BOARD OF TRUSTEES MEETING MINUTES

United Church of Christ (Congregational)

Strongsville, OH 44136

April 7-9, 2020

Due to the virus pandemic, the April meeting was conducted entirely by email. The meeting opened at 1PM April 7.

Those responding were: Greg Dickson, Mike Clotworthy, Myron Costin, Bill Giuliano, Dale Hawk, Eddy Bond, Sally Herzog, Adria Bond, Linda Stepan (by proxy) and Pastor Heidi.

Pastor Heidi offered a prayer.

Treasurer/Financial Report: **Greg asked**: the upcoming bulletin will reflect over $6000.00 in donations last week. Does this include the $3000 transferred from the Official Board or any other transfers of funds from within our internal church accounts?   **Sally reported**:  We are maintaining full salaries for our Minister, Music Director, Associate Music Director, Organist, and church secretary is that correct? **CORRECT**. We are currently not paying our nursery attendant (March 15 was the last day Amanda worked)  and our last post for hours for our custodian was March 30? **CURRENTLY WE ARE NOT PAYING OUR NURSERY ATTENDANT.   SHE ONLY GETS PAID WHEN SHE WORKS IN THE NURSERY.** **YES, THE LAST DAY EMMA WORKED WAS 03/30/20 AND LOGGED 2 HOURS.**   I will raise the question under building and grounds about cleaning.

Do you have a current amount we have borrowed from our savings and other boards so far?  **WE HAVE BORROWED $2,500 FROM THE SAVINGS SO FAR.  THAT'S IT.**

**IV. Memorial Endowment:** No new memorials. We have enough liquidity in the Endowment Fund as a very last resort if needed in an emergency. If the Payroll Protection Program doesn't work out we could also ask within our UCC Cornerstone line of credit.

**V.  Building and Grounds:**

The State of Ohio has extended the shelter in place order through May 1, 2020. Additionally, our Conference Minister has recommended not using our buildings for regular events through the end of April, basically, May 1.

QUESTION FOR THE BOARD: For additional safety of our custodian Emma and her helper Ben, how should we proceed during the shelter in place. How should we proceed with their hours and tasks assuming they are available? If they are not available due to the shelter in place order could we use a volunteer once a week to take trash to the curb once a week? We need input on this subject.

**Pilgrim Hall Step:**

Note:  this bid only involves repairing the step and adding a handrail.

The current shelter in place order allows for building maintenance and repair. Irene Joyce feels safe if a contractor has to work in the building provided they follow CDC safety guidelines.

Please refer to the attached step project proposals from Finish Line Construction and Mario Mastrangelo Construction. Finish Line total is $1788 including painting the current rails and adding a 7" rail along the wall to accommodate those who may be walking on the ramp while its in use. Mario's total is $2150.00 includes two handrails. Mario's  bid also does not include painting the current rails which would be an additional $300.  In an attempt to get the two bids to what we are seeking with one handrail only, I did ask Mario to adjust his bid to reflect a one handrail bid to match the current bid of Finish Line but I never received a reply to adjust the bid to a one handrail bid.

Greg Dickson: motion to accept the bid from Finish Line Construction to complete the task outlined in the attached bid. Seconded by Bill Giuliano. Motion passed.

**From an earlier email**-Greg Dickson: As a precaution to protect our finances, there is a federal loan program out now called the Paycheck Protection Program (PPE). This loan can be applied through 5/3 bank online.

I will include the link to the program but some of the highlights include a low interest rate, (.5%), that's one half of one percent, and a possible loan forgiveness plan if we meet criteria including retaining our current employees once things are back to normal. The loan amount could be up to 2 1/2 times monthly payroll expenses including insurance, medical, pension. The other benefit is we wouldn't have to raid other church accounts to meet monthly obligations. A final thought I would ask the board to consider is the fact we may not receive rent payments on time. The laws are changing daily and there may be some kind of tenant deferment rent payment law stating tenants can have a certain time frame to catch up on rent. Both of our tenants are in essential type businesses but we just don't know what may happen. I'm not trying be doom and gloom but if we can take advantage of a 1/2 percent loan, why not? Especially if there's a forgiveness clause. Our church has been though a lot of history since 1817 including other pandemics, depressions, recessions, wars, etc. We will be fine.

This vote is asking for permission to apply for the loan, and report back to the Trustees  the results of the application. If we are approved we can move forward with a second vote to sign on the loan terms and conditions. You may have to cut and paste the link.

The motion passed.

The motion to approve the March minutes and the Treasurer’s report was approved.

Greg Dickson: This concludes our online April trustee meeting. Thank you all for participating. Our next scheduled meeting is Tuesday, May 12 time and format TBD. Meeting was closed at 11:49AM April 9.

Respectfully submitted,

Judy Gaumer, Clerk