

**Board of Trustees Meeting**  
**Unitarian Universalist Congregation, Santa Rosa**  
**March 19, 2020 6:30 pm**  
**\* Meeting held online via Zoom \***

**MINUTES**

**Voting Members Present:** Natalie Brundred (President), Sean Freese (Vice President), Cathie Wiese (Corporate Secretary), Michael Randolph (Treasurer), Larisa Ashley, Joe Como, Paula Hammett, John Mason, Mike McGirr, Karen Simmons.

**Non-Board Members Present:** Rev. Bonnie Dlott (Sabbatical Minister), Rev. Dara Olandt (Assistant Minister), Dawn Silveira (Administrative Manager), Susan Thollaug (Recording Secretary)

**Meeting called to order:** 6:40 pm

**Virtual Chalice Lighting, Covenant, Opening Words:** Rev. Bonnie and Natalie

**Announcement:** There will be no newsletter for April.

**Discussion: Responsibly Handling the COVID-19 Situation**

**Sunday Services:**

Board members recognized Sean, who managed the technical aspects of last Sunday's service, for his extraordinary effort.

Future services (while in-person gatherings are restricted) will be recorded, not live-streamed. Recording improves the overall quality of the presentation. The Board is considering putting the weekly service up on YouTube for a couple of days. Joe Como is available to advise on the legal aspects of posting personal reflections and copyrighted material as part of online services.

Michael Bingham will assemble the YouTube video from components sent to him by the participants. Sean will be available to assist if needed. Cathie Wiese offered the assistance of her husband, Robert, who is a professional video editor.

This week Dawn will send a link to the congregation on Sunday morning via email, but asked that someone else take over that responsibility going forward.

A fellowship half-hour can be offered after Sunday service. We'll try it this week. Dawn will include a Zoom link in the email about Sunday service.

**Communications and Administrative Management:**

The Board agreed that the congregation's collective email communications should be done via two email lists, the *Announcement List* and the *Focus List*. Good communication with the congregation is especially critical now.

Both lists need updating. The source for both will be the list that Joe Como recently pulled together for the Neighborhood Groups, which includes all known members and friends of UUCSR. Dawn now has a "cleaned up" list, and will inform Eric Skagerberg, Sean, John Mason and Joe Como about the names to be dropped.

The Board directed that the cleaned-up list should be imported into the Announcements List immediately. Eric Skagerberg will ensure that Dawn can directly send out communications to the congregation via that list. The Focus List will continue to be a conversation forum for members. That list needs to be cleaned up.

More broadly, the Board agreed that the scope of the Administrative Manager's role and authority need to be clarified for the congregation, volunteers, and staff. Natalie and the Board will communicate this through multiple channels at the appropriate times. The Board unanimously passed the following resolution:

The Board recognizes the tremendous value that Dawn Silveira brings to her role as Administrative Manager of our congregation, and reaffirms our full confidence in her. She has the authority to use any and all of the congregation's electronic systems without restriction in the performance of her duties.

**Religious Education:** Jen Freese

Response from families about the Zoom-based service last Sunday was enthusiastic. About 12 kids ages 4-12 participated. The Youth Group was able to gather online and see each other via Zoom. Kids' and Youth groups met 35-40 minutes. A lot of volunteers are asking to be involved in RE via Zoom — they miss the kids.

The plan is to have kids meet at 9:30 and youth at 11:00. More kids/youth are expected this week. If the groups get too big, she'll divide them up. She'll continue to modify/enrich programming going forward.

Jen is in touch via email with the parents and has proposed a number of Zoom-based ways for parents to connect, and possibly more frequent short programs for kids. Jen will be in touch with parents to see if additional resources are needed after online school starts. The UU parenting group will re-start next Wednesday. In addition, there's a UU Parenting group on WhatsApp. Jen will moderate groups initially.

**Saturday Breakfast:**

The new version of Saturday Breakfast worked very well last week. About 140 people came (about the same as usual) and received brown bag lunches at a table in front of the breezeway. The building, including bathrooms, breezeway, courtyard, etc. remained closed. John Ray expects to continue using this format.

Rev Dara said that other social service agencies in the area are closing down and she was approached about expanding the Saturday Breakfast program, including opening up the building for additional services. The Board declined at this point.

**Treasurer's Report:** Michael

It's clear that our financial situation will change significantly in the coming months. The Glaser Center is closed, and we aren't doing Sunday collections. It's not clear what will happen with respect to pledges. No financial numbers are available for last month.

Laura Blum is beginning to work on the 2020/2021 budget, and is asking for input from staff and committees. If we continue to be in shelter in place mode, it will be ok to submit the budget to the Board at its May meeting. The Congregational Meeting is scheduled for June 14, so the packet needs to go out by May 29.

The Stewardship Committee has a plan and will ask Rev Bonnie to deliver a message to the congregation this Sunday about ways of giving to UUCSR.

**Neighborhood Groups Update:** John

The groups are at different stages of coalescing. John will suggest setting up Zoom meetings to all facilitators. John will let facilitators know about people who've told Dawn they want to be dropped from the email lists.

**Lay Chaplains Update:** Paula

The Lay Chaplains are figuring out how to identify and reach out to folks who live alone, have health issues, or other needs during this time. They plan to send out information via the Focus List about resources such as online books, museums, concerts, etc., to help people through this period of no in-

person gatherings.

**A UUCSR Zoom account:**

Dawn will purchase a Zoom account for the congregation under Rev Chris' name. It will be available to congregants to set up UUCSR-related gatherings and meetings. A scheduling procedure will be developed and instructions will be shared with the congregation.

Ideas suggested during this meeting about using Zoom to connect people in the congregation:

- Weekly tea with Rev Dara
- Soul Matters meetings - Katie Trieller and Jan Ogren are working with facilitators
- Paula will explore Lay Chaplain-led connections via Zoom
- A fellowship half-hour can be offered after Sunday service.
- Ask-a-Board-Member opportunities?

**Ministers' Reports**

Revs. Bonnie and Dara are in continual communication about services, pastoral care, and church business, and are working very well together. Rev Dara is in communication with the Petaluma UU congregation, and they may or may not wish to share some programming during this sheltering period.

**Final questions, review of action items and closing words**

**Meeting adjourned at 9:43 pm.**

*Next scheduled meeting: April 16, 2020 at 6:30 pm.*

*Respectfully submitted by Susan Thollaug, Recording Secretary*