

## **Minutes of the Monthly Board Meeting via Zoom December 5, 2021**

**Present:** Moderator Bruce Pollack-Johnson (BPJ) (on sabbatical); Assistant Moderator Fern Culhane (FC) (acting Moderator); Secretary Jane Hain (JH); Trustees Leslie Ferron-Smith (LFS); Anne Geheb (AG); Anam Owili-Eger (AOE); Stephen Workman (SW); Minister McKinley Sims (MS).

**Absent:** Treasurer Nicole Bartle (NB)

### **1. CHALICE & GATHERING WORDS: 1:00 pm**

### **2. MINUTES, REPORTS, & WORKS IN PROGRESS:**

- 2.1. **Minutes of November Meeting:** BPJ and MS made some small edits which were accepted. SW moved to approve the minutes as amended. AOE seconded, and the minutes were approved. Note: Jane H began as Director of Music in February 1984.
- 2.2. **Minister's Report:** A complete report is posted on the board webpage.  
Highlights:
  - 2.2.1. The on-going donation drive and wish list for Afghan refugees. The kids and Joanna will drop things off before Christmas Eve. FC also volunteered.
  - 2.2.2. Shared Services: Blue Holiday Grief-based service and Kwanzaa shared with First Unitarian Church and Unitarian Society of Germantown. We'll be the host congregation.
  - 2.2.3. Parental Leave Sundays Off. The following churches will cover these dates:  
January 2 – First Unitarian Church.  
January 9 – Unitarian Society of Germantown.  
Folks can attend in-person at those locations, watch online at your home, or come in person and sit in our sanctuary.  
A Worship Associate will be on hand in the sanctuary to facilitate and help with setup.
- 2.3. **Treasurer's Report:** There was no report submitted this month.
- 2.4. **RE Coordinator's Report:**
  - 2.4.1. AOE reported that RE is meeting in Fellowship Hall teaching the Soul Matters program. The average attendance is 4/wk. Two children are enrolled in the Coming of Age program though only one has shown up each week. AOE has been helping to facilitate this program.
  - 2.4.2. Possible Our Whole Lives (OWL) Facilitators: Ethan C and MS are possibilities. Louise S was pleased to be asked but declined. Cynthia B would like more information. Jessica H and Len R are both willing. We need to confirm two people. BPJ would like to set up a meeting with FC and Joanna.
  - 2.4.3. Search Process: BPJ and FC are beginning the search process, trying to develop a team. Tim & Darlene S are interested in accepting individual, short-term tasks only. Others possible: AOE, Len R (?), Arley S, Linda PJ, Laura Pitkin.

## 2.5. **Buildings & Grounds:**

- 2.5.1. JH reported that the renovations of the Hale bathroom and the kitchenette are finally completed. A final grab bar was installed as well as a baby changing station.
- 2.5.2. The water damaged wall in the minister's office is waiting for a good rain storm to confirm that there is no more water seepage before having it re-plastered.
- 2.5.3. SW and Cathy M have repainted the Hale Lounge walls and new lighting has been installed over the fireplace as part of a redecorating project. And the library has been restocked.

## 2.6. **Justice Council Report:**

- 2.6.1. BPJ reported that they are hoping to hold a "potluck" with Terrez McCleary from Mothers Bonded by Grief about gun violence in the city. The new representative from POWER will be coming to. (She ended up speaking to Justice Council on the 12<sup>th</sup>.)
- 2.6.2. N'COBRA: A workshop is planned to begin January 30 and be held every 2 weeks for 6 weeks. The group desires to use our facility for their town hall meetings (under 20 attendees at the first one). FC and Wayne B attended the last meeting. They will seek board approval when more information is available. The board gave tentative approval.

2.7. **8<sup>th</sup> Principle Team:** They are hoping to organize several Dinners for 8<sup>th</sup> in February with some being in-person if possible. Topic may be the Congregational Covenant.

