NATURE COAST UNITARIAN UNIVERSALISTS, INC. BOARD OF DIRECTORS MEETING

# MINUTES

July 16, 2020

Attendees:

John, Jean, Pam, Tom (in person)

Zoom: Shirley, Rob, Amy, Sheila, Connie

Guests: Gordon, Karen

1. **NCUU Convenant**

John read the covenant

Everyone agreed to it.

1. **Moment of Silence**

John asked for moment of silence for those that have passed away due to COVID-19 or someone that directly or indirectly was affected by it.

Amy mentioned that Lucille’s husband Larry passed away. Connie will send a card from NCUU.

1. **Additions to the Agenda** emergency items only

# Appointment of Clerk

According to the Bylaws “The Board of Directors shall appoint voting members in good standing to fill any vacancies that may occur.” It was brought to the attention of the board at the last meeting that the current Clerk had never been appointed according to any previous Minutes. Board needs to appoint Clerk.

John read the duties and responsibilities for Clerk from the Policy and Procedures Manual.

Amy asked if the Clerk is supposed to edit what is sent to the Clerk, or should it be left as it is. John said the only task that the Clerk does is to observe and record what is said in the meeting.

John said that after the meeting, the Clerk shouldn’t change what was decided in the meeting.

Jean decided to step down as Clerk. She left the meeting at that time, and John asked Connie to get with the nominating committee to find a new Clerk.

# Approval of Minutes

# Connie had 2 changes were to the minutes:

# 1. Matthew with the building surge protector

# 2. Omit the Dave K. paragraph in the bylaws section

# 1st ?? (Connie didn’t hear this either – Maybe Sheila)

# Bree 2nd

# They were unanimously approved.

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# John insisted that anyone that threatens to quit, needs to leave the board.

# Pam asked if the Director and Clerk were at a different level. John said that the Director and Clerk at the same level. (31-33)

1. **Treasurer's Report** (Rob DeRemer) Balance Variance Report (BVR) for June attached as **Addendum #1**

Rob said that May and June additions were added. Balance in checking is $21, 233 and $200,187 savings.

Both mortgages were paid off

Book money was in checking

Pam: membership committee asked where the money came from. Rob said that there were advertising costs and pamphlets.

Rob was asked if he had taken any money this fiscal year for acting as treasurer. He said he wasn’t taking any money now, but will take some later.

Connie: Two new ink cartridges for the black only printer were purchases with office supplies monies. They will be delivered by Gordon to the building soon.

Utilities are on a payment plan. AC needs be set at least 85 degrees. Bree will turn on the AC to get some circulation.

# Approved: 1st:Connie 2nd Pam. It was unanimously approved

# IV. President's Report

# John reported that he informed Ms. Bree and Sheila: West Cluster – excited to get functioning again. They are about to have a Workshop about What does Defund the Police Mean. Law enforcement will explain.

# V. Standing Committees

#  Building - No report. Matthew: bypass the architect to make sure the email address is correct. Trying to give first bids to the ones that built the building. Gordon has another suggestion. We need a third quote. Maybe add the surge protector to the bill to help protect the audio equipment.

Bylaws (Amy Haiken & Gordon Hart) report attached as **Addendum #2 (Addressed under Unfinished Business)**

As per P&P Board needs to approve Bylaws Committee members

Mike Taylor, Bob Madeiros and Don Wright were **unanimously** approved as members of the bylaws committee

Denominational Affairs (Sheila Woods/Bree Hill)

Attached are the two Actions of Immediate Witness (AIWs) that were passed at UUA General Assembly. The first is entitled "Addendum #3 Address 400 Years of White Supremacist Colonialism". It passed at 93% in favor, 4% opposed and 3% Abstained. The second is "Addendum #4 Amen to Uprising: A Commitment and Call to Action". It passed with 82% in favor, 13% opposed and 5% Abstained. The other major item was the report from the Commission on Institutional called "Widening the Circle of Concern". This report can be ordered from the Bookstore of the UUA, or downloaded to your computer as a PDF file from UUA, or read from NCUU’s copy in the Library.

Bree who has browsed through the report thinks it is well worth reading. NOTE: Both Jean M and Sheila W have the version if you want a copy. Page 2 of 4

Some members of the Board have also expressed a desire to promote connection with the UUA and the Southern Region Cluster of the UUA. Well worth looking at and signing up for a newsletter for the Southern Region: https:[//www.uua.org/southern/blog.](http://www.uua.org/southern/blog) There is a Feb. 16th workshop from the West Central cluster. Connie Goodbread, whose description of UU faith and trust is quite inspiring. It asks the question, why aren’t we growing?

Finance (Shirley Leonard) Committee will be discussing the purchasing agent duties soon

Grounds (Bree Hill) Irrigation clock has been replaced and moved to shed. Grounds continue to be maintained.

Long Range Planning (Bob Madeiros) no report submitted/no recent activity

Media & Technology (Amy Haiken & Gordon Hart) report attached as **Addendum #5**

Amy mentioned the links to schedule meetings, newsletter to use the links. She will send out an email to let people know if the announcements are on the website.

