

UUFC Board of Trustees Minutes January 24, 2021

Rev. Christina Branum-Martin: Chalice Lighting

Board Members Present: Holley, Michael, Dave, Martha and Rev Christina
Absent: Derek Wilmott, Suzy Marcus

Holley: Check In

December 20, 2020 Minutes Approved 1/24/21, 12:15 pm

Michael-CFO Report: 2020 Operating Budget Results: Despite the unprecedented challenges, we managed to end the year in good shape financially. The transfer of \$3,625.00 from reserves to balance operating expenses of \$159,462.00 was less than projected in the original budget.

2021 Stewardship Campaign: Total pledges received stand at \$138,334.00 which is \$17,000 short of pledge target. Del Kimbler, Stewardship Co-Chair, plans to put an article in the "Weekly Connection" thanking members for their support and report the final results.

Insurance Requirements for Contractors: We are required to pay Worker's Compensation insurance for any non-employee individual who works as an independent contractor. The insurance rate for non-professional work is \$3.11 for every \$100.00 of payroll. Our insurance agent advised that we can cover individuals who provide casual labor under General Liability policy at no additional cost.

The Board of Trustees approved the recommendation that we modify our current Insurance Requirements of Outside Contractors and Vendors to allow for an exemption under General Liability Insurance to provide for an exemption for individual casual labor when approved by the Board of Trustees.

2021 Revised Budget: The budget is in balance when we add the Cares Act Paycheck Protection Program Loan Forgiveness (PPP) funds. We will not have those funds in 2022. If this budget is approved, it will be incumbent upon the Board and the Finance Council to develop strategies to both increase revenues while controlling expenses.

Recent Financial Gifts: Bequest received in December 2020, \$10,000.00 from the Berniece Holt estate and bequest received in January, \$10,000.00 from the estate of Crystal McLaughlin. These funds have been transferred to our endowment Fund and are available for projects as defined by Planned Giving Policy and Procedure.

COC, No report, Suzy was absent.

Rev. Christina Branum-Martin: Minister's Report. There is a monthly update to work with personnel. Rev. Christina is feeling connected and busy and is eager to get started with the transition team. There will be open discussions and updates in the "Weekly Connection." There will be conversations about the past and how to keep it from happening again.

Old Business: Holley and Dave: Action Agenda:

Michael: Recommendation concerning office administrator hours and compensation: Becky's work has increased as she has taken over much of the work done by Jeannine. The donate buttons have also increased her work. Michael proposed an increase in Becky's salary and hiring part time clerical staff for up to five hours a week.

Dave made a motion and Martha seconded to accept the budget, that includes a pay raise for Becky, as amended regarding today's decision on clerical staff. Approved.

It was noted that for 2022, we could save money by paying off the building mortgage should Planned Giving recommend that use of funds.

Also an expense that will be much smaller this year is the cost of the minister's attendance at General Assembly as GA will be conducted virtually.

Michael reported that contribution statements will go out this week.

Holley Leadership vacancies: Worship Chair and Communications Chair. Del will continue with Stewardship.

Action Agenda:

1. Rev. Christina and Suzy: Develop means of joining UUFC, target date 1/30/20, Open, UU and You scheduled for January 2021. The committee has requested a UU and You to be scheduled in mid-spring 2021.

2. Cecil: Plan for door lock configuration, code changes, and tracking entrants. Founders' House implementation is easy but main building is more challenging. Suggested having one door changed rather than all doors in the main building. Tabled to 2/28/21
3. Del: Collective action to respond to times we find ourselves. Antiracism awareness building is ongoing. Complete.
4. Michael: Develop philosophy for UUA support by UUFC. 3/31/21. Open
5. Dave: Work out insurance topic for David Rife (Sanctuary Garden Gardener) with Finance Council. Complete
6. Dave: Work with Grounds Committee and Becky to sort out "adopt a plant" situation for sanctuary indoor plants and path forward for ongoing care of indoor plants after reopening. (Mr. Howard Marcus, Suzy's father, is currently caring for the plants.) We need to sort this out later. 3/31/21 Open.
7. Michael: Follow up on insurance set up for Joe Harris (lawn care) and for other contractors. 2/21/21, Closed.
8. Michael, Rev. Christina, Elizabeth Branstead: Work out organizational design for Personnel Chair/Committee. Proposal for Bylaws revisions and organization chart revision. 2/21/21. Open
9. Rev. Christina: Reach out to Keith Kron to setup interim/settled search process during COVID by 5/23/21. The BOT can discuss extension for a third year interim 2/21/21 and reach out to UUA for target date. Rev. Christina would consent to a third year. Open.
10. Michael: Develop communication to congregational membership for Stewardship update and appeal for additional pledge income. Del will write an article for the Weekly Connection. Open.

New Business:

Board Covenant and Board Goals will be on the agenda for meeting 2/21/21 when all BOT are present.

Board description and First policy review to be posted on the UUFC website.

Intra-board communication-Google Drive, attachments or both? Will provide links to documents in Google drive starting next month.

Communication from BOT to congregation: Announce in Weekly Connection when board minutes have been posted to the website. President will resume announcing upcoming board meetings and agendas in the Weekly Connection prior to Board of Trustees' meetings.

Board Installation was done in the Sunday 1/4/21 service using Professional Leadership/BOT poster.

Discussed ongoing challenges in obtaining city approval of teen room in Founders' House.

Adjourned at 2 pm.

Respectfully Submitted,
Martha Alexander

Approved: February 28, 2021 at 12:30 pm