

## Jubilee! October 17<sup>th</sup> Board Meeting Minutes

Attending: All Board members (PM via Zoom), Bruce M and Michele B, Chas Jansen

- Welcome and centering -JD led us in centering)
- Jokemeister – Jeff (thank you!)
  - Next month Jokemeister is JD

### **Action Steps (AS marked on item in body of notes and summarized here):**

- Tim to send September minutes copy to Michele for publishing.
- For Secretary role – we need to clearly define this and will then request that Pam Garrett fill this role.
- Finance Committee will work with realtors to drop the building sale price at the end of the current sale cycle.
- Transformation Circle will work with the board to schedule a mini-retreat in early December
- Michael will pull together a newsletter item to communicate with community
- Send Pam's recommendations for Laura's review to HR committee
- Finance comm will provide fundraising comm with a target budget number
- Staff and board will review current members to ask one or more to work on fundraising:  
Louise will review top donors with input from staff
- Michele B to prepare a newsletter item/blurb regarding fundraising committee volunteer needs
- Tim to work with Laura Collins on carving time out of Oct 30 service to give board msg about fundraising
- Determine date for January community Semi-Annual meeting.
- Tim will address Jubilee during service regarding the board's decision about hunger basket funds.

### **Decisions (D):**

- Minutes to be sent to Michele by the Monday following the meeting beginning with the October meeting.
- Paul and Jeff will lead the nominating committee
- Pam Garrett is the head of the HR committee and will continue in that role. JD and Diane have agreed to join Pam on the committee.
- Gretchen has accepted the position of Treasurer for the Board effective 10/17/22
- Without a fundraising committee set, we will begin the annual pledge drive at the beginning of November.
- We will host a semi-annual full Jubilee! meeting in January to communicate goings on and seek input
- Hunger basket funds will be donated quarterly if funds permit, contingent upon a quarterly review by the finance committee. In the event that those funds cannot be distributed at that time, they will be donated at the earliest possible date in the future. Funds will be disbursed at the latest upon receipt of proceeds from the building sale. The question of how much to add to designated Outreach funds was left open.

### **Agenda Items with minutes/notes**

- Prior meeting minutes – reviewed. Struck item 6. AS – Tim to send final copy to Michele
  - D - Future minutes to be approved by 1 week after meeting.
  - AS - Brought us to the convo about Secretary. We will define role and request that Pam Garrett fill it if she is so willing.
- Review of finances
  - September in the black thanks to employee salary deferrals
  - Bruce has applied for the Employee Retention Credit which should net us about \$17k from the IRS, some time in the next 6 months (ish).
  - Matching donations of \$6,800 will be coming in soon.
  - Based on current cash flow and expense reductions, it is estimated that operations can continue until the end of 2023.
- Status of building sale process.
  - 1 investor from NY potentially interested
  - When the current sale cycle ends we will drop the price. Realtors recommended \$5.5M.
  - AS – Finance committee to discuss and decide appropriate price reduction with realtor input.
- Check-ins from teams and HR Committee
  - None to check in from this group. Notes below re: reforming committees.
- Check-in from Transformation Circle.
  - 6 people are running this team.
  - Engaging community on Visioning and Structure planning
  - Who are we and what are we called to be in our next evolution?
  - Will combine and incorporate prior vision planning, World Café, etc to structure Jubilee! community meetings and translate vision into action steps
  - Will require joint planning from board.
  - AS – Transformation Circle will work with the board to plan a 3-4 hour mini retreat in December.
  - Will also work to answer questions pressing on Jubilee now and once the building sells.
  - AS – Michael will put together a newsletter announcement. It was requested that the TC provide a written update for Board meetings.
- Update on CFNC status and action steps required in the coming month(s)
  - No update except that they will be giving a presentation on Oct. 30<sup>th</sup>.

