

All Souls Unitarian Universalist Church
Minutes of Meeting of Board of Trustees
Thursday, July 16, 2020

Page 1 of 2

Board Members Participating

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

Also Participating

Pastor Marty Pelham; Till Fritzsching (during Building & Grounds reports); Warren Allen (during New Business, item # 6)

Opening

Everyone present checked in. Robert called the meeting to order at 9:08 a.m. Marty lit the chalice.

Minutes (Robert)

Eleanor requested a correction be made to the June 19 BOT meeting minutes to reflect that it was Harriet, not Eleanor, who had told Kevin Weed that we were “overwhelmed right now.” **Eleanor moved to accept the minutes as corrected, Catherine seconded. Motion passed.**

Minister’s Report (Pastor Marty)

Marty has been busy with MFC preparation, but also engaged in pulpit supply work that provided some ideas he will share later. At our August BOT meeting he will present a framework for reimagining our presence in the community.

Treasurer’s Report (Eleanor)

Shared plate donations (\$ 385 each) were sent to NCP, the Worker’s Center of Central NY, and the Victims Assistance Center. Other donations were sent to Interfaith Impact (\$ 100), Unirondack (\$ 200), Watertown Urban Mission (\$ 600), all as budgeted. A donation using remaining funds in the Social Action budget was sent to the NNYCF Community Fund (\$ 525), per approval at the Annual Meeting. The Treasurer’s Report will be filed for audit.

Bookkeeping service: As a result of contact made by Harriet McMillan and Eleanor with two local bookkeeping services, Eleanor recommended that we hire Angelo Guarino to both bring our Quickbooks files up to date (at an hourly rate), and to provide bill paying, payroll, subsequent Quickbooks updates and monthly reports for a flat fee of \$ 500 monthly.

Joanne moved to hire Angelo Guarino for our bookkeeping service. Catherine seconded. Motion passed.

Glenda Frost/Office Administrator: As a result of Eleanor’s most recent communication with Glenda, **a consensus approved sending Glenda her final paycheck upon Glenda’s return of her key to the church.**

President’s Report (Robert)

Robert’s written report was previously shared via email. In it he addressed items including keeping the composition of the committees that were appointed on Jan. 28, 2018; explicitly designating members, chair, mission, and rules of order when new committees are formed; formally ending the Ad Hoc Committee created Jan. 2, 2020; defining the roles of committee chairs and a president; and recapitulating the revised policy allowing e-mail voting and internet participation. Robert said that Chris Coughlin recently tested COVID-19 free; he intends to work for us, doing the tasks as assigned.

Per Eleanor’s suggestion, the topic of a board retreat this year was added to today’s agenda.

Reports of Standing Committees: *Buildings and Grounds* (Till)

Tom Birchenough has removed stumps on church property. Tom had suggested waiting until next spring to lay top soil and replant. Till said an alternative is to use soil now to fill craters left by the removal.

Special Orders of the Day: *Black Lives Matter Banner/Social Action Committee* (Shannon)

Shannon contacted Veronica Hartman, but is unsure about her status on the SA Committee. Shannon and Catherine will schedule a meeting of the SA Committee to research how and where to place a BLM banner. Veronica will be invited, as will Marty.

1. Hospice Use of Driveway

Karen moved to allow Hospice of Jefferson County the exclusive use of the ASUUC semi-circular driveway on July 28, from 2:30 to 7 p.m. for the purpose of a drive-through barbeque. Eleanor seconded. A discussion highlighted the need to communicate with contractors and Hospice to avoid conflicting usage of the property. **Motion passed.**

2. Regular Meeting Times

Karen moved that we establish, from now through the end of June 2021, the time of 9:30 a.m. on the fourth Thursday of each month for BOT meetings, with the exception of November and December, when holidays will conflict. Catherine seconded. Motion passed.

3. Annual Appointments

Robert appointed Catherine Burns, Veronica Hartman, Georgette Spinelli and Anita Lee to the Memorial Garden Committee. **Eleanor moved to elect Catherine Burns as registrar and Warren Allen as collector. Heather seconded. Motion approved.**

4. Building Use Request Form (BURF)/Reopening Criteria

Task Force Chair Rebecca noted the committee's revised BURF and the creation of a separate Addendum; both were previously shared via email. The Addendum lists the CDC's COVID-19 hygiene practices for use during the re-opening. Rebecca is working on a plan identifying re-opening phases. Eleanor suggested adding a clarification on the BURF so that building users know to clean up after their event or forfeit the deposit. Rebecca will bring it back to the Task Force for further revision. Our BOT's August meeting agenda will include a discussion on re-opening.

5. Veronica's Lawn Use Request

In May Veronica requested to use the lawn outside the building for her Tai Chi participants, prior to Sunday morning services. They would not use the bathrooms, nor any other part of the building. **Request was approved by consensus.**

6. Complaint About Collector Reporting

As a result of a member's complaint about the collector naming contributors during Sunday services, **Warren was advised by consensus to cease mentioning names, and to report weekly donated dollar amounts in the Weekly Post.** Warren agreed to do so.

7 & 8. Temporary Policy Review and Bylaw Review committees

The BOT Executive Committee revised the Bylaws last year, while the church's Policies had not been updated since 2013. Marty suggested tackling each of the two documents on alternate years. **Karen moved to establish a Temporary Policy Review Committee for the purpose of reviewing policies, and for the committee to report back to the BOT within six months. Seconded by Rebecca. Motion passed.** Members of the committee: Eleanor, Rebecca & Robert.

9. Glenda/Office Administrator – see Treasurer's Report

10. Democratic Rules of Order

Rebecca expressed a desire to adopt changes more slowly.

11. Reconstruction Process

The contractor will meet with Till next week. The BOT does not need to approve the insurance settlement, as it is a contract signed by Harriet in January 2020. Regarding a proposal to apply for grant money to switch to LED lights, Till said that the cost of \$ 9,000 to replace all the present lights is prohibitive, given the payback of only \$ 2,000.

12. Board Retreat

A consensus approved holding a board retreat in the fall. Suggestions included using power point presentations and making sure all participants have access to printed materials, if the retreat is via Zoom. If the retreat is held in person, a possible venue may be a room at the NNY Community Foundation on Public Square. Marty advocated for each BOT member to have access to the UUA's recently published book, *Widening the Circle of Concern: Report of the UUA Commission on Institutional Change*.

Checkout

The next meeting will be August 27 at 9:30 a.m. Robert adjourned the meeting at 11:16 a.m.

