

	<b>MAY 2020</b>			
Mary Anne	Opening words	May 6		Done
Tom	Governance	May 20	Tabled from April 15 mtg	Waiting
Judy	Training on check writing		Waiting for 'all clear'	Training from Glenda
Judy	Policy review with Healthy cong	May 20	Will meet with HC team	Done
Judy	Conflict mgt	May 20	Will review policy and make recommendation	Ongoing – Healthy Cong
Mary Anne	Will research annual meetings on line	May 6	Research UUA site	Done
Cathy	Put transition team document on Flash	May 6	In advance of annual mtg	Done
Cathy	Will see if Nursery teachers can help	May 20	With annual mtg. prep	Not applicable
Tom	Will get search team canvas out	Soon	Probably done already	Done
Cathy & Mike	Make sure prep work for search committee calls gets in the Flash and Beacon	May 20	Need to warn everyone this is coming	Done
Mike & Karl	Will report on annual budget	May 20		Done
Everyone	Get your calls made early	May 8	So we can get results by annual mtg	Done
Barb & MA	Rewrite HCT wording for Beacon	May 20		done
	<b>JUNE 2020</b>			
???	Opening words	Jun 3	Nobody chosen	
Mike	Annual meeting		Mike has assignments so these	Are not included in the To Do List
Tom	Transition team will make calls to submit 2 more names for search comm.	June 3	So Board can vote on all 7 before annual meeting	
Tom	Wants some legal language on the building rental agreement forms	June 3	Will email to Susan	
Mary Anne	Something in Flash to start new committee to help non-tech congregants	June		
Barb	Will check on Media opportunities for the above	June		
Pat	Working on new employee ad	June		
Cathy	Recruit people for General Assembly	June		
<b>NEXT BOARD</b>	Governance – Tom will coordinate	JULY		
<b>NEXT BOARD</b>	Research technology for older congregants without computers	July and on		