



## Unitarian Universalist Church in Meriden

### Board of Trustees Meeting Minutes

May 5, 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 virtual chalice lighting, and Board members checked in with each other. Sandy volunteered to be timekeeper.
2. Renewing our Covenant: Jane read the BOT covenant
3. Acceptance of previous meeting minutes from April 21, 2020: Sandy made a motion to accept the minutes and Trish seconded; motion passed unanimously.
4. Discussion :
  - a. Safety and property issues
    - i. Key inventory: Trish needs to know who has keys to the building and what the key # is; the list in the office is outdated. Trish will email the list to Jane, who will ask Steven Nahas to contact people to determine who has what. It was also decided that the clerk should have a key.
    - ii. Arrange maintenance of the alarm system: The system hasn't been used in some time; per Trish it's not currently communicating. Sandy said that the alarm company can teach him how to reset it.
    - iii. Decide on how and when to reinstate the use of the alarm system: Will discuss further after Sandy meets with alarm company.
  - b. Staffing issues
    - i. Three staff positions under consideration: office administrator with digital skills, child care/CYRE, sexton (cleaning/disinfecting).
    - ii. Parameters for responsibilities, hours, and pay: Per Trish there is no money in the budget for janitorial services. She has UUA recommendations for salaries for the other positions. Discussed whether or not to look into hiring a contracted cleaning service. Sandy will check terms and conditions of PPP loan. Per Trish, Rev. Jan hired Steven and had a covenant with him. Going forward we'll need a more specific contract, but the challenge is specifying exactly what we need for the admin role. Rev. Tony has a meeting on May 6<sup>th</sup> with other ministers of small congregations re: admin role in this time of pandemic. The numbers don't exist for CYRE – child care would be a better use of money. We can have activities planned, but need the commitment of parents and church members to volunteer to supervise. Covenant states at least two adults must be present when a child is involved. Rev. Tony suggested that over the summer we set up a schedule – child care every Sunday, and a program every other? (Discussed at MUUS: adding a second service on Sunday afternoon geared toward families with children.) We need to experiment to find out what will work. It will probably take another year for the UUCM congregation to decide what our staffing needs are and what we can afford.

- c. Reopening the building
  - i. When? Should the opening be done in stages?: Affects bottom line. Cleaning service will be an extra expense. Main concern is 'high touch' areas (door handles, light switches, etc.).
  - ii. For what activities?: Worship associates need to start thinking about what worship service is going to look like. We can begin doing online service from the sanctuary and also open to renters.
  - iii. How should we re-establish rentals?: Ask renters if they can social distance. Revise rental agreement re: risk of getting sick/what happens if someone becomes ill and what cleaning expectations are.
  - iv. How will we accomplish the necessary cleanup and sanitizing after rentals?: Need to revise rental agreement/policy and clearly spell out what actions the renter must take.
  
- 5. Other:

Jane received a request from Angie Swanger and the Social Justice Committee re: funding for certain initiatives that SJC supports. Rev. Tony spoke to Angie today (May 5<sup>th</sup>), and the SJC wants to make sure they can donate funds without BOT approval; Rev. Tony suggested using Faithify. While the BOT shouldn't police SJC fundraising, we don't want it to occur at the same time as UUCM events (the auction, for example). SJC can make a special ask for a dire need for a community partner but we have to balance that with the church's need for funds.

Sandy said that we will be buying vMix software for \$700 on May 23<sup>rd</sup> – can we use memorial fund money to pay? Rev. Tony noted that if we get Faithify set up we can probably raise the money by May 23<sup>rd</sup>. Trish has been looking at setting up an account.
  
- 6. Reminder of next Meeting: Tuesday, May 19th at 7 PM via Zoom
  
- 7. Closing words and chalice extinguish: Meeting was adjourned at 8:03 PM.

Respectfully submitted,  
Paula A. Snedeker