

Minutes of UUC Board of Trustees  
June 28, 2020

President Dave Sanders called the meeting to order at 1:20 p.m. Present: Tom Hiebel, Dave Sanders, Bing Johnson, Michael Elder, Suzy Marcus Cecil Huey, Kathy Crain, Terre Balof and Christina Branum-Martin. In the absence of the retiring secretary, Holley Ulbrich volunteered to take minutes.

**Results of the congregational meeting**

Martha Alexander was elected secretary.

The bylaws amendment (attached) was approved. Holley will notify the administrator.

Other observations:

The meeting generally went well. We need to figure out voting for future meetings and provide tips for joining the meeting.

Several issues were raised during the congregational meeting about process. We need to figure out how to vote and help members figure out how to join the meeting. Concerns were expressed about the merits of Zoom versus Google Meets, especially about voting and audio and video quality. We also need to assign a monitor for the chat.

Members asked about pastoral care during the six weeks between Terre's departure and Christina's arrival. Christina is available to provide pastoral care on a contract basis. Nancy Johnson, Membership/Caring chair, will monitor the [minister@uufc.org](mailto:minister@uufc.org) email in the interim. Since we are not in Phase 1 yet, there will be no in-person memorial services. Nancy should also be identified to the congregation as the contact person for pastoral care.

We were reminded to send photos and personal information to Jon Hoskin for a photo directory.

**Reopening policy.** The board affirmed the email vote to adopt the recommendations of the Council of Committees plus on reopening. (policy is attached.) We are in pre-phase I, which is total lockdown except for cleaning and maintenance. Concerns were raised about the Sunday service originating from the social room which not in accord with those guidelines, but permission had been granted prior to their adoption. Any future requests for use should be directed to the administrator, who will report them to the board for consideration. Suzy is the board point person for the Weekly Connection this coming week and will provide a summary for her column.

A number of people, including non-members, know the lock combination. It was recommended that we change the combination or the system of access. Bing Johnson will look into changing the combination and the board will limit access to the code.

**Porch project.** Cecil Huey reported that the height issue has been resolved and the project is back on track. Contractor price plus materials comes to about \$12,000.

**Ad hoc reorganization committee.** Cecil reported that the group has been looking for ways to streamline the organizational chart and will have some recommendations for the next board meeting. We need to make some decisions about the size of the board and the number of committees before the Nominating Committee begins its work.

**Team Time with Terre.** Kathy Crain offered to facilitate holding a replacement for Tea Time with Terre, pending interest in partnership from other Board and/or Council of Committee members. Michael Elder offered the use of his Zoom account but does not wish to facilitate. Hosts may include committee chairs.

The meeting was adjourned at 2:45 pm.

Respectfully submitted,

Holley Ulbrich, Acting secretary

Attachments:

Bylaws Article V. Committees of the Board. Section F. Nominating Committee.

- 1. Composition of the Nominating Committee** The Nominating Committee shall consist of the President-Elect, who shall serve as Chair, the Immediate Past President and two (2) additional non-Board of Trustees members who shall serve be elected for two (2)-year staggered terms, renewable once.

## **Unitarian Universalist Fellowship of Clemson**

### **Policy for Returning to Church**

**Draft: 6-27-20**

**Approved by the Board: 6-28-2020**

At the behest of the Board, the Council of Committees took over the work of the Re-Entry Task Force to establish policies and guidelines for a safe and responsible return to our physical facilities during the novel coronavirus pandemic. A significant number of our members, friends, staff and their households are in one or more high risks groups. Our faith tradition calls us to make the safety of all of these individuals our highest priority. That same tradition also calls us to respect the guidance of science when making decisions concerning reopening our facilities.

