

East Shore UU Board of Trustees Meeting  
September 13, 2020

**Board of Trustees**

Mary Stewart-McGovern	x	Julia Kotowski	x
Mary Mason	x	Diana Jackson	x
Shirley Hairston	x	Minna Zelch	x
Mark Guizlo	x	Clark Waite	x
Maggie Calkins	x	Minna Zelch	x

**Attending**

Rev Denis Letourneau Paul	x	Halcyon Domanski	x
Patrick McGovern			
Dick Hurwitz	x	Lynne Kilgore	x
Eric Waldman	x		

Meeting called to order by Mary Stewart-McGovern at 1:36 pm. Rev. Denis provided reading. Check-in of members present.

Moved Ad Hoc Committee on Reorganization to top of agenda.

1. Group of 4 has bounced ideas of larger group of 15/20. Have a plan that they think is good enough to pilot test for 12-18 months. Larger group of 15/20 have approved this plan. **Maggie moved to approve plan as presented, as a working document, Mary seconded.** Opened for discussion. They propose 6 co-equal teams which will consolidate the 38 committees that currently exist, and a Journey Council made up of the leaders of each team. Main goals are increased transparency and orderly plan for ongoing leadership succession. Much discussion about how finance committee activities would be handled. It was noted that about 80% of the budget are “fixed” (meaning not a set cost but a budgeted amount, like mortgage and utilities and salaries). Remaining 20% of budget would be managed by the 6 teams. There will still be a Treasurer, Asst. Treasurer and Financial Secretary (T/AT/FS), with specific 3 year terms (1<sup>st</sup> year as Incoming T/AT/FS, 2<sup>nd</sup> year as T/AT/FS, 3<sup>rd</sup> year as Immediate Past T/AT/FS). Rules will still be in place about approval process and limiting amounts that can be spent from special funds. Still only 2 people who can sign checks (Treasurer and Board Chair). Financial Secretary would still be on BoT- at least for now: might change in future. BoT would negotiate contracts. There will probably be dual accounting for at least the first 6 months of 2021, since the current financial structure cannot be changed mid-year. Will give a chance to work out some bugs in the system and make mid-course corrections. Journey Council will be the major coordinator of events/activities/etc. Plan to be writing new by-laws in 2021-2022 year, for approval at June 2022 annual meeting.

Next step is to present this plan to the people who are leading current committees to answer their questions/get their feedback. **Vote was unanimous in favor.**

**Motion made by Shirley to dispense with reading of the June 20, 2020 minutes. Minna seconded and passed. Motion made by Shirley to approve the minutes of June 20, 2020. Motion seconded by Mary M. Motion passed.**

**Reports:**

1. Chair –Report sent previously, in drop box.
2. Minister- Report sent previously, in drop box.
3. DRE & Faith development report – Report sent previously, in drop box.
4. Building and Grounds- report not available.
5. Membership – Report sent previously, in drop box.
6. Treasurer Report- Report sent previously, in drop box. Current government program allowing deferral of SS/Medicare payments. We are not going to participate in this. Shirley will notify employees about this. Electric bill has gone down (forgot to turn off AC after blood drive). Discussed moving/turning off some/all refrigerators/freezers. Food in kitchen ones probably need to be completed thrown out and cleaned.
7. Financial Secretary: Report sent previously, in drop box. Small house electric high- probably dehumidifier and sump pump.

**Motion made by Maggie to approve the Financial Report as presented. Motion seconded by Clark. Motion passed.**

8. Committee on Ministry. Report sent previously, in drop box. There needs to be a hiring team (vs search). Will include 4 people elected by congregation, 3 by BoT. Call for nominations will be for members only. Plan to send out description to all members (email and snail mail to those without email), with a list of members (not friends), and what the commitment is to be part of this team. Ask everyone to vote for 1 member. Will approach the 4 people with the most votes to confirm willingness to participate. Then BoT will nominate 3 more. This team will then complete UUA questionnaire, and create short questionnaire for members on what they want. UUA will then give us 3-4 ministers to choose between. Had proposed that hiring committee would be the COM for 2021-22. This might be different given restructuring plans. **Motion made by Shirley to continue process as laid out, with change 1) that only members can participate and 2) that Linda will contact members by email or snail mail. Minna seconded. Motion passed.**

**Reviewed Action Items List**

- 1) Have received face shields (C)
- 2) Not completed: MSM to discuss with Dan house next door (NC)
- 3) MSM and MM to work with COM on hiring process (C)
- 4) Not complete- Shirley to set up pay pal (NC)
- 5) Not completed – Shirley to talk with Laura Solomon about list-serve and email problems (NC)
- 6) Minutes of August meeting posted. (C)

**New Business:**

1. Ad Hoc Committee on restructuring (see above)

2. Ad Hoc Committee on re-opening - Didn't have a meeting, will meet this week. Rev Denis wants resolution about how many people can participate in outdoor events in parking lot or memorial garden. People were good at today's service about distancing. Rev Denis outlined a zone in the parking lot for social events (1 long parking lane, both sides, every other space, and 4 spaces near the building and four near the woods). **Mary SM made motion to approve Rev Denis' proposal for 20 maximum for Sunday service; 50 maximum for outdoor social events; social distancing is required; people will be requested to leave if not following rules; people must register in advance for contact tracing; and people must park within designated area, and Mary M seconded. Motion passed.**
3. Committee for Developmental Minister search: See COM report above.
4. Snow removal contract: Buildings and Grounds should decide: Discussed asking for a 2-part contract, Option 1 would be basically what they did during the week last year (front lot, to recycle bins and strip close to back of building) and Option 2 would be what had last year-more plowing on Sundays (if we open) (prorated for if/when this happens).
5. Buildings and Ground concerns
  - a. Several congregants have concerns about building – that it looks abandoned. Weeds in driveway, ditch, Halcyon's office not reassembled, playground is a mess of weeds, parking lot paving. Siding on wall outside administration wing is discolored. Made plans for Halcyon's furniture and playground. Need a prioritized punch list What are immediate needs and what are longer systemic grounds issues. This should be Building and Grounds committee work.
  - b. 2021 Ralph Friedman Memorial Blood Drive Dates. Will ask Bob to be responsible for turning off HVAC after blood drives. Jan 17<sup>th</sup>, May 16<sup>th</sup> August 15<sup>th</sup>
6. Sievers security contacting Nancy Tozer about some security box not sending signals. Dan Bond checked this and there were no problems, but it does rely on the Wifi system. Mark G. agreed to be Sievers contact, and he regularly resets the security system.

#### **Old Business:**

- 1) What does church membership look like in a remote environment? It looks like what we are doing right now. Membership committee needs to meet and discuss this.

