

First Unitarian Society of Milwaukee
Minutes of the Board of Trustees Meeting
April 28, 2020
Draft

Present: Mark Bishop, President; Mark Bender, Vice President; Jane Cliff, Secretary; Dianna Dentino, Melinda Vernon, Mark Miller, Jeremy Koenen, Chris Aiken, Jane Peterson (recording secretary). **Also present:** Rev. Jennifer Nordstrom (senior minister), Noreen Gilbertsen and Jean Johnson

The meeting was conducted via videoconferencing (Zoom) due to COVID-19 concerns, and was called to order at 6:04 p.m. CT by Mark Bishop.

1. Consent Agenda (Mark Bishop)

- Minutes of the March 24, 2020 BOT meeting: several wording changes were made.
- Slate of 2020 GA delegates: there are 15 slots available.
- Slate for 2020-2021 FUSM Nominating Committee and new BOT members for next church year.
- Monthly staff change report: Gary Rebholz, facilities assistant, resigned.

Motion to accept the consent agenda: (Mark Miller/Jane Cliff); passed unanimously.

2. Covid-19/Cares Act Update (Rev. Jennifer)

Rev. Jennifer highlighted the successful effort by Director of Administration Jean Johnson and others to secure a \$118,000 CARES Act loan, to be used for eight weeks of payroll and other permissible expenses. It is expected First Church will have the loan forgiven, as all requirements will have been met within deadlines.

Rev. Jennifer recommended that staff compensation be kept flat for the upcoming year, due to the uncertainty around Covid-19 effects. A text-to-give option has been added as a way to reinstitute the weekly offering during Sunday services and a Covid-19 candle is lit at Sunday services for those who have loved ones who have died. Rev. Jennifer also reported that Scott Henry and Cesar Cornier delivered 500 face masks to the Milwaukee County Jail today and there was media present.

**3. Monitoring Limitation 4.4 Financial Planning & Budgeting and 4.5 Financial Condition--
Q3 Financial Report (Noreen Gilbertsen and Jean Johnson)**

Noreen G. shared 3rd quarter financial report documents and noted that income and expenses should be about 75% of the budgeted total. Highlights include: 1) Pledges are at 79%; activity income is at 84%; investment income is at 100%; apartment income is at 90%; total income is at 79%. 2) For expenses, human resources are at 69%, due to a resignation and an extra month

budgeted in error for the Director of Religious Education. Total expenses are at 70%. 3) Assets decreased by 13.8% from the second quarter, due to stock market losses.

Mark Bishop inquired about the projected income net of operations for the remainder of the year. Noreen estimated a deficit of \$143,000, but including the CARES Act loan, it will be about \$75,000. There was discussion on how the CARES Act loan will be documented in our accounts.

Motion to find compliance with the monitoring limitations: (Jane C., Jeremy); passed unanimously.

4. 2020-2021 Budget (Noreen Gilbertsen)

Noreen suggested the BOT keep the budget flat, but plan a 4% decrease in pledges to be closer to the likely result. Jean said it's impossible to predict the "new normal," and suggested the BOT look at human resource expenses later in the year. Overall expenditures are currently budgeted at \$920,900 for church year 2020-21, versus \$965,950 this church year. ***(NOTE: are these numbers correct??)*** Mark Bishop remarked that this is our best projection now, and there could be some hard decisions in December or January, when the BOT reviews the financial report.

5. Staff Compensation Recommendations (Rev. Jennifer)

Rev. Jennifer said a second facilities assistant will not be hired if the building remains closed. Rev. Jennifer also recommended a freeze in all staff salaries for the coming church year, and noted she will let the staff know in advance if changes will be needed, and what salary kinds of cuts (across the board, tiered, particular positions) might be proposed.

Motion to approve the human resource recommendations from Jennifer and the finance team for 0% wage increases, to be reexamined as the situation changes (Melinda/Chris); passed unanimously.

6. Limitation 4.2—Relationships with Paid and Volunteer Staff (Rev. Jennifer)

Rev. Jennifer thinks the BOT already approved the draft interpretation of this limitation in August 2019 ROT retreat, but will re-submit the draft limitation to the BOT. Also, Rev. Jennifer reported that upon inquiry, no staff members feel the BOT has overstepped its bounds with them. There has been no noncompliance feedback from the staff to date.

Motion to find that the limitation is reasonable and accept it with the inclusion of wording about having a BOT grievance procedure (Diana/ Mark Bender); passed unanimously.

7. Monitoring Policy 3: Board-Senior Minister Relationship (Mark Bishop)

We have conducted senior minister performance as specified in BOT policies and will receive feedback from Rev. Jennifer.

8. Annual Meeting Planning/Agenda (Mark Bishop)

FUSM's annual meeting will take place via Zoom at 12:30 p.m. May 17, 2020. A team is working on technology and logistics for the meeting. There may be technology constraints for a few members, and concern was expressed about disenfranchisement, but the team will find ways to include all members. Determining a quorum will be a multi-step process. The Annual report will be provided electronically in advance to members.

Jeremy stressed there will be improved security and vote tallying if members register for Zoom before the meeting. Jennifer said there is a plan to ensure a 15-day notice before the meeting, including instructions on participation.

Mark Bishop said the agenda is like that of previous years, with the addition of a vote on the ordination of Kimberlee Tomczak Carlson as minister of religious education.

9. 2020-2021 FUSM Board Officers (Mark Bender)

The BOT will meet briefly after the FUSM annual meeting to elect officers (Proposals are: Mark Bender, president; Jane Cliff; vice president; Tom Briscoe, Treasurer; Mike Hogan, secretary).

10. Senior Minister's Report

Rev. Jennifer noted FUSM will not pursue the installment of solar panels on FUSM roof at this time, due to the probability of litigation to appeal a decision of Wisconsin Energy. She added there have been over 700 views of recent worship services. She also stated that pledges to date have been basically flat, with 61 households still not responding to the current pledge drive.

11. Other Business (Mark Bishop)

There was none.

Meeting adjourned at 8:10 p.m. CT (Mark Miller/Jane C.); Passed unanimously.

Next meeting: May 17, 2020; Minutes/Chanticleer article: Diana; Words: Melinda