

UUFCA Board Meeting

April 9, 2020

Location: Zoom Call

Attending (via Zoom): Marty Rudolph, Susan Kinney, Chad Leonard, Scott Rudolph, Sylvia McFarland, Mark Steinberg, John Lawton, Erika Beard-Irvine

Absent: None

Guests (via Zoom): Fletcher Chamberlin, Larry Price, Stace Rierson

Called to Order: 3:45 PM

Minutes written by: Erika Beard-Irvine, Recording Secretary

Consent Agenda

Minutes of March board meeting approved. April financials approved. April board agenda approved.

Acceptance of consent agenda moved by MS, second by MR. Unanimous.

Reference Documents:

Board Minutes March 13, 2020; April Board Financial Report 2020; Board Agenda April 9, 2020

Finance Report

Sylvia reviewed the financial statement. A 1/2 month of online services has not negatively impacted our income, although we do not have income from events or the preschool. There are \$17,000 in deposits for events scheduled for after the COVID quarantine. There were no questions about the financial reports. There is some training that Leora needs. There are still some issues in the financial reports that have not been resolved. Sylvia, Fletcher Chamberlin, and Chris Cassard are recommending that a consultant be brought in to do some specific tasks and training. They are requesting approval for up to \$4500 (\$45/hr for 100 hours, although Sylvia is hopeful that not all of the hours will be needed) for this financial consultant. The plan is to interview candidates next week and have them start right away. The plan is to have the consultant work 10 hours a week until the project is finished. Leora would need to be available for 3-5 hours per week to work with the consultant. The Board previously approved a \$2000 expenditure for this work. There was discussion of the structure of this work with the consultant and with Leora. Susan requested progress reports at Board meetings.

SM moved approval not to exceed \$4500 for a financial consultant to work with Leora, CL second. Unanimous.

Reference Documents:

Finance Reports

Endowment Committee

The fellowship's net worth has decreased with the fluctuations in the stock market, but the Committee members are not concerned.

Personnel Committee

Chad reported that staff is working from home. Otherwise, he had nothing to report.

Stewardship Committee

Mark reported that we have pledges of \$428,000 with pledges still coming in. The committee will meet later this month to evaluate the pledge drive and to determine the co-chair for the next campaign.

Facilities Committee

John reported that there hasn't been much going on. The committee needs someone to sign to have the repairs on the heaters done. The committee will coordinate this with Susan and Parker. There has still been nothing resolved with the HVAC unit in the sanctuary, but John was not clear on how much had been done. The maintenance contract was going to involve training Parker to perform 2 of the 4 yearly maintenance cycles. Parker got a notice from the city that the building is not in compliance with an inspection of the fire suppression system. It is estimated to cost \$2000 every 5 years for this. They got this pushed to July, so it can be in next years budget. Parker has been taking the opportunity to do lots of repairs and maintenance.

Minister's Report

Scott reports that the church is doing well. People have been reaching out and connecting, which shows the health of our congregation. The staff is coping well with working from home. Jonathan is working with Parker to do some maintenance and some Zoom postproduction and scheduling. They are coordinating to determine who has available hours and who has work to shift to someone else. Leora has been very helpful getting everyone set up with Zoom. The care calls were successful. 15 people volunteered to call 10-12 people each. It has been helpful in identifying needs. Online services have been successful. There were 2 weeks in church and 2 weeks of Zoom meetings. He is very happy that the services have been without significant technical problems. He misses being with people. The DRE search "went live" today. Scott is open to applications from members and friends, although any member/friend candidates would need to have a conversation with Scott about their relationship with the church. The Minister's Discretionary Fund has been well-funded during the quarantine. Scott is working to determine where the biggest need is right now. Scott expressed appreciation that the budgeting process went smoothly. With school being cancelled for the rest of the year, we need to start thinking about a longer term plan for services and programs in the summer. Susan expressed concern that Scott doesn't usually lead every service and asked for a plan for other people to lead some services. Mark Hickman was already scheduled to lead service on the 26th. The Worship Team will be meeting next week to work on a plan. Scott plans to continue to be involved in some way for continuity.

Social Justice Funding Task Force

Mark reported that the task force wants to have a line item in the budget every year for social justice. There will continue to be fundraising by some groups, such as Fireflies. There also needs to be a plan for allocating funds for social justice projects. Larry reiterated Mark's report. The allocation process is still being fleshed out but will likely involve a team.

FY 20/21 Budget

Sylvia reported that the unexpected maintenance cost for the fire suppression inspection, so that \$2000 has been added to the budget. The income estimate for the budget is 10% lower than it would have been in normal economic times. The staff got a 3% cost-of-living raise. The social justice budget was increased to \$8000 with a plan to dedicate 3 Greater Community Collections to the social justice program. Like last year, no money was budgeted for capital reserve. With these adjustments, the shortfall to be spent from the Reserve Fund is about \$16,000. The Finance Committee plans to closely watch income over the first quarter and may need to request budget adjustments from the Board. If necessary, more can be spent from the Reserve Fund, because these are extraordinary times. The proposed budget was discussed. *MR moved to accept the budget to present to the congregation at the annual meeting. MS seconded. Unanimous.*

Reference Documents

Finance reports

CARES Act

This was just passed by Congress for coronavirus-related bailout money. There are 3 different programs. If you use one (the Paycheck Protection Program), you can't use the other two, which are loan programs. Leora went to a webinar from the UUA on this program. The congregation has decided to put in an application for the Paycheck Protection Program, which may be forgiven. Fletcher, Scott, Sylvia, and Susan met and decided to file an application for the PPP, which was submitted 2 days ago for \$53,050. This program may prevent the need to dip in the reserves. There was discussion of this program and the application. The Board members agreed that we are committed to keeping all of our staff, even if UUFCO does not get money from the PPP.

Annual Meeting

The annual meeting is usually the third Sunday in May. The Board agreed that the annual meeting should go forward in May as planned using Zoom. There was discussion of whether or not to put together an annual report. Scott is sensitive to the fact that many members may not be in the right frame of mind for a report submission. Scott and Chela will explore this.

The Board went into Executive Session for the remainder of the meeting.

Meeting Adjourned: 5:55pm

Next Meeting May 14 @ 4:00pm