

**Minutes**  
**UUFM Board Meeting**  
**April 2, 2020 6-7:55 p.m.**

**Present:**

Tony Filipovitch, President  
Penny Herickhoff, Vice President  
Tom Little, Member at Large  
Andy Roberts, Member at Large  
Tricia Nienow, Member at Large  
John Knox, Treasurer  
Faye Mattison, Secretary  
Rev. Rita Capezzi, Minister

**Greeting and Check-In**

**Chalice Lighting and Board Covenant:** We are a welcoming people of diverse beliefs who commit to nourish the spirit, broaden the mind, nurture the earth and build community. May this flame we kindle remind us to strive, today and every day, to love beyond belief.

**Review Agenda for Adds/Revisions:** No changes.

**Visitor's Forum:** No visitors.

**Consent Agenda:** Attendance, March Board Minutes, Treasurer's Report, Committee Reports (none). Approved.

**Ministry Report:**

- **Update on Minister's Activities in Light of COVID-19 Shutdown**
  - ▷ Rev. Rita will coordinate with Rev. Lisa Doege for service variety. Lisa may take a Sunday so Rita can take a Sunday off. If necessary, Rita may refer the congregation to another Sunday service. Lisa does some messaging with her congregation, but they haven't been doing Sunday Zoom services.
  - ▷ Rita will create a poll to solicit feedback on Sunday Zoom services.
- **Update on EdJ Activity**
  - ▷ One member is trying to arrange another way to sell her products because Farmer's Market is not yet set up, so she won't be involved with EdJ for now.
  - ▷ Rita hasn't interacted much with the other teams. We may do some letter-writing campaigns.
- **Extended Pay for Discretionary Staff (Housecleaning, Childcare, Guest Musicians)**
  - ▷ Discretionary staff will be paid according to what they had agreed to receive; the amount will vary according to the position. Childcare staff have been paid through March. Rita feels it's probably not necessary to pay them past May since most probably would not have worked into the summer anyway.
  - ▷ Now is a good time to have cleaning staff do deep cleaning. It's important to avoid any overlap of people coming into the building.
- **Minister's Discretionary Account**
  - ▷ Rita probably won't use all of her Professional Fund. Could this be moved to a Discretionary Fund? If funds are left later, she could move them back into Professional Development, if needed. Currently, \$1600 is in the Discretionary Fund.

- ▷ Rita doesn't have a feel for who in the congregation is in need, so she will write a letter requesting input. We've greatly scaled back on church activities, so it's important to consider new ways to draw members out in order to meet their needs. Rita would like to have a separate letter written from the Pastoral Care phone tree.

### Updates:

- Shutdown Update
  - ▷ Steps Taken
    - Phone tree contacts have been made to members.
    - Ted Downey has been distributing Fair Trade care packages to members.
    - Weekly Board check-ins and Rita's Zoom check-ins continue.
    - The Connections Team has sent a red Let Your Little Light Shine tee-shirt to Ariana Bealey for her newborn baby Milo.
  - ▷ Additional Steps Needed
    - Staff Backups
      - Nancy asked if there are essential duties that only one or two people know how to do that we should have someone else learn, for example, activities of Linda Ganske, Rita and Macey.
      - John is setting up paychecks/benefits so paying people would only require pushing a button.
    - Faye and Penny will search for information on making a plan in case you, your partner or children get sick. A plan would include who will get groceries, who would you contact, who would help with the children, etc. Newspapers haven't been covering this type of preparation as we shelter in place.
    - What are this month's specific, pressing needs?
- Stewardship
  - ▷ Progress to Date
    - Pledges so far are \$102,000 (same as this time last year).
    - Rita is uncertain whether people will be able to make their pledges.
    - No one has indicated they can't make their pledge for this fiscal year.
    - Penny will receive a stimulus check she doesn't need. She may redirect it to UUFM as an additional pledge contribution. Possibly these funds could be coordinated with the city to help community members, for example in a Pledge Your Stimulus Check Fund in support of a homeless shelter with Greater Mankato Growth. Rita will bring this up with her weekly Sunday afternoon ministers' discussion group.
  - ▷ April Activity
    - John has 20 letters ready to go out to people who haven't pledged.
    - We need to move our pledge target date back to April 30.
    - Pledge Wrap-Up (April 30)
    - Pledge Followup (Week of May 3).

### Annual Meeting Planning:

- Contingencies--Shutdown Versus Face-to-Face (Bylaws Specify May Meeting)
  - ▷ Board discussion on when to hold the annual meeting. It is usually held in May, so we could schedule it for late May or early June, 5/31 at the earliest. Rita suggests we talk to UUA for options.
  - ▷ For a 5/31 Annual Meeting, we need to be sure to advertise two weeks prior.
  - ▷ It is uncertain at this point whether the meeting will be in-person or virtual.
  - ▷ If we don't have a quorum, we can hold another meeting in a month.
  - ▷ UUA suggests a using a provisional budget or a monthly budget until we can make more decisions at the annual meeting. Contingency budgets may change as we

have more information.

- Budget Update
  - ▷ In mid-April, we will make a phone contact with those who have not pledged, asking them to return their pledge. John suggests we can call some people now.
  - ▷ In late April we can start the budget process.
  - ▷ Tony will meet with the Finance Committee in May.
  - ▷ In early May, we will contact those who still haven't pledged with a gentle reminder.
- Discussion of Annual Meeting Agenda was tabled until the May 7 Board meeting.

**Motion to Adjourn at 7:55 p.m.:** John Knox; Second, Tony Filipovitch; approved.

**May Board Meeting:**

- Our next Board meeting will be on **Thursday, May 7, at 6 p.m.**