



## BoT Meeting Minutes

**Wednesday, June 17, 2020 5:30PM**

*Our mission is to build beloved community that respects diversities, as we nourish the spirit, care for the Earth, and inspire faithful acts of peace and justice.*

Present: *President: Ian Duncan, Vice-President: Maureen Bauman, Secretary: Laura Koerner, Trustees: Geoff Smith, Suzanne Borth, Rick Marshall; Minister: AJ van Tine; Treasurer: Gary Koerner*

**5:30 Gathering, thank you notes** (*Suzanne will do- as e-thank you note*):

Auction:

*Stevie*

*Vicky*

*Bill*

*Hank*

*Mary*

*Jeanine*

*Marsha*

*Cindy*

*Joan*

*Kia Hatch*

*Amy*

*Ian*

**5:35 Lighting the chalice** Opening words: Ian

**5:40 Check In**

Review process for meeting norms and electronic engagement.

**5:50 Finance**

Gary Koerner - Budget review

- *Balance sheet looks really good- total assets have gone up a lot because we were funded with the PPP loan*
- *Rules changed so we should be able to spend it all and shouldn't have to pay any of it back*
  - *The budget we approved assumed about \$5000 had to be repaid- but looks like we won't - that's good!*

- *Removing “minister’s discretionary fund” from the website pull-down menu- only intended for stimulus checks*

### **6:09 Approve Housing Allowance**

\$32,000 housing allowance.

*Maureen moved to approve*

*Ian seconded*

*Unanimous approval*

### **6:10 Meeting Minutes**

Review and Approve May Meeting Minutes

*Rick moved to approve*

*Suzanne seconded*

*Unanimous approval*

### **6:15 Confirm meeting for July**

Wed 7/15 @ 5:30pm??

*(Not doing this because of retreat)*

July - Sat Board Retreat w/ new members??

*Sat July 18- better for Geoff*

*Sat July 25- better for Suzanne*

*Moving everything a month earlier than typical*

*9-1 or so*

*1 ½ to 2 hours and then a break and then come back*

### **Maureen will send emails to new Board members**

- *Ask if July 25 from about 9-1 works for them*
- *Send the new members a copy of by-laws and the last 3 months of minutes*
- *Bring up the topic of needing to be liaison for some committee*
- *Vision gathering document (or maybe wait and include this as an attachment for the board retreat)*

*Board Retreat:*

- *Some documents should go out in preparation (see above)*
- **Maureen or AJ will send out**

### **6:18 Committee Policies & Procedures formats etc.**

2+ volunteers to help work on P&P formatting.

- *Creating a template and discerning the right level of detail*
- *Committee Council approved this move (might bring back to Committee Council for approval after done)*

- **Maureen and Rick willing to do this**
- *Maybe a Google Form that committees fill out*
  - *Ex: please give us a one-sentence description of what this committee is about*
  - *Ex: what actions does your committee take*

### **6:20 AIFC member**

Brainstorm names to recruit a 2nd board member.

- *We are supposed to have at least 1 person serve on the AIFC board and Laurie is going to continue (but she might not want to continue much longer)*
- *we can have 1 or 2 others*
- *There are about 25 people on the AIFC board (about 3 people really run it)*
- *Everything always passes*
- *Where they need help is putting bags together and giving out food etc.- maybe get a person to be a back-up to the board (maybe not go to all meetings- maybe share with Laurie)*
- *Social Justice Committee is evolving- so might work through them*
  - **Geoff will reach out to George and talk about this**
- *E-beacon could have a feature about “opportunities for engagement in the new church year”- try to find the best matches for people*
  - *E beacon blurb- Want to make a difference with your time and talent- here are some opportunities on different committees*
  - **This will be released in Suzanne’s survey**

### **6:25 General Assembly**

- *August 30th= lay-led service- holding that date for GA “report out”*
  - *Hopefully heavily led by our delegates to GA*
  - *Careful not to tell people about what they missed- be more engaging*
  - *AJ will help support, plan and coordinate*
- *(Just FYI- GA worship is happening Sunday June 28th)*

### **6:35 Pandemic Task Force report**

Rick and Geoff

- *13 or 14 people attended the meeting*
- *People were engaged*
- *Good start*
- *A lot of people are having a really hard time not getting to meet in person*
- *Spent time defining the purpose of the task force:*
  - *Make recommendations to the board about how and when we open and what that looks like*
  - *Sooner= who can stop by*
  - *Later= when can everyone go back*
- *Suzanne is putting her talents toward providing programming to promote connection remotely*
  - *Suzanne is joining up with Adult RE (so no need for a new committee or task force)*

## **6:50 Congregational Meeting Debrief**

*All went well*

## **7:00 Needs Assessment (Rick)**

Next question lined up in original process: Do we have the right balance of workload for the minister and other staff? *We didn't answer that question at this time.*

