**USG Board of Trustees Minutes - 2/25/20**

1. **Approve January Minutes** - Minutes approved. (requested digital copy of door locks/security report from Celeste and  sent to Treva).

1. **MET Report (attached)** - Mindfulness programs are well attended and receiving very positive feedback.  After considering the issue of DANA (donations to meditation teachers by participants), MET has clarified and established procedures for DANA. See MET report (below) for additional items.

1. **Budget Presentation** - Eric Foster & Rick Rodes presented an overview of the 2020/21 Proposed Budget that also included some historical perspective.  To achieve a zero deficit budget it was necessary to reduce most budget lines. Choir section leaders had hours reduced ( but money has since been restored). Kent reported that choir is now in a better place and feels more positive generally as a result of candid discussions around budget issues.

How have annual pledges changed? Many pledges, 44%, stayed the same. It was about evenly divided between the rest, with some increasing and some decreasing.  The overall pattern is that we’re steady, but TOO steady. Many people pledge and give the same amount each year. The good news is that our fulfillment rate is excellent...people do give what they pledge to give.  But in real dollars, we’ve lost some ground.

There was discussion of whether to include Eric’s presentation at the Annual Dinner and the general consensus was that we should include the presentation.

1. **Capital Projects Update** -  **Security/Locks** - $10,000 has been donated toward the project. The handicapped door features will be included in the proposal.  Bids (new and/or revised) will be solicited.

**Signage -** Kent requested clarification that the Board wanted to move ahead with new estimates for an electronic sign. The Board approved moving forward with new estimates/proposals.

1. **2020-21 Budget Guidelines**

It was agreed that the basic guidelines(below) for 2019-20 will also guide 2020-21:

1. Operate with no deficit
2. Pay our employees fair compensation per UUA
3. UUA Dues do not need to be Fair Share under current formula

The Board agreed that for **2020-21(FY21)** USG will have a **Basic Budget** and

a **Challenge/Aspirational Budget.**

**Basic budget -** will cover basic operations, based on the items included in the 2019-20 budget. In addition, pension contributions for the church administrator will be included.  The soloists/section leaders compensation will be restored to the 2018-19 level, with the understanding that the choir will assist with general fundraising as they agreed.

**Challenge/Aspirational budget** - In addition to the items in the Basic Budget, the following items will be included:

1. Increase UUA dues payment, currently at $22,000, to $30,000 (full amount, an $8,000 increase).

             2) Hire a ½ time Intern Minister ($14,000).

            3) Restore cuts made to Buildings and Grounds budget ($6,000).

6.  **Budget Talkbacks** - The feedback received to date will be discussed at next month’s meeting.

7.  **Save the Date:**

All Church Dinner - March 14 (RSVP by March 1)

Next Board Meeting - March 24

Service Auction - April 25

Respectfully Submitted,

Sam Stormont - USG Board Secretary

**MET Report to the  USG Board, February 2020**

Highlighted Issues include:

Finances  - We have received generous gifts from 2 anonymous donors.  One for $10,000 to support fundraising efforts, which does not need to be spent in this budget year. MET would like to have the Board’s blessing to accept the money and authority to use it as we see fit to raise revenue.

Security/Locks -An anonymous donation has been made for $10,000 towards these costs through the help of Zachary Bosco.   MET and the newly re-vitalized Security Committee continue to work to finalize a proposal to the Board for a system of locks to protect the building and congregation.  8 panic buttons have been delivered and will be programmed in the next few days. We are exploring additional funding options for this project.

Lincoln Drive Signage - MET requests the Board clarify their wishes on this.  We will go forward with a detailed proposal once we have the go-ahead from the Board

Budget - We expect that the Board will give us guidelines for direction in creating the budget.  Later this spring the Board will review and approve the budget. We have met with Bill Blasdel from Building and Grounds to hear their needs.  They anticipate higher utility costs, expenses for maintenance contracts and a possible replacement for the outdoor equipment shed near the cooperative nursery.  Specifics are still being worked out.

