



Date 11-10-2020

Tapestry Board of Trustees Meeting Minutes

Attendees: Reverend Kent Doss **President:** Christine Krueger **VP Finance:** Paul Bonfanti **VP Operations:** Jim Bucklin **Treasurer:** Dan Schmid **Secretary:** Elisabetta Panzica **Trustees:** Joanne Kondori, Janet Lusk, Michelle Antenese

Absent: _____

Guest(s) if any: Joan Segal

The Board Meeting was called to order at 7:02 pm by Christine Krueger. She provided opening words by: Forest Church UU Minister – We Spring From a common Source

Agenda and Approval of Minutes

1. Minutes of the November Board meeting were approved M/S/P
Approval of past Minutes: after the revisions, we approved October's Minutes via email in November.
2. Minutes of the mm/dd/yyyy Board meeting were approved with these changes (if any):

Paul suggest delay in voting till changes are made.

Consent agenda: N/A

Business Themes:

Finance:

Report of VP Finance: Paul Bonfanti reported on the following:

Paul stated he was optimistic about our financial situation. He went on to say that our pledge situation is good. We have received 40% of our pledge income, and the year is about 33% over. Digging deeper, we have 22 people –almost exactly ¼ of our pledgers-- who are falling behind significantly in their pledges. We've been send general messages and sending out pledge statements to everyone. Paul feels that for members who haven't paid any of their pledges, it may be time for a little more direct messaging, which he'll do this weekend. Paul is pleased with the fact that we're on budget with rental income, and states that it is very encouraging—we may actually surpass the budgeted amount.

The "Fun"raising progress is lower than we'd want, but that's to be expected.

Other revenue lines look good.

Our revenue budget this year was about 308,000. But 53,400 of that was borrowing from ourselves essentially. So, we expected to take in 254,600 in "new" revenue. 1/3 of that is about 81,500. We've actually taken in almost 98K, plus the 10K from the county relief efforts. If this keeps up, we should be OK and may not even need to "borrow" the full 53,400 from ourselves.

Also encouraging is that our expenses are a little lower than projected.

Now with the positive note, our potential vulnerabilities are:

1. Pledge income might slow down, and some of the people who haven't given much or anything may not be able to

Minister: Reverend Kent Doss **RECY Director:** Rob Nicholas

Minister Emeritus: Reverend Robert Jordan Ross **Music Director:** Melissa Sky-Eagle

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2. The pandemic could continue or worsen, and/or the economic effects might worsen, which could hurt rental income, contributions, and fundraising
3. The rental could disappear for other reasons
4. The second virtual auction may not be as successful

Report of the Treasurer: Dan Schmid reported:

That Income: Contributions were much higher than projected in the budget for October due to some large donations. Rental income was also above budget due to the return of our renter.

Some additional revenue came in from W&M "fun" Raising, miscellaneous income and a RECY contributions. Overall revenue was about \$10,000 above budget.

Dan continued to report on expenditures and surmised that the total expenditures for October were about \$1000 less than the budgeted amount. The expenditures for October were mainly for payroll, mortgage, cam charges, insurance, fees, leases, and utilities. There were a few expenditures for other activities such as a guest speaker and an Owl refund. Not many guest speakers were hired due to covid-19. In October there was about \$2,100 more in revenue than in expenditure indicating a gain for the month.

Two checks were written against the FOCD account, together the amount spent was \$7,500. There were no Capital expenses during October.

In conclusion Dan Schmid stated that with a gain for the month, the operating account ended September with a balance of \$56,359.11 an increase from September. The gift card income does not appear to be entered correctly into QuickBooks. Dan will collaborate with Dave Weber to correct it. The minister's retirement accounting has been corrected and is being entered correctly into QuickBooks.

- See additional summary details in **Attachment A**

Space/Building/Grounds – There was discussion about the following:

"Swedish School is interested in using Tapestry's sanctuary as classroom space instead of the upstairs rooms so they can social distance"

Report of VP Operations:

VP Operations: [Jim Bucklin](#) reported via email, sent prior to the meeting – see **Attachment B**. He/she also reported the following: That he is preparing for Coordinating Council and informed the board members that a nominating committee chair was still needed. He stated that 2 people circle out and 2 circle in and that they elect their own chair.

Minister's Report - Rev. Kent reported the following:

In late October Rev. Kent said he co-signed an open letter to the OC Board of Supervisors about the police shooting of Kurt Reinhold. It was published online by the Voice of OC.

Rev Ken mentioned the Welcoming Neighbors Home leaders stating he met with Pastor Rod Eckles and leaders at Neighborhood Congregational church in Laguna Beach about working together in our efforts to end homelessness. I am confident that a good partnership will emerge here, but it will be slow going. Tuesday Nov. 3 we hosted a Zoom meeting for election night. It was not quite what I was anticipating. Ten to fifteen people participated at some point over the evening. I think it was helpful for a few who were particularly distressed that night.

I continue meeting with the Comprehensive Planning Committee every other week for a work session. They will have a draft of a five year plan to present to the Board at the December meeting. The Reopening Task Force got results from the survey back. To me, there are two key findings. First, most people are not jumping at the opportunity to return to in-person worship ASAP, though a few may be. Second, people are satisfied with the worship experience on Zoom. That is a huge relief to me personally. I have attached the results of the survey. You will see, as expected, responses are quite varied. Also refer to Rev. Kent's written report, previously distributed – **Attachment C**.

RECY: Rob Nicholas previously emailed his report. See **Attachment D**.

It was stated by our President of the board that Rob Nichols had success with all of his hikes. He stated that 8-10 kids were coming to his instructional classes. He was touched by the heartwarming reading involving the kids during service. Rob Nicholas also relayed the message to the president that the 30 page policy for safety is being actively worked on.

Other Business:

PTO Policy was approved this policy is what we will use rather than what Rev. Kent has. It states that an employee stops accruing after 120 hours. If you never use it, it still remains at 120 hours. It is not recommended to accrue the system was drawn in such a way that forces one to take care of themselves and not get burnt out.

It was approved to cut 120 hours to 80 hours. A motion was made to implement change, Dan Schmid seconded motion. Motion passed.

A retreat later in Spring was discussed, maybe outdoors with Celia presenting.

Guidelines for publicity of Tapestry events were discussed.

Decisions Made at This Meeting:

Approved 3 policies. CPC discussed for next month. Zoom was suggested as a means to help people who want to run meetings.

Send Thank You Notes to the Following:

Connie Purcell, Melissa, Rob

Who is Responsible for Splinters from the Board (Newsletter), next month:

Michelle Antennesse

Next Board Meeting

12-10-2020 at Tapestry

Closing words were by Christine, a quote from, "The Power To Make A Difference," by J. Sheetz Cottell

Meeting adjourned at 9:03pm. Minutes taken and transcribed by Elisabetta Panzica, Secretary.

Attachments:

- Attachment A – Treasurer’s Report (Dan Schmid)
- Attachment B – VP Operations Report (Jim Bucklin)
- Attachment C – Minister’s Report (Rev. Kent Doss)
- Attachment D – RECY Report (Rob Nicholas)

Action Log

Date Proposed	Topic	Discussion/Action	Responsible Person	Status