

BOT Meeting Minutes September, 2020

Present: Ann Hoey, Annie Drewniak, Karen Mayo, Kelly Mahony, Zoe Picard, Tom O'Brien, Jim Schlosser, Ex Officio: Michael Leuchtenberger, Lyn Marshall
Others in Attendance: Lea Smith

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

Minutes Review: The minutes of the June 10, 2020 board meeting were briefly reviewed. Karen Mayo motioned to accept the minutes. Tom O'Brien seconded the motion. Minutes were approved unanimously.

Old Business:

OLT/BOT Retreat: The annual retreat provides an opportunity to connect members of BOT and OLT. Equally important are the discussions that help us all learn our roles in church governance. This year, time spent reviewing survey responses helps to evaluate achievement of our mission and ends. Pandemic Policy Team formulation was announced. Consensus that recent retreat included relevant exercises and worthwhile engagement across teams.

Northern New England District Meeting: September 26, 2020 – Register online to attend. Webinars explaining why they are requesting dissolution of the NE District Board will be held Thursday, September 10 at 7pm and Sunday, September 13 at 4pm. They will also cover logistics of having the meeting by Zoom, e.g. how to vote. Links to webinar meetings will be emailed to the Board. Delegates are encouraged to attend the informational webinars in preparation for the meeting.

New Business:

Board Schedule and Assignments:

BOT assignments include Reading Covenant, chalice lighting and closing words during meetings. Other BOT events are included in this schedule also, e.g. Board Auction Dinner. Link to assignments through June 2021 [here](#).

Racial Justice Next Steps: Related to wayside pulpit vandalism discussions at recent BOT/OLT retreat were designed to aid in guiding decisions / actions for our congregation to take in the realm of racial justice. Addressing the topic of racial justice in policies is under consideration. As an initial step in exploring this topic we committed to reviewing the UU Commission on Institutional Change Report – 'Widening the Circle of Concern' - <https://www.uua.org/uuagovernance/committees/cic/widening>

Budget Reports and Review: Lea presented the following insights related to the 2019-2020 Budget vs Actual report. For the period since our annual meeting, held May 31, 2020, we are projected to have an approximate \$10,000 surplus. The surplus is related to a reduction in expenses, a successful virtual Spring auction and the unexpected delay in the Payroll Protection Program (PPP) loan forgiveness, wherein the loan would become a grant. It was decided at annual meeting to use any surplus from 2020 Budget as input into 2021 Budget. The topic of Executive Limitations with respect to surplus expenditures ensued. As a rule, significant 'windfalls,' not donated for a specific purpose, go into the endowment.

The breadth of the topic warranted additional time for trustees, new and old, to review financials and governance policies, e.g. Executive Limitations, to become more informed regarding existing policies and past practices with regard to Budget surpluses.

In consultation, Michael clarified there are no urgent expenditures that need to be addressed at this time. All agreed that Board accountability required further individual and collective review regarding these matters. Related considerations are outlined in the [Policy 4.4 Monitoring Report July 2020](#).

Operations Update:

- Sunday Services:
 - All summer services were live streamed thanks to Lyn's outstanding efforts to support each worship lead with the technical resources required and the Sunday morning presence needed to create coherent and meaningful worship.
 - Lea provided backup support on Sunday morning to welcome and connect visitors and congregants via chat and to provide technical support as needed.
 - Community Plate continues to be higher than during in person services, though totals have dropped during summer services in line with previous summers and lower summer attendance.
 - [YouTube Channel](#) - many summer services elements were uploaded to our channel. Our list of subscribers has grown to 69.
- Zoom Room offerings provided after each summer service thanks to Lyn's leadership.
- Joint Board-Operations Leadership Retreat focused on clarity of respective roles under policy-based governance and review of 2020 Ends survey.
- [Ends Survey Analysis](#) presented at the Board-OLT Retreat comparing responses and identifying trends over time (2017 vs. 2018 vs 2020).
- Personnel:
 - Organized drive-by farewell for Kathie Martin on 6/30/2020, her last day as our Facility Manager.
 - Hired temporary custodial help for cleaning bathrooms, the hallway, and the office (6 hours/week).
 - Created job description for "Choral Ministry Assistant" position, posted [job opening](#) on AUUMM and Concord UU websites, and began reviewing candidates.
 - Expanded Heidi's job description to reflect six (6) additional hours available this church year.
 - Exploring ways to move Assistant Treasurer role to a staff position since no volunteers could be identified.
- Formed *Pandemic Policy Team (PPT)* to develop a process for returning to in-person activities on the church campus. The team includes three staff members, one Board member, one OLT member and two congregants at large.
- Financial Reports formats updated to include all aspects of the financial operations associated with the church. Tremendous effort by Lea Smith, Karen Mayo, Cathy Menard, and Jack Wakelin.
- Caring Circles - Continuing but on a slower pace, less proactive outreach, more a resource for anyone interested in support. For details see [September 2020 Parish Notes](#). Since Caring Circles started, through August 17:
 - We have provided practical assistance with shopping or other errands to 22 congregants.
 - We have answered thirteen requests for financial help.

- o We have run at least forty individual errands. In addition, some of our couriers are helping someone out on a recurring basis, like weekly shopping.
- Concord UU Connects Facebook Group - remains an important place for congregants to connect.
- Church grounds continue to be maintained beautifully by a group of volunteers under the leadership of our Grounds Chair, Fran Philippe, Green Team lead, Tom O'Brien, and Lawn Care Taker Extraordinaire, Bob Lyon.
- Wayside Pulpit Vandalism
 - o Our message "Black Lives Matter" was vandalized twice during the summer, once to read "Blue Lives Matter" and once to "All Lives Matter."
 - o Community support was palpable, including emails, phone calls, text messages and volunteer offers to help clean up the spray paint.
 - o Significant media coverage including front page coverage by the Concord Monitor and a regional TV station.
 - o Congregational conversation about how to make sense of these acts and what steps to take were organized and led by Lyn.

Signed onto [Soul Matters Sharing Circles](#), a network of Unitarian Universalist congregations who follow the same monthly themes so we can more easily share small group material, as well as worship, sermon, music and children's religious education resources.

Financial and Statistical Reports (Year End 2019-2020): Reviewed [Annual Reports](#). Tom O'Brien moved to accept financial reports, Karen Mayo seconded. Upon review of Investments and Loan Rollforward FY2020, recognized impact to investments to volatile markets in these uncertain times. Spring 2020 losses in the market have largely been regained.

Meeting Highlights:

This month the Board:

- Resumed Moral Owners exploration
- Committed to read and discuss [UU Commission on Institutional Change Report](#)
- Reviewed Financials -- e.g. Investments and Loan Rollforward FY2020

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

Closing words were offered by Ann Hoey, motion to adjourn made by Karen, seconded by Kelly. Meeting adjourned at 8:35 pm.

Respectfully submitted,
Zoe Picard, Secretary