

USG Board of Trustees Minutes - 05/25/21

- 1. Proposed Budget for 2022** - Eric Foster presented the proposed budget for next year. He noted that Covid won't be as much of a factor this coming year. Regarding Revenue, the pledges for 2021 total \$380,000 and the goal for 2022 will be \$390,000. Our \$66,000 PPP loan will be used for salaries and utilities. Fun in the Sun will be back and we hope to have more weddings and other events to enhance revenue. The budget includes 5% of the value of the General and Memorial funds. The actual dollar amount transferred should be approximately the same as the \$7,000 that used to come from the Sullivan Fund(which has been discontinued). On the expense side, most staff salaries will remain the same, with exception of the sexton and assistant administrator, who will work more hours this year than last. A new Digital Communications Director position is being requested at a salary of \$18,000, as well as a part-time bookkeeper position at a salary of \$7,000. Rentals are budgeted to increase by \$20,000 and pledges to increase by \$10,000. It was noted that the budget includes the \$66,000 in PPP money and a question was raised about how the budget will be balanced the following year, when we will not have any PPP funds. Eric Foster was directed to prepare a proposal for balancing the budget for the 2023 year.
- 2. Approval of April Minutes** - approved with notation that personnel policy was not approved as presented at the April meeting (modified policy with changes will be considered and voted on at an upcoming meeting).
- 3. MET Report** - attached below ***
- 4. Personnel Policy** - The Board directed Andrea Parry to amend the policy to include vacation time recommendations and we will table until our next meeting.
- 5. CIF Policy** - We need to fill our vacant Treasurer position, which requires completing a job description, before we begin appointing CIF committee members. A strategy for communicating CIF Policy to all interested parties needs to be developed and meetings need to be held with all current players to roll out changes. The Treasurer position is primarily concerned with oversight. Andrea Barsevik asked board members to submit names of potential Treasurer candidates.
- 6. Moving Ahead Steering Committee (MASC)** - Dev Howerton sent a report to the board detailing progress to date (attached below**). It was a good overview, with clear explanations.

7. **Widening the Circle** - Andrea Barsevick asked all board members to review the items outlined and make sure they make sense to you. Andrea also pointed out that on the second page there is a statement recommending that each lay leader commit to attending a program focused on anti-oppression. The Board is encouraged to show leadership on this initiative.
8. **Planning for next year** - we reviewed a Board Activities chart presented by Andrea Barsevick. The chart detailed various activities and milestones throughout the year. It is intended to give new and returning board members a better sense of upcoming deadlines to allow adequate planning and preparation to prevent anything creeping up on us and creating a need to scramble. A question was asked about guidance for when we'll be able to meet in-person. We have the Moving Ahead committee working on this and now have guidelines for meeting in person outside, but the consensus was that we are basically going to have to monitor and rely on guidance from the City, State, CDC and UUA for when and how we can meet inside the building.

Respectfully Submitted,
Sam Stormont, Secretary, USG Board of Trustees

****Report to the USG Board Regarding Reopening USG and the Moving Ahead Steering Committee**

As the pandemic situation is changing with increasing numbers of people being vaccinated and the COVID-19 infection rate decreasing, USG is planning to begin reopening in the near future to offer services and other events both in-person and virtually.

People involved in Developing Guidance and Policies for Reopening

To facilitate the decision-making process for reopening USG, a steering committee has been formed, the Moving Ahead Steering Committee (MASC). Members are Rev Kent, Celeste Lamb, Dev Howerton (Board), Janet Haas (MET), and Andrea Parry (chair). MASC has met twice (5/14 and 5/21). MASC will develop policies and guidelines through an iterative process working with Single Points of Contact (SPOCS) and the COVID Task Force. See the list of SPOCS below.

- Ryan Hurd (CSD/ASD)
- Mark Daugherty (Music)
- Scott Smith (Tech)
- Andre Stormont (B&G)
- Bill Dowdall (COVID Task Force)
- Tom Ott (Worship Arts)
- Jess Stanforth (CSD)
- Tonika Berkley (Ending Racism)
- Andrea Barsevick (Board)
- SPOC from Social Justice Council to be added

Planning stages

MASC is considering guidance from the Philadelphia Dept of Public Health, CDC, and the UUA in developing policies and procedures. Guidance developed by MASC in conjunction with SPOCS, as

needed, is run by the COVID Task Force for medical and safety review. Decisions are being made in the following stages.

- Short term (now through June 30)
 - Updated guidance for the use of outdoor space (target date: early June)
 - Requirements for recovery group meetings (target date: early June)
 - Guidance on recording singers for virtual services (target date: 5/24)
 - Guidance on the use of masks during Standing in Solidarity with BLM vigils (target date: 5/24)
 - Capacity limits for Mt. Airy Home School co-op and Fun in the Sun summer camp (completed)
 - Rentals – to be addressed next
- Mid-term – July through September
- Longer term – remainder of church year through June 30, 2022

Next steps

- Informing and involving the congregation – what to say, how, and when
- Guidance for meetings indoors

NOTES:

- Philadelphia dropped the outdoor mask mandate effective 5/21/21.
- Pandemic conditions are continuing to change as is the public health guidance, therefore, USG policies on reopening will be updated, as needed, over time.
- The USG building will be closed and staff will be off from 5/24 through 5/31.
- Next MASC meeting scheduled for 6/4.

*****MET Report to USG Board, May 2021**

This month MET has been focusing on finances and re-opening. Especially with the rapidly changing COVID situation, there is a lot happening. Eric Foster represented MET at the Annual Meeting in presenting our current financial situation, which is very healthy.

Budget

The MET is finishing up the 2021-22 Budget proposal following the guidelines provided by the Board. We plan to present that for the May 2021 Board Meeting.

Technology upgrades

MET is moving forward with the first \$10,000 of improvements in order to make the sanctuary Livestream ready (video cameras ready to live feed). The first \$10,000 will be spent by the end of June 2021 and will be included in our current budget. The next \$25,000 for sound and lighting upgrades will need to be raised, possibly in a mini-capital campaign be explored between Board, MET and Stewardship Committee.

Moving Ahead Task Force

MET is supporting this task force in its planning for re-opening. Andrea Parry is chair and Dev Howerton serves as Board liaison on the Task Force. Immediate focus is on the return of recovery groups

and the summer day camp. Janet Haas represents MET on this committee, in addition to Kent and Celeste.

New Hires

We are creating a search committee for the part-time book keeper position, following up with the part-time Digital Communications Manager after the book keeper is hired. These will not be regular staff with benefits, but “contract” employees. We will abide by EEO policies for these positions, we are an affirmative action employer.

Election Day

Under Celeste’s leadership, USG was a polling place for the primary election.

For the MET, Gale Gibbons

May, 2021