



Board of Trustees  
**Minutes**  
September 22, 2020  
Online Meeting

**Board Members Present:** 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):** Julie Abril, Nancy Fisher, Sheryl Guy, Donna Nelson, Eb Redford,

---

**3:03 Announcement** by K Redford (KR): Frank Lockwood submitted his resignation as Board President effective September 21, 2020. With gratitude for his service, the Board honors his decision and looks forward to other ways Frank will choose to stay in relationship with UUFD.

**3:04 Meeting Called to Order** by KR. Opening words read by Rev. Katie Kandarian-Morris (KKM). Chalice lit by KKM. Board Covenant read by Rachel Lasiewicz (RL). KKM reviewed key points of the process observation form.

**3:10 Check-In** completed by Board members

**3:12 Consent Agenda** With no motion to move any item from Consent Agenda to Business Agenda, minutes of August 25, 2020, Board Meeting; Membership Report; Faith Formation Report; and Information Technology Committee Report were accepted by consent.

**3:15 Public Comment** None. KR expressed gratitude to the members of the Pandemic Task Force for their work to create policy recommendations for the Board's consideration.

---

### **Business Agenda**

**3:15 Minister's Report** KKM highlighted the following points from her written report. Minister plans to be away on the fourth Tuesday in March and May, so she requested the Board consider rescheduling the Board Meeting for those months. Worship Arts Team is planning a Christmas Eve processional. As part of a supervision class, the minister needs one Board member to help staff a Personnel Committee that will rewrite position descriptions to inform staff evaluations in May.

**3:20 Treasurer's Report** RL highlighted these points from her written report. Finance Committee is now regularly meeting each month. Income is ~4% under budget largely due to unfulfilled pledges. Expenses are under budgeted. A Finance Committee retreat is scheduled for October 12. FY19-20 Year End Report should be available next month - waiting for guidance on federal PPP Loan forgiveness. We expect to be granted forgiveness which would leave \$20,000-30,000 surplus in FY19-20 budget.

**3:33 Process Observation** KKM reported that meeting was running ahead of schedule.

---

**3:34 BREAK** Since no one requested a break at this time, the Board moved onto the next item on the agenda.

---

**3:35 Pandemic Policy Recommendations** Since Board members had pre-read the written recommendations of the Pandemic Policy Task Force, meeting time was devoted to clarifying questions and discussion. These are some of the ideas expressed:

- Gratitude to members of the task force for providing the “how” piece of a policy.
- Board needs to frame policy in context of our UU values and within UUA guidelines.
- Board needs to remain mission focused.
- Acknowledgement that congregants want to meet in person.
- Need to stay in right relations with UUA.
- Board is receptive to outdoor meetings on UUFD campus for UUFD small groups.
- Staff needs Board approved policy to implement.
- Policy needs to address capacity, restrooms, and cleaning.
- Policy needs to address accessibility and inclusion.
- Board needs to consider unbudgeted items necessary to implement. Overtime?
- Primary concern is safety.
- Reservation system is needed in cases of contact tracing.
- Unlikely we can use Sanctuary because it is poorly ventilated.
- Church Mutual requires we follow local and state guidelines.
- Need fast action to take advantage of good weather.

**4:20 Process Observation** KKM announce that we were running overtime on this agenda item. RL reminded the Board that she needed to leave on time.

**Board agreed to use the task force recommendations to develop a policy by end-of-day on Friday, September 26 that allows for small-groups to meet outdoors on the UUFD campus.**

**4:40** RL left meeting.

**4:41** Board agreed to meet via Zoom at 4pm on Thursday, September 25 to finalize a policy addressing specific implementation concerns of staff.

**4:45 Closing words** read by KKM  
**Chalice extinguished** by KKM

**5:00 Adjourned**

#### **ADDEMDUM - SPECIAL E-VOTE**

Due to the urgent need to fill the office of President created by resignation, the Board voted by email on this motion offered by Teresa Jordan on September 23, 2020 :

***Move that Vice President K Redford, who has graciously agreed, be appointed as President of the Board of Trustees of the Unitarian Universalist Fellowship of Durango effectively immediately in accordance with our Bylaws Article VII, Section 8. Filling Vacancies, which states, “The board shall appoint members to fill vacancies on the board and persons so appointed shall serve until the next annual meeting. If the office of president becomes vacant, the appointee must be a current member of the board.” Seconded by John Redemski. All voting Board members replied in the affirmative. Motion passed on September 26, 2020.***

#### **ADDEMDUM – SPECIAL E-VOTE**

On October 4, 2020, a majority of the Board approved the following policy addition to the Board Policy Manual :

---

### **B-8.1.5 (R) COVID-19 Pandemic**

As COVID-19 morbidity and mortality rates continue to grow, the Board recognizes the safest action for our congregation is to avoid-in person gatherings and to continue virtual operations until the pandemic subsides.