Budget was approved. Board approved that the Media and Technology could get a PC that will be available at the Fellowship building for Zoom usage. Microsoft Office purchase was approved.

Membership (Holly Alexander) see Caring Committee Call List **Addendum #6**

Religious Education (No Chair)

Social Activities (Matthew Ciszewski & Pam Ricker) no report submitted; no activities pending

Social Justice (Don Wright) reports no new activity

Sunday Service (Pam Ricker) report attached as **Addendum #7**

**Pam said that Annie Bumgarner from Unity church would like us to be a part of an Interfaith Council. John asked Bree and Sheila to handle this and find out what this would entail. Pam gave contact email to Bree.**

# Unfinished Business

* 1. Report from Nominating Committee (Jeanne Wright)

Fifty-seven (57) Voting Members were mailed an absentee ballot to add the Media and Technology Committee as a Standing Committee in the Bylaws. A 2/3 majority would be thirty-eight (38) “Yes” votes. According to Jeanne Wright, Nominating Committee chair, as of Saturday July 11 the balloting yielded forty-one (41) positive votes and one (1) negative vote. The proposal to amend the Bylaws is approved by the congregation. The postmark deadline for returned ballots is July 20 so there is still a possibility that more ballots might be received.

* 1. Update on survey about committees (Amy Haiken, Connie Hart) See Council of Committees Report/New Business

 Amy and Connie will release the survey to members late this month. So far there have been no changes to the motivational video.

* 1. Committee to implement goals of Long Range Planning Committee See Council of Committees Report

* 1. Assessment of Activities, Programs, Ministry (John Comer) Update on three-year comprehensive assessment

 John stated that he is working on this.

* 1. Questions related to liability (Rob DeRemer) Update on liability during pandemic from insurance carrier. He stated

this was addressed at the meeting last month.

Spoke about the waiver, which takes the liability off of NCUU. Amy verified that NCUU would follow the strict guidelines by CDC, such as mandatory masks and social distancing.

# New Business

* 1. Changes to Policy & Procedure Manual (Jean McCauley) John asked Sheila and Connie to make the changes

and report back next month for approval.

* + 1. Submission of Annual Report to Florida Division of Corporations needs to be added under either Clerk or Treasurer duties.

John asked Rob as treasurer to handle this. The previous one was done for 2020, the next one due is April 1st 2021. Jean handled it for 2020, but didn’t want to be reimbursed. Sunbiz.org – renew annual report and follow steps. John offered help if needed.

* + 1. Long Range Planning is currently listed as a Standing Committee in the Bylaws and needs to be described Under Chapter 2 Standing Committees. It is currently under Chapter 4 Other Committees.

Amy said it needs to be a standing committee because it was approved by the Fellowship on April 2019 in the Annual meeting

1st: Shirley 2nd Bree It was unanimously approved.

* + 1. Media and Technology Committee will need to be added to P&P Manual under Chapter 2 Standing Committees. Will need to move and possibly update 2.042 Publicity Subcommittee, 2.081 AV Subcommittee,

4.03 Newsletter and Chapter 5 Other Positions Webmaster. Also 2.01(e) Building Committee Maintains a monthly master calendar of all programs, activities, and events needs to be moved to Media and Technology Committee.

Also needs to be changed in the bylaws.

1st Connie 2nd Sheila It was unanimously approved.

* + 1. Information about the committee to implement the goals established by the Long Range Planning Committee will also need to be added under Chapter 4 Other Committees.

Same as 2. Need the verbiage.

* + 1. A policy and procedure for Memorial Services needs to be developed by the Council of Committees and added to the manual. Connie

Pam and John talked about it. President and Pam – president does it or a specific person that the family requests. Connie mentioned that she sent out an email covering the memorial services, and the responsibilities of each committee. We need to decide the fees. John tabled this for some more discussion since there was incomplete information for the board. It will be free to members. Take cleaning fee into consideration. 100 memorial + negotiated if kitchen used as a separate fee. 100 first hour, 50 each hour afterwards. It was mentioned to put a cap on the final amount.

One person suggested that all members that use the building should pay some kind of fee. This should go to Unfinished business. Pam and Connie – John would like a copy of the form so far.

* + 1. Who is responsible for checking phone messages? Needs to be added to P&P Manual

John doesn’t think it needs to be in the PP manual. Eveyone should do this. Connie has a note around the phone for checking the messages. Membership needs to be handling these calls. Anyone can call in to check for messages. Pam was asked to take a copy of it. Take turns. Sunday Service and Membership to take turns and report necessary messages to the appropriate Committee Chair.

Connie will handle adding this to the P&PManual – will get the word doc from both Sheila and Holly.

* 1. List of Committee Chairs and Members (Connie Hart) list attached as **Addendum #8**

**Approve Mike, Don and Bob. 1st Connie 2nd Amy. All approved**

* 1. Council of Committees Report (Connie Hart) report attached as **Addendum #9**
	2. Unfinished Business items from prior Board meetings (Jean McCauley) summary attached as **Addendum #10**