

East Shore UU Board of Trustees Meeting
December 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		

Attending

Rev Denis Letourneau Paul	x	Halcyon Domanski	x
Patrick McGovern (part of time)	x	Sage McMillan	x
Bob Ross	x		

Meeting called to order by Mary Stewart-McGovern at 1:32 pm. Centering led by Halcyon. Check-in of members present.

Items moved up to top of agenda: Moved blood drive discussion to top of agenda: Bob Ross met with Pam at American Red Cross, who is primary point person. There were concerns about why it took so long for us to get notified that one of the phlebotomists has tested positive. Beds were close to 6 ft apart in the room we used. Bob would like to propose moving the blood draw into the sanctuary so people could be farther apart (assuming we are still social distancing): Future dates in 2021: Jan 17th, March 14th, May 16th, August 15th. The Red Cross is having trouble recruiting sites to have Drives (especially in Kirtland). In addition to these dates, would like to have some additional drives: April 21/22, June 23/24, July 20/21/23 (and a few more later in the year). Bob feels they do a good job with their protection protocols. Bob will still coordinate the 4 Ralph Freidman drives, and the person on site for the other drives. The documents are available at:

<file:///C:/Users/ross4/OneDrive/Documents/East%20Shore/PPT%20for%20East%20Shore%20Unitarian%20Universalist%20Church%20Board%20December%202020.pdf> and

file:///C:/Users/ross4/OneDrive/Documents/East%20Shore/Biomed%20Field%20Regional%20Fact%20Sheet_NOR.pdf

Maggie moved and Mary SM seconded to continue the Ralph Friedman drives and opening up to additional drives in 2021. Discussion about who is donating (East Shore members)- roughly half all donors in recent Drives have been non-members. Does East Shore have any liability? Mary SM thinks the Red Cross holds all liability, based on a quick review of their liability FAQ on their website. Proposed having someone in the congregation review the latest Red Cross. Bob agreed to talk with Pam about their latest insurance policy, and give it to a lawyer to review. Ralph Friedman dates have already been approved by the board. **Motion amended to say additional drive pending a review by Bob Ross and a lawyer of the congregation of the Red Cross' covid-related liability, and that a vote can be held by email. Motion tabled, voting postponed.** Might be nice to get some additional publicity about our continuing to host blood drives, when others are canceling. Will ask Patrick McGovern to look into this.

Motion made by Shirley to dispense with reading of the November 2020 minutes. Minna seconded and motion passed. Motion made by Mary to approve the minutes of November, 2020. Motion seconded by Shirley Motion as amended passed.

Reports:

- A. Chair – No written report. Participated in blood drive.
- B. Minister- Report sent previously, in dropbox.
- C. DRE & Faith development report – Report sent previously, in drop box. Christmas pageant was filmed earlier today.
- D. Building and Grounds – no written report. Some emails about loose shingles. Marten is aware of this. Will also shut off water at white house next door.
- E. Membership – Report sent previously, in dropbox. 148 is current membership. Directory is on the website, and is available by mail to people who request it. Patrick will send out another notice about that, or request a PDF of the directory.
- F. Treasurer Report- Report sent previously, in dropbox. Cash flow is OK. Will send reminder that people can take a \$300 deduction in 2020. Are sending out pledge-statement letters this week. Shirley wants to make it clear that the finance committee is not the building and grounds committee—they need to be doing this work and not relying on the finance committee. The Journey council/restructuring team invited to the finance committee – none of them could participate. But Shirley was told that the finance committee is not being discontinued in January—but will function concurrently for 6 months. Shirley was under the impression that it would discontinue in January. Mary SM requested that Patrick ask the full Journey Council work with finance committee and be prepared to make a presentation to the board on how they see this working (e.g. who is putting together the budget for 2021-22, lack of strategic thinking about the building, septic system review). There is a long list of issues that aren't clear how/who will be addressing them during and after the transition. Rev Denis brought up the question of whether we should consider postponing the transition because of all the covid-fatigue issues. Mark suggests there is a lot of things that need to get done- whether they are done the “old way” or the “new way”: (examples: consequences of lightning strike, fire alarm system is down, technology issues, septic, building maintenance). If we put this off, it might die quietly and never take off. We started this structural change because this is what our congregation needs. Maybe start with Journey council activities right now helping to oversee things, but put off deeper transition until later in 2021. Faith Development team is ready to get started. Discussed moving forward in a staggered way – let some of the committees get started (have Journey Council really get some buildings and grounds committee work started) and don't push all of them the start “taking over” in January. Shirley is in process of filing paperwork for PPP forgiveness paperwork. Insurance claim is being worked on- need 2 more estimates: replacing the parking lot lamps, and sewer lifters, and relace router in electrical closet. Mary M gets to run the stewardship campaign, Mary SM will help).
- G. Financial Secretary: Report sent, in dropbox. Had a major pledge payment and donated additional funds. Hoping to get more pledges in by end of December. Slipping behind in pledges and fundraising. Need to consider what type of fundraiser we can have during COVID. The \$-173.40 under the coffee fund, and the \$-71.06 under property damage are actually a positive number.

