**HVUUC April 2022 Meeting of the Board of Trustees**

**April 20, 2022**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Guest: Cynthia Goodman, Dave Kashdan

Ann welcomed everyone to the meeting at 7:01pm, and Tiffany presented the reading. Everyone checked in.

Timekeeper for this meeting: AJ

BOT Meeting Minutes:  Charlie made a motion to approve the March minutes with a minor change, and AJ made the second. Approved unanimously.

Minister’s Report: Tiffany said since CoVid is in the “low” range, we will begin to pass the plate at church on May 1st. She said she has very thorough job descriptions in the Personnel section on Google drive. She has a study week coming up on May 2nd-May 8th. She will more than likely not be answering emails from the congregation. There is a New Minister Workshop being scheduled by the UUA and Board members are encouraged to attend. Tiffany will be getting this information out to us and there are two possible dates in August for the workshop.

Treasurer’s Report: Deb shared the Treasurer’s statement. She said we are in good shape and are slightly ahead at this time. “We are doing really, really well.”

Facilities Report/Biannual Review: Greg presented his list of monthly and annual tasks. The playground is almost complete except for finishing the swings and putting down mulch (3 cubic loads of mulch). The minister’s office has been painted. He is planning on replacing the kitchen sink near the refrigerator as the water pressure is very low. He has made a prop for the front edge outside the front door. Joseph and Alex have done a good job with the deck, and there are still a few boards which need to be replaced. The Rez parking lot will take a heck of a fix as that parking lot has a low spot in the middle and channels the water down the right side as you drive up. Some thoughts are to put in a French drain or add gravel.

Safety Team: Greg said the team was down to four people at the beginning of the pandemic. Joseph and Charlie Stewart have withdrawn from the team. He no longer sees a need for the Safety Team. Ann said the Safety Policy would need to be revamped if the team was no longer functioning. She believes it might be best to address this again in May or June. Dana asked if there was anyone from the Safety Team currently sitting in the foyer during church like before the pandemic. There is not. Charlie said he had a vague recollection of seeing a woman being upset at the thought of not have a Safety Team. Greg replied that there are two women (Neva Kauffman and Tori Smith) who had been strongly in support of a Safety Team. Ann said she had some concerns about making sure the doors are locked during the service and who would be responsible for that. Greg talked about the likelihood of violence and other passive things. Tiffany said that Tori has indicated she is no longer interested in participating in the church. Neva and William have been watching on YouTube. At this point it seems like no one is interested in participating. Dana added that this might be something that a Greeter could do (locking the front doors). Tiffany said she didn’t disagree but several things have already been added to the Greeters role.

Personnel Committee: Dana was very excited to roll out the Personnel Policy Manual, and reviewed parts of the Manual. She suggested that the Board review the Manual this next month and come back with their thoughts. Ann said we also need to review the policies to see if there is anything that might need to be updated since now have the Manual. She volunteered to do this review.

Past President Job Description Update: Dana made a motion to accept the changes made to this job description. Michele made the second. Discussion ensued. Bryan suggested that there were areas which seemed “loosey goosey.”  Deb questioned the “when needed” section about reviewing contracts clarifying goals, and monitoring and evaluating work.” Tiffany is doing some of this already. Ann felt that since it was “when needed,” it left it open if the minister is unable to do so. Dave wanted to reinforce the idea that we should keep it informal this way as opposed to putting it in cement in the By-Laws. There might be additional changes and an evolution since this is something new. Dana replied that the Board reviewed the contract when Tiffany was hired and that we would probably clarify goals when someone is hired. If Tiffany had a problem with an employee, the next step would be to bring the issue to the Board. AJ said she is tending to lean toward what Tiffany said. Ann replied that the Board is the only entity that can make a contract with anyone. Charlie had questions about the “monitor and evaluate work” part of the Manual but the response was that there were other jobs not under Tiffany. Deb said the Personnel Committee will not be working with the person who mows the lawn, the janitor or the childcare persons. Dave agreed that the Personnel Committee should be involved with those positions. Tiffany said thank you to Dana and Ann, AJ and Deb for their hard work. She agrees with Dave’s thoughts that this is a job description, and she clarified that she is monitored by the Committee on Ministry. With no more discussion, the motion passed unanimously.

Stewardship Update: Charlie said the good news is that we have received additional pledges in the amount of $3,300 since the final budget was shared with the Board and sent to the congregation.

Directory Inclusion Process: Michele suggested this as an Agenda item, but had a change. She spoke to Karyn Cross about how friends became included in the Directory. Michele looked at the policies which effect the Directory, and it is a responsibility of the Membership Trustee. She feels there needs to be a clearer process for inclusion. Michele shared the policy she tweaked and made a motion to include it. Charlie made a second. Ann suggested we table this until the May meeting so we can make sure we are looking at the latest policy.

COM Request: Two letters were sent from the COM. One made a request that Brittany Butler be allowed to become a member of the COM. Ann made a motion to extend a one-time exception for Brittany. Deb made the second. Dana requested clarification. This motion passed with one abstention. The other letter requested that George Cross and Brittany Butler replace Joy Boyd and Dave Kashdan who are rotating off and Ann made a motion to that effect. Greg made the second. The vote passed unanimously.

Annual Meeting Preparation: The Annual Meeting will begin around noon. Ann will ask the congregants to remain muted until minor logistics are completed. She is going to ask Wendy Hearl to be parliamentarian.

Preparing for the End of Year: Ann will invite the new Board members to the May meeting. She asked the current members to make sure their Trustee information in the Google drive is tidied before passing them on.

Annual Reports Request from BOT and Committees: Ann will request Committees and Board members to have Annual reports ready. Ann will get this request out within the next week and she will ask that everything be returned to her by May 15th.

HVUUC Policy Updates:

Secretary: Privacy Policy of HVUUC.  Tabled until May.

Secretary: Public vs. Members Only use of the HVUUC website. Tabled until May.

BOT Calendar Review: May 18th is the next BOT meeting. Financial audit performed in May or June. Plan the annual retreat. Vice President communicates Memorial Wall information to the congregation.

Everyone checked out and the meeting ended at 8:50pm.

MOTIONS:

1. On Monday, April 11th, Charlie made the following motion by an email to the Board.

"I motion that the Proposed Budget in the attached document (v2) be accepted as the 2022-2023 Proposed Budget to be delivered to the congregation for vote."

(Version 2 of the budget was sent April 8, 2022 at 4:26PM). Michele made the second and the motion passed unanimously by email vote.

1. Dana made a motion to accept the changes made to th VP job description. Michele made the second. The motion passed unanimously.

1. Ann made a motion to extend a one-time exception for Brittany to become a member of the COM after a letter was received from the COM making this request. Deb made the second. This motion passed with one abstention.

1. The other letter from the COM requested that George Cross and Brittany Butler replace Joy Boyd and Dave Kashdan who are rotating off and Ann made a motion to that effect. Greg made the second. The vote passed unanimously.

**HVUUC March 2022 Meeting of the Board of Trustees**

**March 16, 2022**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Absent: Charlie Miller

Ann welcomed everyone to the meeting at 7:00pm, and Tiffany presented the reading. Everyone checked in.

