Saltwater Church Board Minutes November 18, 2020

Venue: Church Zoom room

Attending : Kristen Kuriga, Ray Valpey, Kathy Jorgensen, Karin Leisy, Gaye Greeves, Lauren Crowder, Mayda Taney, and Anjali Lopez

Our Mission:

**At Saltwater Unitarian Universalist Church, we**

**Practice Love**

**Foster Connection**

**Nurture Spiritual Growth**

**Act for Justice**

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| Time | Topic | Presenter | Notes |
| 7:00 | Call to Order  Chalice Lighting (Mission recitation and commentary)  Check in | Ray  Kathy \*  All |  |
| 7:15 | Consent Agenda approval  Minutes  Agenda  Minister’s report | Ray | Minister's report was approved. Minutes were approved with one correction. The application to convert PPP loan to a grant needs to be completed in sixteen months (not six). The minutes, as corrected, were approved. |
| 7:20 | Financial review   * PPP Loan update * IRS refund * Financial Report * Administrator search * Change in Music Director hours * Funding Tech Lead * Tax exemption update * Planting Flowers lease * In Kind Social Justice Projects * Outdoor Preschool | Gaye  Kristen | Gaye received an invitation from Key Bank to apply to convert the PPP loan to a grant. Key Bank has its own form, as opposed to the SBA form. SUUC qualifies to use the easy form. Gaye will complete the application.  No word from the IRS. Per telephone call, the refund is being processed.  There has been no need to transfer funds to the general account from the cash carryover. In September, income exceeded expenses by $3300. The income over expenses increased to $8700 in October. Income and expenses are less than normal. The financial reports were accepted with one correction.  Pledge commitments are, for the most part, being met.  Search Team and Kristen have met, and over 40 applications were received. Screened 10 to 12 applicants over the phone. Offered interviews to four people. One declined. Narrowed down to two candidates, pending reference checks.  Board moved and seconded to authorize Kristen to offer the administrator position to one of the two final applicants.  Tom Burt would prefer to reduce his hours to five hours per week starting December 1st. Budget will still reflect a salary for choir and music director for when the church reopens. For the duration of the reduced hours, Tom will be paid hourly.  Church has been unsuccessful at recruiting a volunteer tech lead for Sunday zoom services. Kristen would like to offer a tech lead position to Robert Snipes @$25 per hour for 2 hours per week. Robert would be paid as an employee. Gaye will examine the finances to make a recommendation for reallocation of the budget to pay Robert. Board approved Kristen extending the job offer to Robert per the above parameters.  The church received a Tax Determination letter. We do not yet know the amount of the property tax increase. State authorized the church to keep 4.84 acres tax exempt, and the acreage used by Planting Flowers will be subject to property tax. The amount of tax will be determined by the state and King County.  Board authorized Kristen to negotiate a renewed lease with Planting Flowers.  Two In Kind Projects for Social Justice: Giving Tree with Mark Twain School (Lisa Key organizing), and Federal Way Day Center. Ten guests of the FW Day Center will move into low income housing in the near future. Church will provide a move in basket for one individual. Share the plate for December will be used to fund the move in basket. Each basket will cost approximately $200. Board approved using the December share the plate funds to provide a move in basket.  Church is in the process of organizing an outdoor gear library for the children. The fundraising will probably start in January. Very specific gear (outer clothing) is required for each child. Board authorized the use of reserve funds to purchase gear for the outdoor preschool. The lending of the gear will be handled by Planting Flowers staff. |
| 7:40 | Ministerial Review   * Update on progress for report due Jan 1 2021 - Questions for Kristen | Kristen  Ray | The Board completed the initial draft of Kristen’s evaluation. There were no follow up questions for Kristen. |
| 7:50 | Congregational meeting on Dec. 13  Focus area: Covenant/HCT  Logistics & Agenda | Ray  Kristen | Meeting is scheduled for December 13th. There will be no votes. HCT would like to present new proposed covenant and accept feedback. The board discussed the items to include on the agenda, such as presentation of the new proposed covenant, summary of activities since June 2020, and a summary of the church's financial status. If there is a new administrator, he/she will be introduced to the congregation. |
| 8:20 | Focus area: Living into our Mission  Debrief | Lauren  Karin  Anjali  Kristen | One meeting was held with approximately 14 members in attendance. Good conversation about what love meant to attendees. Kristen will use notes from the meeting for a sermon titled "We Practice Love."  Next session on the Mission Statement will be scheduled for 2021. |
| 8:30 | Pandemic Task Force  - Ask PTF to clarify work-party and other outdoor-on-campus rules? | Anjali | Task force is meeting tomorrow. Current focus is on communicating with the other congregations. Task force created two documents regarding meetings on and off campus. Requested that task force prepare a document setting forth guidelines for outdoor activities on campus. |
| 8:35 | Safety Team | Karin | Safety Team is meeting tomorrow. Two members attended a training on Safety Planning in Churches. The information included how to set up a team, identifying hazards and assigning a numerical risk factor to each factor. There was also discussion on how to mitigate and how to address incidents when they happen.  Exterior lighting needs to happen now. Jim Morgan created two proposals for lighting. Karin wants Teisha to prioritize placement of lighting so that the families of the day care children are safe. Start with four lights and select lights that would be most beneficial for Planting Flowers.  Safety Team does not have a budget. Karin will present cost to board and board will determine how to allocate the funding.  Other considerations: Which team would be responsible for the installation of the additional lights? Facilities team has not been meeting. Church will need to get estimates. Solar installation could be done by volunteers. Those that require wiring would require an electrician.  How to safely work outside? Safety in numbers but need to practice social distancing. How to address challenge of property maintenance in the era of covid. Trails need to be cleared prior to the opening of the outdoor preschool.  An arborist has identified the problem trees but did not mark them. He submitted a bid of $3500. Usually more than one bid is obtained for a project of this magnitude. |
| 8:45 | Reflection on process  Closing words/ Extinguish Chalice  Next meeting: December 16, 2020 | All  Kathy \* | We are getting things done and we have good flexibility regarding finances. |

Action Items:

Kristen will talk to Mary Paynter about grounds.

Lauren will check with her husband about a chainsaw.

Kristen will follow up on hiring office administrator.

Kristen will follow up with Jean Ray re arborist who identified trees and provided the original estimate.

**Board Covenant**

As the Board of Directors of Saltwater Unitarian Universalist Church, we covenant to:

1.       Share ownership of the work.

2.       Ask for help if/when needed.

3.       Listen to understand.

4.       Be prompt, prepared, and present.

5.       Practice self-awareness, direct communication, and maintenance of healthy boundaries.

6.       Foster a culture of joy and appreciation; have fun!

\* **Opening & Closing Words:**  July-Ray, Aug-Mayda, Sept-Anjali, Oct-Karin, Nov-Kathy, Dec-Kristen, Jan-Lauren, Feb-Ray, Mar-Mayda, April-Anjali, May-Karin, June-Kathy