

# UUCGT Board of Trustees MINUTES

## DATE: January 13, 2021

Convene - Candle lighting and bell- Pam

Check In - Two minutes per person

Opening words – Judy (next month: David)

Board Covenant – Read it together

- Approval of Agenda – additions or deletions
  - Move Tom’s new business on discussion of governance to February
  - Motion to approve with changes - **Passed**
- Consent Agenda Motion to approve - **Passed**
  - Minutes from December meeting
  - Average Weekly Attendance Report for September
  - Financials : (Barb will ask questions of Karl)
- Treasurer’s Report – Karl
  - UUA Annual certification process, due Feb 3, was discussed
    - We have or will have the first 4 items
    - 3 optional requests: do we want to work on them, including a major congregational survey. With the Ministerial search, we don’t want another survey
      - Karl is doing financials
      - Cathy and Guy will help with optional items.
      - Karl will send it to the entire Board.
  - Stewardship committee had end of year contributions with \$5K match. Raised over \$13K, which has helped our bottom line.
  - Benzie group is thinking of having their own separate account from UUCGT. Ask to use our Tax ID EIN, Guy will check with an accountant and if not, an attorney.
    - Source is not wanting to wait for Guy to write checks. Improve access.
    - Want to use our 501c3, not required. Can get an EIN for \$25.
  - PPP: wait to request forgiveness as it is being simplified. Will not apply this coming round, so others who need it more can request it. May be down 25% in Q1 which qualifies us.
  - Staff Resources requests to increase Guy’s salary from \$17 to \$21/hour since he is now Office Admin + Accounting and had a positive performance evaluation. This amount is very close to what Susan and Glenda made--ie. flat budget. Guy had requested \$22/hr; the staff resources plans to consider an additional salary increase at Guy’s one-year anniversary this summer. The median level of the position in the UUA recommended salary range is approximately \$22.50.
    - Motion to increase our Office Administrator’s salary from \$17 to \$21/hour **PASSED**
    - Cathy will let Guy know of his approved raise.
- Old Business

- To Do List – Judy
  - Webmaster Report by Mary Ann. She has spoken to 3 different web people, who will each send a proposal.
  - Approved edits were sent in to Guy to update.
- Outreach update – Judy
  - Emily recommended using a Google Form--asked Guy.
- Healthy Congregations Team Update – Barb
  - Cathy suggested we adjust to add the option to consult with a professional mediator if needed in STEP 3. Good to have someone lined up to call if needed.
  - Motion to replace the current policy with updated policy after the addition of option to engage a mediator **Passed**
  - Barb will send the final copy to Judy to add to the Policy Manual.
- Ministerial Discretionary Fund – Cathy
  - UUA recommends Minister controls the account and that AFTER the check is sent the accountant to track it was used as intended
  - Cathy wants to ask accountant if above process would impact her taxes (ie. ensure checks don't count toward her income)
  - It will be a separate account from the general operating fund with its own checks. Finance will set up the account and give Rev Cathy the checks.
  - \$4,000 transferred from Congregational Care Emergency Fund
  - Judy will remove bullet 2nd and 3rd bullet and add to manual
  - Motion to make the adjustments and create a new Minister's discretionary account **passed.**
- Committee Re-org – Judy, Pam, Mary Anne
  - Contacted all 3 CUUPS members and none responded, so we will remove them for now. It can be easily reinstated later.
  - With the new minister, the Growth Through Service approach could be put into practice, within UUCGT and members of the community
  - Motion to include the new committee structure minus CUUPS in the manual **passed.**
- Discuss assignment of Re-Opening Task Force
  - Karl Love's email
    - Approve events on Friday evening and Saturday with additional COVID precautions to contract:
      - At own risk regarding COVID transmission--no liability by UUCGT.
      - Must adhere to current maximum gathering group size, masking, and social distancing requirements and recommendations of the County Health Dept.
      - Agree to pay to have the church professionally sanitized and cleaned after the ceremony is over and before 9am on Sunday.
    - COVID-19 Adjustment to contract to the above will be made by Tom.
    - Mary Anne will respond to Karl Love's email accordingly.

- Judy will put a notice in the Beacon and Flash asking for volunteers--especially medical people--that will volunteer to be the Re-opening Task Force. She will also contact a few medical professionals directly.
- Pledge drive update – Mary Anne
  - On track. Board please pledge before whole congregation asked like last year, so please start considering your 2021-2022 pledge
  - Also need 3-minute testimonial from the Board: David and Mary Anne
- Ministerial Search Team Report
- Minister's Report – Rev. Cathy
- New Business
  - CUUPS discussion -delete from P & P committees – Pam; done per above

#### Public Comment

Judy attended the UU Benzie January Board meeting. They have new leadership--very strong--with programs planned for the rest of the year. She will ask if they'd like to have representation on the Re-opening Task Force since they will use the same guidelines.

Closing Words -Rev. Cathy

Adjournment

**Next Meeting – DATE: February 10, 2021**