The Board's duty of care requires oversight of the church's human and material resources to ensure that they are used for the benefit of its mission. The Board is grounded in its duty by Unitarian Universalist principles including:

- Concern for the most vulnerable
- Accessibility and inclusion of all members and friends
- Recognition of our part in the interdependent web and that our risk-taking and protective actions affect more than just ourselves.
- Ethical treatment of our leaders and staff requires minimizing risks to them.
- Good science and our UU values must be the basis for decisions.
- Commitment to our mission, community, and theology
- Mindful of the spiritual demands of transition.
- Hope that we will create "a new normal" with more justice, more love, more equity, more sustainability, and more peace.

Recognizing virtual meetings are safest, we are also aware of our strong desire to connect in person on the UUFD campus. UUFD small groups, therefore, are permitted to gather on the campus and must observe the following restrictions:

- Outdoor spaces available for small group gatherings are restricted to the south end of the parking lot and the lawn behind the San Juan Building.
- Indoor spaces are not available except to staff.
- Staff will assign outdoor spaces based on the number of persons who can safely be accommodated in each area. As determined by the state social distancing calculator, capacity for the lawn is 12 persons and capacity for the south end of the parking lot is 33 persons.
- Only one group will be scheduled at a given time.

UUFD small groups include groups that are within Board or Minister categories according to the UUFD Governance/Ministry Model; such as Committees, Teams, and Faith Formation. As determined by Staff, special consideration may be given to Social Justice activities or other circumstances that fall outside the stated guidelines.

#### **B-8.1.5.1 (R) Participants' Responsibilities**

Participants in UUFD small groups must observe the following:

- Maintain at least 6 feet of physical distance.
- Wear nose/mouth masks while on the UUFD campus at all times, except while eating or drinking.
- Provide own lawn chair, blankets, and/or tables to minimize the shared use of chairs and other items (umbrellas, etc.). UUFD furniture must not be used.
- Provide own hand sanitizers and observe good personal hygiene practices.
- Provide own food or beverages. No food or beverages may be served or shared.
- No alcoholic beverages are allowed.
- Communal singing is not permitted.
- Notify the UUFD office staff with any positive COVID test results within 14 days of the event. The office will notify the health department.

#### **B-8.1.5.2 (R) Restroom Use**

One restroom in the Sanctuary building will be available for use. Participants must observe the following:

- Only one person at a time is permitted in the Sanctuary Building. Exceptions are allowed for children or others who need assistance.
- All posted distancing requirements must be observed while waiting to use restroom.
- Do not go beyond barrier in the hallway.
- Each restroom user must disinfect all services touched before and after every use according to the posted cleaning procedures.
- Close toilet cover before flushing. Use of the urinal is not allowed.

#### **B-8.1.5.3 (R) Group Organizers**

Group organizers must be members of UUFD and assume the following responsibilities:

- Apply for and reserve a defined space with UUFD office staff following reservation procedures developed by staff.
- Within 24-hours following the event, use staff-developed forms and procedures to provide to the UUFD office a list of participants with information sufficient for contact tracing by local health authorities.
- Remain onsite for the entire meeting and agree to enforce these safety precautions.
- Shut-down the meeting and notify the office staff if any participant refuses to comply.
- Understand that non-compliance may result in revocation of the use of outdoor space for small group meetings.
- Assure the restroom is disinfected following the meeting.
- Follow up with all participants for any COVID positive test results within 14 days of the event and notify the UUFD office with the names of any positive cases. Staff will notify the health department of COVID positive test results among any small group event participants.

#### **B-8.1.5.4 (R) Staff Responsibilities**

Staff responsibilities include:

- Scheduling meeting times and spaces
- Developing and implementing reservation forms and procedures
- Reporting to local health authorities the names and contact information of any participants they learn of who test COVID positive within 14 days of attending an event on the UUFD campus.

#### **B-8.1.5.5 (R) COVID-19 Monitoring**

Using state and local health mandates and recommendations from the UUA, representatives of the UUFD Pandemic Task Force will notify the Board of any local COVID-19 status changes. If COVID-19 becomes more prevalent locally, the outdoor space on the UUFD campus will close for any meetings.

Date approved by Board of Trustees October 4, 2020

---

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: October 27, 2021