Rentals - We are exploring raising some of our rental fees.  Conversation continues about the best way to increase our rental income.   We all agree there are lots of new technologies and marketing methods to consider for increasing our rentals.

ASD - Gerry Whelan is reviving the “Better angels” conversations.  The Meditation offerings are doing very well. The new Dharma Recovery program had good attendance for its first meeting.  After considering the issue of DANA (donations to meditation teachers by participants), MET has clarified and established procedures for DANA .  Procedures for non-registration events: Participants may make a donation to the teacher, which goes to entirely to the teacher. USG will no longer process these donations. Teachers are welcome to give back a donation to USG. Procedures for registration events:  Instructors may have individual contracts negotiated for these events.

Stewardship - The campaign will launch on March 8 Worship Service.  The committee has set an ambitious goal for this year.

For the MET, submitted by Gale Gibbons

To Jeff Baird : 2-11-2020

Subject- Advice regarding security risks and ways to address them with infrastructure Enhancements at USG including Lock out procedures, panic buttons, camera’s, and door access control systems.

Highest risk and concern

1. - Sundays- . An intruder enters the sanctuary at Sunday service with the intent on doing harm. Or an intruder enters the building with the intent to do harm to students in Sunday school. Doors that are left open are the lower level door from the parking lot (#2) the ADA door leading to Assembly Room (#1), the center courtyard doors (#3), the door with ramped paving on courtyard side of sanctuary (#5), and the doors to both sides of the Narthex, (#6 & #7) . On a typical Sunday there are 3 classes in the 3 classrooms the Sullivan wing, one in lower level Bristol room , child care in the Committee Room, and a class in the Assembly Room.

General security concerns

1. Weekday days- different groups enter and exit the building including daily 12 step groups, members for committee and administrative meetings, contractors, and other on general church business. Doors used are the lower level door from the parking lot (#2), and the office entry door from the courtyard, (#4). They (#2 & #4), both have cameras and door #4 has buzzer and electric door release. These 2 doors are used to control access with the exception of when the 12 step groups are there. . The 12 step groups unlock the lower level doors (#2), from the parking lot, and the center courtyard doors, (#3), and then lock them when leaving.
2. Saturdays and evenings- There is a 12 step group in the AM on Saturday, and Monday evenings. Other committees meet in the evenings Different parts of the building are often rented out for Weddings, and other events, and these rentals usually have a sexton on duty. There are also MALT classes, a Saturday evening 6:30-8 Recovery Dharma group. Sunday there is a USG Mindfulness class late afternoon with a USG host present. Often for these weekend events the ADA access door to the Assembly room, (#1,) serves as the entry point as it is the most direct and accessible entry to Assembly room, Sullivan Chapel and the elevator. These group leaders either have keys or use the lock boxes.

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Status of project to date.

We now have one bid on a door access system from Vans Lock shop, with is attached. It includes 7 exterior doors with lock down function, 2 new cameras, 2 lock down buttons, all in a integrated system with a control panel and card readers.

We also have 8 panic buttons on order from Fidelity Alarm company, to be installed in the sanctuary, Narthex, office, and other locations.

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Here are some questions on a more specific level from Andre Stormont and myself

1.  Does it make sense to include in the  automatic lock down the single door near the pulpit that leads from the Sanctuary into the hallway that goes to the name tag lobby?  This would keep an intruder who enters the Sanctuary from having access to the rest of the building.  Congregants would still have the other doors to exit out of the building (double doors at the front and single door near the sound board and the double doors in the Narthex. And that hallway is a big bottleneck that would trap people.

2.  Does it make sense for the double doors into the Sullivan wing (where the children have Sunday school classes and where the other children can gather who meet in the committee room and sometimes meet in the assembly room) have a lock or slide bolt on the inside that can be locked after all children are accounted for?

1. Should each of the individual room in Sullivan Chapel have a lock that can be locked from the inside?
2. There are street level doors on Lincoln Drive that lead into a vestibule and then the Bristol Room.

As there are already an accessible entrance to the Bristol room and rest rooms and may be able to accommodate a disabled person going to an activity in that space, should they be made to function with the new security access system?