Timekeeper for this meeting: AJ

BOT Meeting Minutes:  AJ made a motion to approve the February minutes without additional changes, and Michele made the second. Approved unanimously.

Minister’s Report: Tiffany said the Listening Circles were completed. There were 40 people in eight Listening Circles. Folks feel the church has been taking care of them during the pandemic. Doing Social Justice work visibly in the community was encouraged. The RE Collaborative is planning to do two Listening Circles in April for parents/families. Sarah White and Tiffany will lead those circles. There will be a 100% on line service on April 24th which is the annual meeting. She has asked for job descriptions from staff. Tiffany will be taking two weeks off coming up: March 26-April 1 spring break with Leo, and April 7-April 13 vacation with Jayon.

Treasurer’s Report: Deb shared the Treasurer’s statement. She said we are doing very well at this time.

Reopening Task Force Update: Tiffany said shared about the first re-opening service last Sunday. Some indicated that they were still more comfortable at home and wanted to watch the service later in the day on YouTube. She feels this is much more sustainable. We need to continue to recruit volunteers for re-opening services. Tiffany has some concerns that the Safety Team is not really meeting. Greg said they haven’t met but have done some things on-line. He is the chair of this committee. The Re-Opening Task Force is still meeting weekly, and an email will be coming out about changes as we are now medium. People may now sing inside but only if they are masked. They may eat or drink indoors but only quickly with their masks on/off/on. Ann said as a clarification that the email she received from Kim Ray said that vaccinated congregants could drink or eat. This will be clarified before the full announcement is made. Dana asked Tiffany how people sign up to help with services. Kim and Tiffany are handling various tech volunteers. Michele said Wanda Earp would be a good resource for ushering or greeting. We are easing into changes during the re-opening.

Facilities Report: Greg said the only frustrating thing he has right now is a non-functioning toilet in the Rez. It is a fairly complicated fix so he might purchase a new toilet for around $100. He has replaced all the air filters. The playground set came in last Friday. Dana came by and picked up a lot of trash materials. He has tentatively scheduled April 2nd and 9th as a start to assembling the playground. The workday that was recently scheduled was a huge success.

Personnel Committee: Dana said the personnel committee has been working through the Personnel Manual. She feels everything will be finished with one more meeting. Employees will be asked to sign that they have read the manual. She hopes to put together a workbook to put forms and form letters so there is consistency in information shared when hiring. They will work with Tiffany for performance evaluation help.

Dana asked our employees if they had coverage if they were injured while on the job, and most do not. AJ said that workmen’s compensation is about $573 annually. She feels it needs to be put in the budget. The insurance person will give a quote which gets updated each year depending on the number of hours employees have worked. Dana made a motion to include workmen’s compensation as an annual expense we have for our employees and to cover the church. Deb made the second. Bryan asked if this would cover anyone hired to do work at the church, but it is only for employees. The motion was passed unanimously.

AJ asked if the policy manual had to be approved by the Board. Greg said it would. AJ said Personnel has been working with Josh Beckett who is coordinating child care. It has been difficult to find folks to help. She also said it has been hard to find a pianist, so she has removed the post from Indeed. S as checked with ETSU to see if they might be able to make a referral for this position.

Stewardship Update: Charlie sent Ann a budget email and she presented it to the Board. We have 40% of our target budget with 25 pledge units. The budget must be reconciled and then sent to the congregation 10 days before the Annual Meeting. A proposed meeting on Wednesday, April 6th and then on Wednesday, April 13th, if necessary, to reconcile the budget with a 7pm start time for both meetings.

Nominating Committee Update: Ann shared information from the Nominating Committee. The slate of nominees is supposed to be sent out 20 days prior to the Annual Meeting. President will be Ann Johnson, Vice-President is Dottie Blades, Ex-President is Dave Kashdan, Secretary is Michele Markstrom-Frisch, Treasurer is Deb Helmer, Facilities is Doug Chaffin. Bryan Kleske will return as Programs and Charlie Miller will return as Stewardship. Joy Boyd and Tish Kashdan will be returning to the Nominating Committee and Beth Calvert, Josh Beckett and Judy Hardin will be added.

HVUUC Policy Updates:

Secretary: Privacy Policy of HVUUC.  Tabled until a later date.

Secretary: Public vs. Members Only use of the HVUUC website. Tabled until a later date.

BOT Calendar Review: April 20th is the next BOT meeting. The biannual facilities review will occur at the monthly meeting. The Annual Congregational Meeting is set for April 24th.

Everyone checked out and the meeting ended at 8:05pm.

MOTIONS:

On Sunday, March 6th, Ann made the following motion by an email to the Board.

"I move that we allow Brandi and Summer Hayes to work in the nursery knowing that Sarah White will be on call for assistance and emergencies." A second to this motion was made via email by Ann Johnson. The motion passed unanimously through an email response.

ACTION ITEMS:

1. Dottie and Ann will discuss privacy issues and come up with a recommendation for a lingering policy update.

**HVUUC February 2022 Meeting of the Board of Trustees**

**February 16, 2022**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Guest: Cynthia Goodman, Kim Ray

Ann welcomed everyone to the meeting at 7:00pm, and Tiffany presented the reading. Everyone checked in.

Timekeeper for this meeting: AJ

BOT Meeting Minutes:  Greg made a motion to approve the January minutes without additional changes, and Bryan made the second. Approved unanimously.

Minister’s Report: Tiffany said her last month involved working with the Reopening Task Force, staff reviews, and the Listening Circles. She plans to meet with employees next week to set goals for next year. Tiffany will review the Listening Circle reflections when all have been completed.

Treasurer’s Report: Deb shared the Treasurer’s statement. She said we are doing good and our expenses are down from what was budgeted. She thanked the Byrd family for donating a portion of their real estate commission when they sell a house for a church member. Greg mentioned that we get a rebate from our insurance company every year, although costs also go up yearly.

Reopening Task Force Update: Kim and the task force have made recommendations after meeting almost weekly for the past month or so. Greg felt the report was well thought out. Charlie said the icons made it easier to follow. Greg asked what “color” we were in now. Kim replied that we are still in the low end of Magenta which means the Board has to approve any meetings at the church. The reports she sees are not as comprehensive as they were in the past. Infection rates and positivity rates are no longer reported in their entirety due to home testing. We can no longer go by those numbers. The Task Force is also looking at hospital capacity and the ICU numbers in our area are now below 50%. Our congregation reports being approximately 98% vaccinated. She realizes that some folks will still not be comfortable attending services in person. Kim and the Task Force are now ready to look at everything as a whole, and send it back to the congregation to decide whether or not they are ready to return. Kim said they are asking the BOT to approve the plan and a two-three member team to review the risk assessment weekly with Tiffany. March 13th may be a return date. Michele made a motion to accept the HVUUC Reopening Task Force update, and there was a second made by Greg. It passed unanimously. It was emphasized that chairs in the sanctuary not be moved. Greg made a motion to approve a team to consist of Rosemary Kleske, Wendy Hearl and Kim along with Tiffany. A second was made by Charlie and the motion passed unanimously. Kim and the Task Force were thanked for all their hard work.