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

H. Committee on Ministry. Report sent previously, in drop box. Have been focused on getting hiring committee together. Had trouble getting COM and hiring team together for a meeting. Will have to work out who makes decisions about what the salary/benefits can be- there is UUA guidance. At the moment these questions will go to the finance committee. Things are proceeding, but slowly.

Reviewed Action Items List

Shirley Hairston	Listserv/Email Problems (with Laura Solomon)- in process
Shirley Hairston	Paypal – loose offerings – in process
Mary Stewart-McGovern	What does membership look like in a remote environment? (with Patrick McGovern) – on-going
Rev Denis	Talk with Mike about teaching a class. Yes he wants to do it, the last Saturday in January. Won't charge us, just be reimbursed for his costs. He said they usually charge \$29-30 (but they have to buy their own food). Maggie volunteered to work with him. Mary SM suggested \$25.
Board	Come up with ideas for other classes. Maggie also spoke with Jen about doing a wine tasting. White Flower cake shop in Beachwood/solon -cupcake decorating classes. Or ask Maureen Burkewood.
Shirley and Mark	List of items/processes that need to be addressed differently with new structure. Linda needs help setting up Outlook on Linda Work's computer. Ken Schmidt was the last person who set things up. Shirley will do this along with router.

New Business:

1. Ad Hoc Committee on restructuring— discussed in finance committee above.
2. AD Hoc Committee on reopening – no discussion
3. Committee for Developmental Minister search: See COM notes above
4. Building/Lightning Strike – Shirley working with insurance company: alarm systema and parking lot lights
5. Steinway Piano Donation: Music was lovely this morning. Thank you has been sent and piano added to insurance.

Old Business:

- 1) What does church membership look like in a remote environment? It looks like this. There have been some reaching out activities (written and in faith development). Consider Valentine's day cards.

Next Meeting: January 10, 1:30

Shirley moved to adjourn, Mary SM seconded. Meeting Adjourned: 3:25

Submitted by Maggie Calkins

Sj3%2dcYq

RE Faith Development Report to the Board

Love, Revere, Discover, Connect

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

The pandemic is getting worse. In the last few weeks, especially since Thanksgiving when so many Americans ignored the warnings of public health experts, numbers of cases are spiking. Here in Northeast Ohio, all of the counties surrounding Cuyahoga are in the highest threat level: #4, Purple. Including Lake county. We need to be extra diligent.

In the last week, I have heard from two households in the congregation where they have at least one person with COVID right now. Everyone at this point knows someone who is sick. Many have lost families. Fortunately, we still have had no COVID deaths among our members.

Following are some thoughts on some of the areas of congregational life.

