

All Souls Unitarian Universalist Church of Watertown NY
Board of Trustees Meeting
September 23, 2021

Board Members Participating

Heather Winn, President; Robert South, Vice President; Eleanor Allen, Treasurer; Patricia Sutherland, Secretary; Trustees: Rebecca Carr, Catherine Burns, Joanne Harter

Board Members Absent (not excused)

Shannon Starkweather-Burke

Also Participating

Angelo Guarino (bookkeeper), Harriet McMillan (Newsletter)

Preliminaries

The meeting was called to Order By President Winn at 9:33 am. Catherine Burns volunteered to be the Observer. Heather read the Covenant to us. Changes to the Agenda were requested: 1) Robert would like to have some guidance on the Weekly Post and 2) Pat reminded us we still need to reschedule several upcoming Board meetings.

Officer's Reports

Minutes (Patricia)

Robert **moved** and Eleanor seconded to accept the August minutes as written. There were no objections; the minutes were **approved** by consensus.

Treasurer's Report (Eleanor)

Our request to have our PPP loan forgiven was approved. Eleanor noted there were some confusing numbers in her monthly report which will be clarified and redistributed before the next monthly report. She prefers to make the corrections before filing it for audit. She noted that to date we have already received full pledges from several members. The Balance Sheet report for this month shows only our four (4) separate AmeriCu accounts, after being combined as noted in previous minutes. There is also a minimal basic account named Original Prime Share Savings, which is required by the bank. Although the Balance Sheet does show a sizable amount of assets, she reminded us that actually we only have the use of the interest that accrues. She anticipates meeting with our broker, Bill Couch, at UBS to confirm the amount of interest funds we can plan on for monthly budget expenses. Angelo would like to participate in this meeting.

Questions were raised regarding the location of the various funds which the church has had in past years. Eleanor stated that the former Hild Fund is now called Social Justice. The former Eaton Fund and the former Minister's Salary Fund are now combined as Minister Savings. Angelo assured us that the report for next month will be more explicit. The monthly Profit and Loss report and the Balance Sheet will be corrected and enhanced and Eleanor will

send it out to Board members as soon as she can do this, before our next meeting, so it can be discussed in our next meeting before filing for audit.

Robert asked about the item in the Profit and Loss Budget report labeled Office Supplies and wondered why it was so high since no supplies had been purchased. Eleanor will check this out. He noted that the copier did require a service call, but that would be considered maintenance. Also, Eleanor noted we will most likely need a new computer for the Treasurer's Office in the church soon. (Angelo left the meeting)

Vice President's Report (Robert)

Ann Halback pays \$200 a month to hold her T'ai Chi class in our church and would like to resume inside the church in October. Patricia **moved** and Rebecca seconded that we allow her to resume in the church. **Carried.** Robert announced that the proposed Gun Buy Back program will proceed in All Souls on October 23 from about 10 - 1 pm. They have our Pandemic Reopening Plan and are expected to comply. This event will be conducted by members of the Watertown Police Department.

Committee Reports

Executive (Heather)

No report.

Finance (Eleanor)

The committee did not meet since the previous Board meeting and does need to meet soon. She will coordinate this with Angelo. .

Social Action (Eleanor)

Robert asked about the possibility of this committee joining in with the Outreach Committee, which was discussed at a prior Board meeting. This still needs to be discussed in the committee.

Eleanor has been contacted by a woman in Adams regarding the Afghans rescued from Afghanistan and their situation. This woman is looking for an Afghan family for whom she might provide a home. Rebecca volunteered to work with Eleanor on this request. Catherine mentioned the national Women's March and our own community's related rally planned by Planned Parenthood near the Square for October 2.

Buildings and Grounds (Rebecca)

1. We have a new custodian who likes to work in the evenings. So far he is doing well. His name is John Crupi. This position is budgeted for about 10 hours a week at \$14 an hour. He will need extra hours for the initial cleaning since all of the work done in the flood repairs.
2. She is still working on the snowplowing bids and hopes to report on this to the Board in October.
3. The furnaces in need of maintenance are still being planned. Also, one of our furnaces which

may need to be replaced.

4. The bushes near the church have been trimmed by Harry McMillan and look very nice.

5. There was a discussion about the need for a petty cash fund to resume, which could be used for buying gas for the lawn mower. The possibility of a church credit card for a specific gas station was also suggested. She may ask our custodian to take over lawn mowing next year, which has been done by Robert.

6. Joanne and Robert together have replaced the old sanctuary rug. They used the church tax exempt form for the purchase, which was over \$200. Eleanor asked who approved this. They did not ask for approval because it was not an amount which triggered needing approval for reimbursement. They agreed they should have talked to the Worship Committee before purchasing the rug.

Outreach (Catherine)

She is communicating with Bianca regarding next year's Juneteenth celebration. The city is planning a flag raising on that day. The planners are hoping to use our grounds for the celebration. If we know of any Black businesses or artists or musicians who would like to be a part of this please tell Catherine. They are also looking for persons to provide food and possibly jewelry. Catherine plans to go to the Planned Parenthood event on October 2. The possibility of combining the Outreach committee with the Social Action committee has not been decided.

Worship - (Eleanor)

Frances has organized the Sunday services for October. The next committee meeting will be on Oct 7 at 10am. All are invited to attend. They will talk about the purchase of the rug. Catherine moved and Eleanor seconded "that we forgive the fact that Joanne and Robert are headstrong and impulsive and did not get prior approval for replacing the rug, and that we approve the purchase of the rug for \$200 and that it be considered a replacement under the category of Worship/Art and Altar Committee." Motion carried.

Rebecca mentioned the church cleanup set for Oct 16, particularly the altar supplies section. The road cleanup is also scheduled for that day.

