



Unitarian Universalist Church in Meriden

Board of Trustees Meeting Minutes

November 17, 2020

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

Absent: Randy Heath

1. Chalice Lighting and Check-in: Jane lit the chalice, and board members checked in with each other.
2. Consent Agenda:
 - Acceptance of previous meeting minutes from October 20, 2020
 - Minister's report - 11/10/2020

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

3. Launchpad: Per Trish, we can pay for website creation using funds allotted to CYRE background checks, but we need to determine where maintenance fees will come from. MUUS has met with Launchpad multiple times; Jane, Trish, and John will schedule a meeting as well.
4. Social Media Responsibilities: Jane, John, and Rev. Tony will meet with Steven Nahas as he is still performing some duties on a volunteer basis. Trish said that her daughter Hannah will work on the weekly update. Trish will check to see if BOT minutes are being saved to One Drive.
5. Treasurer's Report & Financials for October 2020:

We continue to do well with year-to-date pledges and fundraising, and are at 75% of budget for pledges for July – December 2020. The Social Justice Committee and the Minister's Discretionary Fund continue to receive independent donations. On the expenses side, utilities were high due to switching Internet accounts. YTD we have a small net operating income deficit of -\$453.18. Trish added a new report this month – the P&L by Month – to enable us to look for any trends in income and expenses.

Discussed financial health metrics: being able to pay bills on time; cash reserves; and debt reserves.

A very generous donation was received from a friend of Sandy and Jeff; Sandy will text contact information to Rev. Tony to acknowledge.

Discussed holiday cash gift for staff (pianist and office admin). The Finance Committee would like the board's feedback on options.

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

6. Stewardship Responsibilities & Recruitment: Tracking and acknowledging of pledges remain the vital issues; there needs to be a designated person to talk to in case of sensitive issues, such as when a congregant is unable to keep their pledge. Important to send thank-you notes quarterly.

Jane is working on a direct communication to congregation and will include an ask for someone to take on stewardship role.

7. Qualifications for Church Membership: Jane asked board members to email her re: the most important thing(s) to qualify as a member (for example, physical/financial support, orientation process, etc.). Will discuss at next meeting.
8. Fundraising/Auction Update: Infrastructure for the auction has been set up by Trish and Hannah, and members have been contacted for items to contribute (cookie baskets, holiday gifts, goods and services). Auction site will be up and running effective 12/4/20.
9. Facilities:
 - Roof leak: needs to be monitored so we can tell if it's getting worse.
 - Alarm system update: Sandy will be meeting with alarm company re: new security panel.
 - Checking on building/property: Right now Trish, Janet, and Sandy are checking but we need more consistency. Jane will put a notebook on the credenza so that anyone can write observations.
 - Request to park camper: We want to help people in need (relates to our values as a congregation) but what about liabilities? Sandy offered to meet with the requestor. We will need a covenant with this person, but before that we need to look at our insurance policy. Also need to notify neighbors and police department.
10. Servant Keeper: Trish has taught Donna Stimpson how to use the program. Need to clarify: who decides to make a member inactive, and what is the process for contacting member? Our bylaws are not clear. Rev. Tony has examples of form letters that can be used and suggested we tie it to the UUA census due in early 2021.
11. Next Meeting: Tuesday, December 1st 7 PM via Zoom. Will be informal and open to all congregation members. This month's topic will be membership requirements. Trish will send notification to announcements@uumeriden.org and John will host.
12. Closing words and chalice extinguishing: Meeting was adjourned at 8:37 PM.

Respectfully submitted,
Paula A. Snedeker