**First Unitarian Church of Providence**

Prudential Committee Meeting Notes

April 8, 2020

**ATTENDING:**

**Prudential Committee**

Cheryl Bartholomew, President

John Simmonds, Past-President

Michael Cappelli, President-Elect

Roberta Groch, Treasurer

David Francis, Assistant Treasurer

Claire Rosenbaum, Clerk

Caroline Mailloux, Strategic Planning

Tiffany Reed, Stewardship Liaison

Edie Warren, Personnel Liaison

Sam Cole, Community Life Liaison

Greg Kniseley, Social Justice Liaison

Dave Spremulli, Spiritual Development Liaison

**Church Staff Attending**

Liz Lerner Maclay, Minister *absent*

Cathy Seggel, Director of Religious Education

Nancy Forsstrom, Church Administrator

**Meeting took place remotely via zoom due to COVID-19 pandemic.**

**6:45 Check-in**

 **Opening Words (Sam Cole)**  551 from Hymnal “Earth Teach Me”.

 **Call to Order - Chalice Lighting & Covenant Reading**

**Meeting is being held remotely due to COIV-19 Emergency**

**7:00 Consent Agenda: March Minutes** (Michael / David S.) approved unanimously.

**REPORTS**

* **Church Administrator (Nancy) -** See written report. Initially, Jaime, Walter and Nancy alternating when they were there. Jaime currently out sick. Pedro filling in with light cleaning needs. Walter and Nancy need to go to building fairly frequently. We continue to get checks and pledges in mail. Walter does not have capacity to work from home. He has been working at the office for the most part. Ruben who was working part time had resigned before pandemic. Nancy usually there Monday, Tuesday, Friday; Walter Monday, Wednesday, Thursday.
* **DRE (Cathy) –** See written report. Cathy is connecting remotely with various volunteers, families, children, youth. Things are moving along. Assistant, Anna, is working remotely from Vermont.

* **Minister (Liz) –** See written report. Cheryl reported for Liz that there is a lot of focus on pastoral care and preparing for Sunday remote service. She was asked by Mayor’s office to offer a prayer at the city’s “Day of Prayer” yesterday. Liz shared the prayer she offered on FaceBook.
* **Treasurer Reports (Roberta) – *(note: Claire needed to leave meeting briefly; next item’s minutes taken by Caroline – thanks!)***

See written report – We have spent 75% of budget and received 85% of income. Doing really well. Pledges for next year and payments on pledges for this year continue to come in.

Nancy reported on the Federal Pandemic Payroll Protection Program (PPP). Some concern regarding separation of church and state in accepting federal money. However, as a non-profit we are eligible to apply for the loan. If you use more than 75% of loan on payroll, the loan will be forgiven. Cap for applications is 10M per application. Our application came to 108K – equivalent of 2.5 month of payroll plus benefits. Must apply through local bank. We applied and are waiting for guidance from them on next steps.

**DISCUSSION ITEMS**

* **Commitment Drive Update (Cheryl & Tiffany) –** The Commitment Team remains hard at work wrapping up this year’s Commitment Drive. The team has been able to keep the Commitment Drive running even though we have not been able to use the typical tools - Sunday Worship and Coffee Hour - to connect with congregants. The Commitment Team has been resourceful and creative in coming up with ways of keeping the Commitment Drive at the forefront despite our limited communication options. The team is to be commended for their successful efforts on behalf of the church.

We currently have 215 pledges totalling $400,000 (a very large pledge came in this morning. (THANKS!) There are some who still have not pledged. Committee continues outreach to by phone and email. If PruComm members are willing to help, reach out to Joe and Cynthia. Greg, Michael, Caroline, Cheryl, Sam volunteered. Plan to offer a virtual “pledge party” for those remaining to discuss what the budget is able to support, vision for the church, and to walk through how to pledge online. Will be offered twice (April 19 and 26). Would be good if PruComm members could attend at least one of these.

* **Coronavirus Impact on Current Budget and Endowment (Roberta, David, Cheryl)**

Update on endowment account: Endowment is just a bit under $5M. Market is coming back. Because we use 12 quarter rolling average, our draw is virtually the same. Lost about $1M since January, but that was up significantly since start of year. Because market drop is due to outside forces, will likely bounce back quickly. We should take a long view.

Current budget – FY 20 Salaries, electricity, etc. continue, but other expenses, (travel, supplies, new software, etc.) on hold. Looked at expenses estimate $54,000 . month. Revenues about $42,000 month. Pledges and lot rentals still coming in. We have a bit of a cushion. $146,000 in checking account currently. We are cautiously optimistic.

