

# ***Unitarian Universalist Congregation of Columbia***

## ***Board of Trustees***

### ***Minutes of September 16, 2020 Meeting***

#### **Attendance**

Rod Brown (President)  
Pat Mohr (President-Elect)  
Jeanette Walton (Treasurer)  
Beth Ann Rocheleau (Secretary)  
Linda Brennon (*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 6:30 p.m.

John Logan lit the chalice, reading from Stewart, Mary. "Collect for Club Women," 1904.

Rod Brown led the Board Covenant.

#### **Consent Agenda**

The Board approved the agenda and the consent agenda.

#### **Prior Meeting Minutes**

The Board approved amendment to August 2020 Minutes to state that sponsored events policies are contained in Policies and Procedures.

#### **Treasurer's Report & August Financial Statements**

Jeanette Walton reported, noting that the excess shown on reports is all due to exceptional events: CARES Act funds, Wake Now funds, and catch-up pledges from prior year. Insight Meditation Community of Columbia continues to pay a rental fee of \$25 per week in spite of the fact that the group cannot access the building, and the Board expressed appreciation and gratitude for same.

#### **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. One individual still needs to submit these forms to the Administrator.

#### **Conflict Resolution Workshop**

The conflict resolution workshop by Stephen Robinson will be held September 30 at 6:30. All Board members are encouraged to attend.

## **Minister's Contract**

The contract is signed.

## **Workplace Safety Specific to Pandemic**

Linda Brennison has provided copies of Workplace Safety Guidelines specific to the pandemic to all Staff, and the materials are posted at the facility.

## **Continuity of Operations Plans**

Linda Brennison has contacted individuals holding the following roles to ask each to develop a written Continuity of Operations Plan based on current job description as modified under current pandemic workflow, and to submit by October 4. Continuity of Operations Plans are needed from: Administrator, Treasurer, Bookkeeper, President, President-Elect, Minister, Director of Religious Education, Assistants to the Director of Religious Education, Sexton, Google Administrator.

## **Insurance**

Following the August meeting, the Board charged the Finance Committee to review our current Insurance policy, specifically asking for review of bond amount. Caroline Eastman, Finance Committee Chair, reported that a meeting has been scheduled for October 7 with our insurance agent to discuss current insurance coverage and possible options.

## **NEW BUSINESS**

### **Building Security Grant**

We were awarded a \$83,230 Homeland Security grant (FEMA funds via SLED) for use in improving security of the building to achieve several National Preparedness goals (e.g., physical protective measures to include hardening of the landscape perimeter to protect from unauthorized egress of vehicles and personnel that would endanger church personnel and the congregation, and internal improvements to impede/protect from external threats.)

The board agreed to development of a Grant Implementation Team to be Chaired by Joe Long as Project Director, and to include President, Rod Brown, and Treasurer, Jeanette Walton. [Adding 9/2/2020: The Board agreed by email vote following the meeting to accept the grant.]

The grant requires that signatures from all three individuals be submitted by 9/25/2020, and these individuals will require bonding in the amount of the grant, for which Linda Brennison has applied with insurer. Once costs are known the Board anticipates voting via email on the question of approving the bonding expense. [Adding 9/24/2020: The Board agreed by email vote following the meeting to approve purchase of bond to cover 9 UUCS employees and 25 volunteers at annual cost of \$691.]

The Board discussed possibility that we may need to consider setting up a line of credit to allow for cash flow management during the project as it is anticipated that we will need to spend in advance, with grant money received after the fact to cover the expenses, and agreed that this discussion can be deferred for now.

The Board acknowledged with appreciation the contributions of Nancie Shillington-Perez, David Bryan, Pat Mohr, and Linda Brennison in securing the grant, and expressed grateful appreciation to Joe Long for his willingness to serve as Project Director.

## **Endowment Committee**

Motion to transfer \$135.60 to the CYRE portion of the UU Common Endowment Fund was approved.

**Chalice Lighter for September**

Rod Brown volunteered to be chalice lighter for the October meeting.

**Adjournment**

The meeting was adjourned at 7:45 p.m. (An estimate as end time was not formally recorded.)

Submitted by: Beth Ann Rocheleau, Secretary