

**West Shore Unitarian Universalist Church
Board of Trustees Meeting
Thursday, October 22, 2020, 6:30-8:30 p.m.
Motions and Minutes
Approved Thursday, December 3 7 p.m.**

Present

TRUSTEES:

Daniel Ang
Gary Kustis
Sarah Soper
Carolyn Brown
Karen Auer
Lois Riemer
Brian Gardner
Liz Nolan
Joe Schafer - ex officio

STAFF:

Meghan Ross-Boggess
Rev. Anthony Makar
Suehana Kieres
Caprice Wright

FINANCE COMMITTEE:

Jen Wynn

Motions:

Motion for approval of September 24, 2020 Minutes: Motion made by Daniel, seconded by Liz - all in favor, none opposed

Motion for approval of Church budget 2020-2021 for second quarter 2020 (Oct-Dec): Motion made by Daniel, seconded by Sarah - all in favor, none opposed

Motion for approval of Child Care Center budget 2020-2021 for second quarter 2020 (Oct-Dec): Motion made by Daniel, seconded by Karen - all in favor, none opposed

Motion to table Phase 1 of church reopening plan: Motion made by Daniel, seconded by Sarah - six in favor, two opposed

Minutes:

6:35 Opening Reading - Sarah Soper

1. Consent Agenda

Motion for approval of September 24, 2020 Minutes: Motion made by Daniel, seconded by Liz - all in favor, none opposed

2. West Shore Child Care Center Caprice Wright, Director - Items of interest:

- a. Chapel is being used for hybrid school age kids for half-day
- b. Currently 63 kids (up from last year)

- c. Have had 2 Covid-19 scares from same family, but tests come back negative
 - d. Center is collaborating with Meghan Ross for Trunk or Treat
 - e. Recently had state inspection, 99/100 very excited - 4.5 stars on Google reviews
3. Financial Updates - Jen Wynn, Treasurer and Suehana Kieres, Finance Manager
- a. Re: Retreat: Will do Budgets second, planning to answer questions in the weeds as well as longer term questions - Finance committee is included in presentation
 - b. Child Care Center is hopeful that we won't have to reintroduce restrictions
 - c. GCC fees: currently 0 but proposing \$4000
 - i. Sarah and Liz: UUJO doesn't have anything listed
 - ii. Anthony: need to develop rationale/guidelines -
 - iii. Suehana: UUJO received contributions 2013, 2015-2016 - active with 2016 election
 - iv. change related to settled ministry shift? (Daniel)
 - v. Anthony should inform this decision, with Justice Council (Joe) programming, Board then approves
 - vi. Anthony would want input from full Coordinating Team rather than only Justice Council alone
 - vii. Core Team w/GCC to get back into involvement (Joe) in January
 - d. 2.51% for mortgage rate - was 2.351% - payment is going up rather than down (\$2531 per month instead of \$2521 per month)
 - e. Dropped pledges (151 nonpledging units vs. 211 pledging units): Suehana will be working with a group to reach non-pledging units for more information/retooling messaging
 - i. How does this compare to past years (Joe)?
 - ii. Suehana: similar to past years
 - f. Current budget shows deficit of nearly \$70000
 - i. Are we allowed to pass it (Joe)?
 - ii. In past years the practice was to use a plug number (Jen)
 - iii. Daniel: we're not doing that anymore, need to be clear about financial position in messaging to the congregation, goal is to send out current budget to entire congregation
 - iv. Suehana: Budget will include clarification of balanced budget needed using PPP loan funds; budget will also be modified to include UUJO 600 for line item 6640

Motion for approval of Church budget 2020-2021 Quarter 2 (Oct-Dec): Motion made by Daniel, seconded by Sarah - all in favor, none opposed

- g. Budget for Child Care Center: \$39,997 from Child Care Center's Building and Maintenance to begin paying back loan from church to remodel infant wing
 - i. Daniel: desire to create repayment structure as a means to see progress AND to have a buffer in case of further closures
 - ii. other documentation keeps the owed monies segregated/obvious, interdepartment transfer of funds to build structural asset for church

Motion for approval of Child Care Center budget 2020-2021 Quarter 2 (Oct-Dec): Motion made by Daniel, seconded by Karen - all in favor, none opposed

