NATURE COAST UNITARIAN UNIVERSALISTS, INC.

BOARD OF DIRECTORS MEETING

**MINUTES DRAFT**

June 8, 2020

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

**Guests:** Rob DeRemer (treasurer); Matthew Ciszewski ~~(via Zoom);~~ Gordon Hart (via Zoom); Sally Smith-Adams (via Zoom); Don Wright (via Zoom); Lonnee Zingg

Call to Order at 10:39am and Lighting the Chalice

**I. Additions to the Agenda** None

**II. Approval of Minutes from 05/11/20**

Shirley Leonard commented that Holy Alexander was in attendance via Zoom. Clerk will confirm with Holly and add her name. Some discussion concerning adding all committees to the Agenda and not just Standing Committees. Minutes accepted as submitted pending one clarification for attendees

**III. Treasurer's Report** (Rob DeRemer)

End of Year Budget Variance Report (BVR) for 19-20 and as of June 1 for 20-21 presented. A comment was made that the electricity bill was high considering the building is closed. Power still runs the AC to prevent mildew and for the irrigation system. The hot water heater is turned off and no lights are left on. We may have a level pay plan and we do pay commercial rates. Rob DeRemer will research this. It was noted that FY 19-20 ended with a surplus of $4497. Rob reported that we have $4,414 in the Capital Replacement/Planned Fund and $9,494 in the Building Vision Fund.

**Motion** by Amy Haiken, second by Connie Hart to keep surplus in the general fund for the current year. Approved unanimously.

John Comer presented the bill from UUA for the 2021 Annual Program Fund in the amount of $2378.

**Motion** by Bree Hill, second by Amy Haiken to pay our $2378 UUA dues. Approved unanimously.

**IV. President's Report**

John has been checking into other churches regarding on-site services and has observed 50-50 concerning on-site vs. still not holding services. He wants to check with UUA more before making any determination about resuming on-site services. We would continue to offer services via Zoom or Facebook Live.

**V. Standing Committee Reports**

Building (Matthew Ciszewski)

Air filters are still being maintained. Water heater is turned off. The refrigerator has been emptied of all perishables.

Church will be disinfected and the patio power washed prior to the resumption of services. The windows have been cleaned inside and out. The painting is done and the building is great inside and out. Lawn service continues. There are no major or minor concerns. Bob Madeiros and Pam Ricker have agreed to join this committee. Matt was asked to look into a whole building surge protector.

Grounds (Bree Hill)

Needed to purchase a new timer and will provide more specifics in next month’s report.

Social Justice (Don Wright)

Planning to meet via Zoom to discuss reviving Kitchen Table Forums virtually

Finance (Shirley Leonard)

The Finance Committee recently reorganized. Stan Brumaghim has retired from the committee after serving eight productive years. His services as Chairman and expertise during each year’s Pledge Drive will be missed. Shirley Leonard has become the committee chairman and Karen Fournier has accepted the vacant position of Purchasing Agent. Shirley and Karen both are relatively new to the committee and expect to need/seek help to perform their duties from Treasurer, former President, Rob DeRemer and President, former Treasurer, John Comer. Both have expressed their commitment to helping every way they can.

Membership (Holly Alexander)

The Membership Committee met by Zoom on May 20th. Holly has purchased additional brochures about Unitarian Universalism for visitors and additional copies of the UU Pocket Guide which is given to new members. Committee discussed the suggestion by Amy Haiken and Gordon Hart to consider Media and Technology as a separate committee. The Membership Committee thinks this is a good idea. The “Media and Technology Committee Proposal” is attached for board review and approval as **Addendum #1**. Some discussion occurred concerning the difference between a “Standing Committee” and an “Other Committee**”.**

**Motion** by Amy Haiken, second by Bree Hill to amend the Bylaws to include the Media and Technology Committee as a Standing Committee. Approved unanimously. Jean McCauley as clerk will mail a ballot to all voting members in good standing. Membership Committee will meet to consider how much money to allot to this new committee from existing budget. Media and Technology will submit a budget request.

Social Activities

Pam Ricker and Matthew Ciszewski will serve as co-chairs. No upcoming events due to pandemic.

Sunday Service (Pam Ricker)

Report attached as **Addendum #2.** A suggestion was made that UUA has a list of suggested speakers. Pam reported she has this list and has contacted some on the list.

Religious Education (No Chair)

Denominational Affairs (Sheila Woods/Bree Hill)

Bree Hill and Jean McCauley have applied to be our voting delegates for our General Assembly this year. The General Assembly is entirely virtual this year. The Board, just as every year, must approve the two voting delegates. (Bree has already been approved at a previous board meeting.) The Denominational Affairs budget includes the $150 registration fee for each of our voting delegates. “All participants in General Assembly (GA) programmed events must be registered for the conference.” Nonvoting registrants also pay $150. All registrants must be registered by name. The General Assembly is from June 24 to 28. Also, a “75-minute webinar is offered at eight different times between June 5 and June 18”. The webinar explains information and changes to the General Assembly. There is an interesting descriptive list of possible programmed events.

**Motion** by Sheila Woods, second by Connie Hart to approve Bree Hill and Jean McCauley as NCUU delegates at General Assembly. Approved unanimously. Connie Hart will email them the password for delegates.

Bylaws

Amy Haiken and Gordon Hart volunteered to be co-chairs. The board agreed unanimously to appoint Amy Haiken and Gordon Hart to serve as co-chairs of the Bylaws Committee.

Long Range Planning (Bob Madeiros)

John has discussed with Bob another exit in the sanctuary and possibly expanding the office.

