

Fargo Moorhead Unitarian Universalist Church Board Meeting Minutes 12-16-20--APPROVED

Meeting was called to order by President Bill Thomas. Present was Lisa Falk, Ruth Morton, Claudia English, Jarrad Prasifka & Minister Karen Van Fossan. Absent was Jessica Jensen.

November Board minutes were approved by email.

Financial Report: The Church's Financials are stable. In November expenses were higher than income, but have a good balance in the checking account. Bills paid were AED-\$945 (covered by donations in memory of Elwyn Krogh); AV-paid another \$3,000 towards the balance; 2 new computers, \$1650; paid UUA dues of \$1000 toward what is due; Locksmith \$794 for locks on Karen's office & the sanctuary. Also had inspections for the Fire Alarm System by Systems Technology \$300 & inspection of Fire Sprinkler system by Allied for \$150. We also ardue by November 2021, for a 5-year inspection & internal assessment of the fire system. Estimate cost \$875. The Investment Account has mostly money for Ministerial Fund and some money set aside for a Church emergency.

Program Committee: For Family Chapel Sundays, a break is needed between Family Chapel & Sunday Service so Laurie can get ready for the Sunday Service. Family Chapel has been moved to 10am to help facilitate this break & families have been notified about the new time. Also discussed, was Laurie needs helpers with Sunday Services. The Board is available to help if Laurie needs volunteers.

RE Coordinator: The search is ongoing to hire a RE Coordinator. The current job description for a RE Coordinator will be used along with some bullet points about how the position will work during this Covid period. Karen will do this. This position is about 5 hours a week. Pay rate was discussed. It was decided a range would be offered based on performance & experience.

People Committee: Karen asked the Board to suggest some members who might be interested in working with her, during this Covid period, to set up some monthly Zoom activities during this winter & spring.

Stewardship Committee: Bill is working on finding a Chair for the Stewardship campaign in the spring of 2021. Lisa Falk is considering chairing this campaign. Bill will get her more information about the campaign process.

Place Committee: Continues to operate with Jon Tiedeman & volunteers.

Pledge Upgrade Letters: Claudia mailed out 40 letters to members, who had not been part of the Ministerial Fund Drive back in 2019. The letter asked for a Pledge increase to support the minister. Also included was a statement, (fiscal year July 1, 2020-June 30, 2121)-of pledge & payments received. So far there had been 7 responses. 2 people increased their pledge, 2 people sent in a one-time donation. Claudia will put an announcement in Sunday's announcements, asking people to fill out the forms & send back to the Church.

Office Administrator Position: Laurie Baker has finished the first 3 months as the intern administrator. She will continue this position into 2021. The Board will start the process of hiring a new Office Administrator in 2021.

Board Minutes & Financials: Discussion followed on the procedure needed to allow members to stay informed on Board minutes & actions and the Church's financial position. It was decided the monthly newsletter would have a link for people to read the monthly minutes. Claudia will talk to Linda about doing a financial report that is easy to understand & could be shared with the members. Board meetings are open to the congregation. The date, time & Zoom link will be shared through the weekly bulletin & monthly newsletter.

Visioning: The Board would be working with Tim Peterson, Ellen Chaffee & Karen on a visioning process for the Church starting in 2021.

Members: Concern about some members who have not been active in the Zoom Sunday Services & do we need to make some contact with these members. Jarrad will email a list of people who were contacted in late August of 2020. Claudia will send a list of members currently on Church Windows.

Next meeting is scheduled for Thursday, January 21, 2021. Bill will do opening & closing words.