Facilities Report: Greg said he needs to look at a sink which might be coming off the wall. There were no updates from the group regarding facility safety, and he will get the group together again soon. Greg will make sure the janitorial staff know not to move chairs in the sanctuary.

Personnel Committee: Dana said they had a meeting and are about halfway through the Personnel Manual review. They will be meeting again soon to finalize the Manual which may also involve changing policies which might apply. They still hope to have this completed and ready by the March meeting.

Alcohol Consumption Policy: AJ contacted the insurance company about our Alcohol Consumption Policy. She made a motion to add an addendum to the policy as follows:

Private Use: Use of Facilities for Private Events

Definition: Private Events shall be defined as use of HVUUC facilities for a private purpose where all friends and members of the church are NOT included. Wedding, Memorial Service, Anniversary, Birthday, and Retirement Celebrations. Any other type of private event will need full board approval, and the Board may stipulate a different type of Event Insurance or different policy amounts.

A.     Event Insurance, also known as “Wedding Insurance” shall be required for any Private Event held on or in HVUUC property to include the following stipulations:

1.      A Policy of $1,000,000 per occurrence covering property and bodily injury

2.      Host liability liquor policy if liquor will be served

3.      The Policy will be presented to the Administrator or Minster no later than 30 days prior to the Event date."

Michele made the second. Greg asked if there was not already a definition of private groups in the policy and the definition was shared. The motion passed by unanimous vote.

Endowment Committee Annual Report for 2021: JoAnn Medlin had shared information about the Annual Report with the BOT prior to this meeting.

Stewardship Update: Charlie presented the 2022-2023 preliminary budget. He said the biggest change in the budget is health insurance. There are cost of living increases for staff but these are a minor part of the budget. Discussion ensued. Tiffany reminded the BOT that it is always a possibility that her husband may lose his job or retire, and they would then need to access health insurance through HVUUC. Charlie said he would make the appropriate changes on that line item. He will be speaking at the February 27th church service in order to kick off the stewardship campaign.

GA Delegates: AJ said Sarah Sanders will be attending GA in person, Bradley Quick and Franklin Montenegro will be attending on Zoom. She has registered Sarah and will register Bradley and Franklin on March 1st. Ann will sign the credentialing documents.

HVUUC Policy Updates:

Secretary: Privacy Policy of HVUUC.  Tabled until March.

Secretary: Public vs. Members Only use of the HVUUC website. Tabled until March.

BOT Calendar Review: The Nominating Committee will be contacted to begin planning in January. Eastman should be contacted to schedule a pavilion for the church picnic. Michele stated the Annual Church Picnic will be August 27th.

Everyone checked out and the meeting ended at 8:20pm.

ACTION ITEMS:

1. Dottie and Ann will discuss privacy issues and come up with a policy recommendation.

The next BOT meeting is March 16, 2022.

**HVUUC January 2022 Meeting of the Board of Trustees**

**January 19, 2022**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Guests: Joseph Viola, Cynthia Goodman

Ann welcomed everyone to the meeting at 7:00pm, and Tiffany presented the reading. Everyone checked in.

Timekeeper for this meeting: AJ

BOT Meeting Minutes:  Michele made a motion to approve the December minutes without changes, and Charlie made the second. Approved unanimously.

Minister’s Report: Tiffany is in the process of employee reviews. She will be off next week for reading and study. She and Ann have developed a calendar of her time away which the Board can access.

Treasurer’s Report: Deb shared the Treasurer’s statement. She has added funding licenses to the spreadsheet. She has added another line for flow through for items that are not defined. She is doing this as a holding place until checks have been received (gave Hunger First as an example). She said we are really a very healthy church and have good reserves and assets. We have a buffer to help through these hard times, having 3-6 months of operating expenses just in case. We have a safety net.

Reopening Update: Ann noted that the new CoVid numbers were 125 this week. In December they were 50. Obviously there has been an increase in CoVid in our area. Kim Ray’s Task Force (except for one person) have agreed to re-evaluate and met on Monday night. Tiffany was at the meeting and said there is an opportunity to see what other UU churches are doing and how effective it is. They are in the beginning stages of this and will meet again next Monday. Dana said that a few groups are meeting at the church and bringing in their own food. Kim would like the Board to approve these groups meeting. Deb said she would agree if no one was sharing food. Charlie said his only comment was that if someone is eating, the mask is down. Perhaps a little additional distancing should occur. Greg mentioned that in his small group, folks bring water, take down the mask, take a sip then put the mask back up immediately. Dana made a motion to accept the Task Force recommendations, and Greg made the second. Ann would like the recommendations be more specifically written. Dana will take our comments back to Kim for review. Charlie suggested that if someone could draft verbiage, then send it out to the Board for review and approval. This motion was tabled pending an electronic vote at a later date. Dana said pre-packaged food would be allowed while we are in the “red” with additional verbiage. We will review the final suggestion making sure that proper precautions are taken. She will communicate this to Kim and the Task Force. The vote passed with one abstention. Once the final information is sent to the Board, there will be 48 hours for comments before a vote.

Facilities Report: Greg said he really didn’t have much this month. He needs to get the playground group together, and re-measure the spot. Bryan will be helping him take down the old playground equipment.

Personnel Committee: Dana said the Personnel Committee has met and will meet again on February 9th. They should have the Personnel Manual completed and ready by the March meeting. They are sending information to current employees about their rights.

Listening Circles: Tiffany said she has been wanting to do Listening Circles since we are no longer face-to-face to find out how congregants envision the church and living our mission. She would like a Board member to attend each group to be a scribe. All Board members volunteered.

Stewardship Update: Charlie shared stewardship information including what auction and Green Arts Festival pledges have been received and what is still outstanding. He also reviewed a preliminary budget prior to the kick-off of the Stewardship Campaign. Dana said they will be asking for increases for staffing, primarily due to inflation. Greg asked Bryan about the pianist position and he said they are not involved with that as it is a staffing position/issue.

Leadership Opportunity: AJ is interested in taking a course called Primary Leadership Experience ($35) in either March or June. Ann made a motion to approve this leadership event. Greg made the second. The motion passed unanimously.

Congregational Certification: Tiffany has to have three renewals for the Ministerial Fellowship Committee, one each for three years. The Board, Committee on Ministry and Tiffany will be completing this paperwork. She reviewed the seven areas of competency upon which she is evaluated. Dana asked if there was an area that needed assistance. Tiffany believes the CoM is helping with that.

General Assembly Delegates: Ann said three delegates are eligible to attend. She has heard that Bradley Quick and Sarah Sanders are names mentioned as possible attendees. Deb said that there is $1,650 in the budget which would cover registration. Bob Warner and Franklin Montenegro were also mentioned. It was suggested that the names be placed in order by length of time attending the church. AJ offered to place calls to these members. Registration will be paid for the GA delegates.

Piano Tuning: Dottie will ask Brian Wilson about tuning the piano and share this information with Jessica.

Miscellaneous: Michele said the church picnic is now scheduled for August 13th at the Eastman Pavilions. Doug Chaffin and Greg Kramer will be making those contacts.

HVUUC Policy Updates:

Secretary: Privacy Policy of HVUUC.  Tabled until February.

Secretary: Public vs. Members Only use of the HVUUC website. Tabled until February.

