

BOT Meeting Minutes June 10, 2020

Present: Annie Drewniak, Ann Hoey, Karen Mayo, Kelly Mahony, Zoe Picard, Tom O'Brien, Jim Schlosser, Michael Leuchtenberger, Ex Officio

Others in Attendance: Lea Smith

Absent: Jeff Fetter

Meeting commenced in a virtual meeting format at 6:35 pm with Call to Order and reading our Board Covenant of Right Relations.

Minutes Review: The minutes of the May 13, 2020 board meeting were briefly reviewed. Ann Hoey motioned to accept the minutes. Kelly Mahony seconded the motion. Minutes were approved unanimously.

New Business:

New Board Members: Roundtable introductions to meet, greet and welcome new Board of Trustee members, Tom O'Brien, member since 2012, and Jim Schlosser, member since 2016. Tom and Jim have both been very active congregants and we are grateful to have their energy and insight join the Board of Trustees.

Departing Board Members: Members expressed gratitude for Jeff Fetter's commitment to serving on the Board. Ann Hoey will send Jeff a card of appreciation on behalf of the Board.

Election of Board Chair: Anne Drewniak nominated Ann Hoey to serve as Chair. Kelly Mahony seconded the nomination. After brief discussion Ann Hoey agreed to serve and was approved unanimously by the Board. Incoming chair, Ann received a ceremonious petrified bog wood pen from outgoing chair, Anne.

Other Board Elections: Kelly Mahony has accepted nomination of Vice Chair. Zoe Picard will continue in the role of Secretary. Karen motioned to accept the slate of candidates. Tom seconded the motion. The aforementioned slate of candidates passed with unanimous approval. Jim Schlosser volunteered to perform duties of the Job Jotter.

Upcoming Board Commitments:

As part of the Spring fundraiser the Board auctions a themed potluck meal. Collectively we decided on a date and our theme for 2021. An Italian Feast is planned for April 17, 2021. Select Board members highlighted their individual auction offerings and encouraged participation by donating items, services, goods, and activities.

The combined Board / Operations Leadership Team Retreat is planned for:
Friday, August 28 / 6:45 – 8:30 PM *and*
Saturday, August 29 / 9 AM – 3 PM

General Assembly Delegates: Ann Hoey is attending GA as a delegate from our congregation. We have a total of six delegate slots. Three delegate slots remain vacant, however, filling all delegate slots is not essential.

Operations Update & Feedback:

Housing Allowance: Michael proposed that Lyn Marshall's compensation package be broken out into salary plus a housing allowance of \$32,000/year. The amount to designate as housing allowance was determined with input from a market evaluation conducted by Calvin Herst. This has no effect on total compensation.

Tom O'Brien made a motion to accept the housing allowance as proposed. Anne Drewniak seconded the motion. Motion passed unanimously.

- Sunday Services:
 - Less stressful as routines are becoming more established. Lively chat.
 - Trained staff in operating live stream equipment in preparation for Michael's summer break.
 - Music Sunday (6/7/2020): 30+ singers and instrumentalists participated in one video/audio recording or another. Choir members and instrumentalists recorded over 130 sound and video files for inclusion in new video and hymn recordings.
 - Power outage disrupted service on 6/7/2020 resulting in corrupted video recording. Installed uninterruptible power supplies to make system more robust.
 - Community Plate continues to be noticeably higher than during in person services. The number of donations per Sunday have climbed as high as 47.
 - COVID Diary - weekly collection of images depicting life of our congregation / congregants in the age of COVID - including moving testimony of the Black Lives Matter march on 6/6/2020 in Concord. Lyn does an incredible job each week. By 6/14/2020, Michael will have led 14 weekly online services in a row, and 23 of the 24 Sunday morning services offered in 2020. He is looking forward to handing the summer reins over to Lyn. :-)
- [YouTube Channel](#) - created playlists (e.g. choir, sermons, instructions, poetry, etc.) 56 subscribers. Over the last 28 days: 684 views, 35.1 hours of watch time.
- Zoom Room offerings continue every Sunday after the service. The conversation about "Showing Up for Racial Justice" was particularly well attended on 6/7/2020.
- **2020 Ends Survey** updated and circulated: 143 responses received. Included 4 COVID-specific questions. Preliminary results about COVID questions shared in June 2020 Parish Notes. Results are encouraging in many areas. E.g. How effective do you feel our leaders are: average of 8.3 (on scale of 1-10).
- Annual Meeting - all articles passed, including our budget for next year.
- Youth Group
 - Shortened meeting times to 1 hour per week. Focus on fun and games.
- Choir - Over 30 different singers have participated in our virtual rehearsals since mid-March. Created a testimony about the power of music during rehearsal that was used during Music Sunday and will be added to the choir webpage.
- Caring Circles - some turnover in Circle Leads to accommodate changes in work schedules and other availability. Check-ins continue but are settling into a slower pace

for many participants and at times changing format (email vs calls). Lea keeps serving as the critical anchor of the whole system in her role as Caring Circles Coordinator.

- Concord UU Connects - remains an important place for congregants to connect.
- Pandemic Parenting Check-in & Concord UU Kids Connect - put on hold for the summer.
- Talent Show & Auction: Prepared and almost ready to go. Heidi has provided critical support.
- Church grounds continue to be maintained beautifully by a group of volunteers under the leadership of our new Grounds Chair, Fran Philippe.
- Volunteer Awardees have been selected by the staff and will be announced during Flower Communion Sunday (6/14/2020)
- Annual Group Photo will be in the form of a collage of "headshots with flower."
- We are currently providing the financial support needed for a two-week quarantine stay by a Guatemalan man after his release from ICE detention - so he can then safely join a host family in Maine while he awaits a court hearing.
- Staff Transition: Kathie will retire at the end of June (most likely)! We will celebrate her 21 years of service with a "Kathie Retirement Bonus" that will be announced on 6/14/2020 - with congregants encouraged to contribute.

Meeting Highlights:

This month the Board:

- Welcomed new members to the Board of Trustees: Tom O'Brien and Jim Schlosser
- Elected a new slate of officers with Ann Hoey as Chair and Kelly Mahoney as Vice Chair
- Discussed the virtual General Assembly (originally planned for Providence, RI)
- Discussed Kathie Martin's upcoming retirement

Job Jotters: Jim Schlosser will email us with the tasks that each of us needs to complete.

Closing words were offered by Ann Hoey. Meeting adjourned at 8:35 pm.

Respectfully submitted,
Zoe Picard, Secretary