

HUUC Board of Trustees  
March 21, 2020  
Minutes

1. Check in

In attendance at HUUC: Rebecca St. Clair, Kurt Troutman, Carolyn Holmes  
In attendance by Zoom: Robyn Denny, Eli Fox  
Board members excused: Jeffrey Oschner, Poppy Sias-Hernandez

2. Acceptance of minutes

It was moved by Carolyn and seconded by Robyn to accept the December 2019 meeting minutes. The motion passed. Kurt moved and Robyn seconded to accept the February 2020 meeting minutes. The motion passed.

3. Public comment/guest presentations

None

4. Committee Reports.

a. Finance.

- i. Please see attached report.
- ii. We are on track with our budget, which was approved at a deficit and we are therefore on track with spending church reserves.
- iii. We have had no collections in the last 2 weeks, no funding received by mail in the last 2 weeks.
- iv. HUUC has approximately \$26,000 in the bank today with \$5,000 committed to finishing the lift project (check mailed but pending, not cashed).
- v. We have not been in a situation like this before, with absolutely no revenues coming in and weekly services suspended. As previously decided, the Board will continue to discuss fundraising on a regular basis.

b. Other committees

- i. None.

5. New Business

a. Closure discussion including staff payment

- i. The Board will coordinate re-establishing services with the Governor's mandate disbanding meetings of more than 10 people. The Board will keep in communication weekly due to the rapid changes from COVID-19 situation. Rebecca will contact David to put a flag on our homepage that services are currently suspended.
- ii. Staff is still being paid. Sue McIntire as Director of Music, Kim Burr as Coordinator for Religion Education/Administrative Support, and Barb Witte (contracted monthly) for building cleaning.

1. Barb will be contacted to re-negotiate the type of cleaning while the building is not in regular use. Two 2-hour or one 4-hour deep clean with focus on touchpoints and neglected areas rather than 1-hour regular cleaning will be requested by Kurt.
  2. Kim's position is still requiring much communication and administrative work. RE is suspended as the church services are suspended. The Board will provide two options:
    - a. optional reduced pay during no RE Sunday activities
    - b. re-focus some of what would be RE time to outreach with church members, and light cleaning and church upkeep that she often manages with little to no direction from the Board. (thank you, Kim!)
  3. Sue, beyond running choir rehearsals, works many hours researching, planning, and practicing above and beyond what she is paid for as Director of Music. In light of 20 years of service, the Board would like to keep her pay at a regular rate for the month of April (as we know she is also helping with our taxes at this time). We will reassess at the next Board meeting.
- iii. Amazon Smile account: Robyn will work with Kurt to see how to establish an Amazon Smile account for new revenues to HUUC.
  - iv. The Board will devise a plan for outreach to the congregation to check in on how they are doing during these extraordinary times. The Board is well aware that many congregants look forward to Sunday services and fellowship, and that many congregants may also be struggling or out of work. Any "ask" to keep the Church finances afloat takes this knowledge into account.
- b. Change of dates for scheduled events:
- i. Glover/Hamza wedding: proposed moved from Sunday, April 26 to Saturday, August 1. That overlaps with the AUUM conference in Ann Arbor. Eli will talk with Jo and Tate about the conflict before confirming the date.
  - ii. Walk through of the church by the single GVSU film students will still be scheduled, and Kim will meet to let her into the building.
- c. Bylaw change language discussion
- i. Before the annual meeting, the Bylaws need to be reformatted and digitally accessible for all congregants.
  - ii. Rebecca has provided 3 examples of Bylaws that use an "at-large" model for church leadership. The Board is exploring this.
  - iii. The Board is moving forward with researching these changes, with hesitation that any and all communication with the congregation must be clear. The Board seeks avenues for congregant feedback

and ideas on how to structure our Board of Trustees in a manageable, sustainable, and effective fashion. While services are suspended, this communication will be a challenge. The Board will stay in communication weekly to monitor progress and viability of structural changes to be proposed at this year's annual meeting.

d. Other business

6. Old Business

a. Recovery congregation

- i. Lily was initially invited to present at this meeting, which had to change.
- ii. Becoming a Recovery Congregation is tabled until further notice.

b. Building use request form

- i. The new Building Use Request form is accessible online as a fillable PDF.
- ii. The Contact information is unclear in the form.
- iii. The Contact information on the website will change to Kim from Rebecca.
- iv. Rebecca and Eli are investigating a shared email account for the church that could be forwarded to staff/Board as the members change, but stay consistent on our website.

7. Adjournment at 2:15pm.

8. Dates

- a. Next Board Meeting – TBD
- b. Email communication between the Board will be within a week.

