

St. John's Unitarian Universalist Board Meeting Minutes
April 1, 2020

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Board Members Attending: Matthew Cowperthwait, President; David Roth, Immediate Past President; Melissa Rowland, Program Director; Monica Pellman, Secretary; Linda Heath, Finance Director; Lorrie Hayes, Member At-Large; Rev Mitra Jafarzadeh (ex-officio)

Absent: Edie Holder

Guests: Jim McDonough

Topic	Discussion/Action	Motion	Made by: 2 nd by:	Vote
Reading, check-in	7:05			
Consent Agenda	Approve Minutes from last meeting	motion to approve minutes	LiH MR	Unanimous
Church Closure	Church remains closed through April 30, 2020. Board to revisit this issue at next meeting			
Personnel Committee Update	Lead by David, discussion of staff status conversion for Marie Inanli and Ashleigh Rhodes, Directors of Religious Life, from hourly to salary non-exempt. (Marie 30 hours and Ashleigh 10 hours). Change requires that they not go over 40 hours, and cannot go below minimum wage. Nancy Greenlee, Josh Dufford, are already salary non-exempt. Jeff Flanagan and PengCheng He are hourly.			
	Discussion of paying staff their scheduled hours during this Shelter in Place time, and discussion of input from Personnel Committee on this issue, and discussion of emergency guidelines for how to make sure people are paid, and church work can go on.	Motion to accept recommendation of personnel committee to continue paying staff for their regular hours during the shelter in place order in Ohio, to include Nancy Greenlee, Jeff Flanagan, Josh Dufford, PenCheng He, Audrey Hamilton, Tierney Greenhoe, Lillian Donaldson	LiH MR	5-0 yes 1 abstain
	Due to Shelter in Place, one of our staff was let go from another job. As a result, Personnel Committee investigated whether she can be added to UUA benefits program, and has filed paperwork for this. David sent forms to Jim McDonough to sign as Treasurer, to add her to the benefits program.			

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Financial Reserves Review	Led by Jim McDonough, Treasurer, discussion and update on cash reserves during this uncertain time of COVID and Shelter in Place. Review of income and expenses, as per doc's in Dropbox, discussion of cash balance as of beginning of year, (\$157,000). Discussion of how to increase revenue during this time, and also cut expenses, to reflect the decline in income. Board will monitor March and April income and expense, with this cash reserve balance in mind.			
Digital Signing	Discussion from Linda, of digital signing of documents, to streamline Request for Funds process. So far so good, working with Nancy G on this.			
Digital Giving	Discussion from Linda, of current methods for recording, and tracking pledge process. Discussion of adding more prominent "Donate" or "Give" button on the website, and discussion of adding a common donate page on the website that will handle all giving.			
	Finance task force/working group, comprised of Greg Terhune, Joetta Prost, Cliff Shisler, Linda is reviewing new options for Mobile giving (app), online giving, text giving.			
2020-21 Budget planning update	Discussion lead by Linda, of what other churches are doing during this uncertain COVID time, to buy time, and get breathing room, including making short-term budget (3 month, 6 month), or contingency budget, discussion of need for task force for budget formation during this unusual time. Second round budget request deadline is Friday Apr 3. Linda reports confidence all requests will be in. Board next step is review of budget requests at next meeting, April 15. Sunday April 19 is first scheduled membership input session.			
2020-21 Pledge update	On behalf of Joetta, Linda reports on work of pledge campaign. First step has been contacting facilitators, hosts, to ask them to continue with their pledging, also board. Also working on strategy for small group meetings around the campaign, for wellness, and generosity discussions during this time. Discussion of video message concept from Joetta, notes in Dropbox, to talk about how members are at different places, regarding family, health, finances, during this time. Goal is providing a unified and unifying video message from board, minister, membership, that we are all in this together.	Motion to acknowledge efforts of Joetta Prost at organizing a video message to congregation, presenting a straightforward clear and caring message to members.	DR MR	unanimous
Action Items	Board send input to Linda about budget, task force, etc. Board complete pledges Next meeting is Wed April 15, online 7-9 PM			
Parking Lot				

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Adjourn	8:25	Adjourn		
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Respectfully submitted,
Monica Pellman, Secretary