

**Unitarian Universalist Fellowship of Newark
Board of Directors**

Meeting Minutes for June 10, 2020 – via Zoom

In attendance:

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

Not in Attendance:

Peter Hartranft (Member-at-Large)

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

- No members or friends 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 May 13 minutes

- May minutes were unanimously approved.

7: 15 Any concerns with Committee/Team Reports?

- None.

7: 20 Report from the Treasurer: P&L, Balance Sheet, anything needed for Sunday?

- Glen reviewed the Financial Report to the Board, ending May 2020 (Financial Position and Receipts & Expenses)
- At the summer board retreat, we will plan to review the budget in detail.
- We are ready for the Congregational Meeting on Sunday, 6/14.
- We plan to add Janet Louise to the slate for President-Elect.

7:30 **Old Business**

- **June 14 Congregational Meeting: any last issues?**
- Merry work w/Membership on lapsed pledgers/removing members
 - Carol and Bev will write a letter to lapsed pledgers (running it by Membership first) to inquire about pledge status. First step will be to run the list by the bookkeeper to verify that status of lapsed pledgers.

- Glen/Carol/Karen (or Bev?) sign TD bank documents (after state of emergency).
 - Glen will make arrangements for Carol and Bev to sign documents with TD bank.
- Carol – Ceiling (Capital) Task Force
 - Carol will get the report to the board next month.
- Tara – IT task force
 - We are getting a new system called Breeze (Church Management System) and we will have about a month overlap with our current management system.
 - We will need a communication plan internally about how to use the new system. Tara will reach out to Pat Field about the internal communication plan about the new system.
 - Communications Team is planning to update the website with a third party we plan to hire.
 - An announcement for the need for Social Media assistance went out recently in the UUpdate and we received some interest. Once ready, the Communications Team will schedule a training with the Endowment Grant Funds.
- Bev – review/update SRST Policy
 - This policy needs to be updated in near future.
 - Karen also suggested that the lease agreement for the Child Care be included in the board binders.
- Bev/Tara/Leidy – phones
 - New phones are due to arrive next week on June 15th at 11am.
- Property – need for an “on-call handyman”?
 - We seem ok at the moment. One of our members has been helping out.

8:00 **New Business**

- Chief of Staff duties – nothing to discuss / report at this time.
- Don’s housing allocation
 - The Board unanimously approved the housing allowance of \$36,000 for Rev. Don Garret.
- Annual reports from Committees/teams: request, gather, distribute
 - Tara will work with Communications to get annual reports on the website.
- Any important committee/team issues?
 - Leadership Development Committee needs assistance getting another member (elected position)
- Board next steps: Retreat, strategic planning, meeting dates for 2020/2021
 - We will plan to have a board meeting on the 2nd Wednesday in July (July 8th).

8:30pm – Extinguish chalice, adjourn meeting

2019/2020 Important Dates for the Board: Sun. June 14 Spring Congregational Meeting