

# PrairieUU Board Meeting

## Meeting Minutes

8/19/2020

### Opening

The regular meeting of the PrairieUU Board Meeting was called to order at 7 p.m. on 8/19/2020 online by Vivian Littlefield, President.

### Present

The following board members were present: Vivian Littlefield, Brenda Peterson (VP), Clark Huff (Treasurer), A.J. Blackwood (ex oficio), Carol Foster (at large), Xander Kelty (youth), and Calisse Weidner (at large).

Other guests included: Jen Simon, Rhonda Williamson, Kim Murray, and members of the COSM (Samera Baird, Marjorie Bezdek, Jan Cruz, Susan Ermisch, Fran Lukaszewski)

### Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

### Open Issues

- **Introduction of Jen Simon**
  - A.J. introduced our newest staff member and LifeSpan education coordinator, Jen Simon
- **Motion: Approve Kim Murray as Secretary**
  - First: Carol
  - Second: Clark
  - Vote: unanimously in favor
- **Motion: Extend A.J.'s contract**
  - July 2021 – June 2022
  - First: Fran, on behalf of COSM
  - Second: Kim
  - Vote: unanimously in favor
  - Action item: finalize the terms of A.J.'s contract
- **Open Session: Standing Committee Leadership**
  - Kim asked for clarity on the role of the minister in Standing Committee leadership as terms in the bylaws and the Minister's job description seemed

inconsistent to her. The Board clarified that the Minister is an ex officio member and is to act in Standing Committees in a similar manner to the Minister's role in programs, that is, in joint, shared, and collaborative leadership based on mutual trust and good fellowship. Standing Committees are expected to solicit and encourage the Minister's contributions.

- Action item: The Justice League, a Standing Committee, and the Minister will work together on agreed-upon decision-making processes

- **Motion: Approve Policy on Special Collections**

- Allows for additional committees besides the Justice League to request that a half "plate" be contributed to our broader community
- "Plate" time frame set for Sunday service through the following Saturday
- Half "plates" will not include pledges or special gifts
- Need to be cautious during economic crisis; we budgeted for \$4,000 income from "plate" collections for this fiscal year
- First: Clark
- Second: Brenda
- Vote: unanimously in favor
- Action item: Communicate new Special Collections Policy to all committees

- **Motion: Use Board Discretionary Funds to Offset Budget Error**

- In this year's budget, we allowed for \$6,000 for Eric Moon's services, but we are under contract to compensate him \$7,200.
- The Finance Committee recommends honoring Eric's contract and using \$1,200 from the Board's discretionary budget to offset the difference.
- First: Clark, on behalf of the Finance Committee
- Second: Brenda
- Vote: unanimously in favor

- **Motion: Use Board Discretionary Funds for Upfront Costs for New T-Shirts**

- Amended to include a cap of \$900
- First: Carol
- Second: Kim
- Vote: unanimously in favor

- **Motion: Observe CDC Guidelines for Faith Communities**

- When we engage in small group activities, we must offer alternatives for people who are uncomfortable or unable to participate.
- First: Clark

- Second: Calisse
- Vote: Unanimously in favor
- Action item: share decision and link to [CDC guidelines](#) with congregation

## **Current Issues**

- **Activity: Suggestions for Board Goals**
  - Board and COSM members wrote impromptu suggestions for the Board goals in emails to Vivian during a 10-minute exercise
  - Action item: Vivian to consolidate suggestions into single document and share at the next meeting
- **Widening the Circle of Concern**
  - The Board and COSM are meeting monthly with the Justice League to receive and discuss recommendations based on the UUA's [Widening the Circle of Concern Report](#)
  - Meet first Tuesday of every month
  - In response to recent testimonials from Deirdre and Maurice, letters of apology have been sent to them that include points of accountability

## **Reports**

- **Minister's Report**
  - Conducting evaluation of past Sunday services
  - New service format forthcoming, meant to be more welcoming and inviting to a more diverse congregation
  - Will be postponing CPE until next summer to allow time and energy for rest and self care, vacation, family, etc. (unanimously supported by the Board)
  - PrairieUU will FB host Celebration of Life for Diana Groves, (Kelly Dignon's mom) on Sat 8/22 at 11 a.m. We are all invited.
- **Youth Report**
  - We are seeing improved participation in virtual setting
  - People attending who did not attend in person often
  - Movie Night is very popular
  - Some garden watering
- **Treasurer's Report**
  - In short, we are in good shape after one month into the fiscal year
  - We had a surplus from last year of about \$38,623.29 to carry over into this year

- But we had a rolling deficit of about \$5,177.49, so the actual carryover is about \$33,502.23
- Income for July was \$67,732.78, which included some pledges paid in first month of fiscal year and some transfers from restricted accounts, as well as the carryover.
- “The total transfers fall well short of the \$51,049 anticipated in the approved budget, but apparently the \$9,000 transfer from the Barr account has not yet happened. If that were added, the total transfers would be \$46,150.22. The additional amount needed to reach the budget number (about \$5,000) will be added from the PPP loan, once the loan is forgiven.”

### **Miscellaneous**

- Some harvest from Community Garden may be available to donate to Bridge House if the heat doesn't kill everything
- Early bird open space clean up is considered by some to be too early
- Garage sale on hold but may go virtual; Xander made great suggestion to have it at several locations simultaneously. Brenda's working on it
- Auction planning under way! More to come.
- Omar Montgomery, President of Aurora NAACP, may visit us virtually in September
- Meeting feedback for Vivian – very smooth, well-paced
- Reminder from Rhonda that we have a distribution list we can use for urgent matters, monitored by her and A.J. [members@prairieuu.org](mailto:members@prairieuu.org). Also, reminders on the cadence of the e-newsletters
  - Monday – general calendar
  - Wednesday – announcements
  - Friday – what's happening on the upcoming Sunday

### **For Next Time**

- **Breeze training by A.J.**
- **Action Items**
  - Action item: finalize the terms of A.J.'s contract
  - Action item: The Justice League, a standing group, and the minister will work together on agreed-upon decision-making processes
  - Action item: Communicate new Special Collections Policy to all committees
  - Action item: share decision and link to [CDC guidelines](#) with congregation
  - Action item: Vivian to consolidate suggestions into single document and share at the next meeting

### **Adjournment**

Meeting was adjourned at 8:40 p.m. by Vivian Littlefield, President. The next general meeting will be at 7:00 p.m. on Wednesday, 9/23/2020, online.

Kim Murray

Name