**VI. Unfinished Business**

 A. Update on shade sails for patio (Connie Hart)

 Still need to purchase wooden poles and stronger hardware but will hold off until we resume on-site services.

 B. Update on survey about committees (Amy Haiken, Connie Hart)

The survey to request people serve on committees especially Religious Education, Denominational Affairs, Library and Bylaws Committees is attached as **Addendum #3**. Survey will be sent via email. John requested Connie make a list of all Committees and their members in alphabetical order with the most needy committees first. A draft of the video to be sent for members to watch first before filling out the survey was presented via Zoom. Each committee will have an opportunity to suggest changes for their committee’s section of the video.

C. Purchasing Agent

Shirley Leonard has agreed to serve as chair of Finance Committee and Karen Fournier has agreed to serve as Purchasing Agent. [Thank you!]

 D. Assessment of Activities, Programs, Ministry (John Comer)

No update on three-year comprehensive assessment as yet. John will look at past assessment. Amy Haiken suggested that she could create a survey and email it out.

 E. Update on Zoom and NCUU (Amy Haiken)

Specific information on purchasing an NCUU Zoom account either directly or through UUA addressing costs and analysis of pros and cons. Analysis of Zoom purchase is attached as **Addendum #4**. Cost through UUA would be $110. There would be one login and password for those with credentials**.** Gordon Hart will add Zoom meetings to the website calendar after they are scheduled.

**Motion** by Amy Haiken, second by Jean McCauley to approve an NCUU Zoom account through UUA. Passed unanimously. Payment needs to come directly from NCUU so Amy will work with Rob to get payment sent. “Zoom 101” course is under development.

F. Revisions to Policy & Procedures Manual to allow electronic meetings to meet a quorum (Jean McCauley)

Ad hoc committee (John Comer, Connie Hart, Jean McCauley, Amy Haiken, Sheila Woods) met via Zoom on May 20. Proposed change to P&P Manual is attached for board review and approval as **Addendum #5**.

**Motion** by Shirley Leonard, second by Pam Ricker to change wording in Policy and Procedure Manual as proposed. Passed unanimously.

Wording will be changed as follows:

1.00 Board of Directors Duties and Responsibilities

i. Board members can attend meetings virtually and be counted as present for the purpose of a quorum and voting.

2.00 Chairperson Duties and Responsibilities

b. Voting members who serve on committees can attend meetings virtually and be counted as present for the purpose of a quorum and voting.

**VII. New Business**

A. Review of [UUA Guidance on Gathering In-Person](file:///H%3A%5C001%20NCUU%20Flash%20Drive%2005-10-20%5CBoard%20Stuff%5CBoD%20meetings-20%5CNCUU%20BOD%2006-08-20%5CUUA%20Guidance%20on%20Gathering%20In-Person) (Amy Haiken) full text is attached as **Addendum #6**

Item #7 Questions related to liability (Rob DeRemer)

Rob has contacted our insurance provider. He can only contact them via email and has not heard back yet. We do have a one million dollar death benefit. But the person would need to prove that they contacted the virus here at NCUU and that we were negligent. Also, people will have the option to attend services virtually so physical attendance is not mandatory.

 Item #8 Questions about renters (Pam Ricker)

No renters until we reopen. Connie Hart will send contact information for Brenda Roberts with the Wildlife Club to John Comer so he can speak with her.

 B. Regular Zoom Social Gathering (Amy Haiken)

Proposed a weekly, bi-monthly or monthly night for social activities such as Bingo, Social Hour at a time that everyone can chat and see each other, Book Club, Games (Guess the Picture, Scavenger Hunt, Animal Charades, What’s that Sound?, Tell a Story, 2 Truths & a Lie, etc.). A suggestion was made to possibly include religious education activities. All agreed this would be a good idea.

 C. Why Amy decided to become a director (Amy Haiken)

Amy has been a member of NCUU for a few years and read a statement concerning road blocks that she has encountered. She would like to make a difference in the fellowship and help move us in the direction that UUA suggests: “To help your congregation be nimble and effective and have the flexibility to be changed when needed.”

 D. Committee to implement goals as identified by Long Range Planning Committee (Connie Hart)

Connie is proposing a Special Committee under “Other Committees” for the purpose of getting and giving input for what is needed to accommodate future plans as stated in the Long Range Plan in respect to an expansion of the building or new construction. This proposal will be addressed in the Council of Committees meeting on June13. There will be a representative from each committee with a Board Member as the chair. This committee would be put to the task of utilizing the Long Range Plan, decide what type of expansion or building would be feasible as permitted by zoning, footprint and funds, and get estimates for the expansion or construction. The Long Range Planning Actions as submitted by Bob Madeiros are attached FYI as **Addendum #7.** John recommended that each committee chair review the Long Range Planning Actions. Bob Madeiros, Gordon Hart and Matthew Ciszewski have volunteered to work with this committee.

E. Additional changes to Policy & Procedure Manual (Jean McCauley)

 Not addressed due to time constraints and Zoom connection lost. Postponed till next meeting.

1. Submission of Annual Report to Florida Division of Corporations needs to be added.

2. Long Range Planning Committee is currently listed under Chapter 4 Other Committees in the Bylaws and

 needs to be described under Chapter 2 Standing Committees.

3. Media and Technology Committee will need to be added to P&P Manual. Will need to move/revise 2.042

Publicity Subcommittee, 2.081 AV Subcommittee, 4.03 Newsletter and Chapter 5 Other Positions Webmaster. Also 2.01(e) Building CommitteeMaintains a monthly master calendar of all programs, activities, and events.

4. 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 should that committee be established.

Adjourned 12:30pm