Worship

11/15 “Coming Clean,” with Rickie Beck and Jessie Jones

11/22 Assisted Bree Byrd in the sanctuary

12/2 First Wednesday Night “Ordinary Traditions

12/6 “traditions,” with Jared Hammond

12/13 “Listen to the Stillness,” with Judy Willour

The Worship Arts Team continues to do a great job, showing up on short notice to take part in various ways in our services. Judy is planning music. Jared can fill in and provide videos of his musical performances as he keeps track of everything coming up. Halcyon continues to do an amazing job of pulling together many different worship elements from different resources just about every week.

For the Holidays, we are trying to create distance worship that holds onto our traditions as well as possible, and creates new ones for the current times. Halcyon will be leading the Christmas “pageant” service on 12/20 with RE youth and families. If you haven’t yet sent her your video (1. Passing a candle, and 2. “The best and worst” of the holidays) then please do so ASAP. The Worship Arts Team and I will be hosting a Christmas Eve service via Zoom, telling a story from one family’s annual tradition. We won’t have music, but lots of people will be involved as readers. For the final service of the calendar year, the Worship Arts Team will be using the monthly theme of stillness in a service called “We’re Still Here,” a positive review of an overwhelmingly challenging and difficult year.

We are in the process of lining up more guest speakers for the winter and spring, having used so little of the budget so far.

The big news is that we took delivery on December 2 of the Steinway piano donated by Janet Narten. It’s an amazing instrument, in beautiful condition, with big, bold sound. Judy worked with Sherrie Neiderkorn to enlist the help of Michael Czubaj to introduce the congregation to this gift. He serves a Catholic Church in Painesville as accompanist, and has agreed to make videos in our sanctuary as he plays piano. He’s recorded six songs so far, and will return in January to record more.

The Prayer Circle has continued to gather weekly via Facebook Live, and experienced larger than usual turn out in the weeks around the election.

Beverages and Banter gatherings have increased in number, with at least two per week now. They continue to be well attended by a small but grateful group.

Organizational Restructuring seems to be stalled a bit during the holiday season. Teams are still meeting to plan how they will organize, but no moves have been made to actually put the structure in place in the new year.

Ministerial Search is underway. The team has been formed, and they met this week with the Committee on Ministry. People are starting to ask me where Joe and I are going. I can’t share much beyond this: Joe is in search. We’ve drawn a line on the map from the upperwest of the Midwest to the lower half of the Atlantic seaboard, and he’s applying for many positions northeast of that line. I will figure out what exactly comes next for me when we arrive. My hope, still, is to begin consulting with congregations across the country around using church space so that it is more sacred and more efficient.

Connecting

It’s been a while already, but when we delivered the Halloween gift bags to families with children, they were so grateful they wanted to “pay it forward” by reaching out for Thanksgiving to people who live alone. Jan Hurwitz, chair of Journeying Together, also put a call out to the whole congregation, asking who might like company or a meal for the holiday. I don’t think she got any takers. A good sign that people are connecting on their own.

Respectfully Submitted,
Rev. Denis Letourneau Paul

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

December 13, 2020

~And how is the congregation?

WORSHIP

Halcyon edited and made the Slideshow compilations for Sunday services for November 15 and 22 and December 6 and 13. Jared Hammond edited November 29.

RE FAITH DEVELOPMENT CLASSES

RE development studied the monthly theme and is working on creating the Christmas Pageant.

SOCIAL JUSTICE

- Halcyon will deliver the mittens tree items this coming week
- We will be sending out checks for Secret Santa Checks this next week

RE CLASSES OR GROUPS

Spirituality of Art

RE Class

Circle of Mom

MEETINGS

Daily phone meetings with Rev Denis

Board meeting

Chaplain members of the congregation

Worship Arts Meeting

Social Justice Meeting

RE Faith Development meeting

Coffee Hour monitor after Sunday services

Reorganization meeting

OTHER

Worked on Safety and Security policy for RE Faith Development

Beacon Article

Created and delivered Cookies with Santa

Help to create cooking videos

PERSONAL

Halcyon Domanski will be taking time off from December 21 to January 3.