- *What does long-range planning look like? Re-evaluate how we deal with the Needs Assessment in the middle of a pandemic*
  - *Not anticipating SFUU will be growing at the same rate we were*
  - *Maybe postponing the process*
  - *What do we wait on (postpone) and what do we need to act on now (in the middle of a pandemic)?*
  - *Commission on Institutional Change (UUA)= changes suggested by the UUA*

## **7:10 Minister's Report Discussion**

- *Looks good*

## **7:14 Vote to approve updated Letter of Agreement**

*The document circulated prior to the meeting contained the changes that Maureen, Nicole and AJ worked on- will update the small changes Gary suggested and vote again later. Other discussion at this meeting:*

*We don't need Minister(s)- plural*

*Section 223... Lead worship a minimum to 30 - 34 Sundays per year... isn't that just a minimum of 30*

- *If take maximum vacation then it could be 30- but if take less vacation time then could be in pulpit more of those Sundays (should be somewhere in that range)*
- *Not important to specify a maximum*
- *Not a big change so we approved without this change*

*Section 251- parentheses material might not need to be there - refers to an endnote so should keep it (therefore no change)*

*Maureen moves to approve the agreement*

*Rick seconds*

*Unanimous approval*

## **7:15 Share out of liaisons-**

Laura- SJC

- *Restructuring going on*
- *July meeting- July 16th (Thursday)- so AJ can attend*
  - *So... board should NOT choose Thursday for their meetings next year*

Marsha (*not here- others contributed what they knew*)

Membership:

- *4 new members recognized*
- *Rick came and talked about what other congregations are doing*

Finance (*discussed earlier in meeting*)

Stewardship

- *Moving fully into being a standing committee*
- *Stevie Rae will be the chair*
- *Committee will oversee all of the money coming in (Stewardship Drive and the Auction)*
- *Also looking at other fundraising and donations and legacy giving (restart this project)*

Geoff-Adult RE

- *Need a restructuring because 2 of their 4 members are gone*
- *Suzanne reached out to Jan because it seemed like logical place to get started with enriching, remote activities*
  - *Jan was thrilled to have the support- just she and George and Mary Lou Bailey and haven't met for a while- group was struggling*
  - *Jan sent a lot of info to Suzanne*
  - *In the works so far... at least a Women's group, a book club, popcorn theology (AJ)*
- *Suzanne wants to do a new survey because SO much has changed and needs are SO different- many more need to connect*
  - *Some people have a lot more time on their hands-- so maybe they would be willing to attend something like a 4-week course on "white fragility"*
  - *Needs are likely very different*
- *As part of the survey... maybe add "would you be interested in filling vacancies in these committees?"*
  - *Suzanne will just list the committee names and see if anyone is interested*
  - *Suzanne will send any names to the committee of interest*
- *AJ wants to be looped in to these conversations- wants to support*

Ian- CYRE

- *Youth on Friday nights*
- *Adrean has been doing well with the 9:30 Sunday morning time on Zoom*
  - *Stories have been meaningful and pertinent*
- *New chair is Bill Boyce*

Suzanne

Worship-

- *Still working on the best ways to reach everyone on Sunday morning*
- *Vicky is training people to do her Zoom job- she didn't really want to be working on Sunday mornings- Kara Rivera has volunteered to learn how to do it*
- *Just about all of the services ready to go through August*

- *Are people leaving when we do break-out? Should we have a training protocol for break-outs*

GA/Denom Connections-

- *Already talked about*

Rick

Buildings and Grounds

- *Roofer hurt his back so no roof repair yet*
  - *Roof needs repair in 2-4 years (sooner than we've heard before)*
- *Outside clean-up needed*
- *Inside a few things needed- pandemic task force will help him with how to proceed with that*
- *Bob would like someone to step up as new chair of Building and Grounds (he has been the chair since 2012... might be time to give someone else a turn :)*
  - *There really are no "members" of this committee*
  - *Ken is on CYRE and Committee on Ministry this next year- at some point he will come back- but not this year*
  - *Bob N. lists some members in the annual report - maybe we can reach out to them*
  - *Rick will clarify with Bob-- can you hang on as chair for a year or are you talking now?*
- *Board should talk about whether this should be a committee or just a point-person-- should we recruit a bunch of people for a group, or just find one person*
  - *Depends on who we find- what is possible? How much support do they need (want)?*

Pastoral Care

- *Checked with Kara about Pastoral care*
- *Making check-in phone calls- trying to contact everyone in the congregation*
- *Looking for another member (esp a male for balance)*
  - *Adds to general recruiting issue*

Aside:

*"Action team" vs "Committee"- should we rename them? The word committee can be off-putting*

- *Maybe need some list of actions this committee has been part of*

Maureen

Committee Council-

- *Another meeting in fall*
- *Template creation (see above)*

Communications-

- *Do we want to continue the Auburn journal?*
  - *Maureen will ask Joan to discuss this with the committee*
- *Work happens but not had a committee meeting in quite some time*

**7:25 Right relate**

**7:30 exit.**