

Unitarian Universalist Church of the Desert  
Board of Directors Regular Meeting, Jan 19, 2021  
Minutes

**Attending:**

BOD Attending by Zoom Meeting: President Jane Zaun, 1<sup>st</sup> Vice President Carol Lavoie, 2nd Vice President Linda Savard, Treasurer Jerry L'Hommedieu, Secretary Rod Belshee, and Director-at-Large Mack Rogers, Director-at-Large Bob Rancourt, and Minister Reverend Barbara Fast.

BOD Absent: <None>

Congregational Members by Zoom Meeting: <None>

**Meeting minutes:**

1. Opening and Chalice Lighting:

Jane called the regular Board Meeting to order at 5:01 pm PST by Zoom Meeting and shared a reading from the UUA Leadership Council.

2. Check-in:

3. Approval of the Minutes:

The Board approved a motion to accept the minutes as written for the December 15, 2020 regular meeting of the Board.

4. Time-keeper and Process-observer: Rod Belshee

5. Voices of the Congregation:

<none>

6. Reports:

a. President Jane Zaun:

Jane submitted a written report.

In the meeting, there was some discussion on the progress of the Diversity, Inclusion and Belonging Ministry. The DIB Covenant is done, and DIB members were introduced to congregation on January 17. DIB has two breakout teams working on Governance and Theology, based on the UUA Widening the Circle recommendations. Jane also added that her consultation with Rev Sarah Gibb Millspaugh was to facilitate a Covenant between the DIB and the Board.

b. 1<sup>st</sup> Vice President Carol Lavoie:

Carol submitted a written report.

In the meeting, discussion included the Build Your Own Theology II enrollment, postponement of the Going to the Core offering, and Bingo. Tai Chi has been well received, with 8-12 participants.

c. 2<sup>nd</sup> Vice President Linda Savard:

Linda submitted a written report.

In the meeting, she reported that six people are participating in the new member orientation this week!

d. Treasurer Jerry L'Hommedieu:

Jerry submitted a written report regarding our financial position and notable financial events.

Discussion included the improved budget forecast. Jerry reminded us that \$11k-\$12K one time revenues helped fill the divot, and will not repeat next year.

Jerry advised the Board that he will be reimbursing Production Team for out-of-pocket costs, such as Dropbox subscriptions and software.

The budget cycle for next year is beginning. Jerry is soliciting initial budget requests to formulate a first draft in February, leading to a budget for Board approval in April. Next year, the Pledge Drive is more critical than ever as other sources of income have dropped off (we expect no rental income and diminished fundraisers).

We are asking all Board members, Finance Committee members and Stewards to pledge before the Pledge Drive kickoff so that 100% support can be announced as part of the kick-off.

Jerry briefly mentioned that he and Jane met with a congregant who is privately soliciting funds for the Sacred Grounds project to ensure that some disclaimers were added to the personal website. The suggestions were well received, the links work, and we are receiving contributions.

f. Director-at-Large Bob Rancourt:

Bob submitted a written report. In the meeting, mentioned that Copyright Releases are being finalized, which will then allow us to approve the Copyright Policy. He also mentioned the Choir and Worship Leader schedule.

e. Director-at-Large Mack Rogers:

Mack submitted a written report.

In the meeting, Jane congratulated Mack for taking on the Social Justice co-chair role. Given the concern about us all overworking, Mack discussed that Social Justice will prioritize Climate Justice as main priority to give focus rather than trying to do too much.

Mack also mentioned moving Men's Breakfast from 8am to 9am to try to draw a larger audience.

g. Minister Reverend Barbara Fast:

Reverend Barbara submitted a written report.

She reported that a request at the Membership Orientation session to repeat the UU History.

She also encouraged us to remain positive and reflect on our great contributions, and to pace ourselves.

h. Assistant Minister Reverend Ian Riddell: (attends quarterly: Nov, Feb, May, Aug)

7. Old Business:

a. Attitude of Gratitude, Mack

- Margaret Beaman – For organization and baking for the Care Team Holiday Cookie Project that brought joy to our families.
- Bryna Blum – For helping with the Care Team Holiday Cookie Project that brought joy to our families.
- Joyce Adams – For baking and helping with the Care Team Holiday Cookie Project that brought joy to our families.
- Katy Faas – For baking and helping with the Care Team Holiday Cookie Project that brought joy to our families.
- Randy Steele – For helping with the Care Team Holiday Cookie Project that brought joy to our families.
- Reuben Gallardo – For baking and helping with the Care Team Holiday Cookie Project that brought joy to our families.
- Peter Mathews and Hiroshi Yamaguchi – For being the Safety Monitors and assuring all Covid Protocols were followed during the Care Team Holiday Cookie Project

## b. AV Update, Rod

### **AV Project**

The AV grant proposal has been submitted. About 75% of the \$40K proposal is now specified in detail (meaning a specific model, supplier and price). The \$40K budget looks good (current projection is about \$38K). The remaining items are getting locked down over the next few weeks. The main uncertainty is Electrical Contractor (estimate \$2.3K, bid due Feb 2), the audio closet build and internet router and switcher (estimate \$4.7k, being worked by Steve and Rod), the PCs and laptops (estimate \$4.2k, being worked by Michael and Rod with potential options to use donated equipment).