BOT Calendar Review: February 16th is the next BOT meeting.

MOTIONS:

The above policies have been tabled until February.

ACTION ITEMS:

1. The Security overview folks (Greg, Dottie and Charlie) will update the BOT in February.
2. Dottie and Ann will discuss privacy issues and come up with a recommendation.

The regular Board Meeting ended at 9:00pm.

Executive Session: Jessica has been given a $.50/hour raise effective January 1, 2022 as she has been doing a great job. This is within the line-item budget. A table was presented regarding the Music Director position. Discussion ensued. Ann made a motion to allow the salary to remain as it is, and that hours will be increased to 10 hours per week. It was seconded by AJ. This passed unanimously.

The meeting ended at 9:42pm.

**HVUUC December 2021 Meeting of the Board of Trustees**

**December 17, 2021**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Absent: Dana York

Ann welcomed everyone to the meeting at 7:00pm, and Rev. Tiffany presented the reading. Everyone checked in.

Timekeeper for this meeting: Greg

BOT Meeting Minutes:  Michele made a motion to approve the November minutes without changes, and Bryan made the second. Approved unanimously.

Minister’s Report: Tiffany said it was a good month for Social Justice. She attended the Black/White dialogue and was able to build some new relationships. This past Tuesday, Tiffany went with Dottie, Guerry McConnell, Noel Marshall and Bob Warner to the appeal hearing for Sullivan County Central High School teacher Matthew Hawn at the Sullivan County Board of Education. His appeal to be reinstated was denied. Tiffany plans to take off January 24th-30th for a reading and study week.  Jessica has earned a lot of comp time, so she will be taking several days off around the Christmas holiday and the last week in December. Deb asked about the newsletter, and Tiffany said it will probably be a little late in January.

Treasurer’s Report: Deb stated that income has improved since last month and we do not have a deficit. She anticipates that income in December should also be good. Bryan asked if PayPal is the way to go because there is not a way to add a note. Deb said it was a good option for us.

Reopening Update: Ann reported that CoVid numbers were up a bit and we are solidly in the red, but not in the crimson!

Facilities Report: Greg said he really didn’t do much this month. He found out the reason the wi-fi was not working in the Rez is because it is broken. He will look into getting that repaired.

Personnel Committee: Dana was absent due to ill health.

Stewardship Update: Charlie said he has not had a reply to his request for committee budgets. He posted a request for volunteers to help with Stewardship. He and Tiffany are hoping to get input from the congregation regarding visions for the church down the line. Ann asked folks to remind their committees about budget requests, and any communication issues needed over the holidays.

HVUUC Policy Updates:

Secretary: Privacy Policy of HVUUC.  Tabled until January.

Secretary: Public vs. Members Only use of the HVUUC website. Tabled until January.

President: Use and Consumption of Alcohol on Church Property. Ann L presented information received from Church Mutual. If we were to offer communion wine or wine at the Wednesday night supper that would be covered. Our policy would not cover anyone who asked to rent the church and also serve alcohol. We would have to call Church Mutual to let them know an event serving wine was happening. Bryan suggested that wording be changed to add “due to insurance liability with third party vendors.” Discussion ensued regarding renting the church and whether or not insurance should be required with or without the use of alcohol. Ann suggested looking into requiring 3rd party vendors to have insurance. Ann J offered to put something together with Greg’s input. A motion was made to reapprove the policy as amended and Greg and Ann made seconds. It was approved unanimously.

BOT Calendar Review: January 19th is the next BOT meeting. The Nominating Committee will be contacted to begin planning in January. Eastman should be contacted to schedule a pavilion for the church picnic. Michele asked if anyone knew how the date was determined, and she was given leeway to make that decision. Committee budgets will be collected for Stewardship. General Assembly delegates should be suggested or recruited.

Everyone checked out and the meeting ended at 7:56pm!

MOTIONS:

One policy was updated with a motion, a second and a unanimous approval. (See above)

ACTION ITEMS:

1. The Security overview folks (Greg, Dottie and Charlie) will update the BOT in February.
2. Dottie and Ann will discuss privacy issues and come up with a recommendation.
3. Ann J and Greg will further research the use of alcohol on church property by third parties.

**HVUUC November 2021 Meeting of the Board of Trustees**

**November 17, 2021**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Others Present: Cynthia Goodman, Sarah White

Ann welcomed everyone to the meeting at 7:00pm, and Bryan presented the reading. Everyone checked in.

Timekeeper for this meeting: AJ

BOT Meeting Minutes:  Charlie made a motion to approve the October minutes without changes, and Michele made the second. Approved unanimously.

Minister’s Report: Tiffany said the full monthly report is in the folder. She had a good time at the retreat and heard interesting things from other ministers. She said that General Assembly will definitely happen this year in person in Portland. There will be things that will only happen with in-person attendees and other things that will be only for the on-line attendees. Dana suggested that we need to review sending anyone in person due to current finances, and Charlie also noted it might be difficult. Briefly discussed using the minister’s Professional Development funds to send her to GA. URI is having a Gratitude Service this year and Tiffany will be very involved as they are using a sermon she recently gave. It is on December 5th and will be on Zoom. She is hoping to put more interactive elements in upcoming services. Greg painted Tiffany’s office and it looks great!

Treasurer’s Report: Deb stated that income is behind this month. There were some significant one-time expenses such as the church’s share to the UUA and quarterly FICA. Charlie stated that the auction will make about $11,500. Bidding will be extended so that items which did not sell will have another opportunity. Deb asked if that amount included Capitol Repairs. Charlie said that $2,000+ of that amount was donated for Capitol Repairs. Charlie also stated that there was an assumption when developing the budget that half the year would be virtual and half of the year would be in person so this may need to be recalculated.

Reopening Update: Ann reported that CoVid numbers were down a little bit but have spiked back up in the past few days. When Charlie discussed returning to in-person church, he said there was a 50% ratio of the virtual to in-person services. Dana asked what things might be different. Charlie said he might have to go back into the spread sheet to play with the numbers to try and see what a difference continued virtual might be. Ann suggested that committees be updated.

Facilities Report: Greg looked at his priority sheet and noted things that had been completed such as painting the minister’s office. Don Shockley has Hardie board and Greg needs help with replacing that. Greg also needs assistance with repairing/replacing the front post where it is leaking. Charlie volunteered to help with that task. The deck has been repainted by Alex and Joseph. The potential cost was $1,200 but Greg has yet to see a receipt. Greg has not yet figured out where the leak is coming from in the sanctuary and kitchen. He has a bid for taking down some birch trees and the cost is pretty nominal. Handicap access to the Rez also needs some repair once the weather is better. Dana offered ladders but Greg said we are good as far as long extension ladders. Greg updated the meeting on Security with Charlie, Dottie and himself. He received two bids from KAG Securities (outside cameras not using the church’s internet). Another issue was identifying people coming into the building. A card reader or codes is an option. He believes it was $1,000 per door. What do we really need, what would be optimal, and what we can afford. Greg also said that in talking to several vendors, we can grandfather our present system in and find someone who can take over the monitoring. He has asked BST several times what it would take to replace that system and has had no response. Fleenor told him that the system we have now if not legit as we should split fire and security.

