

Tahoma Unitarian Universalist Congregation
Board of Trustees Meeting December 17, 2020 7:00 – 9:00 p.m.

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

Present- Rev. Linda Hart, TUUC Administrator Libby Ball, Debbie Cafazzo, Christine Chansley (VP), Cindy Hackett (President), Sheila Whybrow (note taker) Holly Coryell, Jeff Rutherford (Treasurer)

Unable to attend: Michelle Fox, Sylvia Huerta
Visitors - Thomas Oliver, Jim Tuttle

Opening Words/ Chalice lighting Rev. Linda Hart

Visitor Welcome

Check-in: BOT , Linda, Libby , Jeff

Consent agenda Approval of 11.19.2020 meeting minutes,

Staff reports (verbal)

- Linda - noted how busy the calendar is with three services in the next 10 days. She also commented on how much fun and joy there was during the recording and rehearsals for the pageant and the Twelve Days of Christmas.
 - There will be a drive-through pickup of candles for the Christmas Eve service. During the service, the zoom screen will be populated with congregants' hands holding candles while singing Silent Night.
- Libby -
 - Working with Icon staff person do catch up accounting and payroll. Prioritizing work to get done before that person's holiday break.
 - Paycheck Protection Program - deadline for reporting has now changed to 10 months following the receipt of funds. Two payrolls need to be included so the 24 week window will be used - anticipate work done by the end of December.
 - Facility - building drawings submitted to an architect for possible solutions to closing area under the front stairs. Still waiting for AT&T to respond re: antenna update
 - Dedreona Campbell resigned so only Matt Webb remains as part time custodian - Libby is doing some exterior clean up. Libby suggested asking cleaning company to clean exterior twice weekly for now - as workers are trained and have own supplies
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 - **(New Business**
- HR /Financial transition - discussion
 - Using Quickbooks accounting service and Quickbooks payroll service may be cheapest and easiest options
 - QB bookkeeping range of services \$25 -\$ 150 mo.
 - QB payroll service range \$45- \$125 mo.
 - Libby will continue to do deposits , most payments will be setup as automatic payments

Action Libby will request possible target date for completing Icon financial clean up

- Treasurer's report
 - Jeff reconciled the most recent quarterly Vanguard account with what is in Icon

- John Doherty interested in reviewing how church invests money with regards to socially conscientious mutual fund investing
- Communication - six or seven bullet points to communicate to the congregation summary of what we are working / managing including finance committee & ad hoc committee notes etc - for web page or addendum to meeting minutes
- Committee on Ministry -discussion points
 - Has not worked well historically and became an exercise in triangulation
 - Would like the focus to be more on ministering to each other and the direction of the church

Action Linda will confer with peers as to how Committee on Shared Ministry operates in other congregations

- report back in February

- Safe Parking/Building Security - Thomas Oliver - Ad Hoc Committee - discussion points -
 - Safe parking and stairwell solutions are two items Ad Hoc committee are pursuing
 - Parallel timeline of working with safe parking folks and informing congregation
 - Emphasize this is a pilot program
 - Devote a Sunday service to topic with small breakout sessions congregational w/vote Feb 21st
 - Inform neighbors if congregation is on board
 - Financial resources available through the Greater Tacoma Foundation if we are part of the Tacoma/Pierce County Safe Parking Network pilot program. Grant will fund sanitary resources and other requirements and potentially an electrical charging station that can be locked.
 - Zoom meeting with Edmonds Unitarian Universalist Church Representative (currently hosting safe parking program)

Motion Authorize Ad Hoc committee to proceed with informing the congregation about implementing a safe parking program through means such as small group discussion, Sunday service devoted to the topic , and to follow with congregational vote on the proceeding with the program. Motion passed

- Sabbatical
 - Linda discussed terms of hiring Joe Rettenmaier during the month of January

Motion to approve letter of agreement between TUUC and Joe Rettenmaier for his work with the congregation during the month of January 2021 Motion passed.

Visitors Comments

- Jim Tuttle repeated his request that the BOT Google Drive be open to the congregation for perusal with the following parameters
 - Board to remove sensitive info (such as Soc. Sec. numbers) from documents so that they could be made available
 - Other sensitive documents could be put into a confidential folder
- Linda noted that it is not common practice in churches for every document/piece of paper to be made widely available to the public

Chalice Extinguished 9:09#