

Board Minutes - November 16, 2020

Board members present: Amy Preston, Brad Miller, Chip Wall, Katie Mitchell, Paul Arnold, Shellie Jeffries, Steve Depolo, James Taylor, Jean Bahle, Kathleen Higgins, Kristin Mayer, Win Irwin, George Zuiderveen, Will Gallmeyer, Geoff Kempter

Staff present: Rev. Christopher Roe, Melissa Hoezee, Rev Mariela Simons-Pérez

Guests: Patrick Eaman, Todd Johnson, Bunny Johnson, Kirsten Lundeen, Peter Lundeen, Buzz Wynbeek, Carol Kooistra, Don Wheeler, Evie Bowers, Tim Creamer,

Chip called the meeting to order and Rev. Mariella gave the call to community. She explained that "building community is to the collective as spiritual practice is to the individual".

Congregant Comments: Patrick commended us for our willingness to serve. He suggested an early distribution of the Annual Report that also includes the "full-time equivalent" of staffing.

Properties Committee Report: Kirsten reported that the current funds available are \$226,000 - a portion will be allocated toward tower repair. Some roof repairs were required as well as office renovations in the last few months. A draft lease for Samaritas which includes a few extra rooms on the 3rd and 4th floor as well as parking.

CCT Update: Kirsten noted that the building should remain closed until at least the 1st of the year. She provided a chart from the State that indicated the seriousness of the issue. The Samaritas rental will not start until the building is opened. Peter explained that we have four times the number of Covid-19 hospitalizations as the previous peak.

Nominating Committee Report: Kathleen reported that all the ballots had been sent by October 31st. Many have already been returned. Ballots will be tabulated by Friday, November 20. Results to be announced at the Annual meeting. Shellie pointed out that some members have yet to receive ballots.

Approval of minutes: Paul presented the minutes for approval. Brad moved to approve, Geoff seconded and motion carried.

Finance Committee Report: Win presented the financial report as a document and noted that income was \$88,000 less than budget— but expenses were \$106,000 less. A few line items were over budget but the majority of items were at or below projections. Jean asked about the Senior Minister retirement line item marked "wrong" and Win responded that we budgeted before knowing what was going to happen. Brad asked about the PPP loan fund status. Win explained that we have the money as a loan but have applied for forgiveness so we can take the amount off the liability side. Win assured us that after a professional review of our financial systems, we are following best practices. A few small items were corrected. Win presented a draft budget that covers three different operating scenarios: A fully virtual option, a hybrid option and the building fully open option. There is no rental income when closed and lower utility bills but we would expect less in the way of donations. If the PPP loan were not forgiven, we would use the Foundation allocation to pay utilities. Pledge income was projected to be the same as last year.

Jean noted that we may have part of the year in virtual, part in Hybrid and part fully open and the budget number can be prorated to reflect that timing. Will G. would like us to approve just the hybrid version as that seems the most likely. Paul thinks the concept of hybrid is more understandable if all three scenarios are presented. George, Jean, Brad and Geoff support the three option budget as a working budget but maybe we only present the hybrid to the congregation. Brad noted that all three options show a deficit. Win again stated that the deficit will be made up by asking the Foundation to cover utilities. Kristin asked how the rental and other income was figured noting that we will likely be

able to open during the high rental season. Win stated that the budget is relatively conservative since we don't know what the timing will be. Melissa explained the fall is the high rental season. George asked if a Music Director or organist was in the budget and Win said that it reflects only current staffing levels. There is money for music that is listed in the budget under worship program expenses. Mariella said there is \$750 per Sunday for music. A music staff member may be hired if the need and the money is available. Kristin asked if the PPP loan was supposed to be used to pay staff. Win said the rules for spending that money is more flexible. Win said it will be up to the Governing Board to decide how to use the PPP money if the loan is forgiven. Geoff noted that the loan was used to pay staff at the time we received it. The forgiveness of the loan is considered a grant that could be spent in other ways.

Win moved to approve the proposed budget to be presented at the annual meeting. Geoff seconded. Motion carried with Brad and Will abstained.

Stewardship Report: Paul said 189 people have pledged \$388,698. This is slightly behind last years amounts at this time but we got off to a late start with the campaign. Thank-you card were printed and Rev Mariella will be signing them. We will start e-mailing people that have not yet pledged soon and after the first of the year, we will start calling those people. Paul asked the Board to consider two motions to formally ask Board members to commit to making calls. Paul explained the need for member-to-member contact during the shut-down. Brad suggested that it should be more of a volunteer effort. Paul withdrew his motions after Board members agreed to do the calls voluntarily.

Staff Report: Christopher referenced the reports submitted in the Board packet. Rev. Mariella said that we average over 500 visitors per Sunday. The staff is busy getting ready for Thanksgiving and Advent.

New Business: Chip reported that a generous donor offered to pay for technology upgrades and we we will be making purchases in that area. Mathew has been doing memorial services on zoom and having the right equipment is essential. George asked about the Annual Report and Chip assured us that the report will be ready. Brad and Kristin asked that the pdf of the Report be available before the meeting. Rev. Christopher and Rev. Mariella said the plan was to have it on the web site only at the time the of Meeting. Brad also suggested that a video of the Meeting be available. Kathleen wanted to be sure that newly elected Board Members not be included in in a document available prior to the Meeting. Jean appreciated the five-in-five broadcast as well as the "Flourishing artwork on the YouTube services.

Geoff move to adjourn. Kathleen seconded, motion carried.