

Minutes for JRUUC Board Meeting

Wednesday, August 19, 2020

6:00-8:00 p.m. via Zoom

Minister of Delight: Marla Opening/Closing Words: isaac TimeKeeper: Glen

Observer: Karen

Attending: Marla, Amanda, Tom R., Glen, Tom B., isaac

Not yet here: Rev. Karen (joined part-way)

Not attending: Kirsten

1. Welcome, opening words, chalice lighting, read BOT covenant, adopt agenda
 - **BOT Covenant - Decision at Board retreat was to drop “can-do attitude” clause, and we hadn’t replaced it with anything.**
 - **Isaac - moves to replace last clause with “a spirit of willingness”, 2nd by Tom B., approved unanimously by voice vote**
2. Reflection time
 - **Skipped (Rev. Karen’s agenda item)**
3. Approve Last (two) Month’s Meeting Minutes
 - **Clarified that both June and July meetings started at 6:30, which was a copy/paste error**
 - **Marla - Check Signers - Amanda will change the 7/20 minutes to delete Tom B.. isaac: 2nd. Vote: unanimous by voice vote.**
4. Consent Agenda Items
 - a. Minister’s Report: Rev. Karen - **emailed report:**
 - **“Worship – the team and I will meet later this month to debrief on summer worship and plan for fall and winter**
 - **Stewardship – the team and I will meet later this month to regroup since the beginning of my sabbatical leave in January**
 - **Pastoral care – I’m picking up where I left off on calling members and friends, and will schedule a call with Caring Tree co-chairs later this week**

- **Communications – This group didn’t meet while I was on leave, but I’m hoping to gather them just before the Board meeting**
- **Membership – I plan to check in with this team next week**
- **Also, as I offered during our retreat, I’ve just uploaded a spreadsheet with my best understanding of our working groups into the BOT Reference folder on the Shared Drive.”**

b. Finance Report: Glen

- **Emailed reports.**
- **Addendum: final step for new check signers - documents for each of us to date on the same day - will email tomorrow - date tomorrow (8/20) - then send back to Park Bank.**
- **Glen - need process for signing checks since nobody is at the church building.**
- **Marla - we had been asking Tom Richards and Jean Skinner to go to building to sign checks that Ansley had prepared; either Tom or Jean would put in mail. Marla is also on the email list.**
- **Glen - Future board discussion/decision re: whether all Board members really need to be check signers; could be made by next year’s board.**
- **Amanda - shall we add all check signers to Ansley’s email list? Except not everyone has keys.**

[Karen arrived]

c. Building Stewardship: Tom R.

- **No report (hasn’t yet met).**

d. Covid-19 Strategic Plan Task Force (Kirsten)

- **No report.**
- **Karen reports “We re-key the building every few years because people lose the keys. Another suggestions = using a keypad (code can be changed easier than re-keying).”**
- **Building access decision later in meeting.**
- **Tom R. moves to accept consent agenda, Glen 2nds. Vote = unanimously approved by consent agenda.**
- **Karen explained that we can review the consent agenda items, and only if something needed to be discussed is it added to agenda.**
- **Tom B: Debt forgiveness question from Glen’s report. Glen: PPP funds from SBA, initially a loan but will be forgiven if we meet criteria re: how it was spent; we expect it to all be forgiven later this year.**

5. Finalize 2020-2021 BOT Goals - **Final goals in red -**

a. Board-centric

- **“Read and process “Widening the Circle of Concern”.”** 1 chapter per month assigned reading before each meeting, time within meeting to discuss. Karen will post the schedule. Isaac moves (no objections)
- **“Find and organize all existing com/team charges and policies, task com/teams with drafting any missing charges, and post them publicly.”** Karen posted a spreadsheet of “Reeb Working Groups” in BOT Reference on Shared Drive. Glen pointed out that some committees draft their own and others are drafted by Board. Karen: committees/teams are offered a template are Board offers help if needed. No objections.

b. Congregational vision

- **“Explore how can we support the development of a more robust BSC”.** Karen: change to the broader: **“Identify committees needing Board support this year, and do so.”**
- **“Improve communications - Develop ways of sharing information with the congregation and the community during and beyond COVID - effective online presence”.** Karen: Yes, the Communications Team still exists, and doesn't need support - shares info across leadership, not to congregation (Worship, Membership, etc.) and how we stay connected. Propose taking out com/team.
- **“Leadership development”.** Karen - this isn't yet a goal; do we want to keep it or take off the table for now? Isaac: future goal for future board. Removed. Tom B. implied in growing the membership.

c. Financial (and administrative?) health

- **“Continue to investigate ways to increase non-pledge income”**
 - **“Create/charge/support a Building Rental Task Force, and support BSC, in discernment of rental possibilities during COVID”**
 - **“Support the FUNdraising Team in discerning this year's work and finding a chair”.**
 - Karen: delete the heading.
 - Glen: Help to re-invigorate?
- **[“Growing membership”**
 - **“Unique opportunity to include a wider range of people, bring back people who haven't been participating since COVID began” - Karen: sounds like Ministry and Worship, suggest removing.]**
- **“Changing church administration software” - Glen: gather info, pick new software; does multiple things (accounting, tracks members, pledges, skills); move away from Church Windows software; wouldn't be a financial savings in itself. Karen: Boards even before me have been talking about this; I'm 100% in support. Marla: is it a Board goal? “Create and support a Task Force charged with researching and possibly changing church administration software.”**