#### **Next Meeting: October 11 1:30**

**Shirley moved to adjourn, Minna seconded. Meeting Adjourned: 3:58**

#### **Action Items**

- 1) Halcyon to clean out refrigerators
- 2) Mary SM to coordinate with Halcyon on getting young men to move furniture back into her office.
- 3) Maggie to get with Dan on plowing
- 4) Halcyon will try to get some quotes for playground (Mary SM has some contacts)/ Shirley to send contact info to Halcyon. Sharon Waite's brother may also be a landscaper.
- 5) Mary SM to get dates to Linda for calendar, and let Bob know dates are fine.
- 6) Mary SM to reach out to Patrick about having a membership committee meeting to discuss what church membership looks like in a remote environment.
- 7) Mary SM to ask Building and Grounds committee to create prioritized list to present to board.
- 8) Mark G to contact Sievers and Nancy Tozer about Sievers Security change.

- 9) Maggie to compile 08/2020 Board notes/reports and send to Laura Solomon for posting on the “members only” section of ESUUC website

Submitted by Maggie Calkins



**EAST SHORE UNITARIAN UNIVERSALIST CHURCH**  
**Board of Trustees Meeting Agenda**  
**Sunday September 13, 2020 – 1:30pm via Zoom**

Item	Notes
<b>Chalice Lighting</b> <b>Centering</b> <b>Check In</b> <b>Agenda Updates</b>	Centering: Board Covenant or quote Monitor: TBD  Official membership count:
<b>Secretary's Report</b> Minutes –Aug. 09, 2020 Board Meeting	
<b>Reports</b> A. Chair B. Minister C. DRE D. Building and Grounds E. Membership F. Treasurer G. Financial Secretary H. Committee on Ministry	
<b>Unfinished Business/Action Plan</b> Review Action Plan (see attached)	
<b>New Business</b> 1. Ad Hoc Committee for Organizational Restructuring – update 2. Ad hoc committee for potential reopening East Shore – update 3. Committee for Developmental Minister search – update 4. Snow Removal contract 5. Buildings & Grounds concerns 6. 2021 Ralph Friedman Memorial Blood Drive dates	
<b>Old Business</b> 1. What does church membership look like in a remote environment?	
<b>Action Plan</b> Add action items from today's meeting	
<b>Next Meeting: Sunday, October 11, 1:30 pm</b>	Centering: Board Covenant or quote Monitor: _____

## **Board Chair Report September 13, 2020**

The following items have been completed by the Board Chair since the August 09, 2020 meeting:

Chaired the 08/09/2020 Board Meeting via Zoom. Reviewed 08/09/2020 board meeting minutes as prepared by Maggie Caulkins. Also reviewed the board meeting summary report for publishing in the Beacon newsletter.

Attended the following ESUUC-related meetings (all via Zoom):

- 08/12/2020 Ad Hoc Committee to Reopen East Shore meeting
- 08/18/2020 Committee on Ministry meeting
- 08/18/2020 Ad Hoc Reorg Committee meeting
- 09/10/2020 One on One meeting with Rev. Denis

Discussed conditions/status of building & grounds with 2 concerned ESUUC members

Hosted an email meeting with Board Members regarding the possibility of conducting outdoor/on-site Sunday sermons at ESUUC, at the request of the Ad Hoc Committee to Reopen. Created a survey on SurveyMonkey.com for board members to be able to vote on this item. The vote was unanimously in favor and the first on-site sermon was conducted today (09/13/2020.)

Kind Regards,  
Mary Stewart-McGovern  
Board Chair, ESUUC



**East Shore Unitarian Universalist Church  
Kirtland, Ohio  
Minister's Report to the Board of Trustees  
September 13, 2020**

Dear Members of the Board,

Today marks six months of COVID time, a half year since Gov. DeWine announced that schools in Ohio would be closed. A half year since we suspended gathering under the Beacon.

In my heart of hearts, I knew that it would be a long time, but intellectually couldn't grasp being physically apart so long. I had no idea what the impact would be on congregational life.

We continue to do what we can to keep things afloat, and to offer ways for members and friends to remain connected. I continue to be humbled by the ways in which people are stepping up in the ways that they can.

Following are some of the ways that I've worked toward keeping connections alive through July and up to today. Much of my time is spent now trying to keep connections alive, getting new people involved online, and imagining new ways we can safely meet.

**Online Services in August**

**8/9** "Inventing Nature," with Rickie Beck

**8/16** "Epiphany of Starlings," with Rickie Beck

During the month of August, I was grateful to have "Guest Preachers" Rev. Lynn Gardner and Rev. Wendy Bartel, co-ministers in Schenectady NY, submit worship materials that were supplemented by Jared Hammond, who handled the Facebook Live portion of worship so beautifully from his home. Our adept DRE Halcyon continues to do a great job pulling everything together in videos posted on YouTube, and even taking full responsibility with the youth from the RE program for the last worship service of the month.

Now that we have things moving along in a groove, after months of constantly learning on the fly, I'm also grateful to have more time for reading and research in preparation for sermons I write. In that way, we are feeling more back to normal. Services are no longer about the chaos of this crisis and how we are making it work, despite the limitations. Services are more substantive again, and we're getting lots of positive feedback from the folks who are participating actively and watching passively.

The Worship Arts Team, understandably, is collectively struggling with planning worship out further than four to six weeks out. It seems like we never know what the world is going to look like much beyond that short time period, things are still changing so quickly. Now, with the presidential election looming, and the huge impact that will have on life in this country, whichever way it turns out, we have one more thing to consider as we plan. But we're constantly coming up with new ways to engage folks, including using old recordings of the choir singing hymns, and having the choir gather, safely distanced in the parking lot, to sing and record. Jared, with the help of choir members, is working on using Band Lab to create higher quality recordings. There's a steep learning curve for everyone involved, but hopefully soon it will yield a usually finished product.

**First Wednesday Nights** have continued in the parking lot with great turnout, with participants bringing their own food, drink and chair. On September 2 we had 17 present, masked and safely distanced, and adapted our previous format of using SoulMatters small group materials to focus on the liturgical theme of the month. There was a strong consensus that we should keep doing it, as long as the weather allows.

**Prayer Circle** participation has remained low but steady on Wednesday mornings live on Facebook. Viewings of the recordings during the wee remain stable. On September 9, a second Tuesday the original group committed to at the beginning of the year, we gathered in person in the Memorial Garden in the dark, steeped in meditation as the sun came up. So much joy and gratitude for the practice together and to enjoy one another's company. The best part for me was that a couple folks who had only ever participated online got to be part of the in-person circle.

**Beverages and Banter** have been continuing hosted by me, online or outdoor on site, one or two times per week, with turnout similar to that of pre-COVID times. Since folks throughout the congregation were asking for more informal opportunities to meet outside of worship and meetings, I recruited a few folks to add more dates and times the calendar, which they did. Next month, I'll be able to let you know how things are going.

