

## **UUFCO Board Meeting**

July 21, 2020

Location: Zoom call

**Attending (via Zoom):** Mark Steinberg, Daelene Schwartz, Susan Kinney, Fletcher Chamberlin, Chad Leonard, John Lawton, Ella Chatterjee, Rev. Scott Rudolph

**Called to Order:** 4:05

**Minutes written by:** Ella Chatterjee, Recording Secretary

### **Consent Agenda**

July Board agenda approved

### **Reference Documents:**

Board Agenda July 22, 2020

### **Covenant Discussion**

Mark asked that as we meet for the first time as a new Board, we look at the Board's covenant, which sets forth how we come together in an intentional way, how we act toward one another, and how we hold each other accountable in the work we do. Susan suggested that we consider a revision to a part of the covenant that would address the Board's role in dealing with white privilege and systematic racism.

The last provision in the Board's covenant currently reads:

"We continually learn as a Board and deepen our practice of Unitarian Universalism."

The suggested revision is:

"We work to build a diverse community by educating ourselves in the ways that systemic racism and other oppressions keep us from deeper connection to all of humanity and to call on ourselves as individuals and as a Board to act on our learnings."

In considering this, Susan also suggested that we look at the proposed Unitarian Universalist Eighth Principle, which some congregations have adopted:

"We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions."

If the Board were to make the suggested revisions, it might require a review of our vision statement to determine whether it also would require some revision.

The Board decided to consider these suggestions and engage in further discussion at the next Board meeting.

### **Finance Report**

#### **2019-2020 Financial results**

The total operating income for the year ending June 30, 2020, was \$85.6K below budget, primarily because of lower rent and rent staffing income due to the shut-down, lack of auction income, and no use of the \$45.3K of income from the contingency reserve. Pledge income was \$5.8K above budget, a positive result.

There was a positive \$14.0K for the year, compared with a budgeted loss of \$11.2K.

The primary reason that the bottom line was better than budget, without use of the contingency reserve, was that the bulk of total compensation expenses (84% of the budget) for April and May was charged to the PPP loan of \$53.1K. That loan has been recorded as income because we expect it to be forgiven. Leora expects to complete the application for forgiveness shortly, but we do not know when the forgiveness will be granted.

#### Accounting clean-up project

Leora and our consultant Yolanda Saporito have completed a full review of all accounts through May and expect to complete June by next week. Although there have been changes in individual accounts, the net results are very close to the Treasurer's reports that were provided for their review.

The project as a whole has been very positive, with a good working relationship between Leora and Yolanda. Leora is especially to be commended for her constructive approach in the face of an increased workload and essentially a review of much of her work in the last year.

#### 2020-2021 budget

Fletcher believes that with the combination of what we now know about the COVID-19 shut down and the changes to our chart of accounts that will come from the completion of the Accounting project, we should revise the budget. He plans to bring a revised budget to the Board by the September meeting.

#### Pledge payments for 2019-2020

As of June 28, there were 73 people who had not completed their pledges for last year. Leora sent statements to everyone in the second week of June and Fletcher sent reminder emails to 45 people in early July.

#### Pledges for 2020-2021

The current budget includes pledge income of \$423,000. As of now, we have pledges in hand totaling \$434,255.

#### Variance to current budget

The current budget did not include any funds for retirement of our Director of Religious Exploration, which funds come to \$4000. Because our policies allow the Treasurer to approve variances of up to only \$500, the Board needs to approve the \$4000 variance. Fletcher moved that the Board approve the variance, Susan seconded the motion, and it passed unanimously.

#### **Reference documents:**

Treasurer's report as of June 2020

#### Stewardship Committee

The committee has been discussing a work plan for the coming church year in the special circumstances we face.

It may be necessary to make a change in co-chair because one of the co-chairs has to be absent to help care for a family member. Depending on her situation, she may need to step down.

#### Personnel committee

There was nothing new to report on this committee.

### **Facilities committee**

The fire retardant system has to be flushed every 5 years. We got permission from the Fire Dept. to delay this procedure until the new fiscal year, but now it must be done at a cost of \$2000.

There has been a failure of the batteries for emergency lighting. These expensive batteries normally have a life of at least 7 years, but ours have failed at 5 years. Parker thinks this may be partly because the storage room is too warm. In any event, the batteries need replacing, at approximately a cost of \$5000. Fletcher will follow up with the Finance Committee to determine which accounts to use for this expense.

### **Endowment committee**

Work has been completed on the text of the first brochure to be issued by the committee. It is now a matter of getting it formatted and printed.

The endowment fund has remained steady in spite of difficult economic times. It has maintained a level of some \$390,000. The committee decided, however, to change the investment allocation from 60% to 50% in stocks. They decided to make the allocation somewhat more conservative given recent volatility in the stock markets, while still leaving 50% of the endowment fund invested for long term growth.

Such a change in allocation requires Board approval. The change required prompt action, and although it was discussed with the Treasurer, the change got made without Board approval.

The Board agreed that this is a change it would have approved. As a result, Ella moved to have the change approved, Susan seconded the motion, and it passed unanimously.

Concern, however, was expressed that changes without Board approval not be made even in time sensitive circumstances. The Board President should be consulted, so that he could get the matter to the Board before a change was made. Everyone felt that we need to develop a procedure to handle time sensitive decisions that require Board approval.

**Reference documents:** Endowment committee report; 2020 Investment Policy Statement

### **Minister's Report**

Scott continues to spend a lot of his work time with the congregation's group on antiracism.

There is a lot of enthusiasm for this work (for example, 130 people signed up for the 21 days project), but there is need for focus and direction. People have questions about what they can do to change our institutions and to take productive action in addition to dealing with white guilt. There are several local groups addressing racism, including Embrace Bend, Love Your Neighbor, and Central Oregon Diversity Project. Scott thinks that it would be good to establish a primary relationship with one of these local groups.

Scott will be joining a group of clergy to support the protests in Portland. He strongly feels called to do this as a stand against racism and fascist tactics.

Scott reports that Amy has a collaborative approach to RE and requires little direction. She is working on a fall program, as there really hasn't been a summer program.

The memorial designed and donated by Ellen Atkins has been installed. Until this time, Ellen has done all the work on her own. Scott thinks it is now time to have a more collaborative effort to complete the project. He suggests that a team be established representing different views within the congregation from pastoral care to aesthetics.

Scott will be taking one week from regular duties to make plans for the new church year and to reconsider staffing, particularly the possibility of training others to produce the Zoom services. He will then take some personal leave.

Scott has arranged to engage in a spiritual direction process next year, in order to deepen the spiritual aspects of his messages. He will also participate in a coaching program by the UU Ministers' Assoc., in time management.

### **Waivers**

Ella will look into the question of whether we should require waivers for participation in church sponsored activities like hiking, and if so, what sort of waiver should be used.

### **Reopening Issues**

Members had the view that it is unlikely we will be able to have in person services until at least next spring and possibly later. We agreed that the Board should put out a statement to the congregation, letting them know what the next months will look like. We should think of other ways to present services under these conditions, such as a parking lot service.

### **Social Justice Task Force**

Some adjustments have been made to the document the Board previously approved, but they are not substantial changes. The Board is ready for this to move forward to the congregation.

### **Approval of Board minutes**

Chad moved that the Board minutes of the June 11, 2020 Board meeting be approved. The motion was seconded by Susan, and passed unanimously.

**Meeting adjourned: 6:00PM**

**Next meeting august 18, 2020 at 4:00PM**

