

NATURE COAST UNITARIAN UNIVERSALISTS, INC.
BOARD OF DIRECTORS MEETING
MINUTES
May 11, 2020

Board members: John Comer (president); Connie Hart (vice president via Zoom); Jean McCauley (clerk); Amy Haiken (director via Zoom); Tom Hibbard (director via Zoom); Bree Hill (director); Shirley Leonard (director via Zoom); Pam Ricker (director); Sheila Woods (director)

Guests: Rob DeRemer (treasurer); Don Wright (via Zoom); Ned Davis (via Zoom); Sally Smith-Adams (via Zoom);

Call to Order at 10:30, Lighting the Chalice and reading of the NCUU Board Covenant

I. Additions to the Agenda Revisions to Policy & Procedures Manual to allow electronic meetings

II. Approval of Minutes

Minutes from 03/09/20 Board meeting emailed out and reviewed prior to today's meeting. **Motion** by Shirley Leonard, second by Sheila Woods to approve Minutes. Approved unanimously.

Minutes from 04/11/20 Executive Committee meeting emailed out and reviewed prior to today's meeting. **Motion** by Pam Ricker, second by Rob DeRemer to approve Minutes. Approved unanimously.

No Board Meeting on 04/13/20 due to Coronavirus pandemic and statewide stay-at-home order

III. Treasurer's Report (John Comer as former treasurer)

No Budget Variance Report (BVR) available as yet due to computer issues. John will meet with new treasurer this Saturday to transfer information. Several pledges were in the mailbox today. John suggests that Connie send out a monthly e-blast to remind people where to send pledge payments. He suggests that Bill Pay is also an option as the bank will mail NCUU a check. Address to mail payments is PO Box 94, Holder, FL 34445-0094. Address is on the Announcements Page on the website.

IV. President's Report No formal report

V. Standing Committee Reports

Request by Amy Haiken to add Newsletter/Website to committee reports. The newsletter and website are part of the Publicity Committee which is a sub-committee of the Membership Committee. John recommends that Amy communicate with Holly Alexander as chair of Membership Committee for any reports to submit.

Building (Matthew Ciszewski)

No report submitted

Grounds (Bree Hill)

We are currently maintaining the grounds without spending any money.

Social Justice (Don Wright)

The Social Justice Committee held a virtual meeting via Zoom on Saturday, April 11. Topics discussed were focused on anticipating the converging impacts of COVID-19 social distancing and potential evacuations during the upcoming hurricane season, ways to help out of work residents of the Nature Coast, and rethinking plans for future Kitchen Table Forums in light of current events. We are now working to initiate virtual Social Justice/Climate Justice discussions via Zoom and taking advantage of material from UU Ministry for Earth.

Finance (No Chair)

Membership (Holly Alexander)

The Membership Committee has not met this year due to a number of circumstances. However, Holly Alexander, Connie Hart, Amy Haiken, and Ned Davis participated in the Long-Range Planning Committee meeting on 25 January. Many of the goals developed at that meeting apply to membership and will be considered by the committee when meetings resume. During the shut-down Connie Hart and Abby Madeiros have contacted people with no emails and or live alone to check on them and try to keep tabs on their wellbeing. Holly Alexander reviewed UU pamphlets on hand and ordered more of several of them. Pamphlets available have changed, so some of them will run out and be replaced by new ones next time we place an order. She also ordered copies of the Pocket Guide that is given to new members, and revised the NCUU pamphlet, "What We Believe" combining two that we had in the past. The new "What We Believe" pamphlet is attached and on the Agenda for review and approval.

One correction on page 2 is that NCUU was founded in 1998 not 1988. Comment was made to be sure when printing the back page is not upside down. **Motion** by Sheila Woods, second by Pam Ricker to approve the "What We Believe" pamphlet with these suggestions. Approved unanimously.

Social Activities (No Chair)

Sunday Service (Pam Ricker)

We were able to have our speakers give their sermons to our congregation via Don Wright's Zoom account throughout the months of April and May. We will continue to use Zoom in June if necessary. Tentative plans are to begin on-site services in July.

Religious Education (No Chair)

Denominational Affairs (No Chair)

Bylaws (No Chair)

Long Range Planning (Bob Madeiros)

No report submitted

VI. Unfinished Business

- A. CD rates at Brannan Bank and payments to NCUU credit card (Rob DeRemer)
Update on CD rates at Brannon Bank vs. Suncoast Credit Union is tabled at this time due to Coronavirus and stock market declines. Dave Koveleski has cancelled the NCUU credit card at SunTrust Bank that was in his name. Future payments will be made by debit card.
- B. Mortgage Burning Ceremony (Rob DeRemer)
Tabled until a future date due to due to Coronavirus
- C. Framing of new Visions and Mission Statement and Congregational Covenant (Jean McCauley)
New Vision and Mission Statement is framed in the foyer and on the website under "About Us"
- D. Update on shade sails for patio (Connie Hart)
The triangular sails (two brown and one orange) and some of the hardware are in Connie's garage. We just need two posts and three larger spring hooks from the hardware/lumber store. The sails will be kept up at all times and removed for a hurricane. Bob Madeiros and Bree Hill will get with Connie to determine the height of posts necessary (possibly 12 feet), assist to install them and report at the next Board meeting. Cost to date \$143.