**Organizational Restructuring**

The “Core Group” of four continues to meet each week, and now has a very detailed proposal to bring before the board, created with great input from the larger “Group of 15,” especially Ruth Troup and Nancy Tozer. The Core Group is on the agenda for the September meeting to make the presentation to the board before implementation can begin.

**Membership**

I’m continuing to reach out to people who are joining us online. I’ve proposed having meetings via Zoom, but the energy just isn’t the same. At the moment, I’m having a hard time imagining how online viewers can become members. But let’s see how that goes.

As we keep saying, everything is changing.

**Contract Tracing** has been happening informally as the congeners of on-site meetings send information to Linda in the office, including date, time, purpose, location and names attendees. If you would like that information provided in a (confidential?) report, please let Linda know.

Respectfully Submitted,  
Rev. Denis Letourneau Paul

Rev. Denis Letourneau Paul  
East Shore UU Church, Kirtland, OH  
Love. Revere. Discover. Connect.



## **RE Faith Development Report to the Board**

*Love, Revere, Discover, Connect*

### **EAST SHORE UNITARIAN UNIVERSALIST CHURCH**

Director of RE Faith Development – Halcyon Domanski

RE Faith Development Chair – Minna Zelch

September 13, 2020

*~And how is the congregation?*

#### **WORSHIP**

I have edited and made the Slideshow compilations for Sunday services for August 2, 9, 16, and 30. RE Faith Development Presented the Service on August 30, 2020 about famous UU's we studied this summer.

#### **RE FAITH DEVELOPMENT CLASSES**

On Sunday September 6, 2020 we had a Faith Development meeting, with children, teens, and adults, to decide what we would like to study this coming year. It was decided that we will explore different religions around the world through the lens of Soul Matter's Themes, as well as Project 1619. Everyone agreed that we should continue our field trips each month. This gives us an opportunity to learn together in person and not on Zoom.

#### **SOCIAL JUSTICE**

Faith Development is looking at different possibilities for S.J. projects this coming year. Two ideas that are being explored are LGBTQ homeless with a focus on teens and Project 1619/BLM.

#### **FD CLASSES OR GROUPS**

Spirituality of Art

FD Class

Circle of Mom - twice

Field trip to Frank Lloyd Wright house

#### **MEETINGS**

Daily phone meetings with Rev Denis

Board meetings

Chaplain members of the congregation

Worship Arts Meeting

Ad-hoc opening church meeting

Social Justice Meeting

RE Faith Development meeting

Great Calendar Event

#### **OTHER**

Volunteer at Old South Church food bank

Worked on Safety and Security policy for RE Faith Development

Church Outing at Headland Beach

# **Membership Committee Report**

September 13, 2020

- ✧ Our membership number is currently at 150.
- ✧ We will be resuming New to UU classes in the next few weeks in a Zoom format.
- ✧ We will continue to work on ways to engage visitors and prospective members remotely.
- ✧ We will be having a committee meeting in the next few weeks. We will be looking to recruit people to the Membership Committee that are more inclined to online participation in the committee and possess the skills to engage people in online formats.
- ✧ We still plan on hosting a Pancake Breakfast sometime shortly after returning to live services. We are going to keep putting that in here every month until we have it.

Respectfully submitted,

Patrick McGovern

Membership Committee Chair

East Shore Unitarian Universalist Church  
Treasurer's Report to Board  
**September 13, 2020**

Name of Account	Balance as of 8-31-20
First Nat. Bank Checking Account <b>per Bank</b>	\$33,430.75
Fidelity Account	\$27,480.01
Building Fund (3768)	\$120,502.74
Memorial Garden (1844)	\$ 17,096.05
Kluth Fund (1847)	\$ 7,934.39
Ropog Fund (1850)	\$ 6,629.36
Fahr Fund (6078)	\$ 20,542.06
Music Fund per books 01-2313	\$ 4,615.00

The following major bills and transfers will be paid and/or completed later this month:

    Illuminating Company \$700

    Building fund donations August; \$3,425

    September 2020 mortgage payment - \$2,850.38 (\$1800 interest) Balance \$377,575

    September 2020 payroll – \$8,000 (estimate)

    UUA/CER pledge (50%) \$3,190.00

- August Loose offerings:
  - Donations to the Minister's discretionary fund to be paid: \$20.00
  - Family Planning of NEO: \$130.00.

Note: we will continue to withhold and pay SSI and Medicare taxes.

Disbursements from the Capital fund, Current Projects as of 8-31-20

- Administrative Wing (authorized \$65,000) Spend \$22,489
- House Next Door (authorized \$15,000) Spend \$7,540.00

Respectfully submitted,  
Shirley Hairston, Treasurer

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

09/09/2020 08:22 AM

Income &amp; Expense - August 2020 (Operations)

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
<b>INCOME</b>					
<b>CONTRIBUTIONS</b>					
<b>PLEDGES</b>					
Pledges 2020-2021	\$6,205.00	\$28,056.00	\$27,552.00	\$165,312.00	16.97%
<b>LOOSE OFFERINGS</b>					
Loose Offerings	130.00	180.00	500.00	3,000.00	6.00%
<b>GIFTS</b>					
General & Memorial	0.00	0.00	1,466.66	8,800.00	0.00%
Subtotal Contributions	6,335.00	28,236.00	29,518.66	177,112.00	15.94%
<b>RENT</b>					
Church Rental Misc.	0.00	0.00	200.00	1,200.00	0.00%
<b>FUND RAISING</b>					
Auction	0.00	0.00	1,000.00	6,000.00	0.00%
St. Pauly Textile	50.00	122.66	116.66	700.00	17.52%
Environmental Action Grp					
Amazon Smile Donations	0.00	0.00	13.34	80.00	0.00%
Subtotal Fund Raising	50.00	122.66	1,130.00	6,780.00	1.81%
<b>OTHER</b>					
Interest earned	0.82	1.68	16.66	100.00	1.68%
Other	457.00	2,639.00	200.00	1,200.00	219.92%
Infusion - PPP loan 2020	0.00	0.00	3,333.34	20,000.00	0.00%
Subtotal Other	457.82	2,640.68	3,550.00	21,300.00	12.40%
<b>TOTAL INCOME</b>	<b>6,842.82</b>	<b>30,999.34</b>	<b>34,398.66</b>	<b>206,392.00</b>	<b>15.02%</b>

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

09/09/2020 08:22 AM

Income &amp; Expense - August 2020 (Operations)

