

Board of Trustees Meeting
Unitarian Universalist Congregation, Santa Rosa
April 23, 2020 6:30 pm
Meeting via Zoom

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. Dara Olandt (Assistant Minister), Dawn Silveira (Administrative Manager), Susan Thollog (Recording Secretary). Congregants: Jane De Young, Sharon McCarty, Helga Lemke, LeeAnn Fagan, Dorris Lee, Tamara Murrell, Sara Jones, Debby Belansky.

Meeting called to order: 6:35 pm

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

Agenda review: No changes.

Minutes: Meeting minutes for March 12, 2020, March 19, 2020, and April 9, 2020 were approved as submitted.

Treasurer's Report: Michael Randolph

This year's (2019/20) budget

Through February, we have a surplus of \$7k, excluding capital loss on investment portfolios. That doesn't include UUA dues, which are \$31.9k.

We're behind by about \$13k in pledges as of March. Income from the Glaser Center has stopped. The congregation received a very generous donation in April of \$10k, to be used for ongoing operations.

There will be small savings on the expenditures side of our budget because the building isn't being used, resulting in reduced use of utilities and supplies. We are retaining and paying all of our staff through June 30, and personnel is by far the largest part of our budget.

Payroll Protection Program Loan

Michael planned to submit UUCSR's \$64k loan application to Exchange Bank as soon as possible, under the second phase of the PPP program. If granted, it would go a long way toward balancing this year's budget.

Next year's (2020-2021) budget

Our budget for next year will reflect that the Glaser Center probably won't open for a long time. We may do a budget for 6 months. We're going to be adapting/altering our budget for at least the next two years because of the pandemic. We also don't know what the impact will be on pledges. Some congregants are planning to donate their \$1200 stimulus checks.

Administrative Manager's Report: Dawn Silveira

Staffing

Dawn is looking at what kinds of changes we might need to make.

Church Management Software

A critical issue is that we're down to one pledge secretary.

There's a need for people to help Dawn through the conversion from the current system and database, and set-up and maintenance of the new system. Part of the training is online, but part is onsite, in-person to launch the programs. Dawn will call the company to find out their current procedure for training.

Given the size of our congregation, pledge secretary work may be too much for volunteers, so some redistribution of duties may be needed. We need to figure out the time commitment required initially and later on, how many people should be involved, and what the implications are of having additional people in the office (safe distance, masks, etc.). Natalie and Dawn will meet to discuss the transition and staffing for the new system.

The Building

We need to limit access to the building. The Board agreed that key fob access should be limited to only the ministers, staff, and key people associated with the Saturday Breakfast. The Board agreed that people (other than those with active fobs) who need to go into the building should inform Dawn in advance of the date, time, and where in the building they want to be working.

System/Software Changes

Robert Howseman and John Mason are working on making it easier to text contributions via our Vanco system.

We'll soon move to a shorter newsletter, coming out 4 weeks of the month, that will be sent out using Constant Contact. Erin and Robert Howseman are working with Dawn on this. We'll use Constant Contact not just for newsletter, but for all official communications that are sent out by the leaders of the congregation.

Minister's Report: Rev. Chris

We're already an online community. Over 700 people watched our Easter service. For now, our small, limited energies seem to be in the right place. We are making worship as good as possible. Among all of the opportunities to engage and connect, it appears a solid percent of the congregation is connecting in some way.

Assistant Minister's Report - Rev. Dara

Now that Rev. Chris is back, she can pick up the 20s-30s group. There's a lot of eagerness to connect there, and they are transitioning to using their own leadership skills. Lisa Millspaugh is a key leader of the group.

Borders & Beyond will be sharing with the congregation how contributions from the B&B fund have been used, and next steps.

Update and Discussion: Shelter in place and the Congregation

Neighborhood Groups (NG's): John Mason

Some of the groups are quite active; others are not. Support and connection are an important purpose of the groups. John is considering asking facilitators and others to consider engaging the groups on the topic of shaping UUCSR going forward.

Cross-training

In the COVID-19 era, it will be more important than ever to have our staff cross-trained. If anyone gets sick, the work still needs to get done. It would be irresponsible not to do this. We need to put back-up plans in place.

June Congregational Meeting (CM)

The Board and Rev. Chris discussed whether to hold the CM online as scheduled on June 14, or to delay it.

Michael felt it will be possible to construct the 2020/21 budget in time for the congregation's vote on June 14.

There's an easy way to vote confidentially via Zoom, and there's also a way for people to call in (if they can't use video) to hear the meeting and vote

confidentially by phone. Only people attending the meeting should be allowed vote because discussion is an important part of the process.

The meeting *does* have to be run, and that will require practice. Perhaps use 3 - 4 different hosts.

There are some people in the congregation without email, and others who are not able/comfortable connecting through Zoom. We'll need to track all of them down to inform them of how they can participate. John Mason will ask the NG facilitators to help.

The Board unanimously voted to hold the June Congregational Meeting on the original date, June 14th. However, it will be in the afternoon, so people can watch the service and attend the Zoom Coffee Hour beforehand.

Final Questions, Review of Action Items, and Closing Words

General meeting adjourned approximately 8:30 pm.

EXECUTIVE SESSION

Next Board Meeting: May 21, 2020, 6:30 pm (via Zoom)

Next Congregational Meeting: June 14, 2020, 1:30 pm (via Zoom)

Respectfully submitted by Susan Thollaug, Recording Secretary