Personnel Committee: Dana reported that this is the time of year to opt in to health insurance. Tiffany and Sarah W. are good without changes. Ann asked Dana about the Personnel Handbook and she will update this soon. She will send out dates for Ann and AJ to meet in early December.

Auction Update: Ann discussed that the actual auction was around $9,000 with $2,000+ for Capitol Funds. Charlie said it is worth noting that the CF from last year were less than what was donated this year. A few days may be added to extend the auction. AJ suggested that the extension be until at least a week (November 24th. Greg suggested that the auction dates for next year might end (if virtual) on a weekday. Everyone hopes that next year will be in person. Bryan reminded everyone that if they use a Kroger card and donate to the church it must be renewed every year. Dana said the Green Arts Festival will be another source of revenue in December.

HVUUC Policy Updates:

Secretary: Website Maintenance. Bryan moved to approve this policy, and Dana made the second. Approved unanimously.

Secretary: Privacy Policy of HVUUC. A question was asked about written consent, and Ann said that written consent for pictures or videos is assumed when items are submitted. Discussion ensued and this was tabled until December or January.

Secretary: Public vs. Members Only use of the HVUUC website. Tabled until December or January due to privacy policy being tabled.

President: Use and Consumption of Alcohol on Church Property. This will be tabled until our insurance company has been contacted about liability.

BOT Calendar Review: December 15th is the next BOT meeting. The Nominating Chair will be contacted to begin planning in January.

Everyone checked out and the meeting ended at 8:35pm.

MOTIONS:

One policy was updated with a motion and a second. (See above)

ACTION ITEMS:

1. The Security overview folks (Greg, Dottie and Charlie) will update the BOT in February
2. Dottie and Ann will discuss privacy issues
3. Ann will contact the insurance company about any stipulations regarding use of alcohol on church property.

**HVUUC October 2021 Meeting of the Board of Trustees**

**October 20, 2021**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Ann welcomed everyone to the meeting at 7:00pm, and Deb presented the reading. Everyone checked in.

Timekeeper for this meeting: AJ

BOT Meeting Minutes:  Charlie made a motion to approve the September minutes without further changes, and AJ and Greg made the second. Approved unanimously.

Minister’s Report: Tiffany said her full monthly report is in the BOT folder. We have transitioned from YouTube to Zoom and last Sunday was service three. Jessica is doing well in her position. All three part-time staff are now filling out work sheets. If they work over, there will be comp time. She reminded the Board that Jessica only works on Tuesdays and Thursdays.

In August, Tiffany was on Conversations that Matter. On October 11th she cohosted Black/White dialogue with Ed Wolfe. She was happy to see there were several UUs on for the presentation. Tiffany is happy to be connecting with others out in the community. From 11/8 to 11/14/2021 she will be at a UUA Minister’s retreat.

Treasurer’s Report: Deb stated that income was down in September, but is looking better for October. Charlie asked if there were trends, and wanted to look at the data. Tiffany will mention the need to remember to send pledge dollars in to the church. We may put a special request at the end of the Auction for Capital Repairs.

Reopening Update: Ann reported that CoVid numbers are down a little bit but we are still in the red zone. Once we reach the yellow zone, we will need to stay in yellow for 30 days before considering the reopening of the church.

Facilities Report: Greg stated the major expense that Deb spoke about is the HVAC unit upstairs in the Rez. It was $1,100 for the repair. He has hired Office Pride and they will be cleaning on Saturdays. There is an issue about water in the Rez which he has yet to check out. There is some water leakage in the kitchen area but he has not been able to find the source of the leak. Other typical types of maintenance are happening normally. Dana asked if Greg thought there might be a large expense looming. There is nothing of which he is aware. Ann asked about security updates. Greg has contacted KAG3 and Fleenor Security. Fleenor wanted to re-do the wiring for the alarm and smoke detector systems. KAG3 gave Greg several bids on installing cameras on the outside. They also discussed a key card system. Discussion ensued. Greg said he would get with Dottie and Charlie to further discuss options.

Personnel Committee: Dana reported she is going to be working on the Personnel Manual and hopes to have it ready by the first of the year.

In-Person Fun: Dana said the Fireside Fall Fun this Saturday is looking like a lot of fun with over 80 adults and children in attendance. She has arranged for pumpkins to carve, and candy is being provided by RE. There will be two bonfires – one for cooking smores and one for a surprise by Greg. There are about 45 folks staying for the movie. Tiffany said there has been a great response from folks in providing a gift for Karyn.

Historic Marker Update (Ford family): Tiffany said that she and Greg touched base to see about talking to Eric Ford. She reached out to him about changing the wording on the marker. He declined. The church will no longer be involved in placing the Historical Marker. Jewel at the McKinney Center may seek additional information on her own about this issue.

Committee Budget Meeting Wrap-Up/Update: The meeting was generally positive, and all basics were covered. Some had complex questions which required follow-up. Dana offered to share a “template” with the committees which might help them create healthier budgets.

HVUUC Organizational Flow Chart Additions: Ann shared a copy of the current organizational flow chart and a draft of a new one. She grayed out areas which are not currently being utilized. She plans to clean it up a little bit and then share it again. A brief discussion looked at the church hierarchy. AJ mentioned that the COM charge included the Secretary as the liaison. That sentence should be struck through as there is normally not a COM liaison to what is considered an outside entity. Everyone agreed a strike through would be appropriate. Ann made a motion to that effect; Greg made the second and it was unanimously approved. Once this chart is cleaned up, Jessica will send out something so everyone can see it.

Updated Office Equipment:  Ann said the tools that Jessica has at the moment are ancient. There is $1,700 in office supplies, and she is looking at using that money to purchase a new desktop computer, software and perhaps a yearly subscription to Microsoft. This was presented for informational purposes, but Ann had some minor concerns that by the end of the year that budget line might be at $0. Deb said last year only about $600 was spent. She feels we will be okay. AJ said she just purchased a new computer that is great and was around $800. Greg reminded the Board that capital expenditures would be at more than $1,000.

Board Member/Committee Chair Training for Jessica: AJ said she is putting together information for Jessica about Board members duties and Committee members. She feels that each Board member could get together a 5-minute presentation for her. There will be a Zoom meeting the evening of November 3rd, and AJ made suggestions about what should be covered. She will send something out tomorrow.

Additional Information: Bryan mentioned that he did not see Michael Jones’ name on the Memorial Wall. He asked how to put his name up for placement on the wall. AJ will send Bryan information on how to do that.

Facilities Priorities: Greg had prepared a spreadsheet of monthly and annual tasks that were prioritized. He reviewed the 1st priorities. There was a discussion about the importance of the Facilities Trustee position and the need to find a group of folks who can assist with projects. He has a group of volunteers for specific tasks, but needs volunteers to work during the week or on weekends.

BoT Calendar Review: November 11th to 13th will be the annual Auction. November 17th is the next BOT meeting.

Everyone checked out and the meeting ended at 9:08pm.