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
<b>EXPENSES</b>					
<b>MINISTERIAL</b>					
<b>MINISTER</b>					
Salary	\$3,236.88	\$6,473.76	\$5,683.74	\$34,102.38	18.98%
End of contract bonus	0.00	0.00	333.34	2,000.00	0.00%
Housing	800.00	1,600.00	1,816.28	10,897.62	14.68%
Min Health Ins Allowance	335.09	670.18	670.18	4,021.08	16.67%
Professional Expenses	100.09	100.09	750.00	4,500.00	2.22%
Pension	375.00	750.00	750.00	4,500.00	16.67%
MINISTER, OTHER EXPENSES	0.00	0.00	573.76	3,442.50	0.00%
Minister - Workers Comp	52.00	52.00	35.74	214.40	24.25%
Contract Pastoral Care	0.00	0.00	41.66	250.00	0.00%
Subtotal Minister - Workers Comp	52.00	52.00	77.40	464.40	11.20%
Ministerial Search Cte.	0.00	0.00	83.34	500.00	0.00%
Subtotal Ministerial	4,899.06	9,646.03	10,738.04	64,427.98	14.97%
<b>ADMINISTRATION</b>					
<b>OFFICE EXPENSES</b>					
Office Expenses	0.00	0.00	83.34	500.00	0.00%
Copier Expenses	99.00	198.00	383.34	2,300.00	8.61%
Postage	0.00	55.00	25.00	150.00	36.67%
Bank Fees/Supplies	0.00	0.00	50.00	300.00	0.00%
Subtotal Office Expenses	99.00	253.00	541.68	3,250.00	7.78%
<b>SECRETARY</b>					
Sec Compensation	636.00	1,378.00	1,722.50	10,335.00	13.33%
Sec FICA Employer Exp	48.65	105.41	131.78	790.63	13.33%
Sec Worker's Compensation	0.00	0.00	15.54	93.20	0.00%
Subtotal Secretary	684.65	1,483.41	1,869.82	11,218.83	13.22%
Subtotal Administration	783.65	1,736.41	2,411.50	14,468.83	12.00%
<b>ORGANIZATION</b>					
<b>EXTERNAL</b>					
UUA /CRE Prog Fund Pledge	0.00	0.00	1,063.34	6,380.00	0.00%
<b>INTERNAL</b>					
Board Discretionary Fund	0.00	0.00	16.66	100.00	0.00%
Subtotal Organization	0.00	0.00	1,080.00	6,480.00	0.00%
<b>WORSHIP</b>					
Worship Arts	0.00	113.04	308.34	1,850.00	6.11%
Music & Musicians	0.00	0.00	333.34	2,000.00	0.00%
Worship Experience					
Audio	0.00	0.00	16.66	100.00	0.00%
Artwork and Podium Decor	0.00	0.00	33.34	200.00	0.00%
Subtotal Worship Experience	0.00	0.00	50.00	300.00	0.00%
Subtotal Worship	0.00	113.04	691.68	4,150.00	2.72%
<b>REL. EDUCATION</b>					
<b>D R E</b>					

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

09/09/2020 08:22 AM

Income &amp; Expense - August 2020 (Operations)

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
DRE Compensation	1,916.67	3,833.34	3,833.34	23,000.00	16.67%
DRE FICA Employer Exp	146.62	293.24	293.26	1,759.50	16.67%
DRE Worker's Comp	0.00	0.00	27.72	166.32	0.00%
DRE Pension	124.34	248.68	383.34	2,300.00	10.81%
DRE Prof Expenses	0.00	0.00	166.66	1,000.00	0.00%
Subtotal D R E	2,187.63	4,375.26	4,704.32	28,225.82	15.50%
R E COMMITTEE					
Curriculum/Supplies	0.00	0.00	250.00	1,500.00	0.00%
Young Adults 19-25					
Teens	0.00	0.00	100.00	600.00	0.00%
Library	0.00	0.00	16.66	100.00	0.00%
Subtotal Young Adults 19-25	0.00	0.00	116.66	700.00	0.00%
Sunday Lunch					
Event Childcare	0.00	0.00	16.66	100.00	0.00%
Adult RE	0.00	0.00	25.00	150.00	0.00%
Subtotal Sunday Lunch	0.00	0.00	41.66	250.00	0.00%
Sunday child care	0.00	0.00	283.34	1,700.00	0.00%
Subtotal R E Committee	0.00	0.00	691.66	4,150.00	0.00%
Subtotal Rel. Education	2,187.63	4,375.26	5,395.98	32,375.82	13.51%
MEMBERSHIP					
MEMBERSHIP					
Membership Coordinator					
Membership Committee	0.00	0.00	83.34	500.00	0.00%
Growth Task Force					
Pancake Breakfast	0.00	0.00	0.00	50.00	0.00%
Subtotal Membership	0.00	0.00	83.34	550.00	0.00%
PROMOTION					
Publicity/Promotion	0.00	0.00	25.00	150.00	0.00%
CARE					
Journey Committee	0.00	0.00	16.66	100.00	0.00%
Pastoral Care	0.00	0.00	16.66	100.00	0.00%
Subtotal Care	0.00	0.00	33.32	200.00	0.00%
Subtotal Membership	0.00	0.00	141.66	900.00	0.00%
SOCIAL JUSTICE					
Social Justice Com	0.00	0.00	50.34	302.00	0.00%
FACILITIES					
SERVICES AND SUPPLIES					
Cleaning Service	184.00	615.25	1,200.00	7,200.00	8.55%
Cleaning Supplies	0.00	0.00	83.34	500.00	0.00%
Subtotal Services And Supplies	184.00	615.25	1,283.34	7,700.00	7.99%
UTILITIES					
Electricity	1,141.31	2,136.52	1,500.00	9,000.00	23.74%
Internet & Telephone	143.71	287.42	283.34	1,700.00	16.91%

## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

## Income and Expense Statement

09/09/2020 08:22 AM

Income &amp; Expense - August 2020 (Operations)

