

Leadership Team Minutes July 8, 2021

The Leadership Team met at the church at 1pm Thursday July 8, 2021. Present were Nancy Burton, Janet Hiller, Trish Schneider, and Jane Dioguardi, immediate past president.

Continued from previous meeting:

- Rev. Tony's contract: Jane will try to convert the Pages doc to a Word doc to share with the LT. We still have to peruse it and confer with MUUS President Denise Pedane.
- The minister Nancy contacted is unable to serve as on-call emergency pastor.
- Randy Heath is looking into security cameras.
- Nancy has contacted Randy about other Property tasks: inspections of fire extinguisher and kitchen; she'll also ask him about filling the holes in the lawn.

We learned:

- UUA certification is done annually.
- The church Zoom account is renewed in March. The UUA has a better Zoom deal; we may switch to that plan in March. Trish will email us the Zoom credentials.
- The UUA requests membership info annually in November for the "World" magazine.
- The UUA requests membership info for dues by February.
- The UUA Benefits workbook tuneup should be completed as soon as we can.
- The UUA sends an annual questionnaire about our workmen's comp coverage.
- The City of Meriden sends an August request for access to our building for assessment purposes.
- We should put on the website our policies and procedures. They should also be on easily accessed paper in the office.
- UUCM has a debit card; it's in Trish's name because of bank policies.
- The lay pastoral care team has funds to distribute (currently \$1,000-plus). To keep funds on hand, we'll ask for donations quarterly. The Team consists of Kathy Lindberg, Jane Dioguardi, and Donna Stimpson.
- These funds are an off-budget item.

We need:

- Person(s) to help Trish with communications.
- Person to send pledge info and requests to pledgers.

We'll do:

- The PayPal button will have a drop-down menu for allocating donations: pledge, SJC, fundraising, etc.
- We'll ask for a donation quarterly for lay pastoral care (fka Minister's Discretionary Fund) or other critical need.
- Janet notified Bob Muir that his drumming circle can use the sanctuary. He'll give the church any funds remaining after the facilitator has been paid.
- Next meeting: general committee structure: What's being done? What needs help?

Tasks:

- Jane will try to convert Rev. Tony's contract from a Pages doc to a Word doc and send it to the LT.

- Nancy will text Randy about filling the holes in the lawn.
- Nancy will send out a Doodle poll to set a meeting time for the LT and the former Board.
- Janet will mail the thank-you note and gift card to Diane Szymaszek. (Tag Sale)
- Jane will write an update on Connie Welton for the weekly announcements.
- Trish will send the LT the Zoom credentials.
- Trish will send monthly financials to the LT after she receives the Vanguard statement.

Respectfully submitted, Janet Hiller

Next meeting: TBD