

First Jefferson UU Church Board Meeting
17 May 2020
Minutes of the Meeting (Approved)

Meeting Opened: David opened the meeting at 1:03 PM

Present: David Winkowski, Brian Skinner, Paul Schattman, Jo Burnam, Guy Thornton, Dan Sexton, Mary Anne Clark.

Also Present: Annie Foerster, Turner Bridgforth

Visitors: Julie Hevelone (and Elizabeth Warren)

Turner Bridgforth read the opening words.

Quorum was certified by Mary Anne Clark

Agenda reviewed by David Winkowski.

Covenant read by MAC

Process Observer: Jo Burnham

Timekeeper: Brian Skinner

Checkin: Everybody checked in.

Pledge Drive: Status of the Pledge Drive was given by Dan Sexton. We have reviewed active pledgers to assess the Pledge Drive.

Kitchen/AC: Roy Brake has discussed replacement of AC in kitchen with David Winkowski. Roy has received two quotes for repair of the AC. The Arctic quote is (Carrier) 11K and the quote from SEAL HVAC is about 8.1K. Replacing the coil alone would be 5180, but was not recommended. David suggested we should approve about 9K to cover taxes and other associated expenses. Motion to do so was approved.

Spiritual Practice (MAC): Reflections on Life in the Time of Covid. Jared Diamond

Educational Minute: The Educational Minute was give by David Winkowski. David mentioned Brené Brown's TED-X talk. Her first book was *Daring Greatly*. The book David wants to share with us is [*Dare to Lead*](#). This book is about how to have difficult conversations and consider other world perspectives and ideas. She has an analogy about living with or without armor. She suggest trying to face the world unarmed: a soft front, a strong back and a wild heart. David is still reading the book but recommends it. The previous books *Brave New Wilderness* and *Daring Greatly* are also good

Consent Agenda: The minutes for the Board Meetings of 19 April, 5 May were accepted as written. The Minister's Report was approved.

April Action Items were reviewed by MAC.

Break: skipped until later.

Church Administrator Compensation: Annie reported that Dan and Mary Kerwin have put together a package that includes 12 days of vacation, and sick days. Carl has also been given a raise. His new job description should include these changes. He has updated his job description and will send it on to the board for approval. RE council will meet to discuss whether the RE Director's position should also be moved to a salary basis.

Financial Report: Dan Sexton gave the financial report. Pledge amount received was reasonable given our semi-open status, although less than we usually have. In addition, the Stanton School is not currently renting the building.. Dan suggested that we should present a very lean budget for now, and perhaps update it if the pledges increase. We have PPP grants that we have not yet spent, so we have some leeway. On the expense side, we gave Carl a smaller raise than we had planned. Raising his salary would be our top priority if we get additional funds. We will assume we can keep our mortgage expenses the same with the UUA. We raised estimates of other basic expenses by 3%. We are increasing the RE director's hours by 2 hours a week. Supplies expenses have increased a little. Our total income is sufficient to cover basic expenses. If we get additional funding, we can discuss where to spend it. Mineral royalties will probably decrease, but we still have unclaimed mineral royalties funds. The overdue funds will probably take several months. We should assume that our current intake may not increase. We might do a second Pledge Drive in the fall if the Stanton School and other sources of income will not be resuming soon.

COVID Service Status: UUA has recommended staying closed through May 21. Westside is staying closed until the end of June. Other churches have left it as "closed for the duration." We should propose staying closed indefinitely, and continue to reconsider our status at the monthly board meetings. We will continue to think of new ways to continue church activities in the meantime. We also need to educate the congregation about ways to participate if they don't have computers.

BREAK: 2:38-2:48

Renters: We discussed the handling of single-occasion events. We have a June and an August wedding scheduled that will require several rooms in addition to the sanctuary. Another group, Mankind Project, meets in Jagers, which is difficult to sanitize. LGBTQ group has car meetings in the parking lot. Future contracts should include charges for additional cleaning. Annie will discuss modifications to contracts with Carl.

