

**All Souls Unitarian Universalist Church**  
**Minutes of Meeting of Board of Trustees**  
**Thursday, Dec. 17, 2020**

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Board Members Participating

Robert South, president; Heather Winn, vice-president; Karen Hall, secretary; Eleanor Allen, treasurer; Shannon Starkweather Burke, Catherine Burns, Rebecca Carr, Trustees. Absent: Joanne Harter

Also Participating

Pastor Marty Pelham; Angelo Guarino (for Treasurer's Report); Harriet MacMillan; Till Fritzsching (for Bldgs & Grnds)

Opening

Robert called the meeting to order at 9:32 a.m. Using a music video as accompaniment, Marty lit the chalice

Minutes (Karen)

**Eleanor moved to approve the minutes of the Nov. 19th meeting; Rebecca seconded. Motion passed.**

Treasurer's Report (Eleanor)

Eleanor corrected a statement she had made during the October meeting regarding free security monitoring of the church's accounts; the offer of free security monitoring for 24 months is actually only for credit card monitoring, and since the church has no credit cards, the offer is of no use.

As Eleanor explained, in past years the traditional collection on Christmas Eve for the Minister's Discretionary Fund is added to the monies set aside in the budget for the same fund, but if the total is not spent by the end of the church year, the balance is not rolled over to the next year. Currently, the fund holds \$ 521 (\$271 received at the 2019 Christmas Eve collection, plus \$ 250 earmarked in the current budget for this purpose). **Eleanor moved to authorize Angelo to set up in Quick Books a separate account for the Minister's Discretionary Fund, to deposit \$ 521, and to allow the funds to accumulate from one year to the next. Heather seconded. Motion passed.** Catherine moved to table the discussion regarding whether a committee should be identified to administer the fund, in the absence of a minister.

Eleanor and Angelo informed the board that Quick Books has changed its policies and now requires an expensive annual subscription for updating payroll in accordance with current laws. To avoid excessive costs, **Karen moved to accept Angelo's recommendation, with gratitude, to purchase a Paychex subscription that would be billed to Angelo's own company, to pay his office \$ 33 monthly, and to accept his offer to cover the balance of ASUUC's Paychex bills. Eleanor seconded; motion passed.**

The Treasurer has reviewed the statements to assure they are reconciled, and the statement will be filed for audit.

Minister's Report (Pastor Marty)

After consulting with Robert, effective Jan. 1, Marty will cease driving once a week to Watertown; instead, they will make the drive for specific events and for home or hospital visits, as needed. They will continue to be available by phone or Zoom during posted office hours and will continue to hold the weekly Tuesday and Thursday Zoom gatherings. Planning continues for the ordination service on Jan. 24 at 4 p.m. Robert, Harriet, Heather, and Marty are participating in the Retooling for New Realities Program.

President's Report (Robert)

In response to the list of potential topics for discussion in Robert's written report, a conversation ensued about (#5 on the list) the use of volunteers to man the church office. Robert is creating a list of office tasks that could be divided among the volunteers; he will bring the list to the January meeting.

In response to whether a minor bylaw change is needed to allow virtual annual meetings (#4) Eleanor posited that our bylaws are already non-specific to how our annual meetings are held. Shannon noted that the state's exemption this year from the mandate that non-profit organizations must hold their annual meetings "in person" is effective through December 2021. Further discussion of this issue will be added to the agenda for January's meeting

In response to the question of providing a reference for Glenda Frost, should a prospective employer call (#7), Heather noted that legally, the only comment we can report is whether the church would hire her again. To provide any other negative remarks would open the church to possible liability issues.

In response to the subject of approving completion of the construction work (#8), **a consensus agreed that the trustees be given a tour of the building prior to the Bldg. & Grounds Committee bringing a recommendation to the BOT to accept (or not) the work as complete.**

#### Reports of Standing Committees:

##### Buildings & Grounds

Till reported that at present, the floor in social hall is being torn up and will be replaced; everything else is on track. The old hatch has been replaced. **Heather moved to approve the extra expenditure for replacing the hatch; Catherine seconded. Motion passed.** Till also indicated that the new skylight has arrived; weather permitting, Stan Tibbles or his crew members will put it up.

##### Membership

Catherine mailed Christmas cards to both active and inactive congregants. Thirty-eight inactive folks will also receive a handy guide instructing them how to connect to ASUUC via various social media. April Huff is organizing a group of children to go caroling to members' homes.

The committee is considering asking the BOT to change its name from "Membership Committee" to "Outreach Committee."

Harriet reported that Frances would like to hold Zoom meetings with kids on Sunday afternoons, while Harriet herself would like to offer "Stories with Stuffedies" via Zoom on week nights.

##### New Business

##### Special Collection (Eleanor)

In response to a suggestion from Eleanor, **Karen moved to hold a special collection to honor Marty's ordination with funds that can be used to purchase a minister's stole of Marty's choosing. Eleanor seconded; motion passed.**

##### Dropping CVLI (Eleanor)

**Upon learning that our \$ 250 CVLI license will expire soon and that it was used only once this past year to show a movie, a consensus agreed to not renew the license.** Eleanor suggested reimbursing Marty, who has been covering the cost of a subscription to One License for the use of online music videos for worship services. Marty preferred to address that idea after the ordination.

##### Minister's Discretionary Fund Collection (Eleanor)

In response to a question from Eleanor, **Karen moved to continue the tradition of designating a special collection at the Christmas Eve service for the Minister's Discretionary Fund. Eleanor seconded. Motion passed.**

##### Social Media

Per Harriet, April Huff is working on setting up an Instagram account for the church, to be used for informational purposes only. Eleanor is creating an email account for just financial matters; April has set up a separate account for the church's social media. The church will still have its regular email address, and a fourth address for mass mailings only.

##### Checkout

The next meeting will be January 28, 2021 at 9:30 a.m., via Zoom. Robert adjourned the meeting at 11:35 a.m.

