

Church Board meeting minutes: May 17, 2020

Present: Meighan, Adam, Jan, Patsy, Louise, Terri, Jerry, Suzanne F., John D., Jane, Donna Guna

Opening check-in and prayers

Minutes from April meeting accepted

Jerry asked for time to talk about budget for building expenses. Added after scheduled budget discussion.

Agenda accepted.

Office manager report screenshared. Terri will talk with Karen about blocking Peerspace calendar at least through June.

Preschool Report:

Donna Guna: What are the intentions of PEP for next year. EAP will honor support obligations through the end of this school year (June). PEP is continuing at somewhat reduced staffing. They intend to open in the fall, although they are aware that building access may still be a problem in September. Teachers are creating weekly lesson plans for parents, completing annual training hours, creating activities for parents to implement—literacy, social skills, etc. PEP has delivered or mailed materials and supplies for preschool activities.

No idea of what their contract with the city will be but hope that city will continue to fund their remote work. They are funding through June.

PEP capacity is 24 (12AM + 12PM), but currently have 17 (9AM + 8PM). EAP pays for 16 slots. If they are not filled, EAP reevaluates allotment of slots, but this year they're continuing to fund because of COVID-19. EAP contract usually comes out in June.

PEP needs to reevaluate their recruitment strategy. It's been hard to find EAP-eligible children.

PEP board is about funding issues. Should PEP even continue?

EAP only covers about half of the budget), we need an auction or other fundraising event. PEP can get through December OK, but then cash will be very low. Donna wants to keep going and will work on investigating new fundraising sources. She doesn't anticipate closing in December, although it will be tight. PEP does have an endowment fund.

EAP does not cover support staff (only teachers): Mr. Tony and Miss White are not covered, and Donna is only covered to 15%. Marjorie (family support specialist) is only covered to 67% by EAP.

The Catch 22 is that without the bus driver and the food specialist, PEP can't continue, but EAP doesn't support them as essential. PEP is different from Seattle Public Schools programs because PEP does pickup and delivery of kids, and other programs don't.

Marjorie does enrollment and recruitment, sends flyers to families in service area, families hear by word of mouth.

What would be a thriving model?

More kids. Full enrollment. A mix of students: racial, religious, economic...

Do we go to full day or stay with half day? What do parents need right now?

Conversation will continue via email about what PEP needs from us specifically, and what we can offer specifically. The auction is scheduled for October, but will clearly be very different, and may not actually happen.

Budget

Prospect received the PPP loan we requested. Right now, Prospect has more income than expenses, even without the PPP loan. We WILL spend that money in the next two months, however. The fundraising effort brought in a good amount, and pledges are at 100%. We are not yet using the PPP funding.

We will be spending the PPP loan on payroll and utilities. If utilities expenses come in lower than expected, we may need to return about \$1500, next year. First payment is not due until 6 months post-loan initiation.

2020–21 Alternative Budgets

We will create two budgets for 2020-21—o in-person worship and building activities sooner, and one for re-opening later.

Trustees Budget

Based on no assumptions about re-opening for services. Services don't impact use of utilities as much as third-floor rentals and preschool do. John mentioned current and upcoming problems with the gutters and downspouts, and tuckpointing around the downspouts. This may be a large expense for next year.

Is there any possibility of an official building manager, rather than relying on volunteers for emergency and ongoing repairs and maintenance. Trustees are looking into the possibility.

When we do move back into the building, how will we clean it before we come back, AND how will we keep it safely clean, ongoing? Most volunteers are already in risk groups. Should we hire a cleaning company for an initial deep-clean?

After weeks of non-occupancy, the building is probably not dangerous, and may not need a deep cleaning. Karen follows sanitary protocols in the office when she's there.

What does re-occupancy even mean? Not everyone will return to services until there's a vaccine—volunteers are already working in the building, carefully observing safety protocols. But one infected person in a service, or using the bathroom...

Budgets in General

W&M is holding onto the current budget but left consideration of COLA for musician employees to the Church Board to determine.

SEJ Team is probably holding the current budget. No intern.

Patsy asked us each to review the two suggested budgets, and Adam suggested all interested parties meet on Zoom, 5PM, June 10, Wednesday.

Church Board

Terri and Suzanne are leaving the Church Board. Jerry will attend occasionally to represent the Trustees. Louise will also stay. Consi is rarely able to attend complete meetings, due to other commitments on Sunday afternoons. Patsy will stay.

Do we have a minimum number of members? In CA, it's moderator, secretary, and treasurer. We don't know what the minimum is in WA.

We are open to nominations for co-moderator.

Coronavirus

Base camp: communications program that the conference is using. Eagle Harbor UCC uses it to share poems, photos, discussions, etc. Meighan proposes we give it a try.

Returning to church: Meighan sent a PDF to CB members—guidelines for reopening.

Using Zoom for non-church activities

Church pays a set monthly fee (\$15)., no matter how much the Zoom account is used. We've given PEP access to our account. Rick Russell leads a clergy group—formerly in the building, now in our Zoom room.

We need a protocol for who has access and priority to the Prospect Zoom account. Worship, and church groups have.

Some church members have asked to use the Zoom account for non-church occasions—a book club, a family Easter dinner, homeowners association meeting, etc. Do we say yes? What protocols guide decisions?

Decision to table this conversation till next month.

Building Access Committee

Terri will send an email with all relevant information, early in the week. She's been doing huge research about how to re-open safely. It's likely we will be part of Phase 4.

Top issues for us to consider:

- Hiring a safety officer—part-time, short-term.
- Sanitizing the building *daily* - this requires cleaning both before and after each building use
- Stating on our website exactly what we are doing to maintain cleanliness and safety, and also in contracts with building users and posting at access areas.

- Declaration document—any individual in the building must state they haven't left the state in the last two weeks, name, contact info. Governor proposed it, but may have backed off from it recently. Still we should be collecting some of that info about our worship attenders, for example.
- How to do social distancing—in place until we have a vaccine. How to set up different areas for social distancing.
- Plexiglass panels for the greeter in the narthex?
- PPE? Will we provide protective care or will we require all building users and visitors to provide their own? The second option might require active monitoring for all ongoing scheduled activities.
- PEP schedule is based on Seattle Public Schools schedule. What is SPS doing this fall? How do kids get bused safely? How do we do social distancing in classrooms? Space AND staffing issues.
- Keeping a *daily* log of all visitors to the building - including Prospect members, staff, PEP staff. This includes Sunday worship services.

Pastor's Report

Not much to report. Sabbatical application is close to ready to submit.

Adam's Message

A preview of the Moderator's Message for the June newsletter.

Closing Prayer