Reopening the Church: When the church does reopen for physical meetings, it should do so under the guidelines assembled by Julie Hevelone.

May Congregational Meeting: The current meeting packet will be sent out. Dan will provide the final budget. The meeting will be centered in the Sanctuary. Only a few board members and Annie need to be physically present. We need to have a trial run to check the Zoom functions. Guy Thornton will send us a list of things we need to check.

Eastside Volunteer Day: David has contacted Colleen and Eastside would love to have volunteers. Generally they are open on weekdays from 9 to noon. We would have to bring our own masks, gloves, etc. David Winkowski will post an announcement on Facebook, soliciting volunteers.

PPP Status: PPP has been approved and we have instructions for how to verify that we are keeping the staff employed.

Unclaimed Funds Status. David has checked, and the status is unchanged. Dan says so long as we get it within this fiscal year, it will become part of the budget.

UU GA Delegates: The conference is now virtual, 24-28 June, but we can send 3 delegates who can attend the seminars and vote on issues under consideration. This year, fees include only registration. There is a schedule of speakers and voting sessions. Annie recommends that people from the board who have not previously attended GA may take advantage of this opportunity.

New Banners: Pictures look good. Hanging the banners might be a nice opportunity for an outdoor activity. Guy might be able to video the hanging ceremony. Annie volunteers to come and bless the banners and even participate in the hanging. Dan will tell us when this might happen.

Executive Session: We don't have an executive session policy. We need a board vote for Executive Session. We have voted to do so. No minutes. We have left executive session, and will coordinate with Westside about further action.

Action Item Review: Status of action items was reviewed by MAC with welcome assistance from the rest of the board.

Process and Time Review: Note: I'm not sure we did this, as the meeting was running long

Closing words: Closing words were given by Turner Bridgforth.

Time of closing: 4:22 PM

May Action Item Update:

Topic	Who	Action	Due Date
May Congregational Meeting	David	Congregational meeting will be online via Zoom, with a small group in the sanctuary.	31 May
COVID-19 Status	David	Stay closed indefinitely with monthly assessment by the BOT.	Ongoing
Web conferencing	David, Annie	We have two church Zoom licenses. David and Annie will manage access to other groups.	Ongoing
Kitchen/AC Repairs	Roy Brake, David	Estimates received from two companies; funding approved for lower quote.	Ongoing
PPP status	David	Application for \$18,500 to cover staff salaries was approved.	Ongoing
Staff Salaries	David	Switch from hourly to salary approved for Administrator. Under consideration for RE director ONGOING	New fiscal year.
Unclaimed funds	David, Dan	David has applied for returned business item refund. Received, but no action. Unclaimed mineral royalties. Dan needs documentation on mineral rights to complete application. DONE!!	Ongoing
Benefit concert	Mischa, David Binde	Mischa has offered to do an online benefits concert for donations. Funds will be given to Mischa's Family. Check with David Binde about whether that is the benefit concert.	Ongoing
Eastside Volunteer Days	David	David will work with Colleen on scheduling a work day for church members Needs to consult with Colleen to control contact.	Ongoing
Pet Food for TC Food Bank	Jo	Jo working with Karl on collecting pet food in outdoor box for TC Food Bank DONE although ongoing can be removed. Food drops Wednesdays.	Ongoing
Renters	David	Weddings have been scheduled for June and August. Mankind Project and LGBTQ groups are also scheduled. Any new contracts will include additional cleaning expenses. June user left it really clean. Mankind not meeting LGBTG doing parking lot meetings.	Ongoing
General Assembly	David, Annie	We can have up to 3 GA delegates. No expenses past registration. All on line. Only Annie so far.	Ongoing
Banner Hanging	David, Guy	May be scheduled as a virtual or driveby event DONE.	Ongoing
Pledge Drive	Dan	Current pledges lower than usual, but adequate for basic expenses, with assistance from UUA	Ongoing

		and PPP; we may consider a second drive in the fall. DONE but may consider a Fall drive.	
--	--	--	--