

NCNCC-UCC CONFERENCE COUNCIL RING CENTRAL MEETING
SATURDAY, JULY 18, 2020 10 AM – 3 PM

<i>Conference Council Meeting Attendance</i>							
<i>Council Members</i>							
Liz Armstrong	X	Eppie Encabo	X	Theron Jones		Jim Ross	X
Charlotte Asher	X	Patsy Finster		Phil Konz		Melissa Tumaneng	X
Raygan Baker	X	David Gregory		Luti Lagoo	X	Mei Wang	X
Richard Brabham	X	Janice Hill	X	Patrick Lopez	X		
Barbara Broadbent		Jeannie Hobson	X	Maria Restivo	X		
<i>Ex-Officio Members</i>							
Diane Weible	X	Rob Parrish	X				
<i>Guests</i>		Roy Mosley	X				

President Jeannie Hobson called the meeting to order at 10:10 AM with an opening prayer and read the Covenant of Respect..

She welcomed everyone, especially the new members, and a brief check in for all.

MOTION: Approve the agenda M/S/P. Quorum established.

Orientation: emphasized Microsoft 365 and the importance of signing up and using for all Council business. It can forward to your personal email to eliminate having to sign in all the time to check for email. Stressed donation of \$100 per year to the Conference from each member of the Council. It can be from personal funds, church, friends, etc. The importance of confidentiality was stressed.

MOTION: Approve May 30th Special Meeting minutes with correction. M/S/P

MOTION: Approve June 13th meeting and executive session minutes. M/S/P

Treasurer Rob Parrish presented the May financial reports.

MOTION: Approve May financial reports. M/S/P.

Record Retention & Disclosure Policy: Committee formulated policy to provide documents to members, defined who is a member, and how distribution is to occur. This strikes a balance between transparency and necessary confidentiality of vital information.

MOTION: Approve Disclosure Policy M/S/P.

A chart has been developed giving the types of records and information and the best practices guidelines for their retention. At times these are longer than the state and federal mandates, out of an abundance of caution.

MOTION: Approve Record Retention policy. M/S/P

MOTION: Approve Record Retention Table. M/S/P.

Leadership Recruitment Team. Rev. Tami Groves, First Congregational Church of San Francisco was affirmed as a representative of Golden Gate Association, filling the remainder of the 20-21 term.

MOTION: Affirm Rev. Tami Groves appointment to Conference Council, effective August 2020. M/P No second required since it came from a committee.

Areas of Staff Responsibility. With the April 30th retirement of Joy Davis and the office assistant leaving in January, it was necessary to take a hard look at areas of responsibility. For the Annual Gathering 7 planning team, each person will be the point person for two areas of responsibility. For the staff, some programs will need to be driven by the Conference stepping up to continue them. Table attached*

MOTION: Approve the Staff Responsibilities chart and recommendations. M/S/P

Annual Gathering Report: Virtual Annual Gathering on ZOOM, Saturday, October 24, 2020.

AG7 discussed the multiple budget scenarios forthcoming from the Finance and Business Committee (FABC). The budgets vary based on number of staff and whether we have a camping program. We're trying to plan budget information sessions pre-AG.

AG7 received a request to move the Final Resolution Proposal date from 8/1/2020 to 8/15/2020. However based on AMBC's requirement to review the proposals before sending them to Conference Council at the next meeting on 8/15/2020, we compromised. There are currently 4 proposals. The first 2 final versions are due on Saturday, 8/1/2020, and the remaining 2 are due on Friday, 8/7/2020. We're trying to plan information sessions pre-AG.

MOTION: Approve Annual Gathering Report. M/P [no second needed, comes from committee]

Camping Update/Request From Camp Tam: There are at least 13 dead trees posing great danger to the lodge and facilities at Camp Tam. They must be removed, either now, or in the spring. Dangerous to gamble that they will make it through the winter.

