BOT Meeting Minutes
MAR 10, 2021

Present: Ann Hoey, Karen Mayo, Kelly Mahony, Zoe Picard, Tom O'Brien
Ex Officio: Michael Leuchtenberger, Lyn Marshall
Others in Attendance: Lea Smith (present during Financial Report Review)

Meeting commenced in a virtual meeting format at 6:30pm with Call to Order and reading of our Board Covenant of Right Relations.

Minutes Review: The minutes of the February 10, 2021 board meeting were briefly reviewed and amended. Karen Mayo motioned to accept the minutes. Kelly Mahony seconded the motion. The minutes were approved as amended.

New Business:
Budget and Financials Reports: Briefly reviewed Quarterly Financial Reports including the Executive Limitations Monitoring Report. Specific items to be addressed by the Board documented in the Executive Limitations Monitoring Report include Policy 4.6.2 and 4.6.5. Detailed Board review and update is being performed in ongoing Policy Picnic meetings.

Lea presented financial summary: Decreased income, due to decreased rentals. Decreased income is offset by reduced expenses related to not paying a full-time custodian. Budget issues are not anticipated largely due to monies from the Payroll Protection Program.

Lea presented highlights from the Impact Report for period Nov 2020 - Jan 2021:
123 unique screens viewing Livestream of Sunday Worship service.
Note: 123 is average for in person attendance in normal year.

65 unique persons attended 1 or more Second Hour programs.
Second Hour programming averages 31 individuals/Sunday.

P&L Quarter 2 2020-21 – Discussed status of Payroll Protection Program identified as a liability because it was received as a loan. It is anticipated that application for loan forgiveness will be applied for within the next month and once forgiven this line item will be represented as income.

Tom O'Brien clarified that monitoring the organization's performance against budget is a Board responsibility. There is no practice of board acceptance of the Financial Reports as they are designed to document Actual against an already approved Budget.

Evaluation of Executive:

Evaluation of Executive as reflected in Ends Statements 1 through 3:

1. *Our congregants create and experience authentic connection.*
   Michael reflected on effective small group ministry and commitment to a culture in which the role of the church is to nourish our souls. Congregants show up to find community connection.

2. *Congregants give and receive care and support in times of joy, sorrow, and transition.*
   Michael reflected on:
   GIVING CARE: Pastoral Care Associate framework (3 month, 6 month, 1 year outreach), caring network, caring circles during pandemic, some financial assistance, We Hold in Care added to Sunday Service
   RECEIVING CARE: More difficult to address congregants need to accept support offered/available

3. *We have a broad circle of effective leaders who have the resources to complete their work in service to our mission.*
   Michael expressed encouragement by number of people who are serving including new members on Operations Leadership Team (OLT adding to circle of leaders). OLT was created to meet a need during most recent Sabbatical. Congregation benefiting from leaders compassionate listening and culture of generosity. OLT has clear focus on ensuring activities fit into our mission, More training could be helpful, for example, developing leaders in meeting agenda preparation. Tom O'Brien offered the suggestion of a mini-board training to prepare new Board members for immediate productive participation.

<u>Widening the Circle of Concern:</u>
Postponed discussion due to time constraints. In April, we will discuss two chapters of <u>Widening the Circle of Concern –</u> Living Our Values in the World and Religious Professionals.

<u>Operations Report:</u>
Highlights include the following:

- Worship Services:
  - Hosted an out-of-state guest preacher (Rev. Alison Miller) in the sanctuary. Michael and Alison co-led the service. Both have had COVID vaccinations.
  - Rearranged the technology setup in the sanctuary in anticipation of hybrid worship. Upgraded some of the hardware thanks to funds raised by targeted appeal.
- Choir/Music Ministry
  - Choir rehearsal included a session to reflect on how choir is going for the singers, feedback for the choir leadership (Kate, Calvin, and Michael), and ideas about the future (both post-COVID and during the coming months)
- Youth Group:

  - Larry Davis filled in for Lyn as Youth Group Advisor while Lyn was on vacation.
  - Youth Group has decided to focus on two projects for the rest of the year: 1.) Old(er) people are cool, and 2.) Black Lives Matter
- Personnel
  - Lyn took two weeks of well-deserved vacation (first extended time off in over a year)
- *Pandemic Policy Team (PPT)*
  - Updated [COVID Campus Use Policy]() to version 1.1. The following language was added: "If everyone attending an event is vaccinated, that event will be treated as if we are one Transmission Phase better. For example, if we are in Phase 4, an event where 100% of attendees are vaccinated will be treated as if we were in Phase 3." This means that we will soon be able to have small groups of (vaccinated) people attending worship even with community spread still "substantial."
- Targeted Appeal
  - Our targeted appeal raised $6,200 (exceeding our goal of $4,500).
- Exploring Membership
  - 12 (of 14) participants decided to become members after completing all the three sessions of the Exploring Membership group. A young adult living abroad (Daniel Leuchtenberger) has also decided to join, increasing membership by 13.
- Family Ministry
  - Pandemic Postcard Pals got off to a good start, creating intergenerational connections.

<u>Meeting Evaluation:</u> Reflected on our time together by sharing thoughts about *What went well?* and *What could be improved?*
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<u>Meeting Highlights:</u>
This month the Board:

- Reviewed Quarterly Financial Reports including the Executive Limitations Monitoring Report
- Conducted evaluation of Executive with regard to Ends Statements 1 through 3

<u>Job Jotters:</u> Ann Hoey will send email with the tasks that each of us needs to complete.

Closing words were offered by Lyn Marshall. Motion to adjourn made by Tom O'Brien, seconded by Karen Mayo. Meeting adjourned at 8:30 pm.

Respectfully submitted,
Zoe Picard