East Shore Unitarian Universalist Church
 Treasurer's Report to the Board
December 13, 2020

Name of Account	Balance as of 11-30-2020
First Nat. Bank Checking Account per Bank	\$28,476.78
Fidelity Account	\$27,189.33
Building Fund (3768)	\$130,267.73
Memorial Garden (1844)	\$ 15,166.46
Kluth Fund (1847)	\$ 7,934.59
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:

- Building fund donations November; \$1,725
- November 2020 mortgage payment - \$2,850.38 (\$1,800 interest) Balance \$370,900
- November 2020 payroll – \$8,000 (estimate)
- November Loose offerings: Home Safe, Ashtabula, \$135.

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

Disbursements from the Capital fund, Current Projects as of 11-30-20

- House Next Door (authorized \$15,000) Spend \$7,540.00
- Lightning Strike, 10-21-20 TBD

The books will be ready for the Financial Review in January 2021

Respectfully submitted,
 Shirley Hairston, Treasurer

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

OPERATIONS FUND 01, November 2020

12/12/2020 10:30 AM

Page: 1

	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
INCOME					
CONTRIBUTIONS					
PLEDGES					
Pledges 2020-2021	\$16,452.00	\$66,477.00	\$68,880.00	\$165,312.00	40.21%
LOOSE OFFERINGS					
Loose Offerings	135.00	630.00	1,250.00	3,000.00	21.00%
GIFTS					
General & Memorial	0.00	0.00	3,666.65	8,800.00	0.00%
Subtotal Contributions	16,587.00	67,107.00	73,796.65	177,112.00	37.89%
RENT					
Church Rental Misc.	0.00	0.00	500.00	1,200.00	0.00%
FUND RAISING					
Auction	0.00	0.00	2,500.00	6,000.00	0.00%
St. Pauly Textile	0.00	122.66	291.65	700.00	17.52%
Environmental Action Grp					
Amazon Smile Donations	0.00	0.00	33.35	80.00	0.00%
Subtotal Fund Raising	0.00	122.66	2,825.00	6,780.00	1.81%
OTHER					
Interest earned	0.48	2.88	41.65	100.00	2.88%
Other	711.68	3,490.68	500.00	1,200.00	290.89%
Infusion - PPP loan 2020	0.00	0.00	8,333.35	20,000.00	0.00%
Subtotal Other	712.16	3,493.56	8,875.00	21,300.00	16.40%
TOTAL INCOME	17,299.16	70,723.22	85,996.65	206,392.00	34.27%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

OPERATIONS FUND 01, November 2020

12/12/2020 10:30 AM

Page: 2

	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
EXPENSES					
MINISTERIAL					
MINISTER					
Salary	\$3,236.88	\$16,184.40	\$14,209.35	\$34,102.38	47.46%
End of contract bonus	0.00	0.00	833.35	2,000.00	0.00%
Housing	800.00	4,000.00	4,540.70	10,897.62	36.71%
Min Health Ins Allowance	335.09	1,675.45	1,675.45	4,021.08	41.67%
Professional Expenses	0.00	884.87	1,875.00	4,500.00	19.66%
Pension	375.00	1,875.00	1,875.00	4,500.00	41.67%
MINISTER, OTHER EXPENSES	0.00	0.00	1,434.40	3,442.50	0.00%
Minister - Workers Comp	0.00	52.00	89.35	214.40	24.25%
Contract Pastoral Care	0.00	0.00	104.15	250.00	0.00%
Subtotal Minister - Workers Comp	0.00	52.00	193.50	464.40	11.20%
Ministerial Search Cte.	0.00	0.00	208.35	500.00	0.00%
Subtotal Ministerial	4,746.97	24,671.72	26,845.10	64,427.98	38.29%
ADMINISTRATION					
OFFICE EXPENSES					
Office Expenses	0.00	0.00	208.35	500.00	0.00%
Copier Expenses	99.00	771.25	958.35	2,300.00	33.53%
Postage	0.00	110.00	62.50	150.00	73.33%
Bank Fees/Supplies	0.00	0.00	125.00	300.00	0.00%
Subtotal Office Expenses	99.00	881.25	1,354.20	3,250.00	27.12%
SECRETARY					
Sec Compensation	742.00	3,710.00	4,306.25	10,335.00	35.90%
Sec FICA Employer Exp	56.76	283.80	329.45	790.63	35.90%
Sec Worker's Compensation	0.00	0.00	38.85	93.20	0.00%
Subtotal Secretary	798.76	3,993.80	4,674.55	11,218.83	35.60%
Subtotal Administration	897.76	4,875.05	6,028.75	14,468.83	33.69%
ORGANIZATION					
EXTERNAL					
UUA /CRE Prog Fund Pledge	0.00	3,190.00	2,658.35	6,380.00	50.00%
INTERNAL					
Board Discretionary Fund	0.00	0.00	41.65	100.00	0.00%
Subtotal Organization	0.00	3,190.00	2,700.00	6,480.00	49.23%
WORSHIP					
Worship Arts	0.00	363.04	770.85	1,850.00	19.62%
Music & Musicians	0.00	0.00	833.35	2,000.00	0.00%
Worship Experience					
Audio	0.00	0.00	41.65	100.00	0.00%
Artwork and Podium Decor	0.00	0.00	83.35	200.00	0.00%
Subtotal Worship Experience	0.00	0.00	125.00	300.00	0.00%
Subtotal Worship	0.00	363.04	1,729.20	4,150.00	8.75%
REL. EDUCATION					
D R E					