Respectfully submitted,

Eli Fox  
Board Secretary

**Bookkeeper's Report**  
**Harbor Unitarian Universalist Congregation**  
**March 2020**

Noteables:

1. All bills paid as of 3/31/2020
2. No Remarkable Expenses for March 2020
3. PayPal Transfers – March: \$260 (FYI: For April thus far: \$ 1,380).
4. Reminder: Balance on platform lift due A4 Access is \$ 5,120. Payment, when made, will come from General Operations since there is no money left in the Lift Account.

Balance in checking (actual) as of 4/18/2020: **\$ 25,651.16.**

PayPal Balance as of 4/18/2020: **\$ 4.94.**

Respectfully submitted,  
David McIntire, Bookkeeper  
HUUC

11:48 AM

## Harbor Unitarian Universalist Congregation

### Profit & Loss Budget Performance

04/18/20

Cash Basis

March 2020

	Mar 20	Budget	Jul '19 - ...	YTD Bud...	Annual B...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
400 · Pledges	1,577.00	2,833.33	25,037.01	25,500.01	34,000.00
405 · Collection	107.00	250.00	1,699.00	2,250.00	3,000.00
410 · City of the Dead	0.00	83.33	1,659.91	750.01	1,000.00
430 · Building Rental	0.00	0.00	935.00	0.00	0.00
<b>Total Income</b>	<u>1,684.00</u>	<u>3,166.66</u>	<u>29,330.92</u>	<u>28,500.02</u>	<u>38,000.00</u>
<b>Gross Profit</b>	1,684.00	3,166.66	29,330.92	28,500.02	38,000.00
<b>Expense</b>					
500 · Board Expenses	0.00	41.67	0.00	374.99	500.00
510 · UUA Dues	0.00	407.00	4,876.00	3,663.00	4,884.00
512 · Muskeon Coop. Churches D...	0.00	4.17	0.00	37.49	50.00
520 · Insurance	0.00	217.50	2,683.00	1,957.50	2,610.00
531 · Office Supplies	0.00	50.00	347.57	450.00	600.00
603 · Caring Min. Discretionary Fu...	0.00	25.00	300.00	225.00	300.00
620 · Janitorial Expense	333.33	333.33	3,249.97	3,000.01	4,000.00
630 · Worship Speakers	250.00	500.00	5,000.00	4,500.00	6,000.00
631 · Worship Supplies/Expenses	0.00	17.50	0.00	157.50	210.00
650 · Music Director Salary	846.67	846.67	7,620.03	7,619.99	10,160.00
651 · Pianist	0.00	75.00	300.00	675.00	900.00
653 · Choir/Piano Music	47.93	30.00	56.62	270.00	360.00
654 · Music Director Professional ...	1,004.00	104.17	496.00	937.49	1,250.00
660 · Social Action	0.00	62.50	656.00	562.50	750.00
670 · RE Coord/Office Asst Salary	650.00	650.00	6,850.00	5,850.00	7,800.00
673 · RE Child Care	0.00	125.00	0.00	1,125.00	1,500.00
674 · RE Miscellaneous Expense	-25.00	30.00	-210.47	270.00	360.00
700 · Space & Grace	0.00	100.00	47.16	900.00	1,200.00
701 · Gas	266.00	300.00	2,474.00	2,700.00	3,600.00
702 · Electricity	80.00	82.50	653.59	742.50	990.00
703 · Telephone	47.80	45.00	431.80	405.00	540.00
704 · Water & Sewer	10.01	22.50	179.62	202.50	270.00
706 · Internet Connection	39.99	40.00	359.91	360.00	480.00
708 · Special City Tax Assessment	0.00	1.67	18.85	14.99	20.00
709 · Platform Lift expenses	0.00	0.00	-1,000.69	0.00	0.00
720 · Advertising	0.00	12.50	174.56	112.50	150.00
731 · Mailings	55.00	4.17	66.00	37.49	50.00
732 · Bank/Payroll Service Charges	58.21	45.00	907.35	405.00	540.00
740 · Payroll Taxes	114.50	114.50	1,110.19	1,030.50	1,374.00
751 · Membership Committee	0.00	20.00	36.00	180.00	240.00
752 · Caring Committee	0.00	25.00	200.00	225.00	300.00
<b>Total Expense</b>	<u>3,778.44</u>	<u>4,332.35</u>	<u>37,883.06</u>	<u>38,990.95</u>	<u>51,988.00</u>
<b>Net Ordinary Income</b>	-2,094.44	-1,165.69	-8,552.14	-10,490.93	-13,988.00
<b>Net Income</b>	<u><u>-2,094.44</u></u>	<u><u>-1,165.69</u></u>	<u><u>-8,552.14</u></u>	<u><u>-10,490.93</u></u>	<u><u>-13,988.00</u></u>