

USG Board of Trustees Meeting - 5/26/20

1. **2020-2021 Budget** - USG's Paycheck Protection Program (PPP) application was approved for an amount of \$61,000. Due to savings and prudent management we will actually end this fiscal year with a surplus of approximately \$40,000, as result of the PPP. We discussed the process for transferring the surplus amount to next year's budget. Our accountant will be consulted to ensure everything is done in adherence to applicable laws, regulations and accounting practices. We anticipate pledges in the \$350-370K range this coming year. This budget will include staff salary increases, the administrator's pension contribution and \$6,000 restored to Building and Grounds budget and UUA Dues at modified amount. More information is required regarding soloists responsibilities and workload.
2. **Annual Meeting** - USG's annual meeting will be held virtually via Zoom on June 14, 2020. Jenn will consult with Treva and Celeste about the timing and coordination of the various aspects of the worship service and annual meeting.
3. **June 14th Worship Service** - the worship service will be planned and conducted by USG Board members. The theme will be "Celebrating Our Church Community".
4. **Rentals** - The apartment rental is still solid and that income stream is expected to remain consistent. The Nursery School rental is still in doubt since it is uncertain when and how they will be able to reopen. It is simply an unknown at this point whether we will be able to count this income next year. Overall, a \$50,000 loss of rental income is the worst case scenario, but other savings will mitigate some of that.
5. **Stewardship** - So far, 53% of USG's "pledge units" have pledged. The amount pledged is 76% of our goal of \$400,000. The total dollar amount pledged is \$303,000 as of today.
6. **Auction** - the "No Auction Appeal" idea has been shelved for the time being. More thought needs to be given to how we might conduct future auctions, including a larger virtual component.
7. **Covid Relief Fund** - Andrea Barsevick created a draft proposal outlining a plan and procedures for managing a Covid Relief Fund. The fund would be comprised of money from the Sullivan Assistance Fund, USG members and a matching grant from an anonymous donor. This proposal is intended to provide a way for USG to be more proactive in providing resources to those in need. A Covid Relief Fund committee will be appointed that will be comprised of 3 USG members, who will have responsibility for soliciting, vetting and distributing contributions. This proposal was accepted and Board approval was given to move forward. Discussions will continue with the Sullivan

Assistance Committee and the anonymous donor to hammer out how the fund will be structured, amounts donated and other related details.

8. **Covid Update** - the Safety Committee is co-chaired by Susan Smith and Bill Dowdall. They have been reviewing and monitoring CDC, Pennsylvania and local guidelines as they relate to USG. Pennsylvania is going to Yellow on June 15. Two weddings are scheduled in the grove this summer.

9. **Three Month Budget** - The possibility of creating a 3 month budget was discussed since there are so many unknowns going into this coming year. It will be possible to save on utilities, heat and air conditioning. The idea is to create a budget for the first 3 month period and re-evaluate as we go along and things change. One advantage is that this approach would provide transparent flexibility. The Board authorized MET to create a 3 month budget. **Note:** it was subsequently decided that since we would be constantly monitoring the financial situation and the overall expenditures, we really didn't need to create a special 3 month budget and should instead create a 12 month budget.

Respectfully Submitted,
Sam Stormont - USG Board of Trustees Secretary