

St. John's Unitarian Universalist Board Meeting
December 2, 2020 via Zoom

Board Members Attending: Edie Holder, President; Kathy Shell, Vice President; Matthew Cowperthwait, Immediate Past President; Nancy Henry, Secretary; Linda Heath, Finance Director; Lorrie Hayes, Member At-Large; Mike Johnson, Program director; Rev Mitra Jafarzadeh (ex-officio)
Guest - Debbie Combs

| Topic | Discussion/Action | Motion | Made by: 2 nd by: | Vote |
|--------------------------|---|--|---------------------------------|-----------|
| Reading, check-in | Imagination is the one weapon in the war against reality - Jules de Gaultier | | | |
| Approve minutes | | | Nancy Matt | Unanimous |
| Minister's Update | <ol style="list-style-type: none"> Plans are underway for a Christmas service with art works, meditations, readings, and more Chalice groups are going well New worship associates include Zoe Waldrige, Phyllis Flanagan, with more being added Pastoral care specialists will undergo training in February | | | |
| Appointment to the Board | With Melissa Rowland's recent resignation, Mike Johnson volunteered to fill the position of Program Director for the remainder of the church year. | Motion to appoint Mike Johnson to Program Director until June 30, 2021 | Matt Lorrie | Unanimous |
| Finance Report | <ol style="list-style-type: none"> Fund Trustees have a first draft for revisions of the Music Endowment Charter. (The original 1940 charter is less restrictive than the current one.) Insurance on art, worth \$1.57 million - present quote is for a premium of \$7660 with \$1000 deductible or \$7190 with \$10,000 deductible. Research will continue. Split the Plate collection from Sept. 2019 through October 2020 was \$6461 covering 11 agencies. Staff will report the amounts monthly to John Kachuba as well as include the results in eNews. Sylvia Carter Denny (Miller)'s bequest in her will was \$41,480 - there was discussion as to how this could be allocated and spent | | | |

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| | 5. There was a discussion concerning having a formal group of advisors to the finance director or having just an informal group. Having a formal group would help with transfers to new directors as well as provide institutional history. One could still have other advisors to consult on an informal basis. | | | |
| Financial Policy revisions | There was discussion concerning forms in the appendix. Could they be filled out online for ease of submission? This is a goal for the future, but they still need to be in the document, it was agreed | Motion to make two organizational changes - 1. Make financial policy a separate document because of its length (15 pages) and detail. 2. Place forms in an appendix at the end of the document. | Linda Matt | Unanimous |
| | | Motion to approve housekeeping changes - 1. Removal of "council" language and addition of "team" language 2. Section on access to pledge information moved to <i>Policy on Pledges</i> from <i>Administrative Policies</i> under <i>Privacy and Electronic Media Policy</i> | Nancy Kathy | Unanimous |
| Unfinished work | Access control and alarm installation - discussion concerned who will be trained to operate the FOB system (office administrator, custodian, one lay person), who gets a FOB (those who already have a key), replacement fee for lost FOBs (double the cost of two FOBs or at least \$20), who will be assigned as responders to the alarm system (Minister, Board President, custodian), and more. Installation of the access control system will take place Dec. 14-15 | | | |

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| Future request for building use -FYI | Immigration and Sanctuary Team is planning a drive to collect food, linens, furniture, household items, and cleaning items. | | | |
| Unfinished Work | Church closure - present plan is closure until January 2020 | Motion to keep church facilities closed except for essential staff, until June 1, 2020, allowing for Board-approved events | Kathy Mike | Unanimous |
| New business | Master Planning Steering Team - the goal of which is to perform the initial strategic work and development necessary to resume activity on the St. John's Master Plan. Longer term, the intent for this team is to provide a single committee to which any relevant Master Plan subcommittees report. Seven people were mentioned as possible members of this Team. | Motion to accept the Master Planning Team Charter | Matt Kathy | Unanimous |
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| Action Items | <ol style="list-style-type: none"> 1. All should think about how we might use Sylvia Carter Denny's bequest. Linda suggested several possibilities, some of which might require policy adaptations 2. Matt - will you be following up on the Master Plan Team? 3. Mitra will tell Nancy G to report Split the Plate totals to the eNews as well as to John Kachuba | | | |
| Parking Lot | | | | |
| Adjourn | Next meeting Dec. 16 at 7:00 | Adjourn @8:45 | | |

Respectfully submitted,
Nancy Henry, Secretary