**Unitarian Universalist Society Board of Trustees Meeting Highlights – May 13, 2020**

Board meeting minutes are available on the website or can be requested from the UUS administrator.

**Present:**  Amy Fretz (President), Joe Rasmussen (Vice-President), Jane DeWitt (Past-President), Chris Rode (Treasurer), Allison Bettine (Secretary), John Raley (Finance Trustee), Michael Honey-Arcement (Trustee), Colleen Higgins (Trustee), Paul Pomrehn (Trustee), and Rev. Diane Dowgiert (Ex-officio)

**Absent:** none

Board President Fretz called the meeting to order at 6:30 p.m. Rev. Diane Dowgiert provided opening words.

**Consent Agenda & Announcements:** Consent agenda and other items are uploaded to Dropbox for Board review prior to the meeting.

*Consent Agenda items:* April Board Meeting Highlights, May Executive Meeting Minutes, Staff Report, Treasurer’s Report and Financials

*Moved by Rode, seconded by Higgins to receive the Consent Agenda. Motion carried.*

*Moved by Honey-Arcement, seconded by Rasmussen to approve the April Board Meeting Highlights, May Executive Meeting Minutes, Staff Report, and Treasurer’s Report and Financials. Motion carried.*

**Jean Reese Fund**: The Jean Reese Fund proposal was sent out to the Board via email prior to the meeting. Fretz called for a motion to approve the Jean Reese Fund proposal. After a brief discussion regarding the difference between endowments and special gifts, a motion was made that the vote be tabled until after the governance and endowment committees meet to revisit the Gifts Policy. *Moved by Fretz, seconded by DeWitt that the Board table this vote until after the Governance and Endowment teams meet to discuss. Motion carried.*

**Finance Committee Update**: Raley reported on the status of upcoming rentals booked through November and communicated the Finance Committee’s recommendations regarding the future of rental opportunities at the UUS building. Raley is set to meet with Emma in order to develop a plan to reach out to the remaining rentals to convey that the building has been closed to the public indefinitely.

**Governance Committee Update**: Fretz shared that the Committee is finalizing the order of the policies book and that the most updated policy is in Dropbox for Board review.

**Interim Ministry Appraisal**: The Interim Ministry Appraisals completed by Fretz and by Rev. Dowgiert were shared with the Board via Dropbox prior to the meeting. It was agreed by the group that the interim ministry was successful and that the congregation made significant achievements under Rev. Dowgiert’s leadership.

**COVID-19 Planning**: Fretz asserted that planning must begin to prepare for the challenges facing the congregation, the ministerial team, and staff due to the pandemic. Certain issues including limited technology, the staff’s evolving workload, and the accessibility of services were discussed. It was established that a crisis management taskforce must be formed and that this team be tasked with developing a safety plans for the congregation so long as the virus presents a health threat to this community. It was moved that Fretz, Rasmussen, and Rev. Dowgiert appoint the members of this taskforce, drawing from the staff, the hospitality team, the worship associates, medical professionals, and those in the congregation with children. *Moved by Bettine, seconded by Pomrehn that Rev, Dowgiert, President and Vice-President appoint the members of the taskforce.* *Motion carried.*

**Closing**: DeWitt read the closing words, Honey-Arcement gave process observer comments, and Fretz adjourned the meeting at 9:10 p.m. The next Board Meeting is Wednesday, June 10th, 2020 at 6:30 p.m. on Zoom.