**All Souls Unitarian Universalist Church**

**Minutes of Meeting of Board of Trustees**

**Friday April 24th, 2020**

Board Members Present

Harriet McMillan, President; Eleanor Allen, Treasurer; Robert South, Secretary;

Catherine Burns, Heather Winn, Trustees

Excused Shannon Starkweather Burke, Trustee

Absent Rebecca Carr, Trustee

Also Present Pastor Marty Pelham

Preliminaries

Before the meeting, an unofficial consensus was reached that the best way to conduct voting for a congregational meeting on Zoom is to have participants physically hold up pieces of paper saying "yes" or "no" just like a meeting with everyone physically present.

Opening

Marty did a chalice lighting. Everyone present checked in. Harriet called the meeting to order at 9:48.

Minutes

**Eleanor moved acceptance of the minutes of the board meetings of March 13th, March 15th, and March 27th, with the exception that where the March 13th minutes say services will not resume before "April 30s" it should read "April 30th." Heather seconded. Motion Passed**

Treasurer's Report

Eleanor detailed the issues with getting the Quick Books and budget lined up right. There are many inexplicable things like mysterious "fundraiser income." She will implement the idea of keeping a record of standards for what kinds of expenditures and income go in what category. Intuit automatically updates our software and charges us even though it's cheaper elsewhere, and Glenda needs to learn to avoid that. The Treasurer has reviewed the statements to assure they are reconciled, and the statement will be filed for audit.

President's Report

1. Text to Give

Heather gave a report about her research of Text to Give. Consensus was that while giving that way would be easy, the monthly fees would not be worth it, considering how many members of the congregation would likely give that way.

2. Blood Drive

The blood drive was successful, bringing in more blood donations than expected.

3. Zoom Membership

Harriet bought a Zoom membership for the church and made Robert the contact person. It will be set up on the church Gmail account.

Business

1. Zoom Update

Robert reported that Zoom was basically working, though it's a learning process. Marty said the participation has been surprisingly good, and that it may be possible to keep including Zoom participation even once it is no longer required by law.

2. Insurance

Church Mutual offered around $93500, but we are asking for more.

3. Annual Meeting

Robert proposed scheduling the in person Annual Meeting officially, but then having a special congregational meeting by Zoom to do the business of the Annual Meeting if (when) there is no quorum at the Annual Meeting. This work around would make sure nobody could call the outcome of actions of the meeting less than legitimate. Eleanor said it was just extra stuff that wouldn't be necessary because anybody who would object would object to the workaround as well. Catherine said it wouldn't matter in a year anyway, and this was complex. She said we should ask the members if they have any objection to the virtual meeting. Legal authorities would understand the special circumstances. Harriet said we could put on the meeting notice that it would be virtual. Heather asked what we would do if the state started allowing group meetings by June 14th. Harriet said that was unlikely. **Robert moved that we do the annual meeting as a virtual meeting and announce it to everyone and make other plans if there are any objections. Eleanor seconded. Motion passed.** Eleanor brought up the peculiarity of the situation regarding the budget. Catherine suggested having the Budget roll over for six months. **Catherine moved that the board recommend to the congregation that we roll over the budget until December at which time we will make a new budget. Heather seconded. Motion passed.** Eleanor will create a tentative budget just in case the roll over is rejected by the congregation. Eleanor said the roll over idea needed to be published in advance. Robert said he would be sending out the annual meeting notice this time as a letter rather than a post card and Harriet wanted to be involved in putting it together.

4. Buckthorn Cleanup

Harriet reported that there had been a bid for 2800 dollars to turn the area within about 40 feet of the parking lot into a lawn. There was an additional 500 dollars she didn't know the details of. Robert suggested it might be a deposit on stump grinder teeth and showed a photo of the area. Eleanor asked if there was a line item breakdown. Robert said Rebecca would have that, and that he thought the only part we really needed was the stump grinding and that he could do the other work. Eleanor pointed out that would take longer. Catherine asked if there was any danger causing urgency at this uncertain financial time. Harriet said Till felt we had a liability. Eleanor said it was obvious that it's brushy there and that now there are signs. Robert said taking out stumps makes it easier to plow snow, but that there's no hurry on that. Heather said it would be different if we weren't in the current situation. Harriet said she had told Till we couldn't afford it.

5. Pledge Drive

Catherine said it's going well. She has followed up with people who didn't pledge quickly and has had a couple of responses. Others are giving on Pay Pal. Harriet asked if we are anywhere near concluding. Catherine said we need to keep going with it so she can send out more letters. In addition to the Pay Pal sign ups, she sent out her original follow up to 30 people, and has gotten only 5 or 6 responses, though Warren may know of others. Increases and decreases have approximately cancelled each other out.

6. Office Switch

Harriet said people need to have a chance to input on the proposed office switch. Eleanor said she was OK with not doing built ins so it could be tried, provided it could go back if it doesn't work out, but that it seems other areas could be used for record storage. Catherine said we could use room that is currently the temporary office as an archival area, including a table to work with those records, such as when doing an audit. That would let the working office remain in the same location, but Frances might object since it's in the RE Wing. Several members remarked that room was too small for board meetings and the big round table made it worse. Eleanor said the wall with the built in half cabinets could instead have full size file cabinets and it could still be used by kids. Harriet said we needed to let people give opinions. Robert suggested a congregational conversation by Zoom.

7. Suspending Services

**Eleanor moved we continue to follow the guidance of the state. Heather seconded. Motion passed**.

Checkout

Annual reports are due on the 8th and there will also be an executive committee meeting that day. The next board meeting will be by Zoom at 9:30 on May 15th. Harriet adjourned the meeting at 11:30.