



UNITY  
TEMPLE  
UNITARIAN  
UNIVERSALIST  
CONGREGATION

**BOARD OF TRUSTEES MEETING MINUTES**  
**Unity Temple Community Center**  
**6:30 PM, May 12th, 2020**

Centering and Chalice lighting		6:30 -6:35
Check-in		6:35-6:45
Treasurer's Report	Lynne	6:45-7:10
Consent Agenda		7:10-7:15
Clarification of Budget Development Process		7:15-7:25
Reflection Question: (Think Big!) What are the components of UTUUC ministry?		7:25-7:45
Discussion: Program Council		7:45-8:10
Upcoming "Reflecting <u>with</u> the Board" Topics: "our" deeper questions, on-line worship, connection opportunities, finance (Confirm dates & times; BoT Leaders)		8:10-8:25
New Business Upcoming Consultant Meeting		8:25-8:35
Adjourn		8:40

**Attendance**

- Erik Wise, Teresa Powell, Elizabeth Plummer, Julie Willoughby, Willa Shultz, Rev. Alan Taylor, Rev. Emily Gage, Stephanie Kiesling, Lynne Hensel, Tina Lewis, Rich Pokorny, Aisha Ellis, Kimberly Brumirski, Ed McDevitt
- The meeting was called to order at 6:32 p.m.

**Centering - provided by Kimberly Brumirski**

- Read a "In Our Circle Again" Shari Woodbury

**Check-in with all attendees**

## **Treasurers Report**

- PPP application was approved
- We have received \$128,515
- Need to spend it by July 3<sup>rd</sup>, 2020
- Talked to Sassetti Associates. They don't think that it will be an issue for us to qualify for this program. This was a possible concern because the Small Business Administration is overseeing the process and will be reviewing the proper use of the funds
- We have to use it a certain way to be able for it to be forgiven. We must spend less than 25% on building expenses (mortgage, internet, etc.), which are non-payroll items.
- Discussed some of the reasons for spending the loan amount instead of cash reserves:
  - Tremendous financial uncertainty when we applied. We were already in budget deficit and will need cash reserves.
  - We do not think it is wise to use all cash reserves.
  - Economic downturn is affecting membership, and therefore financial giving.
  - Economic downturn is increasing congregant needs.
  - Loss of tour and rental income
  - Increase cost to change to online presence (equipment, personal changes).
  - We lose members every year, but usually they are replaced with new members. Because we will not be meeting in person for some time, we are likely to have fewer new members, and thus decreased revenue from pledges.
  - It is not known when we will return to in-person events and services. The UUA has recommended that churches not plan to meet in-person until May 2021.
  - Our new Unity Temple Community Center has required repairs for unexpected reasons
  - We use a historic building with a status that requires specific upkeep. The upkeep of Unity Temple cost more than a typical building because of the requirement to use certain processes and period-correct materials.
  - No current renter for adjoining Gale House. Possible tenant is a childcare business, but that is on hold because of shelter in place order.
- To have full forgiveness of the loan we must maintain the FTE status of our staff. FTE amount has been calculated to be the equivalent of 9 full time employees. Typically, in the summer we employ 8 to 8.5 people. We have room for additional hours. Areas that we can invest would be overhaul of website and more technical support for online presence. Additional hours cannot be done as a Misc.1099 contractor.
- Room in budget add hours to Jeanne to work on website
- Jim Park is putting in the most time for online service. He would be open to be put on the payroll
- \$13,000 in abundance fund which is more than usual. Finance committee wants to define how the money is spent. The plan is to bring plan to BOT to vote in June.

## **Review of the Consent Agenda**

- Discussed update on calls to people that reduced 2020 pledges
- Discussed Campus Committee planning for rental use
- Clarification was made between the Abundance Fund and the Agnes Kelly Fund
- Ed moved to approve members, seconded (unanimous)

## **Reflection Question: What are the components of UTUUC ministry?**

- Ed spoke about Music Ministry and what music conveys
- Rich spoke of other churches have many different types of ministers and how lay members can participate in ministry
- Teri spoke about Woman's groups

- Elizabeth spoke of the staff as having a ministry
- Julie spoke about the acts of service that we bring
- Kimberly spoke of the RE volunteers
- Tina spoke of ministry of the volunteers
- Alan spoke of other professional organizations that overlap in the UTUUC mission
- Teri spoke of those that greet visitors on architectural tours because they talk about the connection of the building to our beliefs
- Willa spoke of the smaller things that individuals do
- Aisha spoke about what makes a welcoming place

#### **Clarification of Budget Development Process**

- Reviewed draft of the document that outlines the process. (attached as an addendum)

#### **Discussion: Program Council**

- Had a purpose to coordinate and have communication between committees and other groups. The purpose of Program Council does not go away, but as currently written in Bylaws it is not applicable.
- Clarity on how this is done is needed when explaining the Bylaw changes to congregation.
- It is primarily attended in past by people who have the time on Saturday to attend. It was also used for leadership development and for people on different committees to share ideas.
- Discussions on possible approaches to the bylaw change.

#### **Upcoming “Reflecting with the Board” (previously “Chats with the Board”)**

- Discussed things to get feedback on
- Stephanie will organize
- Would like a finance person to attend again
- Last time at 7:30 PM we had one household with 2 people and the afternoon sessions was 7 people.
- Target Sunday 5/17 afternoon and Monday 5/18 evening next time

#### **New Business**

- Upcoming Consultant Meeting - No new update

#### **Adjourn**

- Terri motion to adjourn, seconded (unanimous)
- Meeting adjourned at 8:29 pm

Respectfully Submitted,  
Erik Wise