

Minutes for JRUUC Board Meeting

July 15, 2020

6:30-8:30 p.m. via Videoconference

Minister of Delight: isaac **Opening/Closing Words:** Amanda **Timekeeper:** [Glen]
Observer: [Kirsten]

Roll call: Marla McFadden, Amanda Werhane, Glen Gordon, Tom Richards, Kirsten Johnson, isaac gadiant, Tom Boswell

1. Welcome, chalice lighting, read BOT covenant, adopt agenda
 - Not all board members had access to the shared Google drive before the meeting, so the agenda was read by Marla as the meeting progressed.
 - Marla moved to add an “Action Items” item towards the end of each agenda. Approved by voice vote.
2. Reflection time
 - This time is usually used for reading through the meeting materials in the shared drive, but not all board members had access to the shared Google drive before the meeting.
3. Approve Last Month’s Meeting Minutes
 - Amanda moved to have June minutes approved in August along with July minutes, because not all Board members had access to see the June minutes in the shared Google drive before the meeting. Glen seconded. Approved by voice vote.
4. Board member communication [added to agenda]
 - Send your preferred email address to Marla. Marla would like emails to always go to her personal email address mkmcfadden57@gmail.com (even if also sent to president@jruuc.org). Marla will also send out her phone number if you need to text (but email is preferred). Marla will check with Charlie to see if he’s the person in charge of making changes to board@jruuc.org and will make sure everyone’s preferred email addresses get added.
 - Board photo for website - isaac took a screenshot of Zoom meeting.
5. Consent Agenda
 - There were no consent agenda items available in the Google Drive before the meeting.
 - a. Minister’s Report: Karen

- No report. Rev. Karen is on vacation and then study leave.

b. Finance Report: Glen

- Verbal report.
- Normally will email a Finance Committee Report, Treasurer's Report and Balance Sheet, by the Sunday before a Board meeting, and will also put them in Items for Monthly Review folder in shared Google Drive. Marla: if individuals are comfortable saving to Google Drive themselves that works or ask Marla to do it for you.
- \$14,000 ahead of 2019-2020 budget at end of year; projected \$5-10,000 ahead. Does not include the PPP loan (\$22,000 which may entirely be forgiven).
- Check signers - Normally everyone goes to Park Bank with driver's licenses. They agreed we can file a signature amendment form per new person, with photo of your license; Glen will send this form out. Need vote of ppl off board and new ppl added. Marla notes that Tom Richards has been one of the people going into building to sign checks bcs he lives nearby; need to make sure ppl have access, before taking Bev and Jean off who also live nearby. Glen moves: "The following members who have left the Board will no longer be Park Bank check signers - Bev Buhr, Jean Skinner, and Thomas Lund. The continuing Board members will remain Park Bank check signers - Marla McFadden, Kirsten Johnson, Glen Gordon, Tom Richards. The following new Board members will become Park Bank check signers - Tom Boswell, Amanda Werhane, Isaac Gadiant." Amanda: I don't have a key to get into building to sign checks. Past members have keys, need to get back. Tom Richards and isaac: BSC hasn't discussed re-keying recently, but will bring up again. Marla: Will talk to Ansley and find out about getting keys for new Board members. Glen recalls that Board decided last year that only one signature is needed for under \$500, and two signatures for \$500 and over; Park Bank only requires one signature; Glen advocates for that during this pandemic. Marla thinks it's still 2 signatures for all checks, and advocates for continuing that practice for security; she'll put it back on agenda for next month. Glen will contact Ansley to ask about what is currently happening. Motion: Isaac seconds. Motion: adopted by voice vote.

c. Building Stewardship Committee:

- Tom Richards emailed a report to Marla, which is not yet in the shared drive. Marla read out the report.

d. Building Rental:

- isaac will speak with Thomas Lund and Covid Task Force.
- Considering renting for purposes such as hair stylists, yoga classes.

e. Budget Process Policy Task Force:

- Marla explained purpose of task force, documents in Google Drive.

f. Safety Research Task Force:

- Marla explained purpose of task force. Didn't really get off the ground last Board year, but this might be a good time to do the research; UUA provides resources. Marla will revive for future meeting.

6. General orientation

- Discussed check signing, keys, photos, email.
- Board members serve as liaisons to one or more committees.

7. Board Retreat

- Typically late Summer/early Fall - Saturday 9am-1pm generally (4-5 hours). Marla will send out an email poll for scheduling.
- Purpose of the board retreat: Discuss goal-setting process, and look at Board structure and processes (Commission on Institutional Change [COIC] report).
- Discussion about in-person vs. videoconferencing - possibly a combination of both, though in person won't be required.

8. Stretch Break [added to agenda]

9. Committees and Liaisons

- Each committee has charges in Board folder in Google Drive, along with template.

a. Finance

- Glen volunteers to continue to be the liaison.

b. Building Stewardship Committee -

- Tom Richards volunteers to continue to be the liaison. Draft charge in Google Drive screen-shared for those board members who did not have access before the meeting. Motion: "Board accepts the BSC charge with the amendment to add "/fiscal" after "church" to identify period of membership." Tom R. moves, Tom B. seconds. Approved by voice vote. Now adopted, no longer Draft.

c. C-19 Strategic Plan Task Force - Kirsten volunteers to continue to be the liaison.

- d. C-19 Communications Task Force - Marla volunteers to continue to be the liaison. She would like it to become just “Communications Task Force.” Because the congregation is not seeing each other in person, Bev convened the committee at start of pandemic so that the point people for office, music, RE, Caring Tree, cleaners, etc. were communicating.
- e. Building Rental Task Force - Thomas Lund was the previous liaison. Tom Boswell volunteers to be the new liaison.
- f. Safety Research Task Force - Not yet established. Marla may volunteer in the future.

10. WSC antidotes discussion - Karen suggests review of COIC “Widening the Circle of Concern” for this year

- Marla will email out a six minute audio file of the premise.

11. No-Staff Huddle - No staff present.

12. Next Meeting’s Roles

- Time Keeper: Marla read charge. Glen volunteered.
- Observer: Marla read charge. Kirsten volunteered.
- Opening/Closing Words: isaac volunteered.
- Minister of Delight: Marla volunteered.

13. Action Items [added to agenda]

- Action items were summarized (see minutes above).
- isaac will do the email to Charlie instead of Marla.
- Marla will email isaac about cork floor cleaning.

14. Check Out: Process Observer

- Neither the Process Observer nor the Time Keeper recalled that they had volunteered for these roles last month, and neither had access to the shared Google drive before the meeting to refresh their memories, so neither task was attended to.

15. Closing Words & Adjournment - Adjourned at 8:51 pm