

## UUFLG Board of Trustees meeting - July 9th, 2020

Minutes prepared by Charlie Holst, Secretary

### Attendees:

Linda Osborne (president)  
Karen O'Brien (vice president)  
Rick Roberts (treasurer)  
Charlie Holst (secretary)

Sarah Ditzler (member-at-large)  
Rev. Fa Jun  
Colleen Hamilton (DRE)  
Lynn Golbetz

Meeting called to order (July 9th, 2020 - via Zoom), followed by check-in

The board approved the minutes for the June 11, 2020 meeting.

### RE planning

**Colleen**

4th of July Interdependence Day celebration occurred outside at UUFLG; 16 people attended, all masked, with physical distancing; event was well received

Multigenerational reading project (Kendi) has kicked off; books have all been distributed

August 8th: second all-ages night out

Pack-a-Back project also in progress, spearheaded by Ellen; options available for in-person participation; Rick recommended we make a big push this Sunday to raise money for this project (PayPal will be accepted), since we're on a shortened timeline; this Sunday is Share-the-Plate for Pack-a-Back; Fa Jun offered to send an email to remind the membership about donating

High school UU gathering (San Jose, Fremont, Sunnyvale) - several UUFLG youth are planning to attend, with Colleen attending as

RE committee has been discussing how to include children in the service

RE committee also considering how to revamp the kid's area in the Fellowship, but this might need to be tabled until the future

The suggestion was made to submit RE committee updates to the Board ahead of time

### COVID-19 response

**All**

Board has previously approved that Santa Clara County guidelines will be followed

Task force will meet for the first time next Thursday (7/16)

### Approve HVAC design

**Rick**

Ron will be able to fix the HVAC if there is an issue

Two HVAC redesigns were under consideration, but bids have not been received since Rick's contact never got back to him

Board previously approved up to \$25k

Fa Jun recommended we table this

### Stewardship report

**Rick**

Rick needs to reconvene the Stewardship committee, so no official report was provided

**Finance report****Rick**

Rick shared the Budget vs. Actual report with the Board via email ahead of the meeting  
Donna reached out to all the previous renters; Unity is the renter most interested in coming back once onsite services are allowed again

**Musician/time of service when we return****Rev. Fa Jun**

Remove from agenda moving forward

**New Business****Process update on handling “traditional” Fellowship events****Lynn**

Remove from agenda moving forward

**PPP (new agenda item)**

Need establish when to access the 2-months’ payroll loan (~\$11k) we received for employee salary support, which needs to be used within 2-5 years under the terms of the program.  
Bookkeeper Carol is running the reports necessary to be able to comply with the terms. Finance committee would likely recommend using those funds before dipping into UUFLG reserve funds.

**Communication Plan****Charlie**

Charlie will distribute the draft agenda by email to the Board a week before the meeting. He proposed sharing a Google Doc with the draft meeting minutes for Board review. Once review is complete, he will make sure the minutes are submitted appropriately.

**Action Items from Previous Meetings**

Fa Jun: Initiate regular “caring call” [Fa Jun met with new Trustee-at-large on this topic; Sarah shared that she met with Caring Committee and discussed how better to communicate Caring needs of the membership; Sarah suggested we consider merging Caring with Connections and even Social Action.]

Fa Jun: Issue call from pulpit for Stewardship volunteers [COMPLETE]

Fa Jun: Write up areas in which he would like feedback [Evaluation subcommittee]

Rick/Ron: Proceed with HVAC replacement, including permitting [see discussion above, on hold for now]

?: Update and post new contact lists, procedures for building emergencies [not discussed]

Meeting adjourned at 8:06 pm

**Next meeting**—Aug. 13, 2020