MOTIONS:

(See above)

ACTION ITEMS for November:

1. Policy Updates to review in November

Secretary: Public vs. Members Only use of the HVUUC Website, Website Maintenance, Privacy Policy of HVUUC

1. Greg will meet with Dottie and Charlie regarding security issues.

**HVUUC September 2021 Meeting of the Board of Trustees**

**September 15, 2021**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Tiffany Sapp

Absent: Deb Helmer

Others Present: Cynthia Goodman

Ann welcomed everyone to the meeting at 7:00pm, and Michele presented the reading. Everyone checked in.

Timekeeper for this meeting: Ann Johnson

BOT Meeting Minutes – Charlie and Greg made motions to approve the August minutes without changes, and Bryan made the second. Approved unanimously.

Treasurer’s Report: Briefly reviewed as Deb was on vacation.

Reopening Update: Ann reported that CoVid numbers are still not good as we are in red stage. Tiffany said that we will be replacing pre-recorded services with live service. Zoom will be available to review later on YouTube and we are moving ahead with that in October. Hybrid will occur when we are in the yellow stage.

Committee on Ministry: AJ stated that the CoM members will be Denee Mattioli, Dave Kashdan, Joy Boyd and Martha Rubenstein. The first meeting will be this month.

Facilities Report: Greg stated he is having a lot of issues with the security system and has concerns that it is not working well. He met with Kevin Leonard at KG3 Solutions to discuss options for the church. He has not been able to find a janitor. Seven interviews were scheduled but no one showed up. He contacted Office Pride and the met yesterday (September 14th). He should have that bid next week. Joseph V. and Alex S. have been working on the deck and replacing boards, sealing and staining. AJ said there was an account with Indeed.

Personnel: Dana reported that Jessica Bowman has been hired as the Office Administrator after five folks were interviewed by Dana, Ann, AJ and Tiffany.

In-Person Creativity: There will be a Bonfire at Dana’s farm on October 23rd to honor Karyn. There will be various activities for adults and children, rain or shine. Greg and Michele volunteered to help.

Historic Marker Update (Ford family): Tiffany said that evidently our church is not on the land in question. Do we want to bypass it? A woman at the Jonesborough McKinney Center has been working on getting more historic markers in our area. The names of the five folks who were involved were not named on the marker. Greg talked to Eric and he said the marker’s language was pretty much set in stone. Evidently Erick knew the farm wasn’t on church property. A property plat was screen shared. Charlie stated since it is not on our land, can we ask to change the marker? AJ believed the wording was from the Historical Society or either from the state level. Further research is needed. Charlie asked Tiffany about the person at the McKinney Center drafting something with different wording.

President Policy Update: Procedure for Approving Policies   Ann made a motion to approve. Greg made the second. It was approved unanimously.

President Policy Update: Use and Consumption of Alcohol on Church Property and at Church Activities   Ann presented the policy. Dana said that most events can require a 1-day insurance policy. Bryan said event hired staff must be licensed to serve alcohol. This has been tabled until the October or November meeting.

Vice President Policy Update: Memorial Wall   AJ moved that his policy be accepted without changes. Greg made the second. It was approved unanimously.

Programs Policy Update: Posting of Notices On or Near the Front Door of the Church: Bryan made a motion to accept this policy as is. AJ made the second. It was approved unanimously.

Facilities Policy Update: Room Naming: Greg made a motion to accept this policy as is. Dottie made the second. It was approved with 5 yeas and 3 nays.

BoT Calendar Review: Committee Chair Budget Training will be held on 10/6/2021 via Zoom and everyone is welcome to attend. Charlie has contacted Karyn and Rosemary regarding Auction information.

Everyone checked out and the meeting ended at 9:05pm.

MOTIONS:

AJ made a motion to contract Mr. ford and he should be told that the wording on the sign must include the names of the five enslaved persons. Charlie made the second. Discussion ensued and the motion was amended “and if this happens, HVUUC BoT will bring the placement of the sign to a congregational Vote.” There was a second. The motion passed with 7 yeas and 1 abstention.

Policies were update with motions and seconds. (See above)

ACTION ITEMS for OCTOBER:

1. Policy Updates to bring in October

Secretary: Public vs. Members Only use of the HVUUC Website, Website Maintenance, Privacy Policy of HVUUC

1. Greg and Tiffany will talk offline to see who might talk to Eric Ford. A celebration should occur in November if this is appropriate.
2. Greg will contact the insurance company about any stipulations regarding use of alcohol on church property.

**HVUUC August 2021 Meeting of the Board of Trustees**

**August 18, 2021**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer

Absent: Michele Markstrom-Frisch

Others Present: Kim Ray, Cynthia Goodman

Ann welcomed everyone to the meeting, and Charlie presented the reading. Everyone checked in.

Timekeeper for this meeting: Ann Johnson

BOT Meeting Minutes - Charlie made a motion to approve the July minutes without changes, and Greg made the second. Approved unanimously.

Treasurer’s Report: Deb Helmer presented the Treasurer’s report and reviewed items. Expenses are below what has been budgeted to date. She is going on vacation the beginning of September. Payroll will be taken care of but she will not be able to reimburse anyone until she gets back on September 20th.

Reopening Task Force Update: Kim Ray asked for questions regarding the information prepared by the Task Force. Several questions were asked which Kim answered such as how volunteers will be trained. She also said that changes will not take place until the risk levels are changed. Ann will be tracking risk levels. Kim was praised for the excellent job done by the Task Force. Dana made a motion to accept the Task Force recommendations and a second was made by Dottie. The Task Force recommendations passed unanimously.

Committee on Ministry: AnnJ noted a change in how new committee members will be selected, and made a motion to accept the presented COM information developed with Dottie and Greg. Greg made the second and the motion passed unanimously.

Facilities Report: Greg presented the report. He is in the process of interviewing for the Janitorial position. He had three interviews scheduled and no one showed up. He has additional interviews scheduled in a few weeks. He is working on the name sign at the road for Tiffany. Greg is checking into how air flow might be improved in the sanctuary.

Personnel: Dana reported that we have moved forward on seeking an Administrative Assistant. Cynthia Goodman and Noel Marshall are helping with office organization and other things until someone is hired. Dana, Ann, AnnJ and Tiffany interviewed several folks for the position (Tuesday and Thursday from 9:00am-2:30pm). There were a couple of folks who seemed to be good possibilities, and they are in the process of reviewing references, etc.

In-Person Creativity: Ann made a motion that Rev. Tiffany Sapp and the Religious Services Committee receive special permission to set up and conduct an in-person, all-outdoor Water Communion service. An amendment was made to add “one-time, in-person”. Current Gathering Guidelines will be eased at the discretion of the minister and her planning team while still prioritizing Safety and Inclusion. Greg made the second. Bryan said it was a good idea with the safety protocols in place, and asked if it would be videotaped. Tiffany said it would be, and no one would be going into the building. Charlie Miller made a big deal that this should not be done for anyone other than Tiffany. The motion passed unanimously.

New Security Measures: Ann discussed Greg replacing the old keys (after the burglary) and some way to install a keypad or other measures so that the keys are not as widespread as they were in the past. Greg said our present security system allows for 31 individual codes. He is attempting to reset the codes at the Rez and it is not working consistently successfully. Vendors in the past have suggested it might be upwards of $10,000 to replace a system. Ann suggested that a group get together. Dottie, Charlie and Bryan volunteered. Greg said Joseph Viola might also be willing to participate.

