

Minutes, UUFLG Board of Trustees Meeting, May 21, 2020

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

Present:

Linda Osborne (president)

Karen O'Brien (vice president)

Lynn Golbetz (secretary)

Rick Roberts (treasurer)

Ron Kirkland (trustee at large)

Colleen Hamilton (DRE)

Rev. Fa Jun

Budget

The board devoted this special meeting to discussing issues affecting the budget for 2020/21.

The starting point was the budget proposed by the Finance Committee (which assumes reopening for in-person activities on September 1, although this is still uncertain). Rick clarified a number of points about this proposal and about the status of our reserve funds. This budget would result in a deficit of approximately \$15,000.

The board discussed three approaches (which could be combined in various ways): increasing revenues, reducing expenses, and using reserves to cover the gap.

Increasing Revenues

Karen, with Rick and Ann's help, is spearheading an application for a federal loan under the PPP (Paycheck Protection Program). This loan would cover our payroll costs for two months and would become a grant if we met certain conditions (such as using it for payroll).

The board approved submitting an application to the PPP.

Rick has identified some members whom he has not yet personally contacted regarding pledging, and will do so.

The board agreed that it is important to let our members and friends know the Fellowship's need. Submission of the PPP application will be announced. In addition, for the offertory, the service associates will stop expressing a preference for checks over PayPal, as this makes donations more difficult and hence less likely. The service associates will also specifically remind the congregation that, like so many individuals, the Fellowship is facing hard times at present and needs financial support. Rev. Fa Jun offered to draft suitable language on both points.

Reducing Expenses

The board reviewed the budget line by line to identify expenditures that could be reduced without damage to the Fellowship. It agreed on the following reductions:

\$300 (50%) in mailing costs

\$1,500 (100%) in outside speaker fees and mileage

\$1,000 (100%) in support for the UUA

The board approved the budget with the above changes.

This budget will be presented to the congregation at the annual meeting. The board will make clear that the budget is tentative and will be revisited with the congregation more often than once a year (perhaps quarterly or semiannually).

The board discussed the extent to which we have been paying those staff who work on an hourly basis.

Using Reserves

The board determined that at this time, we will plan to use reserves to cover any remaining deficit.

Supporting and Broadening Community

The board discussed the increased importance of caring and social action at this time. To supplement the Caring Committee's ongoing efforts, Rev. Fa Jun is planning to set up a regular "caring call" for people to offer help and share needs of which they are aware.

Colleen volunteered to coordinate a dynamic "arts page" on our website to encourage participation and attract visitors.

The board agreed that remote services are an opportunity for all congregants to invite friends who might be less willing or able to attend in-person services, and that service associates should encourage this.

Other suggestions were made, such as a regular drop-in "social call." The board also discussed some options for remote services for Sundays when Rev. Fa Jun is absent. These included structured discussions of texts; all-ages services based on books families could read together; "watch parties" and discussions of videos; sharing of art; and spiritual cafes via Zoom breakout rooms. There was brief discussion of the possibility of using our outdoor space for small, socially distanced groups.

Business Meeting

The board set the new date for the annual meeting as Sunday, June 14. Lynn will prepare the mailing as soon as she gets the revised budget.

The meeting was adjourned at 8:43. A special meeting of the board will be held at 7:00 p.m. on Thursday, June 4, by remote video conference. The next regular meeting is scheduled for Thursday, June 11, at 7:00 p.m.

Respectfully submitted,
Lynn Golbetz (Secretary)

Motions Approved

The board approved submitting an application to the PPP.

The board approved the budget with the above changes.

Action Items

Colleen	Create arts page for UUFLG website
Karen/Rick	Prepare PPP application
Lynn/Karen	With Sunday Services Committee, create alternative "in-house" services as needed
	Request service associates to encourage attendees to invite others to remote services
Rick	Revise budget as agreed and send to Lynn for business meeting mailing
Rev. Fa Jun	Draft revised offertory language
	Initiate regular "caring call"