### **Broader Discussion and Decisions:**

- We welcomed the new board members put forward in September. Welcome!
- Nominating Committee discussion –
  - Need for nominating committee is pressing.
  - D - Paul and Jeff volunteered to lead this committee
  - NC will work on next year's slate of board candidates, 1 current board candidate, and a review of our current slate of officers

- 1<sup>st</sup> officer position to review is Michael, as he has served faithfully his term, would like to turn his focus to Transformation, and in an effort to diversify the leadership group.
- Paul and Jeff will work to bring 2 (non-board) volunteers onto the committee.
- HR Committee –
  - D - JD and Diane volunteered to join this committee, headed by Pam Garrett.
  - HR Comm will work with Laura on her employee review in November, will work on other employee reviews (goal to be done by EOY), and will review the proposal (in the works) for Pastoral Care.
- Finance Committee Reconstitution – Finance committee back in place with new member
  - We humbly asked Gretchen to replace Tim as Treasurer and she graciously agreed.
- Fundraising committee
  - This was not an original agenda item and was added during the meeting
  - This committee needs to be reconstituted ASAP.
  - First action step will be to find someone to lead.
  - Second step will be getting the annual pledge campaign started and this step may need to be begun without a leader.
  - AS -Finance comm will provide a target fundraising amount.
  - AS – Staff and board to review membership and invite members onto this committee
  - We have considered asking Mary Oconnor to be part of this comm, and will consult with Susie Davis for her prior experience.
  - AS – Michele will prepare a newsletter item and blurb about fundraising
  - AS - Tim will talk to Laura Collins to coordinate a few minutes during the Oct. 30<sup>th</sup> service to give the board msg about fundraising. “Why I donate and what we need”
- Discussion of Laura’s request for Jubilee! to pay ½ of self-employment taxes as has been done in the past.
  - This part was not included in original salary negotiations. As the amount is between \$80-\$200/month, we approved this without further discussion with finance comm
- Discussion of Hunger Funds delayed donations
  - The question is whether we can or should use Hunger Funds donations to cover operational needs in the near-term, with the intention of donating the same amount or some multiplier of the amount in the future when funds become available.
  - The board acknowledges that the prior discussion, decision (lack of), and communication to the community was not done properly and we are taking steps to rectify this.
  - A letter was also received stating that the writer felt this decision was unethical and possibly illegal, and that if this is necessary that it is time to close Jubilee. We discussed this letter and decided that we are not in agreement with what was included. As to legality – the money will be donated for its stated purpose. The timing is the only question. As to ethicality – we decided that it

is ethical, as long as we are communicating our intentions to donors and giving them alternative options if this is not suitable for them.

- We are not happy that this decision has to be made, but we are in a conundrum on funds at present, have staff that are deferring salaries and should (probably legally) be paid first, and that our main purpose is ensuring the continuity of Jubilee! so that future donations are not affected.
- There is also precedent for this action, as prior administrators have delayed the payment of funds when cash was not available. Also, these funds are donated quarterly at their highest frequency, so the delay should be minimal.
- We discussed not putting the hunger basket out at all. D – we decided to continue offering the hunger basket, with an explanation at each service, and we will provide names of 2 or 3 charities we approve of that feed the hungry so that donations can be made directly to them if desired.
- We have also added a layer to decision-making – the finance committee will review each quarter to determine if the cash is available to make these donations then, or if they need to be delayed to preserve the funding.
- D – We affirmed a quarterly review by the finance comm on disbursement, with the contingency that, if funds are not available, donations will be delayed to a future date. We will communicate our actions each time the basket is presented, and offer alternatives for people that are not comfortable with this structure.
- AS – Tim will talk to the community during service – acknowledge the board’s oversight of this approval, give our thinking, and open the door for conversations
- Semi-annual Jubilee! Meetings instead of annual– briefly discussed last month.
  - The energy and activity that the July annual meeting created gave us new momentum that we want to feed.
  - There is a lot going on behind the scenes right now and we feel that a semi-annual meeting is the minimum we need to keep everyone informed.
  - We have agreed to host this meeting in January, date TBD.
- When his health returns, Jay is working on a plan for Jubilee! to provide pastoral care from a ministerial role and volunteer roles. This will be reviewed by HR Comm before presented to the board at large.