

USCL Board of Trustees Meeting

August 24, 2020

Zoom On-Line Meeting Minutes

Board Members Present: Nancy Cody (Vice President), Greg Edwards (Treasurer), Chris Clements (Secretary), Chris Janson, Lee Nelson, Clare Powers, Rev. Sharon Ketchum (non-voting)

Board Members Absent: Dan Maynard (President)

Team Leaders Present: Jerry Podany (Admin), Teresa Mulford (Outreach/Social), Nanette Podany (Building Revitalization, subteam of Admin)

Team Leaders Absent: Jeff English (Celebration), Casey Miller (SGAD)

Call meeting to order: 6:33 pm, Nancy Cody

Approval of Agenda

Approval of Minutes (July 27, 2020 Meeting)

Team Reports:

Spiritual Growth and Development (SGAD) Team didn't meet, nothing to report

Celebration

1. Sharon Ketchum, Jeff English, Jill Dening and Greg Dening attended a training at the Lansing Public Media Center (LPMC); Claire Powers was also in attendance for her personal use, ie, not sponsored by USCL.
2. The person who was hired for the Tech Production Manager position has resigned. When we search for someone to fill the position, we'll check LPMC.

Community Outreach Social

1. Requested approval to purchase a license to show movies via Zoom (cost \$250.00 per year); because of questions regarding copyright, Teresa Mulford will contact the company to learn more
2. Bags of Comfort and Hope will be distributed around the 1st anniversary of the fire at 230 S Holmes (9/8) and World Day of Prayer (9/10)
3. Book discussion group has been successful. The next book will be The Get Away Girls by Dee MacDonald, 9/21/2020 at 7:00 pm

Administration

1. Status of the Corrective Deed: the title company won't help resolve the issue until we pay our overdue bill. Our payment has now been sent.

2. Brotherhood Mutual: We have not had any response from them re: rental expenses, personal contents and whether there is a time limit on the upgrade extras if we restore. Sharon will contact them again. Alan Fiedler is our broker.
3. Our insurance needs to be renewed before the end of September; our broker has a couple options.

Bylaws (*task sub-team of Administration*), Teresa Mulford – the two additions to the bylaws passed (voting by mail in emergency and emergency powers for BOT)

Building "Revitalization" (*task sub-team of Administration*), Nanette

1. There will be a meeting with Scott Sturm and his sub-contractors on 8/26
4. Nan has tried to reach All-Saints to see their elevator

Treasurer's report Greg Edwards: June 2020

Minister's report (Sharon)

1. Sharon will hold a service via Zoom to celebrate World Day of Prayer (September 10th)
2. She'll meet with Joan Nelson from Allen Neighborhood Center on 8/26; Joan has some possible ideas/connections regarding funding for fire suppression and/or making the building ADA compliant
3. Brian McGrain (City of Lansing Economic Development and Planning/Code Enforcement) may have some ideas regarding options to make the building ADA compliant

Decisions: (policy)

We will retain records for the remainder of the current year plus one calendar year. (can be in "the cloud") unless they have to be retained for a longer period of time for IRS/legal purposes. (Teresa will check to see if there are any other specific rules for Michigan Non-profits regarding records retention.)

Post-meeting NOTE: "The IRS has indicated in its compliance guides that the board minutes of 501(c)(3) public charities, private foundations, and other tax-exempt organizations should be kept permanently by the organization. Other documents that the IRS directs to be kept permanently include an organization's determination letter, articles of incorporation and bylaws, again highlighting the importance of meeting minutes. Organizations should be aware of such a strong directive from the IRS supported by the opinion of many nonprofit lawyers."

Next Meeting September 28, 2020

Adjourn Meeting 7:30 pm (Greg Edwards/Chris Janson)