

## Tahoma Unitarian Universalist Congregation

### Board or trustees Meeting August 20, 2020 7pm – 9:20 pm

This meeting was held via Zoom due to Covid-19 restrictions

Present- Rev. Linda Hart, Ministerial Intern Erien Babcock, Sylvia Huerta, TUUC Administrator Libby Ball, Jeff Rutherford (Treasurer) Debbie Cafazzo, Holly Coryell, Christine Chansley (VP), Michelle Fox, Cindy Hackett (President), Sheila Whybrow (note taker)

Visitors - Cat Bilnoski, Jim Bilnoski, Thomas Oliver, Jim Tuttle

**Opening Words/ Chalice lighting** Rev. Linda Hart

**Check-in:** BOT reported on recent personal care

**Approval of 6.18.20 meeting minutes**

**Motion** - to approve Christine Chansley as VP and Sheila Whybrow as Secretary  
- motion passed

**Pagan Group** Cat and Thomas presented a proposal for a CUUPS /TUUC mutual covenant.

Questions about funding and fundraising, leadership management.

**Motion** approved to accept proposal.

*Note: reciprocal agreement can be amended by BOT/CUUPS upon regular review*

### **New Business**

Reminder to sign up on google drive for Sunday welcome & announcements

#### Work groups

- Stewardship – Michelle and Sheila will work with Alana Franklin (Cindy available for backup)
- Community Connection -Holly, Sylvia, and Christine will work with the membership committee (Cindy available for backup)
- Human resources liaison – Christine has agreed to take this role with Debbie as back up

**Action** – work groups will email updates to the board prior to BOT meetings when relevant and request time on the agenda when needed.

#### Financial Update

The cost of three scenarios for data and booking were presented

- Breeze software + QuickBooks= \$730 yearly plus cost of bookkeeper hire
- Maintain status quo = \$900 yearly plus cost of bookkeeper hire
- Icon + purchase of Icon accounting service = \$4800 yearly

#### Discussion

- ❖ Cost of previous bookkeeper (John Moyer, who did payroll only)
- ❖ need to add some duties to a new hourly hire, (e.g. check reconciliation)
- ❖ current workload on staff due to loss of bookkeeping service,
- ❖ inability and inflexibility of Icon software to serve Church needs,

❖ eventual time/money saving with industry standard software.

**Motion** to purchase QuickBooks (financial software) and Breeze software (membership software) and set intention to migrate to those products. Motion passed

### Transition Plan

1. Continue with Icon paying an \$84 monthly rate while transitioning
2. Hire short term help to:  
bring the books up to date -able to tolerate Icon system  
migrate cleaned up financials to QuickBooks (may need two different people for these tasks)
3. Hire hourly part time bookkeeper after transition is complete

### Discussion -Funding the Transition

Some monies are available now (discretionary fund, bookkeeping services already in budget; monies available after the departure of Erien Babcock; bylaws state up to 3% of annual budget can be reallocated without congressional approval.

**Action** finance committee will report on funding options and timeline for the transition as well as hiring options for transition/ future bookkeeping needs.

### **Fencing for Secure Building**

\$15000 (plus tax) -Temporary chain link fence securing perimeter "L" street &56<sup>th</sup> including gates for cars and doorway would have to pay to remove

\$22000 (plus tax) – permanent rail iron enclosures with gates securing the 3 entrances

Separate quote for AT&T closet which the company would pay for.

**Action** Libby will get another quote as well as temporary construction type chain link quote

Construction requires 8 week lead time

Congregational vote requires at least 30 days notice with detailed description

**Motion** approved to call congregational meeting to vote on fencing options and hiring a bookkeeper- Meeting set for Oct 4<sup>th</sup>

Jim Tuttle emailed a statement to the Board, hoping to be able to read the statement aloud at the meeting. Time precluded that option. A brief summary of Jim's comments:

1. He appreciates that the BOT is working to provide more information to congregants regarding Board Meetings (minutes available from the webpage; links to meetings from the web page and in the eNews).
2. He expressed concern about the BOT attending to their responsibility to oversee the regular reporting of TUUC's finances.

Following a brief executive session, the board adjourned at 9:25