Facilities Policy Update: Inclement Weather  Greg made a motion to approve as is. Bryan made the second. It was approved unanimously.

Facilities Policy Update: Maintenance/Safety/Aesthetics  Greg made a motion to approve as is with maintenance and safety issues to be reviewed every six months and placed on an electronic calendar. AnnJ made the second. It was approved unanimously.

Facilities Policy Update: Fragrance Free  Greg made a motion to approve this policy as is. AnnJ made the second. It was approved unanimously.

Facilities Policy Update: Use of House and Grounds  Greg said that on page 36 the CCT group is mentioned. They no longer exist, but it was given as an example. On page 38 it says that if there are discrepancies on who has authority, it says a Trustee. Greg believes it should be the Programs Trustee. A motion was made to that effect by Ann and the second was made by AnnJ. It was approved unanimously.

Programs: HVUUC Attendance: Bryan made a motion to accept this policy and change the wording to “if appropriate” instead of “if requested.” Charlie made the second. It was approved unanimously.

Programs: HVUUC Child Care: Ann made a motion to accept this policy and change the wording to “if appropriate” instead of “if requested.” Greg made the second. It was approved unanimously.

Executive Session: Discussion ensued by all regarding nominating four members for the COM.

Everyone chose not to check out and the meeting ended at 9:15pm.

Motions:

Dana made a motion to accept the Reopening Task Force recommendations and a second was made by Dottie. The motion passed unanimously.

AnnJ made a motion to accept the COM recommendations. Greg made the second and the motion passed unanimously.

Ann made a motion that Rev. Tiffany Sapp and the Religious Services Committee receive special permission to set up and conduct a one-time, in-person, all-outdoor Water Communion service. Current Gathering Guidelines will be eased at the discretion of the minister and her planning team while still prioritizing Safety and Inclusion. Greg made the second and it was approved unanimously.

Policies were update with motions and seconds. (see above)

Action Items for September:

1. Policy Updates to bring in September

Secretary: Public vs. Members Only use of the HVUUC website (Dottie)

President: Procedure for Approving Policies (Ann)

President: Use and Consumption of Alcohol on Church Property and at Church Activities (Ann)

1. AnnJ to report on COM members
2. Review historic marker information

**HVUUC July 2021 Meeting of the Board of Trustees – July 21, 2021**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch

Ann welcomed everyone to the meeting, and AnnJ presented the reading. Everyone checked in.

Timekeeper for this meeting: Greg Kramer

June BOT meeting minutes - Greg made a motion to approve the minutes without changes, and Dana made the second. Approved unanimously.

Treasurer’s Report: Deb Helmer presented the Treasurer’s report and reviewed items.

Reopening Task Force Update: Ann presented information from Kim. They hope to present everything at the August BOT meeting. There are currently four recommendations. 1) masks worn by everyone, (2) temperatures taken before entry, (3) color-coded armbands to indicate contact comfort level, and (4) reservations for seats. Greg made a motion to accept these recommendations and a second was made by Bryan. AnnJ asked if Tiffany or speakers would be wearing masks, and they will not when they are speaking. Deb asked if the Reopening Task Force team would be taking care of the details such as cleaning arm bands and arranging seating. Ann said the team would be doing this perhaps with the assistance of volunteers. Greg said the chairs are already set up. Bryan asked if the choir would be seated together. Ann replied that the choir and the congregation would not be singing initially. The motion passed unanimously. Ann will update the Task Force.

Additional Expenditure for Charis: Charlie made a motion to tell Charis that the Music Committee did not have the authority to offer her $500 extra. Greg made the second. AnnJ felt a precedent had been set when she was paid for Summer Camp. The motion was approved with one abstention. Charlie, Deb and Ann will meet with Committee chairs in order to educate them on developing line items for budget requests next year.

Facilities Update: Greg has been looking at some of the options for air movement within the church. This information is in his monthly Facilities Update. A new cleaning person has not been hired.

Personnel Committee: They will be advertising soon for an Administrative Assistant. Discussion on use of Indeed.

Church Picnic: Michele has been working with Beth Calvert in order to follow the recommended CoVid19 guidelines. They will be marking off 6-foot spaces.

Committee on Ministry: AnnJ presented COM information developed with Dottie and Greg. The COM decision will be postponed until the August meeting when the BOT will bring suggestions of folks to be on the COM.

Historic Marker: Greg discussed the proposal sent by Eric Ford regarding his proposal for the historical marker to be placed on church property. Dana asked if we would be able to see the copy to be put on the marker prior to installation. Greg will ask Eric for additional information. It was suggested that the approval of placing this sign might be decided through a congregational vote. This will be discussed again at the September BOT meeting.

Policy Updates:

Programs: HVUUC Attendance (Bryan) – review and bring back in August

Secretary: Public vs. Members Only use of the HVUUC website (Dottie) – review and bring back in August

President: Procedure for Approving Policies (Ann) – review and bring back in August

President: Use and Consumption of Alcohol on Church Property and at Church Activities (Ann) - review and bring back in August

Stewardship: Fundraising at HVUUC (Charlie) – Charlie made a motion to accept the revisions of this policy as stated in Attachment 6 sent to the BOT (Fundraiser Manager, income reported to the Treasurer, etc). Greg made the second, and the motion passed unanimously.

Everyone checked out and the meeting ended at 8:59pm.

Motions Made:

July 5th - Michele made a motion to accept the Reopening Task Force Picnic recommendations with the following change- Allow Tiffany to speak longer than two minutes, should she desire. Dana made the second, and the motion passed unanimously through an email vote.

July 21st –

Greg made a motion to accept the Reopening Task Force recommendations and a second was made by Bryan. The motion passed unanimously.

Charlie made a motion to tell Charis that the Music Committee did not have the authority to offer her $500 extra. Greg made the second. The motion was approved with one abstention.

Stewardship Policy Update: Charlie made a motion to accept the revisions of this policy as stated in Attachment 6 sent to the BOT (Fundraiser Manager, income reported to the Treasurer, etc). Greg made the second, and the motion passed unanimously.

Action Items for August:

1. COM – any further discussion and vote – bring names of potential members
2. Policy Updates to bring in August

Programs: HVUUC Attendance (Bryan)

Secretary: Public vs. Members Only use of the HVUUC website (Dottie)

President: Procedure for Approving Policies (Ann)

President: Use and Consumption of Alcohol on Church Property and at Church Activities (Ann)

**HVUUC June 2021 Meeting of the Board of Trustees – June 16, 2021**

In Attendance: Ann Livengood, Ann Johnson, Bryan Kleske, Charlie Miller, Dana York, Deb Helmer, Dottie Blades, Greg Kramer, Michele Markstrom-Frisch, Rev. Tiffany Sapp

Guests: Cynthia Goodman, Deanna Richardson, Jo Anne Medlin, Kim Ray

Ann welcomed everyone to the meeting, and read the chalice covenant. Everyone checked in.

Timekeeper for this meeting: Dana York

May BOT meeting minutes were approved after adding dates for certain policies.

