

Unitarian Universalist Fellowship of Newark
April 8, 2020
Board of Directors – Meeting Minutes

In attendance:

Carol Boncelet (President), Rev. Don Garrett, Merry Osteimer (Member-at-Large), Tara Wheeler (Secretary), Beverly La Rock (incoming President-Elect), Glen Schmiesing (Treasurer), Karen Barker (Past-President)

6:45 Time for congregants to address the Board

No friends or members joined the board tonight.

7:00 Light chalice and opening words

7:05 Check-in: Any big news? How are you?

7:10 Review/approve the March 11 minutes

Minutes from March board meeting were unanimously approved.

7: 15 Any concerns with Committee/Team Reports?

- Stewardship has half of the congregation that has not pledged yet.

7: 20 Report from the Treasurer: Budget Preparations, P&L, Balance Sheet

- Finance Committee last met the 3rd week in March. We don't have the reports from the bookkeeper for February or March just yet. We need to recruit a new chair for Finance Committee. Finance meetings are the 3rd Thursday.
- Board reviewed the incomplete March statement.
- The bookkeeper's contract was recently renewed through June 2020. Glen will schedule a meeting with the bookkeeper.
- The board reviewed the preliminary 2020-2021 budget. Another review will be completed and a new version will be shared with the board.

7:30 **Old Business**

- Glen/Karen - email all pledgers to confirm their receipt of pledge statements
 - Glen and Karen drafted a text, but haven't sent it out yet. Will send this communication out by Friday, April 10th.
- Merry to work w/Membership on lapsed pledgers/removing members (after Stewardship Campaign)
 - Merry will get in touch with Dianna; they are postponing until their next meeting on 4/25.
- Glen – credit card for 3 staff people

- Glen tried to add our 3 staff people online, but couldn't do it online. Glen will call the credit card company to request cards for our 3 staff people.
- Glen/Carol/Karen to sign TD bank documents
 - We will wait on this until after the state of emergency has been lifted.
- Carol – Ceiling (Capital) Task Force
 - No progress made at this point in time. Will follow up soon to convene, possibly by Zoom. Glen volunteered to also be a part of this task force.
- Tara – IT task force
 - VOIP contract has been signed by Carol.
- Carol/Bev – SRST transition
 - Bev will plan discussions with the SRSTs.
- Safety Team- MOU with West Park Place School
 - No progress at this point in time.
- Property – progress on researching handyman/contractor
 - Karen contacted a director at a local day care; they call a person (who is not on contract) when they need someone.

8:00 **New Business**

- Chief of Staff duties: phones (VOIP contract, then cancel MCI)
 - Bev will contact Leidy to make sure we have the new VOIP contract in place.
- Board resolution RE Morgan Stanley account (Glen)
 - Morgan Stanley handles stock that is donated to us; when we change officers we need new signature cards signed naming the individuals who are authorized to handle our account. Their 4-page resolution requires each board person to sign (including secretary and corporate seal).
 - Glen moved to approve the resolution as provided by Morgan Stanley for the new officers of treasurer, secretary, and president to be named on the account as officers. Motion was unanimously approved.
- Any important committee/team issues?
 - Anne will be moving in the next month and will be resigning from the board in a month as a result. The board will appoint a new member-at-large.
 - At some point we will morph long-range planning into strategic planning. We will discuss at next week's meeting.
- May 17 Congregational Meeting
 - Suggestion: move this meeting to June 14th (tentative) and concurrently think about how we might do remote votes. Karen will research how we might do votes during the meeting, if it needs to be an online meeting. Tara will request the UUpdate and calendar appointment on the website.
- Thoughts for moving forward when we can gather in-person
- Thoughts about Board Retreat
 - We will start to circulate dates for a board retreat in August
- Board will meet again in two weeks.

8:30pm – Extinguish chalice, adjourn meeting

Next Board Meeting: May 13, 2020

2019/2020 Board Goals: as defined in the Long Range Plan (2019 Report).

2019/2020 Important Dates for the Board: Board Meetings every 2nd Wednesday at 6:45pm,
Sun. May 17 Spring Congregational Meeting

Opening Words: April (Anne), May (Tara), June (Karen)