2.8. **Membership Committee:** Craig S joined the congregation on Sunday, Dec. 5. Welcome! JH will update his information on the database and with the UUA. Certification will come due the end of January.

## 2.9. **Finance Committee:**

- 2.9.1. The main goal at the moment is to find people to run the pledge drive before January. Domita S has compiled an excellent list of duties. They will be responsible for work from January through March. The board will follow up calling those who haven't responded after that.
- 2.9.2. Vanco is switching to a new app (Vanco Mobile) replacing the Give+ Mobile app. LFS downloaded the app to her phone and it works.  
**Question:** Do any changes have to be made to the website Give+ links? MS used it this morning and it worked fine. If changes are necessary, perhaps MS, NB, Len R and/or Mike F may be called in to help.

2.10. **Music Director Transition Work:** LFS stated that the final job description has been sent to Maryann G, Temple University, West Chester University, Peabody, the UUA website and Linked In. They may still send the job description to AUUMM. There have been no applications so far. One person responded to Maryann's posting but there has been no successful follow-up. FC volunteered to speak to someone from Curtis.

- 2.10.1. A conversation with Jane H says that she is interested in continuing to work through the transition process – maybe at half time for now – doing two

rehearsals per month? AG added that someone will have to pick up the task of choosing music on the rest of the Sundays.

### 3. ACTIONS NEEDED:

#### 3.1. Website Changes:

3.1.1. **ICON Tutorial Placement/Usage:** It was agreed to add an interim page to the website with two tutorials on the use of the ICON directory and contributions portal. Larry H worked with ICON for the video and JH created the .ppt. JH took it upon herself to rename the link: Directory and Contributions.

3.1.2. JH will wait until January to officially change the name on the website.

3.2. **MLK Jr. Day of Service: Jan. 17, 2022:** The Sunday Service will be led by the Worship Associates. The Monday event will be under the umbrella of USG as usual. Carolyn Scott has sent us a form to state what we might want to do. People should send MS their availability and any suggestions for projects, either in person or hybrid.

3.3. **Music Sunday Plans (COVID Provisions, Numbers etc):** Music Sunday attendance: choir/16 (actually 17 including Bridget M), hand bells/9, plus Jane H already reaches the 25 maximum listed in the grid. It was suggested that for this special Sunday, the choir sit in the transepts, the chancel, row #1, and the hand bell people view the majority of the service in the Duo Room or Hale Lounge for Zoom with air purifiers, allowing an additional 25 in the pews and 25 in Fellowship Hall. This change needs to be publicized – reiterating the need for vaccinations and masks.

**FINAL OUTCOME:** In the end, increased COVID demanded that Music Sunday was on-line only for the congregation. Only essential people were in the sanctuary.

3.4. **Building Use by Outside Groups:** AG presented a document (available on the webpage) outlining the plan for occupation of the building by outside groups – using Fellowship Hall and the Sanctuary only at this time. At the beginning we need to have a congregational representative present to monitor each activity. It's up to each group to enforce the contract and our protocols. We may also restrict the dates that groups can meet and also we should have the ability to revoke their contract if necessary. Contact tracing is an important factor. We need to be informed immediately should one participant be in contact with someone with COVID or become ill themselves. AG will look into liability waivers in the contracts. She would like help with the wording if none exists. We may also need to modify the wording on the grid and be able to cancel any meetings if the risk level requires.

3.4.1. **Folk Factory:** It was decided to begin with this activity in late January only if the board is successful making document changes at the January meeting.

3.4.2. **Singles Scene** could meet in February to see how we/they manage. It's important to clarify that we may cancel if the risk level changes.

3.4.3. Potential **N'COBRA** Town Halls: The same provisions are necessary for these town halls as for other outside groups.

3.4.4. **Art Miron's Group:** They have not had a good track record so someone must be present for each of their meetings for a while should we allow them to begin meeting in our facilities again.

3.4.5. **New Groups:** We need to be clear at this point that we are not accepting any new outside groups at this time.