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	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
Waste Disposal Service	177.81	355.81	333.34	2,000.00	17.79%
Natural Gas	55.56	83.49	416.66	2,500.00	3.34%
Water	158.91	317.19	366.66	2,200.00	14.42%
Sewer	0.00	500.00	333.34	2,000.00	25.00%
Stormwater Management	0.00	0.00	233.34	1,400.00	0.00%
Insurance	0.00	0.00	933.34	5,600.00	0.00%
Subtotal Utilities	1,677.30	3,680.43	4,400.02	26,400.00	13.94%
BUILDING LOAN PAYMENTS					
Mortgage Payments	2,850.38	5,700.76	5,700.76	34,204.56	16.67%
Subtotal Facilities	4,711.68	9,996.44	11,384.12	68,304.56	14.64%
FACILITIES COMMITTEE					
BLDG MAINTENANCE					
Building Maintenance	0.00	2,150.00	400.00	2,400.00	89.58%
Security	24.50	627.00	125.00	750.00	83.60%
Equip Inspection/Fees	0.00	301.00	516.66	3,100.00	9.71%
Equipment Repair - Audio					
Pest Control	0.00	0.00	150.00	900.00	0.00%
Subtotal Bldg Maintenance	24.50	3,078.00	1,191.66	7,150.00	43.05%
GROUNDS MAINTENANCE					
Snow Plowing	0.00	0.00	891.66	5,350.00	0.00%
Lawn Mowing	0.00	0.00	50.00	200.00	0.00%
Grounds Maintenance	0.00	0.00	216.66	1,300.00	0.00%
KITCHEN					
Kitchen	0.00	0.00	25.00	150.00	0.00%
Coffee	0.00	0.00	55.00	330.00	0.00%
Subtotal Kitchen	0.00	0.00	80.00	480.00	0.00%
Subtotal Grounds Maintenance	0.00	0.00	1,238.32	7,330.00	0.00%
Subtotal Facilities Committee	24.50	3,078.00	2,429.98	14,480.00	21.26%
FINANCE					
Stewardship	0.00	0.00	83.34	500.00	0.00%
TOTAL EXPENSES	12,606.52	28,945.18	34,406.64	206,389.19	14.02%
EXCESS INCOME\EXPENSES	-\$5,763.70	\$2,054.16	-\$7.98	\$2.81	73,101.78%

The CoM has voted on and approved, and so suggests to the board that:

A Search Committee be formed with a composition according to the bylaws (4 elected by the congregation and 3 selected by the Board) but with the exception of a change to the voting process to speed things along in the absence of meeting in person as detailed below.

The CoM proposes that there be a call for nominees (which will include a summary of the expected duties which has yet to be written). In this call, which is currently planned to take place via Survey Monkey or direct email, each member may nominate up to four members, including themselves. Those members with most nominations by midnight Friday, October 9th will be contacted by the CoM to confirm their acceptance. The 4 accepting members with the most nominations will become the elected component and the Board will put forward 3 people to round out the Search Committee/Hiring Team.

We feel an announcement in the Mid-September Beacon and a direct emailing via the listserve would serve to alert the congregation adequately (though if we've missed an avenue of mass-contact, do go ahead and add it to the list).

Nominations/Votes would be accepted from sept 15 to Friday, October 9, with encouragements-to-respond-if-you-haven't-already around October 1<sup>st</sup>.

The October 9 deadline would give the CoM that weekend to contact front-runners and finish tallying, etc. in time for the Board Meeting on the 11<sup>th</sup>, the CoM meeting on October the 13<sup>th</sup>, and publication in the October 15<sup>th</sup> Beacon.

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## **A PROPOSED NEW ORGANIZATIONAL STRUCTURE FOR EAST SHORE**

### **Introduction**

East Shore is at a turning point. We seem to have the will to move forward on issues of social justice, interactions with the greater community, worship, faith development, and taking care of ourselves and our facilities. However, our current organizational structure is hindering that forward movement. Too few members are doing too much work on too many committees that don't coordinate their efforts.

Newer members have a difficult time understanding our structure, how to get involved, and how to make meaning of their experiences at East Shore. The fulfillment of our mission is bogged down by a cumbersome structure that just isn't responsive to the demands of today's pace of change.

Our ESUUC Membership Directory for 2019-2020 lists 38 separate committees and sub-committees for our church, populated with 55 specific positions. That's the structure we've evolved into over our 64 years as East Shore.

With our current membership of 150, that structure is difficult to support.

Now is the time to adopt a new streamlined and responsive structure that will allow us to move forward. We have an opportunity to evolve beyond the "committee of one" phenomenon and more effectively provide for membership time and talent to be harnessed. This document describes such a structure.

### **How did we get here?**

For Rev Denis' second and third contract, one of the goals set forth by the Committee on Ministry and the Board of Trustees was to work with the congregation to create a new organizational structure for all of the reasons listed above. At a subsequent September Board retreat, the Board brainstormed what a new organizational structure could look like. The first diagram, which put the four key words of our mission statement at the center, served as the genesis for the structure that evolved into what is presented here. Through several meetings with many members of the congregation, the structure was further developed.

As ideas about a new structure were shared with other congregants, interest grew. These conversations eventually found their way to the Board of Trustees, which appointed an ad hoc task force charged with the goal of re-aligning our organizational structure to better fit the realities of our current resources and practices. The task force is comprised of a core group of four individuals, and a larger group which has served as a sounding board for the ideas presented by the core group.

Core Group: Dick Hurwitz, Lynne Killgore, Patrick McGovern, Eric Waldman

Larger Group: Ruth Troup, Julia Kotowski, Dave Michel, Kristine Burkwood, Jared Hammond, Dan Bond, Clark Waite, Jerie Green, Rochelle Luckwitz, Mark Guizlo, Minna Zelch, Ron Prosek, Nancy Tozer, JT Hillen, Ian Griffith, Halcyon Domanski, Rickie Beck, Maggie Calkins, Bree Byrd, Mary Stewart-McGovern

