



Board of Trustees
Minutes
August 25, 2020
Online Meeting

Board Members Present: Frank Lockwood, President; K Redford, Vice-President; Teresa Jordan, Secretary; Rachel Lasiewicz, Treasurer; John Redemske, Member-At-Large; Rev. Katie Kandarian-Morris, Minister

Board Member(s) Absent: None

Vistor(s): Kathleen Adams, Sheryl Guy, Eb Redford,

4:00 Meeting called to order by Frank Lockwood(FL). Opening words read by Rev. Katie Kandarian-Morris (KKM). Chalice lit by KKM. Board Covenant read by Rachel Lasiewicz (RL).

4:07 Check-in completed

4:10 Consent agenda

Motion to move Faith Formation Report from Consent Agenda to Business Agenda made by K Redford (KR). Seconded. Motion carried.

Minutes for July 21 Board Meeting with name correction, Minutes for Special Board Meeting on August 11, and Membership Report with question on dates were accepted by consent.

4:13 Public Comment None

Business agenda

4:14 Faith Formation Safety Policy

Sara Sautter, Interim Faith Formation Director, sent final draft of Safety Policy to Board members this morning. Change was requested in Section K-5 to clarify the number of adults required in cars when transporting youth. ***Motion to accept Faith Formation Safety Policy as revised made by John Redemske (JR). Seconded.*** Discussion: KKM made Board aware of prosecution of youth leader in another local church. ***Motion carried.***

4:27 Faith Formation Report

Sara Sautter highlighted items in her written report. There was discussion regarding Quickbooks access for staff and the need for a new computer for the Interim Faith Formation Director's use. Faith Formation was under spent by \$1400 in last budget cycle, so those funds may be available for a new computer. Budget management authority was clarified. ***Motion to use up to \$1400 in unspent funds from FY20 budget to purchase a new computer and software for the Faith Formation program made by JR. Seconded. Motion carried.***

4:43 Finance Report

RL is working with Finance Committee Chair to schedule regular monthly meetings. There was no meeting of Finance Committee prior to the August Board Meeting. The committee is still working to finalize the financial reports for FY20. The Treasurer shared highlights from her written report and answered questions about reading financial reports. ***RL will meet with Finance Committee to develop recommendations for improved financial practices to present to Board before or at the November Board Meeting. As Vice President***

and an authorized check-signer, KR is readily available as requested to sign the bookkeeper prepared checks.

4:59 BREAK Board Member(s) Absent: RL left meeting at the break.

5:08 Process observation report by KR.

5:10 Information Technology (IT) Committee request for upgrading campus WiFi

Last February's bid for this project was about \$2100, but the funding was not included in the approved FY21 Budget. This upgrade would allow streaming worship and other internet needs across the UUFD campus. Doing the project now would make internet service available to the asylee family currently housed in Columbine House. Due to underspending in certain line items during FY20 and the Payroll Protection Program (PPP) funding, there should be unspent funds available. ***JR moved that unspent funds from last year's budget in the amount of approximately \$2000 be dedicated to the internet improvement project per the IT Committee request . Seconded. Motion carried.***

5:32 Proposed Stewardship Charter

Motion to approve the narrative portion of the revised Stewardship Committee Charter with the addition of Date of Board Approval made by Teresa Jordan (TJ). Seconded.

Motion carried. Kathleen Adams, Stewardship Committee Chair, will forward the revised charter to the Board Secretary by email for posting and distribution.

5:40 Minister's report

Requests for limited use of facilities during the pandemic are coming in: outdoor Circle Suppers, outdoor photo shoot of choir, Christmas Eve procession, etc. Currently, UUFD will continue to follow UUA Guidelines for facilities use until September when the Board expects to hear policy recommendations from the Pandemic Task Force. The Minister continues to be responsible for facilities use.

Building & Grounds Committee will reset lock-box code for Bowman Hall.

Pre-notification and scheduling through the Office Administrator is required when users need to be on the UUFD campus or in the buildings.

6:15 Closing words read by FL

Chalice extinguished by KKM

6:17 Announcements:

Next Deep Chair: 4-6pm, Tuesday, September 15

Next Board Meeting: 4-6pm, Tuesday, September 22

6 :19 Adjourned

Note: ***Formal motions appear in bold, italic font.*** Action items appear in red font.

Respectfully submitted by Teresa Jordan, Board of Trustees Secretary

Date approved by the Board of Trustees: September 22, 2020