meeting

Present: President Sherry Robinson, Vice-President Brooke Gaunt, Treasurer Margaret Leahy, Secretary Susie Cole, Minister Terry Sims, Trustees David King, Patricia Balfour and Liz Thomas.

The meeting was called to order at 12:01 p.m. Reflections on caring for the soul were given by Susie Cole. The minutes of the April 11, 2021, meeting were approved as sent.

Reports/Information: Minister's Report: The bulk of Terry's report was mailed prior to the meeting. He reported he is feeling better and more accepting with our opening for in-person attendance at the Sunday services starting May 9. There is a balance between the risks and the rewards of opening. There are risks in not opening, too. Terry explained the schedule and reasoning for the summer Sunday programs – three of which will be recorded only for viewing at home. People will need to be reminded that there will be no services at the church on June 6, June 27 and July 11.

Sherry sent her President's report by email as usual. She pointed out that Kathryn's office hours will be 9 – 1 Tuesday, Wednesday and Thursday. Monday and Friday will be vacation days. This schedule will be in place until September 1, at which time Kathryn's hours will be 9 – 1 Monday through Friday. Sherry will inform the congregation of Kathryn's hours in her letter to the congregation. Sherry will also talk to Nancy about having volunteers assisting in the office again.

Margaret briefly reviewed the financial reports sent prior to the meeting. Expenses exceed revenues by \$1,100 because of increase in expenses for the Sunday piano services and money spent on public relations for welcoming the congregation back to the church. Historically we have only transferred the amount of interest and dividends from our investment accounts into the operating budget. In the future we plan to also cash out some of the capital gains. Stewardship is at about 70%, which is consistent with previous years. We lost over 10% of our congregation, mostly due to death, last year. We added 3 new members during the pandemic year, when we traditionally would have added 20 – 25 new members. The Welcome Back project approved last month will be announced at the May 9 service. Liz reminded us that we should go back to the practice of "share the plate" quarterly from our weekly offering as we get back to in-person services. The April report was approved as sent.

Sherry passed out a draft of the reopening notice from the Reopening Group chaired by Lynn Melby. The notice will be sent to the congregation, informing them of the measures that will be in place to enhance a safe return to in-person services.

Updates

Brooke reported that the Interim-Minister Search Committee will receive the names of applicants on May 3. The committee has set aside time to review applications, conduct interviews and background checks prior to submitting our preferred ranking of the candidates on May 14.

Sherry and Juliet Gustavson spent considerable time recently updating the church web site.

Since no mailboxes reviewed could meet functionality and safety requirements beyond our current box, we have tabled the search for a more secure mailbox. Once Kathryn is back to Monday through Friday office hours and/or volunteers are covering the office, the concerns for mail security will subside.

New Items

Liz clarified some of the items included in the first phase of the Safe Congregation Policy. She pointed out that it is a work in progress, and other items will be added as they are developed. Lisa Lawrence will start training those who work with children on spotting potential child abuse. Liz will check with Lisa about the possibility of background checks for those working with children. Sherry will send Liz a list of items that came up during the By Laws rewrite that the committee felt belonged in a safety policy document.

Sherry previously sent out the draft of a Letter of Agreement/Covenant that will be used with the new interim minister. She clarified the Interim Sabbatical Fund was a one-time cost. The letter was approved contingent upon filling in the specifics for the selected minister.

Discussion/Decision Items:

Brooke reported on the further investigation of the proposed Breeze Member Management software. She read several very positive, informative letters of recommendation from churches using the software. Positives include the ease of use, timely technical support, great customer service, no contract requirement and very reasonable price. The company will do the data transfer at no extra cost. Brooke thinks it will provide the reports we need for people who need data. Brooke, along with Margaret, will be the initial system administrators. They, along with Sherry will get trained on the system. Brooke will follow that with training and assistance for Kathryn. Susie made a formal motion, seconded by Liz, that we purchase and convert to the Breeze system. The motion passed unanimously.

Reminders: Terry Sims will do June's reflections. The congregation will receive notice of the following: measures and restrictions taken prior to and during services; recorded only services on June 6, 27 and July 11; Kathryn's office hours and vacation days. Sherry will talk to Nancy Flann about volunteers for the office. Welcome Back fundraising for painting the church exterior will be announced at the May 9th service. Cleaning, signage and other pre-opening processes will be completed prior to May 9. Liz will check with Lisa about background checks for people working with children. She will also update the Safe Congregation Policy as new items develop. Brooke will proceed with the installation of Breeze.

The meeting was adjourned at 2:41 p.m.

Respectfully submitted,

Susan Cole, Secretary