[Questions from Finance Dashboard (Joe's suggested monthly questions - from Board Packet)

- 1. What major messages do the current financial measurements convey?
 - Cash flow continues to be supplemented with the Paycheck Payment Protection (PPP)

- Loan proceeds
- We are making progress toward segregating Designated and Restricted funds from the operating funds Child Care Center enrollment continues to increase.
 - With COVID rates increasing, we need to be alert to any new state restrictions related to child care centers
2. What are any immediate financial concerns? What if any action should the Board consider taking about any immediate financial concerns?
 - The current year budget for the GCC membership fees is currently \$0. The Board needs to consider next steps for deciding on membership. To avoid further delay in membership, the Finance Committee and Senior Minister suggest adding membership fees of \$4,000 to the current year budget, and ensure that guidelines for membership in other organizations are subsequently documented
 3. What are any longer range trends or issues of concern? What strategies should the Board consider in dealing with any longer range trends or concerns? A
 - The Board should revisit the concept of a Recovery Fund and consider the development of a strategic plan for this fund
 - The Board should consider the need for a Capital Campaign
 - The Board should consider a long range capital budget
 4. Other financial related information the Board should have?
 - The Finance Committee has created an Investment Strategy Task Force to document an investment strategy and parameters for a successful investment advisor and related fee structure
 - The Church will apply for forgiveness of the \$209,600 Small Business Administration (SBA) Paycheck Protection Program (PPP) loan in November 2020 and expects to receive a decision from the SBA in January 2021. As of September 30, we have \$125,400 remaining to apply to cash flow shortages/ budget deficits
 - The mortgage interest rate reset on October 1, 2020. We do not have the new interest rate as of October 16
 - There are 151 units that have not pledged yet. Suehana will lead a group to follow-up
 - Consideration should be given to engaging an accounting firm to execute an audit as of June 30, 2021]
4. RE Monthly Report - Megan Ross, Acting DREE
 - a. Some difficulty in filling all teacher positions, RE committee members filling in
 - b. Traveling Chalice Program
 - c. Trunk or Treat October 30 w/ Child Care Center
 - d. Pen Pals Program returning - signups by Oct 31
 - e. Bringing back "Guest at Your Table" program w/ UU Social Action Committee
 - f. Story for All Ages planned for Sunday before Thanksgiving
 - g. "In the Spotlight" coming back for Oct. 25
 - h. Attending Liberal Religious Educators conference virtually Oct 21-25
 - i. Reports from Youth Coordinator and Membership/Engagement Coordinator
 5. Senior Minister Report: Rev. Anthony Makar, Senior Minister
 - a. Meghan will be hired and announced Nov. 1 permanently;
 - b. nationally, decrease in attendance w/ top numbers in spring (will be discussed during service)
 - c. reach-out strategy for non-pledgers

- d. Mentioned attendance at recent JC meeting
- e. transparency takes time - six conversations post-election, pre-Christmas (more in email) with Board representation - see Shorelines for dates
- f. vigil post-election suggested by Worship Associates, UUA also hosting vigil, Nov. 5, with Zoom election watch for Nov 3 planned by Barbara Walker
- g. Dave Blazer and Anthony attended Christmas eve planning workshop

Daniel - two quick items:

- 1. Board support for Service Auction, requests \$30 per Board member for wine pull (or equivalent verified wine donation to Auction hosts)
- 2. Suggested appointment to fill empty Board position from Nominating Committee is Suzanne Rusnak - general Board assent to Nominating Committee's suggestion

6. Policy Task Force - Joe Schafer (Tabled until next time)

7. Facilities - Daniel Ang

- a. Current considerations: increasing concerns for mental health of congregants; increasing case counts for COVID; concerns about ability to enforce distancing measures, and efficacy of distancing for indoor spaces being sufficiently safe; concerns about Child Care Center's and church's need to stay open for kids, families, employees
- b. Very difficult decision to balance needs of competing groups

Motion to table Phase 1 of church reopening plan: Motion made by Daniel, seconded by Sarah - six in favor, two opposed (Liz Nolan and Lois Riemer)

Closing Reading Sarah Soper - 9:10