

TUUC Board of Trustees Meeting DRAFT MINUTES
Thursday, June 18 2020, 7-9pm (via ZOOM)

Attending: Rev. Linda Hart, Ministerial Intern Erien Babcock, Debbie Cafazzo, Penny Douglas, David Pettit, Christine Chansley, Mark Schemmel, Jeff Ruthford (treasurer), Cindy Hackett (notetaker), TUUC Administrator Libby Ball, and incoming board members Michelle Fox, Sylvia Huerta and Sheila Whybrow.

Not able to attend: Holly Coryell

Visitor: Jim Tuttle

Chalice Lighting: Rev. Linda Hart

Welcome Guests: Debbie Cafazzo

- Jim Tuttle reiterated his concerns generated by the financial report at the June 14, 2020 Congregational meeting and noted in an email to BOT members:
1)priority to hire an accountant not included on this agenda; 2)currency of credit card and bank statements used to generate the “actual” amounts in the “Annual Budget Percentage” report; 3)no apparent payments to UUA or PNW District despite the commitment at the 2019 Congregation Meeting to do so; 4)no apparent payments to Share-the-Plate organizations; 5)late delivery of financial documents to the congregation prior to the 6.14.20 Congregational Meeting.

Welcome to new board members: Michelle Fox, Sylvia Huerta and Sheila Whybrow.

ACTION: Libby will give new members access to the google drive and remove members rotating off the BOT.

Sincere appreciation and applause to retiring board members: Penny Douglas, David Pettit and Mark Schemmel.

Selection of BOT Vice President and Secretary: tabled

BOT Meeting Minutes from May 21, 2020 approved.

BOT Meeting Minutes posted on TUUC website: ACTION: Libby has created a location on the website and will post the minutes when they are approved. BOT approved posting FY 2020 minutes.

Minister’s Report: Linda reported that 1) she is looking forward to three weeks of vacation; 2) V Carhart who has a strong accounting background has agreed to serve on the Finance Committee. **ACTION:** BOT approved the appointment.

Donation Acknowledgement/Policy: Agreement that it is important to thank donor now. **ACTIONS:** 1. Christine Chansely volunteered to write a thank you letter. (BOT agreed it should be on letterhead and signed by Rev. Linda Hart; Christine suggested a handwritten note in addition to a more formal letter.) 2. BOT will discuss and refine Cindy Hackett’s rough policy document at a later date.

UUA General Assembly (all virtual): Cindy Hackett, Suzy Hunt, Ron Nielsen, Mary Rhine and Stacey Softoff are TUUC congregants who have registered. **ACTION:** Cindy will contact them about 1) available scholarships; 2) representing TUUC as a delegate.

Plan to Secure Property: Discussion about options to secure property and the alignment with those options and our UU principles. A fence allows us to be stewards of our building, good neighbors, and mindful of justice issues. Libby noted that when police come to move people off the property, the police have been respectful. Libby is getting pricing on fencing options. Jeff reported that the congregation must authorize a loan from the Building Fund or using the Building Fund (is a fence considered a remodel?) to cover the cost. Sheila Whybrow asked about paying the loan back; the terms for payback will be clear with the loan request. **ACTION:** Libby will continue to get estimates and report to BOT at next business meeting.

New Membership/Accounting Software: Discussion continues about what software to use (ICON, REALM, Breeze + Quickbooks) and how to pay for any change. Considerations: ease of use, cost, ability to keep pledge units apprised of pledge status online and in print. **ACTION:** Set September 1 deadline for proposal to BOT for consideration (need something concrete before Fall Fund Drive) Libby will work with the Finance Committee to develop a proposal; Michelle Fox will be BOT liaison.

Music Committee Report (Ruth Ann Mikels): Checks have been sent; report commended for its thoroughness and clarity; program commended for bringing wonderful music to TUUC.

Financial Reporting/Payroll: Agreement that reporting is not current, complete, clear or accurate. **ACTION:** Libby will seek help with payroll from John Moyer who did the payroll for several years (retired within the last year) and will send statements to pledge units.

Payroll Protection Program update: Jeff reported the requirements are constantly changing but we will pay out within the 8 week period (mid July). Libby reported that tracking is on a spreadsheet with data from Intuit payroll program and utility bills.

Women's Retreat: Debbie reported that the retreat is cancelled for 2020. **ACTION:** Libby will handle sending refunds. Cancellation announcement will be in TUUC eNews.

July Gathering: The BOT will gather for an informal orientation/retreat session, bringing old and new members into cohesive knowledge of how we do business and what business we do. No formal minutes will be taken during this meeting.

Meeting adjourned: 9pm.