

**Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
April 9, 2020 6:30 pm**

MINUTES

Voting Members Present: Natalie Brundred (President), Sean Freese (Vice President), Cathie Wiese (Corporate Secretary), Michael Randolph (Treasurer), Larisa Ashley, Joe Como, Paula Hammett, John Mason, Mike McGirr, Karen Simmons.

Non-Board Members Present: Rev. Chris Bell (Senior Minister), Rev. Bonnie Dlott (Sabbatical Minister), Dawn Silveira (Administrative Manager), Susan Thollog (Recording Secretary)

Meeting called to order: 6:35 pm

Chalice Lighting, Covenant, Opening Words: Rev. Chris and Natalie

Agenda review: No changes.

Open Mic:

Paula H reported some members have expressed concern and discomfort about using Zoom for online meetings, based on recent news reports about Zoom's security problems and unauthorized sharing of users' data. Zoom management has been pushing out a lot of software updates to fix vulnerabilities in the program. It's not clear that there is a great alternative.

The Board agreed that information about how to use Zoom securely should be disseminated to the congregation, given that UUCSR anticipates using the program a lot during this era.

Updates & Discussion: Shelter-in-Place and the Congregation

Sunday Services

Rev. Bonnie reported that Michael Bingham has been doing the editing for the Sunday services, and has done a great job.

Pre-recording the service is a good approach, and we have no thoughts of doing it live at this point. Coffee hours on Sunday afternoons are going well. Closed captioning is available and we need to let people know. Overall, online services are exceeding expectations.

Rev Chris and the Worship Associates would like to keep the service up on YouTube for a full week. We have a healing and encouraging message and we'd like people to be able to share it. Extending the time services can be accessed on YouTube will make it easier to invite people outside the congregation. Music streaming shouldn't be a problem — no money is being made off of the music. The link can go on our Facebook page, inviting people to join us whenever they can. It would be great if the services were archived and available longer term, though this isn't a top priority right now.

We've been using the Announce List to send out links to the services. We're moving toward using Constant Contact, which can include members, pledging friends, non-pledging friends, and anyone who's interested. These groups can be identified within the database so that communications can be sent out to everyone on the list, or selectively.

Online RE

The number of children attending RE online is comparable to in-person attendance prior to the sheltering orders, about 25 kids each week. Jen has screened all of the RE participants via a phone call.

The UU Parenting Program will continue. They'll be basing it around check-ins with the parents. There are WhatsApp groups for parents, too. Susan Panttaja expects to start a group with parents who are newer to UUCSR. The idea is to create a similar opportunity for newer parents to bond.

Jen is looking at possibly creating an online "Parent's Coffee Hour", where kids would be welcome, that would be less structured than RE.

Saturday Breakfast

Saturday Breakfast crews have been assembling and distributing brown bag lunches (sandwich, fruit, and juice) to people. The lunch bags are distributed in front of the building. About 120-140 people are showing up. More shopping help is needed. Overall, it's going well. We're watching the budget closely. The breakfast is on the city's official lists of sources for food. We need to make sure people observe social distancing in line and while eating.

Neighborhood Groups

A Zoom meeting was called to introduce the neighborhood group facilitators to using Zoom software. The meeting demonstrated that it's easy and effective. The facilitators described what they were doing with their neighborhood groups.

A couple of groups are without facilitators right now, but on the whole it's going well. The original impetus — to discuss and provide feedback on the

growth process — has fallen by the wayside. Now it's just about being in touch.

Administrative Manager's Report: Dawn

The Building

The building is very quiet now. Everything from the Saturday Breakfast needs to be cleaned up more consistently.

An insurance claim for the burst pipe has been filed. An insurance claim for the small fire is also in the works. Joe Como offered to assist if needed.

Communications

We have a paid Zoom account for 10 users. Dawn reported that there are lots of complaints about Zoom, especially the 40 minute time limit. She reminded us that migrating to new software is a process. One solution: people can log off after 35 minutes and log back on.

These are good lessons re: rolling out technology and communications systems where a lot of people of various comfort levels will be using it. We will need to think about how to minimize the discomfort and confusion.

There is still a lot of confusion about our email lists. The most up-to-date list now is Joe's; it includes both members and friends. Joe will work on filling in any gaps and provide the updated list to Dawn.

We have a Constant Contact email package, but it's not fully set up yet. One benefit to using the system is that we get back analytics that are useful. We want to get rid of the Announce List, but won't do that until Constant Contact is up and running. As soon as everything is solidified, the congregation should get a clear, cut-and-dried description of all our email lists. Something simple and bulleted, sent out a couple of times.

Finances: Michael

Information about our finances is delayed. We know we will lose \$21k in Glaser Center income, and most expenses are the same. We don't have definitive numbers at this point.

UUCSR is eligible to apply for assistance under the recently-passed CARES Act. The Payroll Protection Plan (PPP) allows congregations to apply for an amount equal to 2.5 times our 2019 gross monthly salaries. Michael has the materials to apply. Only Exchange Bank would take our application. The program is expected to run out of money and Congress is expected to provide further funding — but the timetable is unknown.

The loans are forgivable if the borrower fulfills the payroll requirements. This salary support may allow us to wipe out our deficit for this year. It is believed that congregational approval is needed per UUCSR Bylaws. A way to vote remotely was worked out, using Constant Contact, which tells us how many people would open the email, thereby giving us quorum figures.

Pastoral Care

The ministers & Lay Chaplains have been talking about ways to be a responsive congregation if something should happen to one of our members during this time when we can't be together physically.

Treasurer's Report – see above.

Administrative Manager's Report – see above.

Ministers' Reports:

Rev. Chris: We're settling into a groove, but everyone's bandwidth is lessened — 40% of our heads are taken up with the coronavirus. Worship is good and people keep coming and are nice to each other. We're providing kindness and anchoring for each other.

Goodbye, Rev. Bonnie!

We're deeply grateful that Rev. Bonnie gave us exactly what we most needed when we most needed it, and she made a huge difference to this community. The Board thanked her from the bottom of our hearts.

Rev. Bonnie said that it has been her pleasure and privilege. She'll be back, maybe even in person!

Pros & Grows

Next meeting: After a discussion, it was agreed that the Board would not meet on April 16, but on April 23. By then, we hope to have updated financial information, and more news about the PPP application. Upcoming major topics: the June congregational meeting and the budget for 2020/21.

Closing Words

Meeting Adjourned: 9:02 pm

Next Meeting: April 23, 2020 6:30 pm

Respectfully submitted by Susan Thollaug, Recording Secretary