3.4.6. **PIHN:** At the moment, they have no social worker but Rachel Falkove ~~Falco~~ (Executive Director) toured the building and wishes to use our facility for its first test case – one mature family who may be staying for maybe a couple of months. They are very eager to be accommodating. There shouldn't be a need for an overnight monitor, or much meal support. Masks must be worn if they are moving about the building when congregants are present and they should use the Hale kitchenette for Sunday breakfast and lunch since RE will be in Fellowship Hall and they should only eat as a family without houseguests. We will provide portable air purifiers on the 2nd floor. There will have to be some logistics to work out between PIHN and any other activity that may happen in Fellowship Hall.

SW and Darlene S will re-write the handbook and FC will help coordinate.

**QUESTION:** Are all the bathrooms hooked up to the ventilation system?

(From Mike F: The 1<sup>st</sup> floor bathroom next to the newly renovated one and the 2<sup>nd</sup> floor bathroom next to the classroom are not vented at this time. The other four are vented.)

**DECISION:** SW moved to allow PIHN as a trial. Seconded by LFS. The board approved this exception to the guidelines.

**FINAL OUTCOME:** In the end, increased COVID may demand that all of the above be put on hold.

#### 4. FUTURE PLANS:

4.1. **Board Retreat:** The retreat is scheduled for the evening of Friday, January 28 and Saturday, January 29. FC may attend via Zoom if the meeting is in-person. FC, BPJ and MS will begin planning the itinerary... covenant, policies, bylaws, etc.

#### 5. WRAP UP AND CLOSING WORDS

#### 6. EXTINGUISHING THE CHALICE

#### TASKS:

BPJ .....Set up a meeting with FC and Joanna about the OWL program.

FC .....Volunteered to help deliver donations.

FC .....Publicize, starting immediately, the availability of having 25 guests in the pews on Music Sunday – reiterating the need for vaccinations and masks.

FC .....Speak to someone at Curtis about posting the Music Director job description.

FC .....Check with Len R about written name change documentation.

AG, FC .....Work on final updates to the document and look into liability waiver information in building use contracts.

SW .....Re-write the PIHN handbook to comply with new restrictions.

BPJ, FC, MS.Begin planning for the board retreat. Plans will be shared at the next board meeting.

BPJ.....Speak with Kio about alternative social justice oriented sites to Facebook.

Meeting Adjourned: 4:10 pm.

Next Meeting: Sunday, January 9 at 1:00 pm. FC check on NB's availability.

*Respectfully Submitted,  
Jane L Hain, Secretary*

**CALENDAR, PLANS FOR SPECIAL MEETINGS:**

- Dec. 1 Vespers Service
- Dec. 2 Black Lives Matter Vigil and Choir Rehearsal
- Dec. 3-5 OWL Facilitators Training
- Dec. 4 Worship Associates Meeting
- Dec. 5 Choir Rehearsal, Worship Service with choir and New Member ceremony, then Monthly Board of Trustees Meeting later
- Dec. 7 Buildings and Grounds Meeting
- Dec. 9 Black Lives Matter Vigil and Choir Rehearsal
- Dec. 11-12 Compass, UUA Conference
- Dec. 12 Choir Rehearsal, Worship Service, Justice Council, and Hand Bell Rehearsal
- Dec 14 Buildings and Grounds Meeting and Sacred Texts Class, final session on Zoroastrianism
- Dec. 16 Black Lives Matter Vigil and Choir Rehearsal
- Dec. 18 Music Sunday Rehearsals
- Dec. 19 Participants rehearsals, Special Worship Service: Music Sunday and Reception
- Dec. 20 or 21 Winter Solstice Service
- Dec. 22 Blue Christmas Service
- Dec. 23 Black Lives Matter Vigil
- Dec. 24 Christmas Eve Service
- Dec. 26 Worship Service: KWANZAA
- Dec. 28 Buildings and Grounds
- Dec. 30 Black Lives Matter Vigil