E. Fire Drill (Pam Ricker)

Update on plans for a fire drill prior to a Sunday service is tabled until cooler weather. A suggestion was to review exits as an informational/educational discussion at our first onsite Sunday service (possibly in July). Comment was made that an additional exit on the South wall of the sanctuary is on the top of the Strategic Planning list submitted by Bob Maderios.

VII. New Business

A. NCUU Board Covenant: All Board members need to agree to adhere to the NCUU Board Covenant

B. Appoint New Treasurer

Motion by Amy Haiken, second by Jean McCauley to appoint Rob DeRemer as treasurer for 2020-2021. Passed unanimously. Thank you Rob!

C. Select Executive Committee Member from Directors

Executive Committee consists of the president, the vice president, the clerk, and one other board member. Sheila Woods nominated Pam Ricker to serve on the Executive Committee, second by Jean McCauley. Pam agrees. Passed unanimously.

D. Identify Standing Committee representatives on Board

<u>Standing Committee</u>	<u>Committee Chair</u>	<u>Board Representative</u>
Building	Matthew Ciszewski	John Comer
Grounds	Bree Hill	Bree Hill
Social Justice	Don Wright	Tom Hibberd
Finance	No Chairperson	Shirley Leonard
Membership	Holly Alexander	Connie Hart
Social Activities	No Chairperson	Pam Ricker & John Comer
Sunday Service	Pam Ricker	Pam Ricker & Sheila Woods
Religious Education	No Chairperson	open
Denominational Affairs	Sheila Woods/Bree Hill	Sheila Woods (contact for UUA) & Bree Hill
Bylaws	No Chairperson	open
Long Range Planning	Bob Madeiros	Amy Haiken

Amy Haiken volunteered to create a survey to send out to members and friends requesting people to serve on committees especially Religious Education, Denominational Affairs, Library and Bylaws Committees. Connie Hart agreed to create a brief description of all committees to send out with the survey including the current list of committee chairs. The survey will also address our need for a Purchasing Agent.

Amy will send the survey to Connie Hart to distribute via e-blast.

Amy will collate the results of the survey with names and send them to the board and to each committee chair. Each committee chair will be responsible for meeting with any potential new members to review the Policy and Procedures Manual pertaining to their respective committee.

Don Wright has agreed to conduct an adult religious education class in the fall following the format developed by Joan Burnett but declines to be Religious Education Committee chair.

Connie Hart will contact Holly Alexander about having one new person and one experienced member paired together to be greeters to get new people more involved.

E. Assessment of Activities, Programs, Ministry

According to NCUU Bylaws Article VIII D. Assessment “Every three years, beginning in 2011-2012, there shall be an assessment of all activities, programs, and ministry of the fellowship. A committee shall be appointed by the Board of Directors and consist of at least three members, including one from the Board of Directors, one from the Ministerial Relations Committee (or similar committee if it exists) and one from the Long Range Planning Committee will conduct the assessment. All members of the fellowship will be invited to participate. The results will be made public to the Fellowship and shall be considered in long range planning.”

It is not clear when the last time this comprehensive organization-wide assessment was completed. John requests that everyone check their files for previous information about recent congregational assessments and send any information to him.

F. Purchasing Agent (Connie Hart)

Dave Koveleski has stepped down as Purchasing Agent. He has cancelled the SunTrust credit card. Board needs to identify a new Purchasing Agent. Shirley Leonard will ask Karen Fournier and Connie Hart will ask Margo Wilson. They could share the position. Rob DeRemer as treasurer will meet with new purchasing agent to work out how to submit requests. For now, if something is low call Rob.

G. Zoom and NCUU (Amy Haiken)

1. Suggests keeping Sunday services available on Zoom using “hybrid” services to meet the needs of those who are compromised and snowbirds. Could also use Facebook Live and more technology. John commented that pledges can be set up to be paid monthly via Bill Pay.
2. People who are interested in participating in committee meetings should be able to attend via Zoom or FaceTime. Connie mentioned that Wanda Brown who is a snowbird attends Membership Committee meetings via phone. John suggested that interested people contact each committee chair to participate via phone.
3. NCUU should purchase a Zoom account for \$150 to allow meetings. A course in “Zoom 101” was suggested. Amy agreed to submit to the board for next meeting specific information on costs and an analysis of pros and cons. A suggestion was made to contact UUA about possible Zoom discounts.

H. Webmaster/Newsletter Chair Report (Amy Haiken)

1. Amy requests that those submitting announcements follow the requirements. Connie will discuss with Amy and send out an e-blast reminding people how to submit items for Announcements or Newsletter.
2. Amy requests up to date information about Sunday Services for the website. Sally Smith-Adams sends out the speaker agreements with a cover letter/email and will add Amy’s email to the cover letter. Amy will discuss with Sally other information she would like included in the cover letter.

I. Revisions to Policy & Procedures Manual to allow electronic meetings to meet a quorum

Our current Bylaws, Policy & Procedure Manual and Robert’s Rules do not allow us to hold board or standing committee meetings electronically to establish a quorum. John appointed a special committee to propose to board revisions to Policy and Procedure Manual to allow electronic meetings in the event of a natural or man-made disaster. Committee consists of John Comer, Connie Hart, Jean McCauley, Amy Haiken and Sheila Woods. As a special ad-hoc committee this group can meet using Zoom.

Adjourned 12:06 Next meeting Monday June 8th, 2020 at 10:30

Respectfully submitted,

Jean McCauley
NCUU Clerk