6. Stretch Break

7. [Ideas to create and support working groups as they relate to Board goals >> **Tabled to next meeting**]

8. [Institutional Organization >> **Tabled to next meeting**]

9. Karen: Covid-19 team requests Board approval that we re-key building doors.

- **Glen - some electronic systems allow you to assign different codes to different people, to track who has access, when.**
- **Isaac - would be nice to have price comparisons for different options.**
- **BSC - would oversee researching future system.**
- **Tom B. - is there a policy re: financial decisions needing to come to Board over certain amount? Karen: all have budgets to work within, so no.**
- **Marla - BSC can use Building Maintenance Fund, which has \$.**
- **Glen - coms are given budgets based on expected expenditures. I'd like to have Finance Com approve any overspending proposals.**
- **Glen moves to authorize Covid Task Force to re-key. Tom B. 2nds. Approved unanimously by voice vote.**

10. COVID-19 Strategic Plan Task Force Guidelines for Outdoor Gatherings

- **Karen emailed this out last week hoping for email vote before the meeting (see end of minutes). It was decided to add to agenda instead.**
- **Amanda - clarified that not against email votes, but needed everyone to see the votes.**
- **Glen: is this UUA Guidance? Karen: No, inspired by FUS.**
- **Tension between respecting physical safety and our social/spiritual needs.**
- **Amanda moves, isaac 2nds. Vote: unanimous by voice vote.**

9. **No-staff Huddle >> Nothing to say**

10. Next Meetings Pick Roles

Time Keeper: isaac

Observer: Glen

Opening/Closing Words: Tom B.

Minister of Delight: Tom R.

12. Check Out: Process Observer

- **Maybe talk about purpose of a consent agenda next meeting**

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*****Addendum to Agenda: Proposed 2020-2021 Board Goals**

Two frames: dismantling the culture of white supremacy, and finding ways to be supportive to our working groups and encouraging more participation (how do we convey to folk their value?)

- Board-centric
 - Read and process “Widening the Circle of Concern”
 - Find and organize all existing charges and policies, and post them publicly
- Congregational vision
 - How can we get a more robust BSC?
 - Improve communications
 - Develop ways of sharing information with committees/ teams and congregation during and beyond COVID - effective online presence
 - Leadership development
- Financial (and administrative?) health
 - Continue to investigate ways to increase non-pledge income
 - Create/charge/support a Building Rental Task Force - support BSC in discernment of rental possibilities during COVID
 - Support the FUNdraising Team in discerning this year’s work and finding a chair
 - Growing membership
 - Unique opportunity to include a wider range of people, bring back people who haven’t been participating since COVID began
 - Changing church administration software

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DRAFT

JRUUC guidelines for gathering in small groups outdoors

As we navigate the COVID-19 pandemic together, we are eager to explore ways to connect more deeply with each other. When local public health conditions allow, JRUC will support small, in-person outdoor gatherings.

Our community interactions will be guided by:

- **A mutual respect for our own and each other's physical and mental health:** There are risks and challenges in gathering together physically; there are also risks and challenges in solitude. We trust each other to weigh these interconnected needs carefully, and we pledge to keep the needs of the most vulnerable among us at the forefront when deciding what safety measures to take. We will take the responsibility of assessing our own risk factors and susceptibility for contracting or developing severe reactions to COVID-19, and we will not assess anyone's risk other than our own or pass judgement on others' decisions regarding their own health.
- **Kindness, empathy and patience:** We will each strive for flexibility and understanding, recognizing that everyone is doing their best in an era of uncertainty.
- **A commitment to ensuring opportunities for higher-risk populations to participate and stay involved:** No one should feel pressured to interact in person. All in-person gatherings should offer a virtual option if practicable and possible for the type of gathering. This may take additional time and effort, and sometimes creativity; facilitators are urged to reach out to our Office Administrator Ansley Knoch at office@jruuc.org for help, so that a lack of technical experience doesn't prevent the possibility of seeing or creating a virtual option.
- **An understanding of COVID-19 symptoms:** We each agree to stay home if we are experiencing symptoms such as a fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or new loss of taste or smell.

When gathering outdoors, we ask that these measures be taken by participants:

- Keep the size of the gathering to a maximum of 15 people. The organizer of the gathering must provide a means for pre-registration, including a way to choose virtual participation if applicable. No drop-in events.
- Ensure a physical distance from each other of at least eight or nine feet.
- Arrive at all outdoor gatherings wearing a mask. Masks may be removed if all participants explicitly express comfort in doing so.
- Bring hand sanitizer. Avoid touching ones' face and frequently wash or sanitize hands, if possible.
- Refrain from singing, chanting, reciting prayers, playing wind instruments or performing deep-breathing exercises, as these activities carry a higher risk of transmission of COVID-19.
- Refrain from bringing items for sharing with others.
- Prior to gathering, discuss restroom needs. Because public restrooms carry an increased risk of exposure to COVID-19, it would be best to keep the duration of a gathering short enough so that restroom facilities may not be needed. However, restroom facilities at parks could be considered, especially if they are frequently cleaned and well-ventilated. The JRUUC building is not open for restroom use.
- Special considerations should be discussed if the gathering is to include small children and others who might find it hard to observe physical distancing.