The resources the Council and the previous Task Force have relied upon include the following:

The U.S. Centers for Disease Control and Prevention COVID-19 phased reopening guidelines

South Carolina DHEC guidelines

Recommendations from the Unitarian Universalist Association

Massachusetts Safety Standards: Places of Worship and Religious Services

Massachusetts COVID-19 Checklist: Places of Worship and Religious Services

“Guidelines for Reopening Your Church Building,” Georgia Baptist Mission Board

## Criteria for Reopening

Any transition to reopening, or any transition from one phase to another of reopening, must be informed by the relevant data regarding COVID-19 cases in the area (specifically, Anderson, Oconee, Pickens and Greenville counties in SC, and Hart county in GA), with a minimum of 14 days of a downward trend in new cases. Case reports from Clemson University also need to be taken into account, with the caveat that the University will report cases based upon the home address of the affected individual, rather than as entirely in Clemson. In addition, needed supplies for our return, such as hand sanitizer, disinfectant wipes, and toilet paper must be readily available in the stores before any new phase begins.

It should be noted that a safe and responsible reopening process may not be a simple, linear progression through the phases identified herein. Local conditions, including the case load data, and/or the needs and concerns of our membership, may require that we return to a previous phase before we can move forward again. Alternatively, those same conditions and concerns, perhaps in conjunction with the physical limitations of our space, may suggest that we remain in Phase One for a longer period of time before moving to Phase Two or skipping ahead to Phase Three.

Until at least Phase One of Re-Entry is reached, any activities should be limited to maintenance and other operations approved by the Board

## Phase One

Phase One will include allowing outdoor gatherings of up to 10 people and opening up some additional operations with social distancing requirements, including the use of masks and cleaning protocols. Any individual exhibiting signs or symptoms of COVID-19 should not attend any UUFC function or activity. An individual may be asked to leave. Vulnerable individuals should continue to shelter in place.

### Recommendations:

- **Worship:** UUFC will continue holding online worship services only. When we move to live streaming services, we can consider having a team of people producing worship in the sanctuary together, maintaining social distance.
- **Coffee Hour:** Virtual and small-group parking lot social times only.
- **Rites of Passage:** (weddings, funerals) may be held online or in person with 10 individuals or less in attendance. No use of the kitchen will be permitted. Any food or beverages served must be in pre-packaged, single use servings.
- **Religious Education:** continues to be offered online only.
- **Playground:** will remain closed.

- **Staff, Maintenance and Other Volunteers:** Staff or volunteers entering either the Main Building or Founders House must wear a mask and practice proper social distancing to the furthest possible extent. Individuals should enter and leave the premise one at a time.
- **Outdoor Activities:** Limited to 10 individuals or less, with masks and proper social distancing at all times.
- **Restroom Use:** Only one individual at a time may use either the men's or women's restrooms next to the sanctuary. Exceptions may be made for an individual requiring assistance, preferably from a household member.
- **Renters and non-UUFC affiliated groups** may be allowed back in building if they are able to observe gathering limits, restroom restrictions, cleaning procedures, and distancing protocols both during the event and when entering or exiting the buildings.
- **All individuals entering the buildings must sign-in and sign out** as appropriate, and follow all posted instructions and cleaning protocols.
- **All proposed events** must be submitted to the Congregational Secretary at least one week in advance for inclusion in the UUFC master calendar. Following the event, a list of attendees must also be submitted, along with the relevant cleaning checklist. During this phase, a minimum 2-hour window between the end of one event and the beginning of another will be maintained.

This policy shall constitute an amendment to the UUFC Building Use Policy and Agreement and all existing rental agreements.

Any group wishing to use the facilities, whether UUFC related or not, must identify one individual who will be responsible for assuring that this policy and all relevant procedures are followed. In the case of non-UUFC affiliated groups, the same individual must sign the Amended COVID-19 Building Use Policy and Agreement or relevant rental agreement. Any group wishing to use the facilities may suggest alternative procedures that they feel adequately fulfill the requirements put forth in this policy, subject to Board (or other relevant UUFC leadership) approval.

Appendix: [UUFC Cleaning Checklist](#)