The Reopening Task Force was updated by Kim Ray using the CDC and UUA guidelines. They have been meeting regularly, and hope to have a soft opening of the church in September with only adults (18yo and above). Also looking at safety policies and how to socially distance both in the church and other areas. Masks are being suggested at first and checking infection rates in both Johnson City and Kingsport. There will be four weeks at any given level before advancing to another level.

Treasurer’s Report: Deb Helmer presented her report, and we have a small surplus.  Deb made a motion regarding the Treasurer’s duties. Keep Brad Helmer as the Disbursing Treasure and Deb as the Receiving Treasurer. Passes unanimously.

Endowment Committee: Jo Anne Medlin presented this agenda item and said last year we had an increase of $24,940 which is invested in the Vanguard Wellesley Income Fund. There was a 1-year return of 14% last year. The Fund makes an annual distribution to the Church equal to 4% of the average balance for the previous three quarters so $4,428 will be deposited to the Church.

Search Committee: Dottie Blades shared that the Committee has completed its mission.

Personnel Committee: Dana said she would be sending something out to the Anns (and Tiffany) regarding the use of Indeed to find an Administrative Assistance.

Committee on Ministry: Ann Livengood suggested writing a charge for the CoM by a couple of folks by August in order to begin this process. Ann Johnson, Dottie Blades and Greg Kramer will be writing a draft to present at the July Board meeting.

Policies: Ann shared a trivia game about Board policies for educational and reminder purposes. There are several policies up for review which should happen every three years, but can be reviewed earlier if appropriate. Policies due now involve the President. Several others will be due this year. Ann has developed a spread sheet for making it easier to not forget to update policies.

The first one due is the Policy on Policies. She made a motion to approve the Policy on Policies without changes. Bryan made a second. There was no discussion, and it was approved unanimously.

The next Policy is the Procedure for Approving Policies. She is pushing that one to next month as a change or two might be needed.

The third Policy is the Review of Trustee Roles and Responsibilities. Ann made a motion to approve this policy without changes. The second was made by Ann J. There was a brief discussion, and the policy wording was changed to read “at least every three years or at the end of a trustee’s term to assure accountability.” As amended, the policy change was passed with only one nay vote.

The fourth Policy was Illegal Substances. Ann made a motion. Greg made the second, and there was no discussion. This policy passed unanimously.

The fifth Policy reviewed is Use and Consumption of Alcohol on Church Property and at Church Activities. Ann made a motion to adopt this policy without changes. Ann Johnson made the second. After a brief discussion, the word “unlocked” was added to “no alcoholic beverages may be left or stored unlocked on church property.” After another discussion, this was tabled until the July meeting.

Dana mentioned the Virtual Reception for Jeff and Kate Briere tomorrow evening (June 17, 2021) and encouraged everyone to attend.

Ann did a review of the monthly Board calendar to see if anything needed to be added in order to capture what needs to be remembered for completion month-to-month.

Charlie asked about reporting back from General Assembly. He is attending along with Ann Johnson and Greg Kramer.

Everyone checked out and the meeting ended.

**Board of Trustee Meeting May 19th, 2021**

Present: Greg Kramer,Dana York, Charles Miller, Deborah (Deb) Helmer,Tom Burns,Wendy Hearl, Jeff Briere, Michele Markstom-Frisch, Ann Livengood-joined at 8pm

Guests:*,* Bryan Kleske, Sarah White, Sarah Sanders, Ann Johnson, Deanna Richardson, Kim Ray

Agenda amended to move items Ann L. is presenting until she arrives.

Timekeeper: Wendy Hearl

Minutes Approval: Wendy proposed to accept minutes, and Greg seconded.  Vote to accept unanimous.

**Old Business:**

Treasurer report -- Deb presented; currently running a small deficit.  Outstanding pledges are anticipated to close this gap, based on feedback from contacting those donors.

Distribution of surplus funds -- Deb motioned “If any surplus funds exist as of May 31st, they should be dispersed as follows: $2500 to UUA to fulfill our obligation, $500 to Health Insurance Fund, any remainder to the Capital Repairs Fund.”    Greg seconded.  Unanimous approval.

Sarah Sanders provided update from Ministerial Search Committee on activity to wrap up the process.

*--- Following the amendment to the agenda, we skipped to Policy Updates, and the minutes are recorded for this item under new business.  After that agenda item, we returned to old business as follows. ---*

Pandemic policy update – Ann L. reviewed a proposed update to our gathering policy.  Ann motioned to accept new policy as presented, and Greg seconded.  Amended to include require making reservations for use of deck space.  Passed unanimously.

Reopening task force—Ann L. reviewed a draft Charge to reopening task force. Ann motioned to accept, and Greg seconded.  Amended through discussion to say the task force recommendations should be presented to the Board “no later than” September 15th.  Passed unanimously.

Annual reports—Ann L. reminded everyone to submit their reports.  She also clarified that the template provided is not required of trustees but is for other reporting bodies.

Personnel Committee update – Tom’s update included plans for after Aug 1st to meet Tiffany Sapp, the new minister, & staff to accommodate a smooth transition.

Welcoming Congregation renewal –Wendy presented policy and motioned to adopt it.  Deb seconded.  Unanimous approval.

COM establishment –Tom & Wendy presented item 7A; Jeff underscored the need for COM to not be a conduit for anonymous criticism.

Youth Board Trustee –Michele recapped recent conversations and assessed status as similar to last month.

**New Business:**

Capital project to paint the deck—Greg presented need.  Given that the Capital Repair budget doesn’t have enough funds, it was decided to table the proposal and reassess contingent on surplus funds outcome.

Fund request—Context provided by Dana, Wendy, and Ann J.  Discussion centered on the defined use of budgeted line items, considering the optics, & treating everyone the same.  Ann J made clear those making the request were not aware of the spending constraints for the allocation in question.

Policy updates—Several policies reviewed by multiple people.  Changes referenced in brief here, but full updates will be submitted to Dottie Blades for incorporation.

* Facility Policies—Greg reviewed.  Misspelling within inclement weather policy.  Policy on use of facilities has 2 corrections:  1. on page 38 number 4 should say “Facilities Trustee” instead of “UU Trustee”, 2. The priority given on top of page 38 should include “Internal/sponsored event” first. Greg motioned that all facility updates with noted correction renew. Deb seconded.  Passed unanimously.
* Membership Policy—Michelle reviewed.  Proposed deleting reference to sending out directory hardcopies and provide directions to location on Members Area.  Strike out reference to January publication, as updating will be ongoing.  Michelle motioned to accept changes, and Greg seconded.  Jeff amended with sentence about directory hardcopy available upon request by members and friends. Passed unanimously.
* Program policies—Wendy reviewed.  For Attendance policy, proposed moving Sunday service and greeters’ responsibility to Membership section.  It was agreed that Wendy will write proposal & send to Bryan to present at next Board meeting for vote.
* Stewardship policies—Charlie reviewed.   For auditing policy, he proposed adding the Audit Guidelines document should be referenced and updated as needed.  Charlie motioned for change to be accepted, and Greg seconded.  Passed unanimously.  Noted some changes were needed to fundraising policy; tabled for now.

Virtual reception -- Dana suggested reviewed plans for reception, and suggested Board members be prepared to speak in order to make others more comfortable contributing.

Meeting adjourned at 9:34pm.