



Unitarian Universalist Church in Meriden

Board of Trustees Meeting Minutes

April 21, 2020

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

Absent: Randy Heath

1. Chalice Lighting and Check-in: Jane began the meeting with a reading, and Board members checked in with each other during this difficult time of self-isolation.
2. Renewing our Covenant: Jane read the BOT covenant.
3. Consent Agenda Items:
 - a. Staffing issues – Recommendation - A Board member (or members) to work with Rev. Tony to establish a job description, hours, and salary for the following staff positions:
 1. Admin assistant fully conversant with digital and social media (possibly to be shared with MUUS)
 2. Religious education and childcare coordinator
 - b. Emergency pastoral coverage should Rev. Tony become ill: Jane has reached out to Karen Bellavance-Grace, our regional congregational consultant at UUA, and will report back to the Board with her recommendations.
 - c. Working towards incorporating UUCM as a non-profit religious entity/corporation with the State of Connecticut: Because Rev. Tony has agreed that this step will take legal advice (the information on the State of Connecticut website regarding such matters is vague), Jane is reaching out to the Social Justice Council, who is likely to know of lawyers conversant in this matter, and who may be able to assist us pro bono.

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

4. Acceptance of previous meeting minutes from March 17, 2020:

Trish moved to accept the minutes and Sandy seconded; the motion passed unanimously.

5. Discussion
 - a. Change date of Annual Meeting until October
 - b. Change date of Fiscal Year
 - c. Have a Zoom "Town Hall" meeting in June
 - d. Budget hearing

Discussed moving our Annual Meeting to October and changing the fiscal year to match the calendar year. Either way, under the circumstances, we'll have to do a six-month budget (July 2020 – December 2020). Sandy noted that some years ago we changed the fiscal year to match the UUA fiscal year (July – June) at their strong recommendation. Members had mixed feelings – when the FY starts 7/1, there's a lag with no activity, and the beginning of the fiscal year should have a lot of fundraising, from a treasurer's point of view, or we'll show a deficit all year. The bylaws say we must have Annual Meeting before end of FY to vote on budget and hold elections for the new FY. This year the treasurer's term is up in June, as well as an at-large position. Trish is willing to continue for another term, but Sandy has concerns about staying on as finance chair.

While some members were in favor of moving the Annual Meeting to October but not changing the FY, Rev. Tony said it doesn't make sense to decouple the two. If we keep the FY as beginning in July, we should move the annual meeting to February, for example. Rev. Tony said that there are good reasons in general for getting the annual meeting out of June (under the best of circumstances, people are starting to run out of energy in late June, and the beginning of the church worship calendar - Labor Day - marks a period of high energy and often "church shopping," especially for families with young children, and new members bring more energy and new ideas.) No matter when the meeting is, its success will be determined by how well it's planned and promoted. Trish suggested that for this year we have the Annual Meeting in June (via Zoom) to approve a six-month budget and hold elections, and then over the next year we talk about how to switch FY to the calendar year. Members endorsed Trish's suggestion and agreed that Jane should prepare a congregational communication and send to Janet for distribution to the "everyone" email list. A budget hearing will be held in May to discuss the budget for July – December. Then we will have another hearing and a special meeting in October/November to discuss and approve the budget for January 2021 – June 2021. Decided on Saturday June 20, 2020 at 1:00 PM for Annual Meeting via Zoom. Trish and Finance Committee will discuss date for budget hearing and let Jane know by the end of the week. Jane will also include information about the election in her communication and see who is interested in joining the board.

e. Increase frequency of Board Meetings:

Starting May 5th, 2020, BOT meetings will be on the first and third Tuesdays of the month for one hour. Members will be assigned action items with the expectation that they report on their results at the next meeting.

6. Treasurer's Report & Financials:

Most items don't have a lot of expenditures yet, but Trish noted that that's typical and over the next couple of years the budget and budget process will be refined.

Paula made a motion to accept the Treasurer's Report and Financials for February 2020; John seconded and the motion carried unanimously.

John made a motion to accept the Treasurer's Report and Financials for March 2020; Kathleen seconded and the motion carried unanimously.

7. Other:

- Trish received a text from Randy about the roof damage, repair estimates, and insurance coverage. She will email the information to BOT members.
- Trish would like to have a fundraising meeting next week. One item to discuss is the auction scheduled for May 23rd and how to move it online.
- Sandy reported that the bank increased the amount we are asking to borrow on our PPP (Paycheck Protection Program) loan application; will apply for next round of funding.

8. Reminder of next Meeting: Tuesday, May 5th at 7 PM via Zoom

9. Closing words and chalice extinguish: Meeting was adjourned at 8:24 PM.

Respectfully submitted,
Paula A. Snedeker