

TUUC Board of Trustees Minutes

April 16, 2020 7-9pm via Zoom (protocol during required physical distancing)

Attending: Rev. Linda Hart, Ministerial Intern Erien Babcock, Administrator Libby Ball, Debbie Cafazzo, Penny Douglas, David Pettit, Mark Schemmel, Jeff Ruthford, Christine Chansley, Holly Coryell and Cindy Hackett (recorder)

Visitor: Jim Tuttle

Chalice lighting/reading: Linda Hart

Nominating Committee: Linda has contacted Bob Hayes about identifying candidates but has not heard back. Debbie will also contact him.

April 9, 2020 meeting minutes adopted with corrections.

Application for Paycheck Protection Program (PPP) funds ready to go for next opportunity. Authorized Libby to submit as soon as the application period opens again. TUUC is seeking \$46,871 to cover 2.5 months of personnel expenses and utilities (can include data costs).

Libby reported that she is working on bids for cleaning the grounds of hazardous waste and installing an additional surveillance camera. The mattress and tires are off the property. She is investigating support for transition to Realm, including the financial module.

Payroll: Libby is in communication with Olympia UU church about sharing a person to do payroll. Linda reported recent history of Board decisions about payroll: in 2013 the Board made a decision that payroll be handled by a non TUUC person. When the payroll specialist John Moyer retired, the additional task defaulted to Libby Ball who is not a payroll specialist. **Suggested best practice** is for a payroll specialist from outside TUUC to process the payroll.

Payroll tracking: Libby suggested moving to electronic time sheets for more efficient tracking and also to meet PPP tracking requirements. Jeff noted that Realm has a timesheet function but it is a new feature. Libby and Linda confirmed that the Olympia church is just starting to use the financial module and will be a good source of info. Debbie suggested that Libby look into non-Realm electronic time sheets as a short term option. (Cost: about \$100/month; no contract.)

Realm vs Icon discussion: Realm costs more but is more user friendly and functional. Debbie reported getting a communication from Susan Kunkel about Icon offering a texting option for communication to church members and friends. Libby noted that to be workable, using this would involve a great deal of effort to confirm mobile phone numbers, and that many people in the TUUC congregation are not skilled with tech. Debbie will respond to Susan.

Status of financial support from members and friends: Libby continues to work on reconciling status of FY20 financial support from members and friends. She reported that online donations and checks are coming in and that a limited number of people have asked for decreases in their financial commitment to TUUC.

Supporting the Congregation without physical church: Linda reported that online participation is close to our in-person participation (100-110 each Sunday). Libby did an enormous amount of work getting TUUC Zooming; Erien will take over Libby's role to free her up for the mounting work load. Rev. Tandy Rogers has also been very supportive. Linda is offering two tea times a week; Erien is offering a weekly movie discussion group; Nancy is offering a post-church "gathering" for families; Doug Taylor is hosting a Soul Matters discussion monthly. Comments from congregation members have been very appreciative. Linda noted that the UUA General Assembly will be completely virtual this year. Some conversation about the challenges of returning to physical church: when and how, assuming physical distancing and transmission concerns will continue and many will not be comfortable gathering.

Next Scheduled Board Meeting: Thursday, May 21, 2020, 7pm via Zoom.