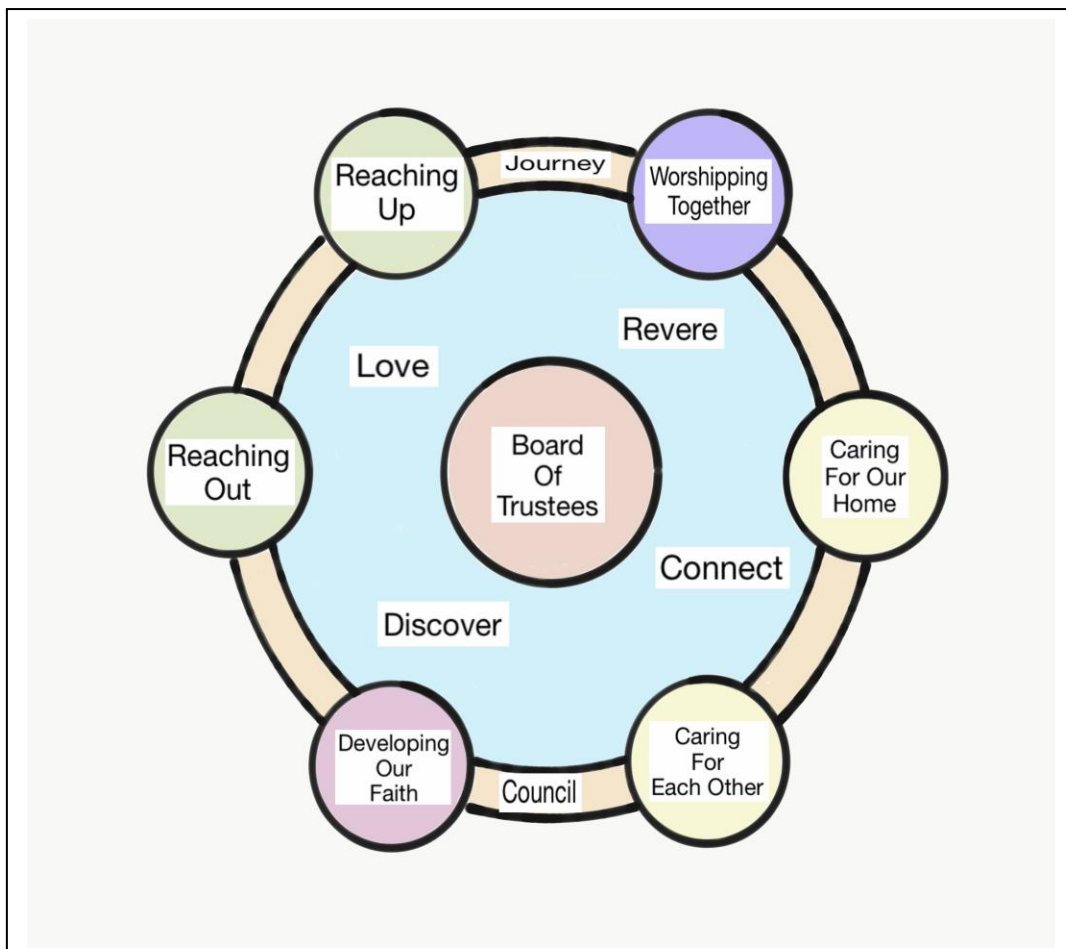
## Goals of the proposed structure

The task force is proposing a streamlined organizational structure with the following goals:

1. **Set up a more organic system of communication and participation.** *It can be easier for individuals (especially new members) to see where they can fit in/plug-in to working with (and for) the church. Specifically, members may feel more of an interest and natural inclination to engage in vs being "recruited"*
2. **Lend more transparency to how the church actually functions** *(who does what and why). Specifically, If people understand how the organization works, they are more likely to commit to it and stay committed over the long haul.*
3. **Provide a role model for more engagement and leadership development.** *Specifically, many hands make light work, so there is less potential for burnout. Also, with a larger pool of engaged volunteers and term-limited succession planning, it can be easier to let go without being exhausted or feeling like all of their work will wither away.*
4. **Facilitate an environment** *where a group of people, committed together, will have incentive for increased civility in situations where there may be disagreement, (i.e. creating covenant to make things work)*

## The “nutshell” description of the proposed new structure

The proposed East Shore organizational structure would consist of a Board of Trustees, six co-equal task-oriented teams, and a Journey Council made up of the leaders of each of the six teams.



- **Board of Trustees:** The current Board structure and membership would remain intact. The major responsibilities of the Board would be setting church policy and making “big picture” decisions. It is expected that the Board would meet once or twice a month, depending on need.
- **Six Teams:** Each would be responsible for managing its team budget and accomplishing a number of tasks (see task listings). A Team Leader would “chair” each team and would be either a staff person (Minister or DRE) or an individual selected by the team members. Those Team Leaders selected by their teams must be members of East Shore and would be “term-limited”, and there would be development/succession planning for each of the positions. Individuals cannot serve as Team Leaders for more than one team at a time. Team meetings would be held as needed. The six teams are currently named:
  - Worshipping Together (focus is on Sunday worship and worship throughout the week)
  - Developing Our Faith (focus is on faith development through the lifespan)
  - Caring for Our Home (focus is on maintenance and repair of our buildings and grounds)
  - Caring for Each Other (focus is on accompanying one another in times of need, membership concerns, and congregation building activities)
  - Reaching Out (focus is on relationships with people and organizations beyond the church)
  - Reaching Up (focus is on Mission and Values fulfillment, community service, and social justice)
- **Journey Council:** The Journey Council will be comprised of the Team Leaders from the six Teams. The Journey Council would meet quarterly or more as needed and would be mainly responsible for setting the church calendar, creating the pledge drive and tools, creating a proposed annual budget, and evaluating the ministry of the church.

The Board, the Six Teams, and the Journey Council would work together to help East Shore realize its core mission to Love, Revere, Discover, and Connect.

Each of the Six Teams and the Journey Council would be responsible for a number of tasks as delineated on the next page.

## Tasks for Journey Council and Six Teams

### Journey Council (team leaders meet quarterly or more as needed)

- \* Set and create Church Calendar
- \* Create Pledge Drive team and tools (Board Vice Chair would serve as Pledge Drive Chair)
- \* Create a proposed budget for the following year
- \* Evaluate the Ministry of the Church

### Caring for our Home

- \* Manage Team Budget
- \* Building upkeep and maintenance including Library and Bookstore
- \* Grounds upkeep and maintenance
- \* Oversight of the Capital Fund with expenses over a certain amount brought before the Board
- \* Maintain interior Church decor except RE classrooms, Sanctuary and Chapel
- \* Implementing physical aspects of Safety and Security policies and procedures
- \* Memorial Gardens
- \* House Next Door & playground
- \* Kitchen

### Caring for Each Other

- \* Manage Team Budget
- \* Safety and Security policies, guidelines and protocols - protecting each other
- \* Coffee hour
- \* First Wednesday Night dinners
- \* New Members, New to UU classes
- \* Accompanying one another in times of need for short term or long term (hospice) needs
- \* Congregation building events (pancake breakfast, New Year's Eve party, picnics, chili cook-off)
- \* Maintaining Membership rolls and reporting to UUA
- \* Working with Church Secretary to produce the Beacon
- \* Greeting, including gathering visitor info and tracking
- \* Reaching out to folks we have not seen in a while
- \* Maintaining the archives
- \* Internal communication

### Worshipping Together

- \* Manage Team Budget
- \* Worship: Sundays and Special Events
- \* First Wednesday Night Worship
- \* Prayer Circle
- \* Memorials, New Member recognitions and other Rites of Passage
- \* Ushers
- \* Audio Visual and Music for all Services
- \* Decorating Sanctuary and Chapel
- \* Work with Kluth Funds

### Developing our Faith

- \* Manage Team Budget
- \* Responsibility for maintaining interior of RE classrooms
- \* RE Classes through the Lifespan
- \* Safety and Security relating to RE
- \* Library & Bookstore contents
- \* Affinity groups - Circle of Mom, Men's Group, Book Groups, Study Groups, Small Group Ministries, etc.

### Reaching Out

- \* Manage Team Budget
- \* Website and Web Development
- \* Publicity
- \* Social Media – Facebook/YouTube/Twitter/Instagram
- \* Community Events in Kirtland, Chesterland & Lake County *not related to charity or justice*
- \* Millennium Salon
- \* Interfaith partnerships *not dealing with charity or justice*

### Reaching Up

- \* Manage Team Budget
- \* Mission and Values Fulfillment
- \* Work with the Fahr and Ropog Funds
- \* Community and Interfaith and interorganizational partnerships with Forbes House & WomenSafe & Green Door, Silent Witnesses, Our Sister's Keepers, Council of American/Islamic Relations, Kirtland Interfaith Adult RE, Crop Walk, Alzheimer's Association, Lakeland CC Women's Center, Beach Clean Up, etc.

