



## Unitarian Universalist Church in Meriden

### Board of Trustees Meeting Minutes

June 16, 2020

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

Absent: N/A

1. Chalice Lighting and Check-in: Jane lit the chalice, and Board members checked in with each other. John volunteered to be the timekeeper.
2. Renewing our Covenant: Jane read the BOT covenant.
3. Consent Agenda:
  - a. Acceptance of previous BOT meeting minutes from June 2, 2020

John moved to accept the consent agenda item(s) and Trish seconded; the motion passed unanimously.

4. Treasurer's Report and Financials (May): May's net operating Income was positive, mainly because MUUS paid Rev. Tony's full salary. We may not have to pay them back if they qualify for PPP loan forgiveness. We have received additional donations for the minister's discretionary fund since the report was done.

Paula made a motion to accept the Treasurer's Report and Financials; Kathleen seconded and the motion carried unanimously.

5. Stewardship: Trish and Kathleen will put together a list of time-specific stewardship tasks – what projects do we need to get off the ground? Example: thank-you notes for the pledge campaign.
6. Administrative position: We will need volunteers willing to take on some clerical functions. During the meeting, Rev. Tony emailed BOT members the job description of a 21<sup>st</sup> century administrative assistant. Duties include daily update(s) on social media; weekly newsletter; and online database management as needed.
7. Sunday worship: Rev. Tony stressed that we need a lot more people involved in planning the service (including technical aspects) and helping on day of (example: hosting coffee hour).
8. Fundraising: Trish will check in with Donna Stimpson and Diane Szymaszek re: tag sale plans for July.
9. Annual Meeting: Letters have been mailed. We will need a quorum (15 active members) to vote on anything. Trish hopes to have the annual report in a pdf format to email on Thursday (with a reminder about meeting). John will be the Zoom host.
10. Reopening: While Rev. Tony said that it's not safe to meet in the church right now and we shouldn't make rush decisions, Trish asked that we start creating basic rules/guidelines for events (such as the gong service and Small Group Ministry) for when the building reopens. Jane will put together a draft of expectations in time for the annual meeting using UUA page of resources.

If anyone has any questions about reopening, our response will be that it's not safe yet and rules/guidelines will be ready by the end of the summer (we will not be reopening until at least the fall). This gives us time to figure out spacing ("six feet in every direction") and cleaning responsibilities. Trish will need to eliminate rental income from budget.

11. Reminder of next Meeting: Tuesday, July 7th at 7 PM via Zoom.
12. Closing words and chalice extinguish: Trish made a motion to adjourn the meeting and Sandy seconded. Motion was approved unanimously and meeting was adjourned at 8:13 PM.

Respectfully submitted,  
Paula A. Snedeker