RE - no report

Ad Hoc - Policies (Heather)

They have met twice to work on policies. As a result, Robert presented the following motions as agreed on by the Committee:

1. **Moved** and then seconded by Eleanor that "we remove the policies entitled **Minister Emeritus** and **Eagles**." After discussion the motion was **carried**.

2. **Moved** and then seconded by Patricia "that we revise the **Board Meeting Scheduling** policy to read as follows: 'The Board schedules its own meetings and notifies all Board members of the time and location. The President or Vice President may also call special Board meetings and must notify all Board members at least 24 hours in advance. The congregation shall be informed of all Board meetings.'" **Carried**.

3. **Moved** and then seconded by Patricia that “we revise the **Board Participation by Internet** policy to read as follows:

a. **Virtual Participation.** Board members may attend and vote at Board meetings virtually.

b. **Email Voting.** Decisions of the Board are made in Board meetings. However, the Board may pass a motion during a Board meeting to vote on an issue by email. *In all cases, motions cannot be made through email.* If further discussion is required then a special meeting will be called. The Board Secretary will keep a record of the correspondence and report the decision at the next Board meeting.” **Carried.**

4. **Moved** and then seconded by Eleanor to “adopt the policy for **Building Use during a Pandemic** as in the attached document.” * **Carried.**

5. **Moved** and then Rebecca seconded that “the authoritative selective listing of Board Policies be published in the Arial font using 12 point characters except in section headings and preliminary matters, with the use of Bold reserved for Policy titles and development history. Other formatting may be used in separate publications of individual policy.” **Carried**

The next meeting of this Ad Hoc committee is planned to focus on Communication and Finance policies next Tuesday at 11am. Meetings are generally on 1st and 3rd Tuesdays at 11 am.

New Business

1. The consensus was that the Weekly Post will print information for All Souls events often, but non-All Souls events will usually be printed once when a notice arrives and then again just prior to the event.

2. Board meetings are now planned for November 18th and December 16th due to holidays.

Process Observer - Catherine

She noticed that we are not interrupting each other as much, a sign that we are becoming more respectful of each other.

Heather adjourned the meeting at 11:59am.

Respectfully submitted,

Patricia J Sutherland, Secretary

***All Souls Unitarian Universalist Church of Watertown
Policy For Building Use During a Pandemic
September 23, 2021**

All Souls Unitarian Universalist Church of Watertown is reopening the church building at 1330 Gotham Street for in-person events while the COVID-19 and variants extend the current

Pandemic period. This plan describes the protocol for in-person gatherings for Sunday worship, small groups, religious education, and other events.

Protection of health and safety is paramount. To minimize risks of virus transmission during in-person gatherings event attendees are encouraged to following these recommendations and the ADDENDUM TO USE OF BUILDING REQUEST FORM Healthy Hygiene Practices:

General Recommendations:

Please, do not come to the Church building if any of the following apply to you:

- COVID like symptoms: Fever, coughing, loss of taste, sore throat, etc.
- Recent traveling from areas with high infection rates of the COVID-19 or variant.
- Contact with someone known or suspected of being COVID-19 positive, or
- Not feeling well
- All meetings and events must be approved by the Executive Board
- Masks, physical distancing, hand washing, and disinfecting practices are strongly encouraged. Hand sanitizer will be available upon entrance to the building.
- Any group using the building shall make a tracking document including the name and phone number of each attendee. Within three days, the responsible party shall submit a copy of the document to church staff to maintain in the office. Appropriate confidentiality shall be maintained.
- All attendees age two years and older shall wear a face mask, except while seated six feet apart
- A minimum of six (6) feet of separation shall be maintained; common household members may sit together.
- Masks must be worn indoors, and outdoors when distancing is impractical.
- Food shall not be shared. Special provisions may be made during social events such as assigning a masked and gloved individual to serve the attendees.
- All contacted surfaces shall be cleaned and disinfected by the responsible party immediately following the event.
- Indoor attendance is limited to 100 participants and use of outside space is encouraged.
- All church staff are required to be vaccinated.

Worship Services:

- Follow the General Recommendations above
- Worship leaders singers and musicians will maintain a minimum of 12 feet from congregants and may be unmasked.
- The congregation is encouraged to hum rather than sing.
- Attendees shall avoid handshaking or hugging
- An offering box will be available at the entrance to the sanctuary.

Religious Education (RE)

- RE will take place outside as weather permits and inside RE will require children to be masked and maintain a distance of 3 feet apart unless they are from the same household.
- Refreshments shall be limited to packaged items such as bottled water and pre-packed snacks
- All RE Volunteers will be vaccinated and masked

Existing agreements

All current pre-existing agreements with community groups are subject to the Building Use agreement and the General Recommendations of this policy.

Temporary Building Closure

The Church Board maintains responsibility for monitoring guidances issued by:

- The New York State Public Health Department,
- The Jefferson County, NY Health Department,
- The United States Center for Disease Control (CDC)
- The Unitarian Universalist Association (UUA)

The Church Board shall use information from the Health Departments, CDC and the UUA to determine when temporary closure of the church building is necessary. A formal statement shall be prepared and issued by the Church Board regarding changes to church accessibility.

Exceptions to accessing the closed building are the following:

- Small groups or individuals that have agreements to use the Church building
- People preparing for hybrid worship services.

Contractors and volunteers needed for upkeep and maintenance.

References:

Considerations for Communities of Faith | CDC
ReligiousandFuneralServicesMasterGuidance.pdf (ny.gov)
www.uua.org/safe/pademic/gathering-guidance
NYS-COVID19-Tracker

UU Church of Canton Covid Safety Plan, First Unitarian Universalist Church of Canton.

All Souls Unitarian Universalist Church, ADDENDUM TO USE OF BUILDING REQUEST FORM

Healthy Hygiene Practices