## FAQs

1. ***Where will the tasks of the Committee on Ministry be handled?*** The Committee on Ministry has just a few tasks for which it is responsible, which will be divided up as follows: Ministry (not just the minister’s performance) as it relates to the mission, will be evaluated annually by the Journey Council. Decisions about next steps regarding ministry (whether to hire/call/terminate) will be made by the Board of Trustees (BOT) and Journey Council. A small ad hoc team will be assembled (quickly) by the BOT when internal conflict arises. Contract issues will be handled by the individual or group named by the BOT to address Human Resources.
2. ***Where will the tasks of the Finance Committee be handled?*** The Finance Committee has just a few tasks for which it is responsible, which will be divided up as follows: Each spring, a budget for the coming year will be proposed by the Journey Council. Each Team will be responsible for its own budget, and may work with each other to find funding for unexpected expenses. The BOT will approve and monitor the budget, including putting together an annual committee to review the books. The endowment funds will be overseen by the Teams they relate to (Worship, Social Justice, Caring for Our Facilities, etc.) with expenditures approved by the BOT. In the future, an ad hoc committee may be formed by the BOT to make decisions about how to invest endowment funds for maximum return. The BOT will be responsible for financial oversight and will receive input from and be advised by the Treasurer, Assistant Treasurer, and Financial Secretary. To provide for continuity and leadership development, the Treasurer, Assistant Treasurer, and Financial Secretary each will “train” and be assisted by an elected individual—the Incoming Treasurer, Assistant Treasurer, and Financial Secretary—who will assume the leadership role after one year. In addition, the Immediate Past Treasurer, Assistant Treasurer, and Financial Secretary will assist and provide counsel as needed. The commitment for each of these positions will thus be three years—one year as the elected incoming officer, one year as the active officer, and one year as the immediate past officer. The following chart illustrates how this would work for the office of Treasurer in the first four years of the new organizational structure. Succession of the Financial Secretary and Assistant Treasurer would follow a similar pattern. It is worth noting that, starting in Year Two, the congregation will elect only three finance positions each year: (1) Incoming Treasurer; (2) Incoming Financial Secretary; and (3) Incoming Assistant Treasurer.

Treasurer Succession Chart	Year One	Year Two	Year Three	Year Four
Person A	Elected and serves as Treasurer	Serves as Immediate Past Treasurer		
Person B	Elected and serves as Incoming Treasurer	Serves as Treasurer	Serves as Immediate Past Treasurer	
Person C		Elected and serves as Incoming Treasurer	Serves as Treasurer	Serves as Immediate Past Treasurer
Person D			Elected and serves as Incoming Treasurer	Serves as Treasurer
Person E				Elected and serves as Incoming Treasurer

3. ***How does the proposed structure affect the annual pledge drive?*** As has been the case over the past few years, the Board Vice Chair will serve as Pledge Drive Chair. The Pledge Drive Chair will work with the Journey Council to form the Pledge Drive Team. The budget for the Pledge Drive will be proposed by the Journey Council as part of the annual budget development process. To respect the confidentiality of the pledges of members and friends, only the Pledge Drive Chair, the Minister, the Church Secretary, and—if needed—an individual asked to maintain a pledge drive spreadsheet will have access to specific pledge amount information.
4. ***Where will the tasks of the Nominating Committee be handled?*** One of the goals in making this structural change is to move from the old model of nominating individuals to be elected for certain positions into a new model of “leadership development.” The old model makes a list of positions that will be vacated, and recruits people to fill those positions. The new model encourages all staff and current lay leaders, especially Team leaders, to get to know all of the members of the congregation, to understand what their individual passions are and how they would like to serve in the future, and help them find the right place to “plug in” and plan to reach their leadership goals. Leadership development is about helping all members develop the skills they seek to use or gain, or simply to help out where they can with simple tasks. The Journey Council will discuss regularly amongst each other who to keep an eye out for, how to help them, and how to use the skills they are offering.
5. ***I chair a committee or task force in the present structure. What will happen to my committee or task force?*** You know best what are the tasks of your committee or task force. Simply read the task list of each new Team, and wherever those tasks fit in, that’s your new Team. The good news is that you will now have more people to help you with those tasks if you need the help. And, if you find it easier, more effective or more enjoyable to work on your own with a limited project or task, you can still do that. The only difference now is that you’ll have to report to the rest of the team regularly. If you do one thing per year (like host an event) or only occasionally (like oversee the capital campaign) you won’t have much reporting to do, though you will still want to be present in case any other member of your Team needs your help on something they are responsible for.
6. ***How will the annual budget be developed?*** The Journey Council, made up of the leaders of the six Teams, each spring will propose a budget to the BOT for their approval, before bringing it to a vote at the Annual Meeting on the first Sunday in June. Most of the expenses in the budget are fixed, and the Teams will each be responsible for their own budgets. Worshiping Together will oversee the expenses associated with worship and with the minister; Developing Our Faith will oversee the expenses associated with faith formation and with the director of Religious Education; Caring for our home will oversee the expenses associated with the building and grounds; and so on. As the people with most direct knowledge of the expenses, they are the ones most equipped to propose a budget.
7. ***How will the team leaders be elected/selected?*** Each team will annually elect from among its members who will be successors in leadership. The vice chair this year will be the chair next year, and the past chair the year after that. In that way, responsibility is kept within the team, among those most active and interested. An added benefit is that no leader will have to work alone, and everyone in leadership gets on-the-job training.