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

OPERATIONS FUND 01, November 2020

12/12/2020 10:30 AM

Page: 3

	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
DRE Compensation	1,916.67	9,583.35	9,583.35	23,000.00	41.67%
DRE FICA Employer Exp	146.62	733.10	733.15	1,759.50	41.67%
DRE Worker's Comp	0.00	0.00	69.30	166.32	0.00%
DRE Pension	124.34	621.70	958.35	2,300.00	27.03%
DRE Prof Expenses	0.00	0.00	416.65	1,000.00	0.00%
Subtotal D R E	2,187.63	10,938.15	11,760.80	28,225.82	38.75%
R E COMMITTEE					
Curriculum/Supplies	501.21	501.21	625.00	1,500.00	33.41%
Young Adults 19-25					
Teens	0.00	0.00	250.00	600.00	0.00%
Library	0.00	0.00	41.65	100.00	0.00%
Subtotal Young Adults 19-25	0.00	0.00	291.65	700.00	0.00%
Sunday Lunch					
Event Childcare	0.00	0.00	41.65	100.00	0.00%
Adult RE	0.00	0.00	62.50	150.00	0.00%
Subtotal Sunday Lunch	0.00	0.00	104.15	250.00	0.00%
Sunday child care	0.00	0.00	708.35	1,700.00	0.00%
Subtotal R E Committee	501.21	501.21	1,729.15	4,150.00	12.08%
Subtotal Rel. Education	2,688.84	11,439.36	13,489.95	32,375.82	35.33%
MEMBERSHIP					
MEMBERSHIP					
Membership Coordinator					
Membership Committee	0.00	299.88	208.35	500.00	59.98%
Growth Task Force					
Pancake Breakfast	0.00	0.00	0.00	50.00	0.00%
Subtotal Membership	0.00	299.88	208.35	550.00	54.52%
PROMOTION					
Publicity/Promotion	0.00	0.00	62.50	150.00	0.00%
CARE					
Journey Committee	0.00	0.00	41.65	100.00	0.00%
Pastoral Care	0.00	0.00	41.65	100.00	0.00%
Subtotal Care	0.00	0.00	83.30	200.00	0.00%
Subtotal Membership	0.00	299.88	354.15	900.00	33.32%
SOCIAL JUSTICE					
Social Justice Com	0.00	0.00	125.85	302.00	0.00%
FACILITIES					
SERVICES AND SUPPLIES					
Cleaning Service	270.25	1,253.50	3,000.00	7,200.00	17.41%
Cleaning Supplies	0.00	0.00	208.35	500.00	0.00%
Subtotal Services And Supplies	270.25	1,253.50	3,208.35	7,700.00	16.28%
UTILITIES					
Electricity	433.74	3,764.77	3,750.00	9,000.00	41.83%
Internet & Telephone	143.88	718.89	708.35	1,700.00	42.29%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

