



Unitarian Universalist Church in Meriden

Board of Trustees Meeting Minutes

October 20, 2020

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

Absent: Sandy Duffy, Randy Heath

1. Chalice Lighting and Check-in: Jane lit the chalice, and board members checked in with each other. Rev. Tony volunteered to be the timekeeper.
2. Consent Agenda:
 - Acceptance of previous meeting minutes from September 15, 2020
 - Minister's report - 10/15/2020

Discussion:

Worship Committee attendance is low. Anita Sanders is helping with video editing for Sunday services. Rev. Tony sent a communication to all families with children re: recording a chalice lighting; this opportunity will be open to adults later on.

Launchpad: Meeting on 10/7/20. Launchpad is a business designed to help UU congregations stay vital. Price for a new website is very reasonable. In response to concerns about the maintenance fee, Rev. Tony noted that effective websites shouldn't need to be updated constantly (many internal resources don't need to be there).

CT Small Congregational Collaborative: Meeting on 10/15/20. Too soon for Stamford to participate but part-time minister in Danbury is interested, and maybe Bridgeport as well. Rev. Tony and Jeff May will work on mission statement. Vivian (from MUUS) will create sample bylaws and investigate what we need to do file as a nonprofit.

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

3. Rental Request: Sharlene Kerelejza requested to use building for family function for 18 people. Kitchen would be used only to refrigerate and heat up food. BOT members voiced COVID concerns about how long droplets stay in the air. We would have to create a waiver about using the building "at your own risk" and require everyone to sign in; a church member would also need to be present. Trish noted that the CDC says that a location that isn't used for seven days (after an event such as this) would not require any heavy duty cleaning. Use would be dependent on CT's COVID rates – if rates start to increase we will not allow building to be used.

Trish moved to accept the request and Kathleen seconded; motion carried.

4. Treasurer's Report & Financials for September 2020:

While we are doing well year-to-date with pledges and fundraising, donations from the collection plate are down. Discussed a different way we can ask for weekly donations – maybe send out a monthly postcard? The PPP loan period ended on Oct 19, 2020. A small portion of the loan was unspent (about \$500) and will need to be returned.

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

5. Stewardship Chair/Committee: While people are obviously willing to put in time toward raising funds and we're getting pledges, it would be extremely helpful to have someone send pledge letters and statements/reminders. Do we want an administrative person vs. creative person (bookkeeping vs. ideas for pledge drive)? Congregants also need someone to talk to when they can't honor pledges. Rev. Tony noted that Launchpad can also provide stewardship functions so we should explore that part of the service. Trish will put together a list of expectations for a stewardship chair and send to BOT members for review.
6. Portable PA system: Paula made the motion to allow the Worship Committee to purchase PA system with monies from the memorial fund; Trish seconded and motion carried unanimously.
7. Special Congregational Meeting on Oct. 25th: Paula will send information to "Announcements" email address and ask Steven Nahas to send a special email; will also ask him to note the correct time in weekly update.
8. Fundraising Update: Committee has a meeting on Thursday 10/22/20. Trish shared link to online auction. Rev. Tony continues to work on the concert series. Donna Stimpson has made over \$500 selling handmade masks.
9. Facilities:
 - Phone and internet services update: Jeff has installed the new cable modem and phone unit.
 - Alarm system update: Sandy will call the alarm company.
 - Checking on building/property: Jane will contact Donna for help with creating a checklist of items (ex: thermostat). Need people to sign up and remain consistent. Kathleen offered to check once/week.
10. Communications & Membership: Steven's last day is 10/30/2020. Trish is doing some of Servant Keeper. Membership section needs to be updated – who are members and who are friends? Needs to be done in December for accurate count for UUA in January 2021.
11. Next Meeting: Tuesday, November 3rd at 7 PM via Zoom. Will be informal and open to all congregation members to allow discussion with board members on a variety of issues. Should be more visionary and more of a listening session – complaints that meeting on 10/6/20 was too business-oriented.
12. Closing words and chalice extinguishing: Meeting was adjourned at 8:27 PM.

Respectfully submitted,
Paula A. Snedeker