8. ***How will the Journey Council liaison with the Board?*** At each meeting of the Journey Council, the members will choose among them one person to keep notes of the meeting. The chosen member will attend the next BOT meeting and present the report.
9. ***How will the Journey Council keep the congregation informed of its actions and decisions?*** The Journey Council will submit annual reports to the BOT and the congregation, like the Evaluation of Ministry, the Proposed Budget, and List of Suggested Leaders for the BOT and the leadership of each Team. The congregation will have access to each of these reports, plus the notes from each meeting, through the BOT and the church's website.
10. ***How will each of the six teams keep the congregation informed of its actions and decisions?*** On an annual basis the six teams will summarize their actions and decisions in the Annual Report. On a more regular basis, after each team meeting, the chair or vice-chair of each team will submit a brief report of actions and decisions to the Board and for publication in The Beacon and on the church website.
11. ***What will the "new" Annual Report look like?*** It won't look much different from how it looks now, except there will be fewer reports, since we'll be moving from 20 or so committees to 6 Teams. Team leaders should be able to get all the information they need for a comprehensive report from the agendas of their regular meetings. The BOT and Staff will still submit reports.
12. ***Isn't the Journey Council just another layer of administration that makes our structure more complicated and less "horizontal?"*** The Journey Council isn't a decision-making body, it's simply a mechanism for the people who are already doing the work of leadership to support one another and hold each other accountable to the congregation, its members and most importantly its mission. As it stands, committee chairs are already asked for input in things like budgets, nominating, evaluations, and even resolving conflicts when they arise. By working together on these tasks, the process will be streamlined, and each Team will be better informed about the needs, gifts, and responsibilities of other Teams. All decisions regarding budget, staffing, policy and mission will lie with the BOT.
13. ***Can you give us an example of how a team would function?*** Right off, let's make clear that each Team will function in the way its members and leaders find most effective, so the answer to that question can only be a sketch of possibilities, subject to change. One thing is for certain: Each Team will be made up of several leaders who commit to regular meetings and coordinating the completion of specific tasks by others. Small sub-teams or individuals may take responsibility for tasks charged to the Team, and will not likely be required to attend regular meetings, but will be accountable to the Team, and therefore are welcome to join Team meetings if they wish. At least once a year, it will be necessary for the chair to talk to coordinators of subteams and individuals working alone in order to write a comprehensive report for the Annual Meeting.

Let's look at how the Worshiping Together Team could look

The Worshiping Together Team will select among themselves leaders who will serve for three years each in rotating roles: The first year as Vice Chair, then the second year as Chair, then the third year as Past Chair. The Chair will work closely with the Minister, managing the budget, booking guest preachers and musicians for worship, supporting Team members, and submitting reports to the

Board of Trustees (BOT) and/or the Beacon newsletter. The Minister will attend all of the Journey Council Meetings, and may sometimes be accompanied by the Chair, who will also stand in if the Minister is not available.

The Chair will convene a monthly meeting attended by the Minister, Vice Chair, Past Chair, Worship Associates, Music Director, and anyone else coordinating sub-teams responsible for any of the tasks assigned to the Team. In this case, those sub-teams may include, ushers, sanctuary decorators, audio-visual technicians, and those who ensure that the sanctuary is ready for worship. While the people who “do the work” of the sub-teams will not necessarily be required to attend monthly meetings, they will always be welcome. On occasion, if an issue arises that needs input from those doing the work, sub-team members may be asked to join a specific monthly meeting.

As the leadership of the Team observes consistent, competent, and thoughtful work amongst each other, members of the sub-teams, and individuals taking sole responsibility for specific limited tasks, they may recommend to the Journey Council that those Team members be considered for leadership roles.

Here’s a real-world example of how six fictional people could operate differently on the Worshiping Together Team, and a glimpse into how it will interact with other Teams:

Chris is the Chair of the Worshiping Together Team, helping to manage the budget, book guest preachers, and support Team members. Chris even gets up early for Prayer Circle once in a while, but never leads that. Chris and the minister talk once or twice a month, over coffee or on Zoom, and once a year Chris goes to the Journey Council meeting devoted to evaluating the ministry.

Catherine brings flowers for the pulpit most Sundays, which she takes home afterward. On the rare Sunday when she can’t, she calls two of her friends. One is almost always able to fill in for her. If not, nobody worries.

Bob sings with the choir, which makes him a member of the Worshiping Together Team. Nothing is required of him other than showing up for rehearsals and Sunday services to sing his heart out.

Dave loves to be an usher on Sunday, as do Helen and four other congregants who make up a sub-team.

Every four to six months, Barb coordinates a schedule to ensure that there are two ushers assigned in advance for every Sunday. As needed, she recruits new members of the sub-team of ushers, and trains them before they start on the rotation.

Dave and Helen never go to Worshiping Together Team meetings until they have an idea for ushers to take care of preparing the sanctuary instead of having a separate sub-team responsible for that work. They bring their suggestion to Chris, who urges them to attend the next Worshiping Together Team meeting to present their idea. Since the proposal affects them, Chris also invites the two people who currently share the responsibilities of setting up chairs, the pulpit and the altar.

Barb goes to every Worshiping Together Team meeting (except for January, when she is in Boca Raton). Barb also serves as a Worship Associate, occasionally sharing personal reflections, telling stories, and doing readings on Sunday mornings and First Wednesday Nights.



Chris notices that Dave, Barb, and Helen are doing such great work, Chris talks to all of them about how they would like to get more experience and deepen their leadership skills. Dave is long-retired, has been on the BOT before, and enjoys his church life just the way it is, so he says “no thanks.” Barb’s spirit is nurtured by the work, and would like to be considered for Chair of the Worshiping Together Team in the near future. Helen knows she can serve in a unique way and has the skills to be the next Treasurer on the BOT. Chris shares this information with the Minister, who makes an appointment to meet with Barb, and brings up Helen at the Journey Council meetings devoted to leadership development. The Journey Council agrees that Helen seems like a good potential Treasurer, and decides among them who will reach out to her to confirm her intentions and answer any questions she might have. Subsequently, they decide to put her on the slate to be elected at the next annual meeting.

In May, Chris writes the annual report based on information shared during the year at the monthly Team Meetings, with additional input from the Minister, Music Director, and other Team members, especially those coordinating the efforts of sub-teams. Chris also writes a short monthly message for “The Beacon,” which includes information on upcoming worship services.

Chris’s long-term goal is to bring a more social justice-oriented voice to Sunday services, so at the end of the three-year term, Chris is planning to continue participating in monthly Worshiping Together Team meetings and sharing reflections on Sunday, but also working behind-the-scenes on the Reaching Up Team, without attending monthly meetings or committing to leadership there. At least for now.



## EAST SHORE UNITARIAN UNIVERSALIST CHURCH

### Board of Trustees

#### Action Plan from Sunday, September 13, 2020 Meeting

Person Responsible	Action/To Do	Status
Mary Stewart-McGovern	Get dates for Blood Drive to Linda for calendar	Complete
Mary Stewart-McGovern	Follow up with Dan Bond re: gutters & septic situation with "House Next Door"	Complete
Mary Stewart-McGovern	Ask Patrick to have a membership committee meeting to discuss what church membership looks like in a remote environment.	In Progress
Halcyon Domanski	Clean out main refrigerator in kitchen (maybe freezer too?)	
Halcyon Domanski	Get quotes for Playground clean-up (company that does memorial garden, Mary SM has contact, Sharon Waite's brother)	
Shirley Hairston	Paypal – loose offerings	
Shirley Hairston	Talk with Laura Solomon re: list-serve and email problems	
Maggie Calkins	Talk with dan about 2-part plowing contract	

*STATUS: C = Complete, NC = Not Complete*

**Love, Revere, Discover, Connect**