MOTION: Approve \$5200. expenditure for tree removal now at Camp Tamarack. M/S/P

Camp Cazadero is coming along. We are having ViaSat install satellite dishes at the Director's House and Gill Lodge for internet communications. They require an authorized signature at time of installation, which is Friday, July 24.

MOTION: Authorization for Al DeBella to sign for Caz VIASAT installation. M/S/P.

August 29th will be a ZOOM Webinar for the entire conference to discuss the various budget proposals for the upcoming year.

Financial Records: Discussion of release of financial records. The audit has been done for 2019, but shows an error that has been discovered. The staff travel budget appears to be totally overspent when in fact it is not. All expenses [airfare, hotel, meals, per diem] for General Synod were incorrectly entered into the travel

and meeting line item instead of the General Synod line item. In addition, when National UCC reimburses us for travel and meeting expenses for Conference Minister Diane Weible while on business, they were not entered into the travel budget where the initial expenses were posted. The confusion happened while the Conference Administrator was on Medical Leave and although the problem was discovered early this year, it was not corrected with our bookkeeper prior to the audit. The line item shows \$43000 over budget but, in actuality, it is not over budget at all.

MOTION: Make financial reports available per our disclosure policies. M/S/P

MOTION: Adjourn to executive session at 1:47 PM M/S/P.

MOTION: Return to regular session at 2:46 PM M/S/P.

MOTION: Authorize redo of bank signature card, adding President Jeannette [Jeannie] Hobson and Vice President James Ross as signers on the account and remove past President Richard Brabham

MOTION: Authorize Council Member Richard Brabham to sign documents relating to Camp Cazadero for the Council. M/S/P.

MOTION: Authorize Richard Brabham and Jeannie Hobson to sign letter of intent with Sonoma Land Trust. M/S/P

MOTION: Authorize Diane Weible to hire additional temporary staff using PPP money. M/S/P.

In order for the Annual Gathering meeting to go smoothly, **absolutely all scripts and documents** needed for the day are to be to the Conference Office by **OCTOBER 10TH!**

Conference Minister's Report:

I. Conference Minister SMART Goals for 2020 (Revised)

- a. Support Churches: Focus on programs and skills that will meet churches where they are and offer support and encouragement in their mission and ministry.
- b. Support Ministers: Phone calls and emails to understand what kind of support our Pastors need in this time; Communities of Practice, Coffee Hours and other gatherings to give Authorized Ministers a place to share and connect; Continuing Education and Self-Care workshops to support Authorized Ministers. Support the work of Committee on Ministry. Look for opportunities to bring programs to this Conference that will support Authorized Ministers in their ministry.
- c. Racial Justice Work: Conference-initiated programs to bring churches together to do the work of Racial Justice together; Support local churches in the work they are doing for Racial Justice; work with other Conference Minister colleagues to further Racial Justice work in the denomination.
- d. Staff Supervisor: With major staff changes for 2020, support staff in this major transition with a focus on building a team that is able to navigate the upcoming transitions and determine what is most needed to create a team that supports the mission and ministry of this Conference.
- e. Personal Goal: I will find a work/life/exercise balance that prevents burnout and allows me to be more effective in my work and play.

II. Various Updates

A. COVID-19

- a. Support Being Offered – to ministers, to churches and to the Conference.
- b. What else is needed?
- c. We are in this for the long-haul

B. Racial Justice Work – more information on these in the weekly newsletter

- a. Racial Justice Training (now, August, September)
- b. Let's Talk: Small Group Conversations on Race
- c. Praying Their Name Installation and Kits
- d. Abolition Calendar

C. Staff – see notes on these earlier

- a. Joy's Retirement
- b. Staff Support
- c. Finance
- d. Infrastructure work
- e. Staff Responsibilities Re-Structured

The meeting adjourned with a prayer by Richard Brabham at 3:10 PM

NEXT MEETING: August 15, 2020, 10:00 am – 3:00 pm Discussion of “White Fragility” book

Respectfully submitted,

Richard Brabham, scribe