

**Westside Unitarian Universalist Church**  
**Board Meeting Minutes**  
**October 13, 2020**

1. The meeting was called to order by President, Janell Weaver, at 7:03 pm via Zoom.
2. Present: Janell Weaver, Carol Cappa, Rev. Frieda Gillespie, Tom Woods, Nicole Kennedy, Reed Bilz, Dwight Robarts, Jerrie Koppa, Marc Hart, Stan Yoder, Aimee Stubbs, Lauren Leising.  
Absent:  
Visitors: Myrtle McMahan  
A quorum was present.
3. Consent Agenda
  - A. Approve September 8, 2020 Board Minutes (attached)  
Dwight moved approval of the consent agenda. The motion was seconded and CARRIED.
4. Reports
  - A. Financial Statements - Dwight (Treasurer's Report (attached), Revenue Expense, Annual Budget, Financial Position) The reports will be filed for audit.
    1. Income YTD \$76,390, Expenses \$49,753
    2. Checking on Payroll Taxes which seem high, will report **next month**
    3. Cash flow \$26,637 YTD
    4. Recommendation for cancelled TD Ameritrade CD referred to Finance Committee
  - B. Church Garden Update - Dianne (attached)
    1. Work is moving slowly, need volunteers
    2. Tom, Board liaison, will monitor progress
    3. Request for volunteers in weekly *Forward*
  - C. Minister (attached) - Rev. Frieda
    1. October activities
    2. Planned Thanksgiving dinners
  - D. Interim DLRE (attached) - Nicole
    1. Adult Religious Education
    2. Communications Committee
    3. Children's Religious Education
    4. AV, Tech, Zoom and Worship Leadership
    5. Additional comments - communication and consistency
5. Continuing Business
  - A. Internet and phone subscription update is in the works
  - B. Update on Banner - Carol  
one change in wording: "Ending Racism Matters" in place of "Black Lives Matter"
  - C. Transition Team Process Update: **Reverend Frieda** will ask Ginger Courtney, Eric Johnson, and Joe Villaneuvre to join the team.

- D. Board Committee Liaison Assignments are on Board Website page
- E. Board Website pages - Janell will discuss with Caroline

6. New Business

- A. Human Resources Issues (attached) - Dwight
  - 1. Dwight appointed as Chair.
  - 2. Reed will be on committee and **Dwight** will invite Wendy Caspar to join.
- B. Thanksgiving Drive By dinner - Frieda
  - 1. Online sign up sheet for food contributions
  - 2. Sign up online to participate
- C. Office Assistant position update - Janell, Frieda  
Caroline Nixon has been hired to serve as Interim Administrator
- D. Discuss approving and posting minutes via email - Reed
  - 1. Minutes will be emailed to Board members for approval
  - 2. When approved, a summary of the minutes will be sent to office for publishing
  - 3. Ideally a one week turnaround
  - 4. We also discussed a monthly communication of "News from the Board"
- E. Finance committee policy changes (attached)  
Proposed changes were approved
- F. Review Board goals
  - 1. Some tasks are completed
  - 2. Need to appoint Personnel Manual Task Force
  - 3. Dwight is closing the books so audit can begin, **Reed** will contact David for missing files
- G. Update to Organizational Chart - Tom  
Only change, COSM is now Transition Team
- H. Suggestions for Improved Communications with Members - Myrtle
  - 1. Communication is important at this time
  - 2. The process of getting information from messages and the website is frustrating
  - 3. Instructions for navigating the web page for information should be in the *Forward*
  - 4. *Forward* weekly email should be streamlined to include current information only
- I. Accessibility and Inclusion Ministry  
Aimee moved that the AIM Committee be suspended until we return to the building for activities. The motion was seconded and CARRIED.
- J. Bob Vann has volunteered to re-enroll Westside in the Kroger reward program.  
Permission granted, and also for the Tom Thumb program. Thanks Bob.

7. There being no further business the meeting was adjourned at 8:53. Our next meeting will **November 10, 2020.**

Respectfully submitted,

Reed Bilz, Secretary

**CALENDAR**

Thanksgiving drive-by Dinner

**BACK BURNER**

Update on Robert's Rules of Order revision: Marc and Aimee

25<sup>th</sup> Anniversary Celebration

Cultural Competency Training

Digitizing Documents/Getting Oral Histories/Protection of Documents-2018

Naming Opportunities Task Force Recommendations