

## **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