



Unitarian Universalist Church in Meriden

Board of Trustees Meeting Minutes

March 17, 2020

Present (via Zoom): Sandy Duffy, Jane Dioguardi, Randy Heath, Kathleen Lindberg, Rev. Tony Lorenzen, Trish Schneider, John Sepples, Paula Snedeker

Absent: N/A

1. Chalice Lighting and Check-in: Randy began the meeting with words about gratitude and compassion, and Board members checked in with each other. Sandy volunteered to be the timekeeper.
2. Renewing our Covenant: Jane summarized the covenant and reminded us that we all have each other's best interest at heart.
3. Consent Agenda Items:
 - a. Acceptance of previous meeting minutes from February 18, 2020
 - b. Minister's Report dated 3/10/2020 (excluding "Board Agenda Considerations")
 - c. Worship Associates – 2/26/2020
 - d. Communications Report for March 2020

John moved to accept the consent agenda items and Trish seconded; the motion passed unanimously.

4. Treasurer's Report: Monthly net income for February was negative; net operating income is approximately \$9800 at present; nothing major in expenses, but Trish expressed concerns about another tight month without any fundraising. The Finance Committee has already discussed increasing the minimum wage to \$15/hour for child care providers; there were no objections from BOT members. Trish will look to see what Steven Nahas is making. We need to put thought into what we really need for our kids – child care? Or someone to work with Rev. Tony for RE/faith development? Jane will set up a separate meeting. Per Rev. Tony we need to decide what we as a Board are going to advocate for. What's the staffing plan for next year? Not all Board members had chance to look at the financials so there could not be a motion to accept at this time.
5. Budget FY 2020-2021: Running a deficit but pledges are not pinned down yet. What can we do for fundraising? Can we do an online auction? What can our fundraisers truly add to our budget? While the Daffodil Festival is a good draw, traditionally we get a lot of in-kind donations. As the BOT we need to set a vision/mission and give the fundraising committee parameters. These fundraising questions need to be explored outside of BOT meeting. Also, a crucial question when setting the budget is what do we want for staffing?
6. Contingency Plan: Discussed how to make a plan in the event a number of BOT members become sick and unavailable for a long period of time. Should we approach people now or wait until the time comes? Do the bylaws allow alternates in case of emergency? Kathy suggested sending an email to ask who would be interested in serving on BOT on a temporary basis. Steve Volpini and Jeff May have already expressed interest, per Rev. Tony. Jane will figure out wording. If Rev. Tony gets sick, there are plenty of provisions in our contract. We could call Manchester, Hartford, New London, and UU Regional Office. Randy suggested reaching out to other liberal congregations; Rev. Tony will float that idea when he meets with their leaders.

7. Complaint-Conflict Management Flowchart and Policy: A motion to accept policy and flowchart, with corrections for typographical errors, was made by Sandy and seconded by Trish; motion carried unanimously. Final document will need to go on church web site and be posted on bulletin board for general reference.
8. Selection of GA Delegates: Donna Stimpson and Jane would like to be our delegates. Trish made a motion to accept and Kathleen seconded; motion passed unanimously.
9. Updates and follow-ups:
 - a. 501c3 Religious Nonprofit Incorporation: Jane working on registering UUCM as a charitable organization with the State of CT.
 - b. Board-directed "ball dropping": No update. Finance Committee has interest from Emily Kwolek and Angelique Henderson. Social Justice Committee will contact UU Vote.
 - c. Roof leak: Two contractors coming in on Saturday March 21st to give estimates; Randy trying to line up two more as well.
 - d. Stewardship Drive: Rev. Tony helped Liz put together a letter as a reminder to people to complete their pledges. Every pledge needs to get two thank-you's: one from Rev. Tony and one from a BOT member. Trish will provide a list of names.
 - e. Credit Card Policy: Trish and Sandy will look at getdivvy.com (online expense management and one-off credit cards). The draft policy authorizes only the treasurer to use the card, but Rev. Tony needs to be able to use it for professional expenses and RE and worship expenses. Discussed adding minister and back-up BOT member to policy. Sandy moved to accept the policy with the necessary changes and Kathleen seconded; motion carried unanimously.
 - f. Rental Policy/Agreement: Jane will send everyone information re: sexton. Anyone with a key must be a member of the church
10. Onboarding/Training: Discussion re: what happens in the office? As new Board members, John and Paula are unfamiliar with who has what responsibilities. Jane asked that questions be emailed to her and Trish. Per Rev. Tony, an official process for onboarding needs to be developed – he will help once there's a draft. John, Jane, and Trish will work on this.
11. Cloud-based storage: Per Jeff May, the current OneDrive account for the church was created as a stopgap measure, but the church needs its own account in its own name to follow best practice. This will be part of our work for the next year. Jeff will send log-in information to BOT members.
12. Church Clean-up Weekend: Needs to be postponed; will discuss at next BOT meeting.
13. Reminder of next Meeting: Tuesday, April 21st at 7 PM via Zoom
14. Closing words and chalice extinguish: Meeting adjourned at 8:30 PM. Randy reminded us we are a community and there's strength in numbers.

Respectfully submitted,
Paula A. Snedeker