

Unitarian Universalist Congregation of Columbia

Board of Trustees

Minutes of August 19, 2020 Meeting

Attendance

Rod Brown (President)
Pat Mohr (President-Elect)
Beth Ann Rocheleau (Secretary)
Linda Brennison (*Ex Officio* as Past President)
Caroline Eastman (*ExOfficio* as Finance Chair)
Jessica Kross, John Logue, Deb Matherly, Jonathan White (Trustees)
Karen Brown (Guest)

Call to Order

Rod Brown called the meeting to order at 6:35 p.m.

Jonathan White lit the chalice.

Pat Mohr led the Board Covenant.

Consent Agenda

The Board approved the agenda and the consent agenda.

Prior Meeting Minutes

The Board approved amendment to June 2020 Minutes to state that during Executive Session the Board reviewed and approved LOA Contact Minister effective July 1, 2020.

Treasurer's Report & July Financial Statements

Treasurer's Report tabled to next meeting.

OLD BUSINESS

Confidentiality Agreement and Conflict of Interest Declaration Forms

Rod Brown reminded the Board that both forms must be signed annually by all Board members, and committee members and liaisons. Reminders have been sent to two individuals who still need to submit these forms to the Administrator.

Conflict Resolution Workshop

Rod Brown reported that the conflict resolution workshop offered by Stephen Robinson will be postponed for now.

NEW BUSINESS

Leadership Development Committee recommended to Personnel Committee the appointment of JP Flood to Personnel Committee, and the Board agreed.

Workplace Safety Specific to Pandemic

The Board agreed to Follow CDC Guidelines as expressed in the draft provided to the Board with meeting materials for this meeting.

Linda Brennonson agreed to make sure all Staff receives copies, to research signage recommended by CDC, and to get the materials posted on the bulletin board.

Continuity of Operations Plans

The Board agreed that those responsible for the following roles will be asked to develop a written Continuity of Operations Plan based on current job description, and to submit within 30 days. The continuity plan should include the number of days staff anticipates can pass before problems might arise. Continuity of Operations Plans needed from: Administrator, Treasurer, Bookkeeper, President, President-Elect, Minister, Director of Religious Education, Assistants to the Director of Religious Education, Sexton, Google Administrator

(Secretary Note: The Board did not discuss who will ask individuals to respond, and did not discuss to whom continuity plans should be submitted. Secretary has notified President and President-Elect that these items were not addressed.)

Insurance

The Board charged the Finance Committee to review current Insurance policy, specifically asking for review of bond amount.

Reminders to Committees

Committees are reminded that UUCC Bi-Laws include guidelines addressing on-site sponsorship of events. A committee and its members should take care (at on-site events and at off-site events within which UUCC participates with or without other organizations) to not suggest they represent the entire congregation, and to carefully consider congruity of the event with UU principals. Board Liaisons are reminded of their role in letting the Board know if plans discussed in committee may not be alignment with UUCC principals – to raise the question both in committee and with the Board, so as to invite consideration of the question by all parties when that may be prudent or advised.

Deb Matherly agreed to review the sponsored-events language in our Policies and Procedures to be sure language contained there is congruent with intentions, and will bring the question back to the Board if necessary.

Committee Liaisons are asked to notify committee chairs to follow the protocol for scheduling meetings by working through Administrator to schedule such, to include using password and waiting room security for Zoom meetings.

Executive Session

Personnel matters were discussed.

Chalice Lighter for September

John Logue volunteered to be chalice lighter for the September board meeting.

Adjournment

The meeting was adjourned at 8:23 p.m.

Submitted by: Beth Ann Rocheleau, Secretary