

Unitarian Universalist Fellowship of Newark
May 13, 2020
Board of Directors – Meeting Minutes – via Zoom

In attendance:

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

6:45 Time for congregants to address the Board (if no congregants, we will check-in early)

- Jan Owens and Emily Van Vlack joined the board.

7:00 Light chalice and opening words

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

7:10 Review/approve the April 8 minutes

- April 2020 board meeting minutes were approved.

7: 15 Any concerns with Committee/Team Reports?

- A motion was made to ratify the appointment of Peter Hartranft as our member-at-large board member. The motion was unanimously approved.

7: 20 Report from the Treasurer: **Proposed 2020/2021 Budget**, P&L, Balance Sheet

- Glen reviewed the draft budget that was prepared by the Finance Committee.
 - A motion was made to reduce the budgeted UUA dues from \$11,000 to \$6,000; The motion passed with one abstention and one nay vote.
 - A motion was made to reduce the \$18,000 budget for the auction to \$13,000 (reduction of \$5,000); the motion passed with one nay vote.
 - Glen made a motion to approve the draft budget; the board unanimously approved the draft budget with the two changes that were approved (mentioned above).
 - Glen proposed a hearing meeting on the proposed budget (at the end of May). This meeting will be scheduled shortly.

7:30 **Old Business**

- **June 14 Congregational Meeting: agenda, voting**
 - The plan is to keep this meeting relatively simple. The congregation needs to vote on Peter Hartranft as new Member-at-Large, Winter Congregational Minutes, and the 2020-2021 Proposed Budget. Don will plan to give an overview of this year and thoughts on the future year.
 - In terms of voting at the meeting:

- There are a handful of people who don't have email.
- The plan will be to host the meeting on Zoom (anyone without computer access can call in to the meeting by phone). LDC will make sure we've established Quorum at the start of the meeting. Zoom participants will be able to vote on items using the poll feature. Members who join by phone will speak their vote aloud. Glen (or whoever is the Zoom administrator) will manage the polls/voting and will gather results of each vote.
- Glen/Karen – follow up with pledgers/bookkeeper – task is complete.
- Merry work w/Membership on lapsed pledgers/removing members
- Glen – credit card for 3 staff people
 - Don hasn't received his credit card yet, but it could be at UUFN in the mailbox. Glen will check the mailbox.
- Glen/Carol/Karen - or Bev?) sign TD bank documents (after state of emergency).
- Carol – Ceiling (Capital) Task Force
- Tara – IT task force
- Bev – SRSTs
 - Bev confirmed SRST teams for our three staff members.
 - Karen suggested that we review the SRST policy in the near future to make sure our policy still reflects our capacity to fill the SRSTs in the manner in which they were originally conceived (ex: does our policy state that a board member should be on each SRST?).
- Bev w/Leidy – phones
 - We still haven't had success getting in touch with TechImpact. Tara will make one more phone call. If we cannot get a hold of them soon, we need another plan for an updated phone system.
- Property – need for an “on-call handyman” ? -- we will follow up in future meetings about the need for an on-call handyman.

8:00 **New Business**

- Chief of Staff duties:
- Annual reports from Committees/teams: request, gather, distribute
 - Please remind committees and teams to submit reports. At some point, we may want to share the reports online for members to review.
- Any important committee/team issues?
- Thoughts about when we can gather in-person
- Board Retreat and strategic planning

8:30pm – Extinguish chalice, adjourn meeting

Next Board Meeting: June 10, 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. June 14 Spring Congregational Meeting

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