

**Tahoma Unitarian Universalist Congregation  
Board of Trustees Meeting May 21, 2020 via Zoom  
Minutes**

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

**Visitor:** Jim Tuttle

**Opening words/Chalice lighting:** Rev. Linda Hart

**Check-in:** Status report on personal well-being from all attending

**Approval of 4.16.20 Minutes:** Passed with request to change PPP “grant” to “forgiveable loan.”

**Visitor’s comments:**

- Jim Tuttle expressed concerns about the lack of information/communication to the congregation about the financial status of TUUC including budget updates, status of individual pledges and status of building and endowment funds.
- He suggested that information should come at least quarterly to demonstrate appropriate financial oversight.

**Debbie Cafazzo, Board President,** assured Mr. Tuttle that the Board tracks TUUC’s financial health throughout the year and has been particularly focused during the building closure due to COVID-19 and the move to virtual services and programs.

**Annual Meeting:**

- Discussion about who should receive a Zoom link to the Congregational Meeting (6.14.20): voting members or voting members and non-voting friends. Agreed that there will be an announcement about the meeting in the enews but that only members would get a Zoom link.
- Update on progress identifying candidates for positions: still working on identifying three new board members and a board president; successfully identified 1 endowment committee member and 1 nominating committee member.
- Jeff Ruthford (treasurer) and Libby Ball will work together on the financial report, budget presentation, and an explanation of the Payroll Protection Program (PPP) application/funding process.

**Financial Update:**

- Libby reported that TUUC income (pledges) are about a month behind our budget goal: plate donations are down though some donations are coming in from Zoom services; some pledges are underpaid and some are overpaid.
- Libby reported on the results of her communication with the TUUC hourly employees about the impact of PPP funding on their financial situations.

- PPP funds will be enormously helpful with the expected shortfall.
- Christine noted concern about financial sustainability with a closed building.
- Bookkeeping during this time is considerably more labor intensive (as is every other part of Libby's, Linda's, Nancy's and Erien's jobs).
- Jeff will work with Libby on tracking and reporting PPP funds.

#### **UUA Guidance on Reopening buildings:**

- Linda noted the management team is planning for virtual church through May 2021. She shared an excellent planning document drafted by the staff covering the building, worship, community, administration and equipment.
- TUUC is not equipped to do any programming in the building at this point, most notably because of cleaning and disinfecting issues related to liability.
- Care for the vulnerability and health of our population guides this decision.
- Discussion about building technological infrastructure, skills and knowledge to be ready for hybrid worship and programming. Erien agreed to reach out to Jeff Ruthford to pull together a consulting and training group (tech lift off).
- Board voted unanimously to keep the building closed for services or any programming until at least January 2021. (Staff will begin to be in the building, one at a time, as a presence to deter abuse of building and grounds.)

#### **Stewardship:**

- Board agreed on the need to assess stewardship commitments of members and friends of the congregation (currently about 160 pledging units).
- Board members
- discussed the efficacy of making check-in phone calls to all members and friends, then following up with a survey to assess potential financial commitment.

#### **Religious Exploration (virtual):**

- Christine reported that the middle grades are meeting weekly; a small group of elementary kids are meeting after church on Sundays; and Nancy is working on getting the teens online. She noted that OWL (Our Whole Lives) training is continuing online but isn't sure how to manage a virtual program at TUUC.
- Summer: working on the idea of giving kids a "mission" each week prompting them to report back in as a group on how their mission went.
- Concern about more screen time and how things might work in the Fall.
- Looking for anyone with expertise/experience in distance learning.
- Linda reported that the UUA is scrambling to provide support and that LREDA (Liberal Religious Educators) are working on developing virtual experiences.

Following a brief executive session, the meeting adjourned at 9:30pm.