* **Draft Budget/s Update FY2021 (Roberta & David)**

Draft budget for FY21 – Reverting to old process. See what comes in from commitment drive first, then building FY21 budget based on what comes in. We will develop two budgets, a level funding (or bare bones) budget, and an aspirational budget. Have prioritized the new budget requests into “Yes, Maybe, No” categories – based on the Pyle report. Salaries, sabbatical costs, and technology are priorities. Calculations for 2021 budget may be based on 90% of pledges rather than 94% or so, recognizing that some may not be in a financial position to honor their pledges.

* **Discuss/Reflect: Here’s what we are doing to maintain community? (ALL)**

Pastoral care and connecting with people is really important in this time. Some ways we are connecting:

* Sunday morning online – Youtube 117 subscribers, many views
* Virtual Coffee Hour – Will be experimenting with smaller groups
* Easter video greeting
* Roger – First U tea on Wednesday
* Liz: Ancient Roots class – Book club
* Cathy – UU Common Read – Stuffies Show and Tell (other outreach) – supporting small groups, Youth buddy system
* Fred – Organ lecture and demonstration – Easter hymn sing
* Roger and Jenn reaching out to every member
* Roger – Buddy program
* First U times / Website communication
* Soul circles and Small Group Ministries
* **Debrief Mark Ewert, Next Steps Weekend (John)**

See Mark’s report. **Four specific recommendations;** 1) Create a Stweardship Committee; 2) Create a sustainable and development-oriented pledge drive team; 3) Broaden the purview of the Finance and Investment Committee; 4) Gain support for the planned giving program.

Mark had suggestions on how to raise money during a pandemic. Our optimistic budget should include bringing Mark back to help with implementation of recommendations – role of finance team, governance – role of the board, etc..

**MINITRIES, PERSONNEL, STRATEGIC PLANNING**

* **Personnel (Edie) –** Rogers hours. He needs to be working more hours to meet pastoral care need. Cannot work extra hours and not get paid. Recommendation to PruComm: Pay 20 hours a week through June 30. Roger was not hired until 3.5 months into budget year, so this will not have negative budgetary impact. Motion: Pay Roger for 20 hours a week from now until Jun 30. (Dave S. / John) passed unanimously.

Liz’s performance review – Caroline, Edie and two others recommended by Cathy – will conduct review virtually.

* **Community Life (Sam) –** Women’s Alliance membership has been having meetings online. Plan to donate rest of coffee to food bank.
* **Social Justice (Greg) –** Community Food Share has been suspended. Amy suggested that food be made available to congregants who need it. Community collection applications are on website and promoted with Newsletter.
* **Spiritual Development (David S.) -** Nothing to report.

**EXECUTIVE COMMITTEE**

* **Program Staff Laptop Update –** Roger and Jenn did not need new laptops, but requested software updates. Liz did purchase and will get reimbursement for value of an Android. Bill K. working on that exact amount.
* **GA Update & Delegates –** No decision has been made, but Convention Center may be used as an overflow hospital. Decision from UUA coming soon. Likely delegates will be able to vote virtually. Will follow up with those who volunteered to be delegates.
* **Lisa Ordination –** Postponed until October. Committee working with Lisa
* **Nominating Committee -** The committee is in the process of reaching out to 3 people to come onto the PruComm. The positions to be filled are Stewardship Liaison, Community Life and Heritage Liaison, and President Elect.

**Executive Session: Worship Service Changes/Decisions/Directions – Motion (John/ Michael) Leave (Dave S. / John)**

**NEW BUSINESS**

* **Annual Meeting / Annual Financial Meeting –** Scheduled, but by-laws say needs to take place on church’s premises. Will need to decide how to do this. We usually have a congregational meeting on the budget prior. Nancy has guidance about how to conduct meeting in extraordinary circumstances. Need to check with lawyers. Still need to provide notice of meeting. UUA may have guidance. May provide higher levvel zoom

**8:50 REVIEW ACTION ITEMS**

 **Next Meeting/Assignments**

* **Next Meeting: May 13**
* **Opening/Closing Words: David F.**

 **Closing Words (Sam C.)** Hymnal 464

**Extinguish Chalice**

**8:58 ADJOURNMENT –** Motion to adjourn(Sam / Michael) carried unanimously.

Respectfully submitted,

Claire Rosenbaum, Clerk