

Minutes, UUFLG Board of Trustees Meeting, May 14, 2020

This meeting of the UUFLG Board of Trustees was called to order at 7:05 p.m. via video conference.

Present:

Linda Osborne (president)
Lynn Golbetz (secretary)
Rick Roberts (treasurer)

Ron Kirkland (trustee at large)
Colleen Hamilton (DRE)
Rev. Fa Jun

The board approved the minutes for the April 9, 2020, meeting.

Key Control

With the new locks, we are looking into tighter key control, such as keeping records of who has them. At present, Laurie Roberts has numbered the keys and is keeping track of them. We should have a formal written policy; Rick has been talking with Lance about this and will draft a policy and circulate to the board. (Short-term renters already pay a key deposit.) The lockbox code, or possibly the lockbox itself, will also be changed. Stewardship is also considering an inside surveillance camera we could monitor remotely if needed, out of concern for vandalism.

Finance

Finance is projecting a roughly break-even budget for *this* year.

Planning for next year has been based on reopening 9/1, though it will probably be later. We expect Unity to return, but not Art of Living.

Finance projects at least \$103-104K in expenses, and we have only \$60K in pledges so far (of \$80K expected). There will be a budget shortfall of up to \$15K.

Most of our nonfixed expenses are salaries (e.g., the RE budget has doubled). Finance is talking about cutting salaries *temporarily*. For instance, our custodial needs have diminished, so Albert could work fewer hours, but this cut would not fill most of the gap. In 2008, we did a second pledge drive. Finance thinks that would not be successful at this time; the drop is in part because some members are moving away or having financial difficulties of their own. Karen suggests it is nevertheless important for our members and friends to know the Fellowship's needs. Some have suggested small ongoing online sales (meals, services). We do also have some reserves.

The board needs numbers in order to discuss this intelligently, possibly in concert with others. Rick will circulate a very early draft of these, but Finance cannot make recommendations yet, as there is too much uncertainty. We will need to develop concrete budget proposals to be voted on at the business meeting.

The board will hold a special meeting next Thursday, May 21, to discuss the budget, including our options for growing and cutting. Rev. Fa Jun will create a shared Google doc so we can brainstorm on this during the week.

RE

Colleen is working on ways of gathering separated by time rather than space. This includes using our physical site in suitable ways, such as for service projects or art projects, as long as this does not call unwelcome attention to the building. She is working on means to get kids and other Fellowship folks to create amusing videos for quarantine (which we could also use for Time for All Ages).

Playground upgrading will be shelved if it will involve expense; if not, the committee will continue considering it.

Stewardship/Building & Grounds

Finance recommends getting an HVAC bid because the building is closed and contractors are giving good rates. Rick is getting two bids from one contractor, one for straight replacement of the units and one for Ron's more comprehensive plan. Ron does not think straight replacement will promote growth (his plan would create more space and options to do more things with the site). He can keep the current system running as needed, and would rather wait till we can do it right.

Finance also wants to look into solar; good rates are being offered on installation, and it would cut our PG&E bills.

Rick will be scheduling a Stewardship Zoom meeting next month to review priorities. (Members are Rick, Ron, Robb, Colleen, and Rechelle.)

Sunday Services

Colleen suggests Sunday Services consider whether/how to modify services for current conditions and reopening. She will join the next Sunday Services meeting to discuss this.

The meeting was adjourned at 8:43. A special meeting of the board will be held at 7:00 p.m. on Thursday, May 21, by remote video conference. The next regular meeting is scheduled for Thursday, June 11, at 7:00 p.m.

Respectfully submitted,
Lynn Golbetz (Secretary)

Action Items

All	Percolate agenda and ideas for budget meeting
Rick	Circulate draft budget numbers to board Draft key policy and circulate to board
Rev. Fa Jun	Issue call from pulpit for Stewardship volunteers Draft proposed minister evaluation process
Rick & Ron	Proceed with HVAC project
?	Update and post new contact lists, procedures for building emergencies