

**Minutes**  
**UUFM Board Meeting**  
**May 7, 2020 6-7:28 p.m.**

**Present:**

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

**Not Present:**

Tom Little, Member at Large

**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:** Add "Building and Grounds Request to Defer Rent Increase" after "Payroll Protection Act Loan Update."

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

**Consent Agenda:** April Board Minutes, Treasurer's Report, Ministry Report. Approved.

**Nominating Committee Report:**

- New Board member training will be in June. John will be there to explain treasurer information.
- New Board members will be invited to attend the June Board meeting.
- Incoming Board members and those staying on will be asked to submit a bio.
- **Motion to accept the slate of new Board candidates, to include Penny Herickhoff, President; Bob Finley, Vice President; Todd Schweim, Secretary; Cheiron McMahill, At-Large Member; Kathryn Vonderharr, At-Large Member:** Tricia Nienow; Second, John Knox; approved.

**Payroll Protection Act Loan (PPP) Update:**

- \$11,691.50 is now in our account for payroll; \$4,000 will be left after payroll at the end of May.
- Our 8 weeks goes through mid-June.
- We will discuss a Covid-19 staff bonus at an upcoming Board check-in meeting.

**EdJ Committee:**

- The UUFM Philanthropic Donation is to provide outreach aid in the event of a catastrophe up to \$350 to help others directly or to create change through the use of our gift. This yearly donation exemplifies the generous spirit of the Fellowship in caring for the needs of others.
- For the 2019-2020 church year, the EdJ Team recommends the UUFM Philanthropic Fund Donation be made to Living Earth Center--Community Garden, where these funds will

benefit families in our area who might be food insecure. This donation will also benefit families who are clients of the ECHO Food Shelf, which receives produce from this garden. In this catastrophic time of the Covid-19 pandemic, with the accompanying job loss, illness and fears, we hope this donation will help give some degree of comfort and hope.

- Once the Board approves this donation, they will inform the congregation of this decision.
- **Motion to approve donation of the UUFM Philanthropic Donation, \$350, to Living Earth Center--Community Garden:** Penny Herickhoff; Second, Andy Roberts; unanimously approved.

#### **Building and Grounds Request to Defer Rent Increase:**

- **Motion to defer the rent increase for the church rental house, which was scheduled to go into effect with the new lease on June 1, for six months:** John Knox; Second, Penny Herickhoff; unanimously approved.

#### **Stewardship Update and 2021 Budget Discussion:**

- \$127,248 has been pledged for next year, with 59 pledging units. (The number of pledging units depends on whether a couple is married or not.)
- Some new members have pledged.
- 59 of 84 pledging units equals 70%, which is approximately the same as last year.
- Just two units pledged \$0.
- Some people's pledges are higher than last year.
- 2021 Budget Recommendations:
  - ▷ John will meet with the Finance Committee before the annual meeting.
  - ▷ Tony suggests we plan for a hold-steady budget. The PPP can offset any shortfalls and keep drawing on the gift to a minimum.
  - ▷ Keep in mind salary increases, and health care is now at the silver level.
  - ▷ Penny said we'll consider a Chalice Lighter grant to improve technology and streaming options even when Covid has receded. John is meeting with the Technology Team to talk about this. The application deadline is 8/31; John thinks the grant would probably come to us or be approved by October.
  - ▷ The Technology Team would be an ongoing expense.
  - ▷ Rita may occasionally send us to another church's service. Keep in mind that no childcare is needed. She guesses we may not be back to our building in the fall.
  - ▷ For the first half of the year, we may estimate and make changes as needed. The Board approves the budget, and adopts it in June. We report back to the congregation at the semi-annual meeting.
  - ▷ John will send out the budget to the Board in the next few days.
  - ▷ With the \$27,000 PPP funds, John estimates we are \$10,200 to the good as far as the gift. He originally thought we'd be down about \$49,000.

#### **Annual Meeting Planning:**

- Agenda
  - ▷ Report on Shutdown Activity (Tony)
  - ▷ Report on Ministries, this year and projected for next year (Rita)
  - ▷ Nominating Committee Report and Vote (Nancy)
  - ▷ Report on Stewardship and Budget Recommendation for Next Year (John)
- Online Meeting Guidelines/Issues--Zoom
  - ▷ Participants and Quorum Count
    - We can't use the Zoom Count because couples count as one, and there may be multiple participants on one account.
    - Phone-in participants are often identified by phone number rather than name,

- so it's important to have people change their Zoom name.
- Penny suggested we get people to register, and we could send out numbered ballots after the meeting, written or some electronic.
- Once we have a quorum, a vote is carried by a majority of those voting.
- There is a way to handle phone participants; Tony will ask Lisa Presley how they did it at the regional assembly.
- Penny attended a virtual workshop on April 18, a webinar last Saturday on on planning annual meetings, and weekly Mid-America meetings on Wednesdays.
- We will need three counters, and we need to ask nonmembers not to vote.
- We only have one vote, on the slate of new Board candidates. This is done by unanimous consent. Tony will call for all in favor, all opposed.
- ▷ Script and Handoffs
  - Title Slide
  - Music playing while people are waiting for the meeting to start
  - Agenda has its own Screen Sharing slide, separate from other displays
  - Wording of all motions in one document
    - Screen Share the document with participants during discussion of the motion, and
    - If any amendments are proposed to the motion, edit on the fly with Track Changes
- ▷ Discussion Management
  - One person will have responsibility for managing speakers
- ▷ Voting Procedure

**Staff Continuity Procedure:**

Rita's staff advisory pages on ensuring staff continuity is a procedure rather than a policy. It needs to be disseminated to staff. We will discuss this at the June Board meeting, and then enter it into the minutes.

**Motion to Adjourn at 7:28 p.m.:** Andy Roberts; approved.

**May Board Meeting:**

- Our next Board meeting will be on **Thursday, June 4, 2020 at 6 p.m.**