

Jubilee! Board Meeting Agenda

February 15, 2021

6:00-8:00 pm

Online via Zoom

- **The Main Thing** —Laura Collins lit a candle, inviting us to be fully present. Faith journey sharing by Board members will be practiced at the upcoming retreat. Laura read from a Mary Oliver book, then asked us to each share one good thing and one great concern in our lives. She invited us to hold each other's hearts and the concerns up to God.
- **Jokemeister** — Catherine Cope shared several kid jokes.
- **Transitional Minister Report** - Laura Collins requested that, though her cell phone number is listed on the Board Roster, we not share that with others. She can be reached by email by anyone outside the board. She was just getting into the rhythm of Jubilee when Jackie left. Now there is a new rhythm and processes. She is meeting with the ministers to get them more involved. She will keep the labyrinth in place for a while longer and through Ash Wednesday. The next outdoor event is Easter Sunday. She reached out to the team leaders to discuss what each staff members will handle now that Jackie is gone. She has received calls regarding membership. Yona is speaking on Earth Sunday, Sarah Woodward speaks on Palm Sunday, and Mark Mulinak will be translating the Tao in April when his book comes out. She invited any requests we have for future speakers or songs. At our March retreat Laura will review faith journeys sharing. Also, in March, we will move into Via Transformativa and have Holy Week. What traditions do we want to keep in the Celebration? Richard Rohr talks of “order, dis-order, and re-order” and we will use that process to determine what comes next and who we are. Is Zoom available for the retreat? Yes How will lunch be provided? Delia will cater.
- **Review & Approve January Minutes**—Minutes were approved with mention of Laura Collins' housing allowance being included in these minutes.
- **Financial Report**—Patrick Fitzsimmons and Nancy Ellington shared that Jubilee! gave \$45k to the community in 2020 and we are the top contributor for some

recipients – very impressive for a pandemic year! The first quarter of 2021 we are giving to Hope Chest, Loving Food Resources, and All Souls Counseling. Patrick will review and address our questions about the budget reports later, as he just received the reports himself and has not had a chance to review. The utility bill is higher – Patrick suggests that we need a programmable thermostat. Patrick spoke with the team that typically services our HVAC unit about how to best get ready to use the building for services again. They recommended spraying Viricide into the units to kill all bacteria. He has asked about the contents of the spray. The cost is about \$50. He will get other bids and consider other options and will check into getting our ductwork cleaned.

- **Human Capital Committee Report** —Pam Garrett (Staff leaves call for this part of the meeting)
 - Staff salaries & hours—Pam Garrett reviewed the recommendations to the board that were included in last month’s meeting minutes. Laura Collins’ salary includes a housing allowance that is only allowed for her as our minister. Elizabeth expressed concern about the reduction in the choir director’s salary as her duties are more difficult and require more time (~10 hours prepping videos) during this pandemic. It was explained that the salary the choir director initially received was inflated from the time Howard hired someone he felt should be more highly compensated than other staff due to their credentials. That needed to be corrected. Patrick had also paved the way for anticipated reductions due to reduced funding by discussing potential decreases with all staff members and none seemed discontented. Catherine noted that it is hard to see salaries decrease, but they needed to be cleaned up. The team and Patrick feel the new salary is more in line with what we pay other musicians and singers.
 - Side note - Staff members are encouraged to take any concerns to Patrick so that he and the HR Team can quickly address them. We appreciate the time and talent our staff members share with the community and want them to feel that appreciation to the best of our ability. We will be mindful of that as we attempt to develop Jubilee’s policies and procedures.
 - Employee handbook with job descriptions—The HR Team will work on creating/updating these documents, as well as providing an organizational chart. We have already created a new document to Request Time Off out of necessity.

- **Nominating Committee Report** —Bill Byrne, Nancy Ellington, and Laura Billings make up the committee.

- Skills and attributes desired for new board members – Bill will send these to the team.
- Names of prospects for Board membership—Wilson Sims and Lynn Brailsford were recommended.
- **Team Reports**
 - Communications Team—Michele Bernhardt informed that Google Ad reported \$4,460 in ad revenue, 6.38% click through rate, mostly on the Celebration and Donate pages, and 4,441 unique visitors to our site. There was an 11.3% click through rate when Brailsford spoke last Sunday. Our site is performing above average!
Wilson Sims suggested the board and Linda Collins encourage a three-week period where Jubilants invite others to attend.
 - Outreach Team - Molly and Elizabeth noted that it is good to hear of our outreach activity during the Celebrations because that is who Jubilants are. Michelle reminded that the outreach history is on the Donate page. She will also add it to the Newsletter. Linda asked that she add the new organizations we contribute to on the bottom of the Newsletter as well. Molly suggested that recipients share word of our giving in their organizations as well. Laura suggested we have them speak once a quarter rather than once a year.
- **Close**—Laura Collins thanked everyone with gratitude and relief for the work and love continuing, connection to our physical space that she felt while walking the labyrinth. She is grateful for the energy in that place as we are still connected in ways we don't understand and we will be there again. Oh Yeah!