

OPERATIONS COUNCIL MINUTES FINAL

Tuesday, April 21, 2020
Via Zoom online

Attending via Zoom: Susan Bartlett, Laurel Farnsworth, Jud Leonard, Judy Curby, Sharon Sisskind, Eric Haas,, Erin Splaine, Amanda Graff, Christine Lookner (BOT), Karen Davis (7:15 p.m. – 7:50 p.m.), Linda Ross (asst clerk)

Called to order 7:04 p.m.

Invocation/Chalice Lighting/Reading - Susan

Covenant

As we, the members of this Council and staff, gather to serve this congregation in leadership, we commit to ourselves and to each other: to be present and prepared for the work of this meeting; to listen well and contribute respectfully; to balance both our short and long-term visions with fiscal responsibility; to support the decisions of the Council; to uphold the democratic process; and to lead with goodwill and faith in the work we can accomplish together.

Approvals:

- Minutes - March. Laurel moved that the March minutes be approved; Jud seconded, all approved, motion passed.
- Amanda had emailed Susan on April 7 to request an extension of Aofie's contract through June 7th 2020. An email vote was taken on 4/8/2020; 5 voted yes via email, motion passed.
- An outside accountant (Jay Ganapathy, firm Finaccurate) was hired to help with the PPP loan application and was paid \$2,450. This resulted in our being \$875 over budget for the outside accounting support line. Eric moved to approve spending sufficient funds for help with filing and processing the PPP loan application; Laurel seconded. All voted to approve; motion passed.
- Anne Watson Born paid some money to extend our copyright protection for online services; Susan recommended charging to worship committee.
- Susan has obtained a Zoom account for use by the Operations Council and the Board of Trustees (\$110, UUA rate); it can also be used for summer services. This account allows 300 attendees maximum. People other than Susan can be hosts by using her username and password (be judicious in sharing).

Hiring ADLRE

- Amanda – there are 3 candidates; she believes 2 are well qualified. She has contacted them and let them know that we will be in touch once the current situation changes. It would be useful to have the ADLRE on board if we are open in the fall, but there are so many unknowns.
- There was a discussion of the need for the position with the building being closed and all activities being done virtually, as well as the uncertainty about the budget.

FY 21 Budget Salaries (executive session) – Karen Davis

- Everything has changed in last couple of months, including the committee's recommendations
- UUA has recommended salary ranges.
- We are a fair compensation congregation per UUA guidelines.
- Karen reviewed and explained both the committee recommendations, and the specifics of the personnel budget spreadsheet.
- There was discussion of the proposed budget.

FUUSN Closure

- Re-opening discussion
 - Today Governor Baker closed all schools until the end of the school year.
 - It seems unlikely that FUUSN will be open until fall at the earliest.
- Erin – she is concerned about staff during this difficult time. She has asked staff to take time off during the summer and recuperate. She does not see how it will be possible to open in the fall; has asked staff to think about what to do if we remain closed during fall, and possibly through June 2021.
- Events
 - Sandy Island cancelled
 - Fellowship dinner in Fall? Unlikely
 - Annual Meeting June 7 will be conducted via Zoom
 - § Laurel was concerned about logistics of voting
 - § Christine – Zoom has options for voting; she participated in Zoom voting at Bentley with 150 people, worked well.
- Erin – Fran would like someone to ask for the committee reports for the FUUSN annual report when they send out the announcement of closing.
- Judy – might be a good idea to send the annual meeting notice via REALM.
- The decision was made to notify the congregation about FUUSN's continued closing after the next BOT meeting.
- Judy asked about projects for Henry; Laurel – he has been kept busy with cleaning and other work.
- Laurel discussed a few upcoming projects
 - Hanging projection screen from stage curtain rod

- Lawn sprinkler installation

Financial

- Update PPP loan
 - Judy – FUUSN put in an application for \$77,000 for PPP; as of today, we were approved. She does not yet know what the requirements are for changing the loan into a grant.
 - EIDL is another loan program for a quick boost of up to \$10,000 – but must be repaid, so it was decided not to apply for it at this time.
- Review March expenditures -where the budget might end for FY 2020 - Laurel
 - For projection – she assumed no additional income from Dorshei for the year, and none from Pine Village through May.
 - The projection screen, sprinklers, and landscaping are the only discretionary expenditures planned at this time.
 - Assumed that there would be less in pledges for next year than this year – but not as much as \$77,000 (that amount could be added to next year's budget). \$472,000 is the amount that has been pledged to date. There are still pledges to come in for the current year (normal).
- Deadline for ABD in order to prepare budget – planned for early May.
- Date for budget review: next Ops Council meeting on May 19

Report on BOT Meeting – Susan

- All issues that were brought up at the BOT have already been discussed.

Committee issues/reports

- GA: Virtual attendance \$150; 2 more delegate slots

Newsletter: May– due May 19, June – due June 16. Susan will send email to see what should be covered.

Thank yous -Jud Leonard, for his work with the AV system. Bob Persons for help with screen and projector.

Budget – Susan will send the budget as prepared by Karen Davis to the Finance Committee

Meeting adjourned 9:00 p.m.