

## UUCL BOT Minutes – Monthly Meeting on December 10, 2020

Location: Online Zoom Meeting, 7:00 pm

Trustees Present: Carole Campbell, Darcy Pollack, Fred Foster-Clark, Alan Jacobs, Kim Chappell, Brad Weaver, Jonas Kauffman (Treasurer)

Others Present: Reverend Israel Buffardi (Minister), Kay Welty (Personnel Comm.)

1. The meeting was called to order by Carole at 7:05 pm with a check in and chalice lighting.
2. **Darcy moved to approve the minutes from the Board meeting on October 22 with a second by Kim. The motion passed unanimously.**
3. Treasurer's Report (copy is attached). Jonas referred to the December's financial report (Attachment 1) and confirmed that it painted a relatively positive picture. He explained the status of unrestricted gifts in the Temporary Restricted Funds. Final approval of the Ruth Van Horn estate should be coming in late January or February. Of the \$50,000 over which the Board had discretion, about \$32k remains, the rest having been spent on the facility upgrades late last winter. **Alan moved and Kim seconded a motion to approve the Treasurer's Report. All voted in favor.**
4. Jonas reminded the Board that it needed to approve Reverend Israel's housing allowance. **Darcy moved that Reverend Israel's contractual Housing Allowance be extended for the 2021 tax year at \$26,000 annually. Fred seconded the motion and all voted in favor.**
5. Personnel Manual. Kay Welty reviewed the changes to the Personnel Manual that the Personnel Committee (PC) was recommending based upon UUA guidelines and the input from a Barley Snyder Seminar which Bev had attended. These changes had been shared with the Board in the Personnel Committee Report prior to the meeting. **Darcy moved approval of the changes for Paid Time Off and Holidays as reflected in "Section III - Employee Benefits - Parts C and D" in the PC Report, with the amendment that holiday hours for part-time staff be rounded up to the nearest half hour. Holidays were extended to 12 (from 10) and the decision as to which were "core holidays" and which "floating" was deferred to the Personnel Committee. The motion was seconded by Alan and approved unanimously.**

Changes to "Section J - Professional Expenses" from "Section IV. Other Employer Policies" were then reviewed. A number of changes to the recommendations made by the PC for this section were offered by Board members. Because of the complexity of the changes to be incorporated, an original motion to approve was eventually retracted, and Kay was asked to revise the suggested Section J changes and resubmit for Board approval.

6. In-Person Meeting/Events Policy. **A policy governing In-Person Events had been developed as a result of discussions at the last Board meeting, circulated to Board members, and approved by an email vote prior to tonight's meeting.** This policy appears in Attachment 2. Reverend Israel expects to approve two upcoming in-person events – one a handbell recording that will be conducted in a safe manner outside behind the church and the other related to a proposal received from the Parish Resource Center (PRC). This proposal had been shared with the Board prior to the meeting and involved providing meal assembly and pick-up on one Saturday per month as part of the PRC's Lancaster Community Meal Program. This will occur outside of church in a safe fashion with

limited volunteer involvement. Reverend Israel will coordinate with the PRC folks toward implementation of this program early in 2021.

7. Mission/Vision. Reverend Israel, together with Kim Chappell and Brad Weaver, shared the results of their earlier meeting about the Mission/Purpose initiative. The “raw data” from the October 24<sup>th</sup> Workshop has been narrowed into five areas of mission. These will be published in tomorrow’s UUCL LoveLetter and an opportunity to discuss them will be provided after this Sunday’s service. The Mission subgroup will meet again next week to work further on mission language that will later be submitted to the congregation for ongoing input.
8. Youth Involvement in BoT. Because of tonight’s long agenda, consideration of this issue was delayed until our January meeting.
9. No other old or new business was brought forward, so the meeting was adjourned at 8:58 pm on a motion by Darcy (seconded by Alan and approved by all).

Respectfully Submitted by Fred Foster-Clark, Secretary

Approved

## Attachment 1

## December 2020 Treasurer's Report

Hello UUCL BOT,

Attached are the November 2020 financial statements which show an operating loss of \$8k for the month, but an operating surplus of \$63k year-to-date (YTD). This month's Financial Commitments received were 5.1k lower than expected, very close to the inverse of last month's 4.9k higher than expected pledge receipts. On a YTD basis our Financial Commitments are \$16.5k under budget. However, YTD we have collected 63% of the year's actual pledge commitments, a couple percent higher than projected at this point in the church year.

Our expense side looks considerably better than the income side. November's expenses came in \$7k under budget, leaving our YTD expenses \$39.4k under budget. The personnel budget contributed \$5k of the monthly saving and \$30.5k of the YTD savings.

Our Operating Fund balance on November 30 stood at \$153k. However, this balance continues to be reduced by the \$46.3k PPP loan liability (even though we expect that to be largely forgiven).

Please let me know if you have any questions or comments.

Respectfully submitted,

Jonas Kauffman

Attachment 2

Policy on In-Person Events

UUCL Board of Trustees Policy on In-Person Events

November 16, 2020

UUCL is committed to keeping its members and friends safe during the pandemic. We will continue to monitor the PA State Department of Health guidelines (DOH) and will update this policy accordingly.

1. The church building is closed to all events. No indoor events or meetings may be held at this time. Staff is entering the building only when necessary on a rotating basis.
2. Any official church program, group or committee should not hold any meetings indoors, even at a location other than the church.
3. Outdoor events are permitted only with preapproval of the minister (or minister and board?) The Secretary of Health has strongly recommended keeping outdoor gatherings to 25 people or fewer which is strongly advised.
4. The church building restrooms and other support facilities are closed to outdoor events. If you are holding an outdoor event at the church, there will be no access to the building for any reason.
5. All participants in an in-person event must agree to remain at least 6 feet apart AND wear a mask at all times.
6. The Responsible Party for the event (as indicated in the calendar sign-up) must have a supply of disposable masks should an attendee arrive without a mask, and must have anyone not properly wearing a mask leave the gathering, including members of the general public that may attend on an impromptu basis.

I agree to the policies stated above and will ensure compliance of same, and agree that UUCL may change the policy at any time to comply with DOH guidelines. I also agree that UUCL may cancel or postpone the event should COVID-19 cases increase prior to the event, or DOH guidelines warrant cancellation or postponement of the event.

Signed \_\_\_\_\_

Date \_\_\_\_\_