OPERATIONS FUND 01, November 2020

12/12/2020 10:30 AM

Page: 4

	Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
Waste Disposal Service	177.88	889.42	833.35	2,000.00	44.47%
Natural Gas	89.27	294.04	1,041.65	2,500.00	11.76%
Water	175.20	829.58	916.65	2,200.00	37.71%
Sewer	0.00	1,000.00	833.35	2,000.00	50.00%
Stormwater Management	0.00	0.00	583.35	1,400.00	0.00%
Insurance	0.00	5,541.00	2,333.35	5,600.00	98.95%
Subtotal Utilities	1,019.97	13,037.70	11,000.05	26,400.00	49.39%
BUILDING LOAN PAYMENTS					
Mortgage Payments	2,850.38	14,251.90	14,251.90	34,204.56	41.67%
Subtotal Facilities	4,140.60	28,543.10	28,460.30	68,304.56	41.79%
FACILITIES COMMITTEE					
BLDG MAINTENANCE					
Building Maintenance	0.00	2,172.71	1,000.00	2,400.00	90.53%
Security	24.50	700.50	312.50	750.00	93.40%
Equip Inspection/Fees	0.00	301.00	1,291.65	3,100.00	9.71%
Equipment Repair - Audio					
Pest Control	0.00	0.00	375.00	900.00	0.00%
Subtotal Bldg Maintenance	24.50	3,174.21	2,979.15	7,150.00	44.39%
GROUNDS MAINTENANCE					
Snow Plowing	800.00	800.00	2,229.15	5,350.00	14.95%
Lawn Mowing	0.00	318.31	100.00	200.00	159.16%
Grounds Maintenance	0.00	0.00	541.65	1,300.00	0.00%
KITCHEN					
Kitchen	0.00	0.00	62.50	150.00	0.00%
Coffee	-173.40	-173.40	137.50	330.00	-52.55%
Subtotal Kitchen	-173.40	-173.40	200.00	480.00	-36.13%
Subtotal Grounds Maintenance	626.60	944.91	3,070.80	7,330.00	12.89%
Subtotal Facilities Committee	651.10	4,119.12	6,049.95	14,480.00	28.45%
FINANCE					
Stewardship	0.00	0.00	208.35	500.00	0.00%
2020 Property Damage	-71.06	-71.06	0.00	0.00	0.00%
Subtotal Finance	-71.06	-71.06	208.35	500.00	-14.21%
TOTAL EXPENSES	13,054.21	77,430.21	85,991.60	206,389.19	37.52%
EXCESS INCOME\EXPENSES	\$4,244.95	-\$6,706.99	\$5.05	\$2.81	0.00%

Membership Committee Report

December 13, 2020

- ⊕ Our membership count continues to be 148.
- ⊕ The 2020-21 Membership Directory is complete and has been posted on the website. Those who requested printed directories should receive them this week.
- ⊕ As we continue our remote church gatherings, ideas for how to engage current and prospective members remotely are welcome. We are working on an idea or three for doing so.
- ⊕ 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
Board of Trustees
Action Plan from Sunday, January 11, 2021 Meeting

Person Responsible	Action/To Do	STATUS
Shirley Hairston	Listserv/Email/Outlook/Paypal Issues (with Laura Solomon)	In process
Shirley Hairston	Paypal – loose offerings	In process
Rev Denis	Talk with Mike about teaching a class	completed
Board	Come up with ideas for other classes	In process
Shirley and Mark	List of items/processes that need to be addressed differently with new structure.	In process
Bob Ross	Work with Red Cross to get information on their liability	In process, Mary SM to complete
Shirley	Set up router and Outlook on Linda Work's computer, working with Ken Schmidt	In process

STATUS: C = Complete, NC = Not Complete

Love, Revere, Discover, Connect