Four congregants have stepped forward to help on the AV install, which will save much of the \$5K allotted for that. If the remaining items come in on budget, then the savings will be routed to Assisted Hearing (which was not in the original proposal) and better cameras.

For faster internet and better phone service, every option has been explored (fiber, fios, cable, satellite, 5G, hotspot, community wifi, ....). The best option is to bring coax to the building, with an installation cost of \$8K. Jerry reports that that can be covered within the current budget, as we have \$5K for capital improvements to the church facilities and \$3.5K for general maintenance and supplies which is largely unused this year.

### **AV Installation Protocols**

The Board approved a motion to adopt the AV Installation Protocols.

Rod mentioned that the fans are now place in sanctuary, so that air is drawn in through open foyer doors and exhausted from the sanctuary side door. Anyone using the building for more than a few minutes is encouraged to use the fans.

## c. Pledge Drive, Jane

The Pledge Drive is in great shape, the Stewards have all met and selected the people they will contact. We have spent a couple of years expanding the meaning of Stewardship from just a call for money. This Pledge Drive is virtual so Stewards are working how to make the meetings more intimate, such as using Zoom rather than a phone call solicitation.

Jerry reports that this year there are 126 pledge units, well above last year's count, including 18 new members since the last Drive plus 6 currently attending new member orientation sessions,

## d. Paycheck Protection Program, Jerry

Jerry discussed the evolution of his thinking on the PPP. For the first PPP round, he advised that our church was likely able to meet payroll without laying people off, and we should let the money go to other organizations. But it turns out that hundreds of million went unspent in the first

program, not to mention lots of undeserving recipients, and we did reduce payroll (e.g. no Music Director, and reduced hours for M&M Cleaning).

We do meet the eligibility criteria for the second round of PPP, which is an uncertain financial situation, not predicated on imminent layoffs. Jerry believes that based on the rules, in our case the loan would be forgiven. We are eligible for \$22K (based on 2.5 months of the 12 month average payroll including all payroll and contractors, including musicians, cleaning and gardeners). Loan forgiveness is based on at least 60% of the loan went to payroll, which is a given.

The application deadline is March 15 (about the same time as the pledge drive).

Discussion included our basic values and need, and whether it was right to apply for the funding given our generous congregation. This year we avoided a deficit partly because of several one-time revenue events that will not continue forward. We anticipate no rental income next year, and we also expect just one of our three fundraisers to continue, with diminished revenue. This contrasts with the desire for more staff to offload the President and Treasure.

A motion to apply for a \$22K PPP forgivable loan was approved.

## 8. New Business

### a. UUA Congregational Poll

A proposal has been made to add a Statement of Conscience to the upcoming UUA General Assembly agenda, titled Undoing Intersectional White Supremacy. To be added to the agenda, 25% of UU Congregations must vote to add it.

The Board discussed whether UUCOD should join the 25% of congregations needed to bring the SOC to the GA. Discussion included what the Statement of Conscience means specifically, with some uncertainty on what this actually authorizes or requires. Ultimately this is just a proposal to add the Statement of Conscience to the GA agenda.

The Board approved by consensus, and Jane will include that with our annual Congregational Certification.

### b. Denominational Affairs – UUA Liaison, Linda

Linda discussed the potential role of a volunteer to keep connected with UUA, Region, and District to disseminate information to congregants. This takes the role off of the President or Minister. It also allows us to connect better with UUA resources, for example DIB being able to join forces instead of working through issues independently.

As proposed, the role does not include working between local congregations, e.g. sharing music services or social justice events.

The first step is a job description. Linda and Jane, and perhaps one more volunteer will make a draft.

c. Vision for UUCOD

The need for a Vision Statement was discussed at Board Retreat that developed goals.

Discussion reviewed the UUA definition of Vision, Mission, Covenant, Goals, and Objectives. Jane showed some sample Visions of other UU Churches. Creating a Vision will be discussed at Church Council this weekend.

9. Extinguish Chalice and Adjournment

Jane shared a reading while extinguishing the chalice and adjourned the meeting at 7:11pm.

Respectfully Submitted,

\_\_\_\_\_  
Rod Belshee

February 16, 2020  
Date Approved

## Addendum to Board of Directors Meeting Written Reports of Board Members and Committee Chairs

### Attachments

#### Written Reports of Board Members and Minister

- a) President Jane Zaun's written report
- b) 1<sup>st</sup> Vice President Carol Lavoie's written report
- c) 2<sup>nd</sup> Vice President Linda Savard's written report
- d) Treasurer Jerry L'Hommedieu written report
- e) Director at Large Bob Rancourt's written report
- f) Director at Large Mack Roger's written report
- g) Minister Reverend Barbara Fast written report
- h) Assistant Minister Reverend Ian W. Riddell's written report

#### Written reports of Committee Chairs

- a) Facilities Committees

#### a. President Jane Zaun's written report:

Participating in Meetings of Diversity, Inclusion and Belonging Ministry & in the January 17<sup>th</sup> Worship Service.

Met with the Nominating Committee and Hiroshi Yamaguchi to discuss initial strategies in leadership development.

Met with 1<sup>st</sup> and 2<sup>nd</sup> VP to plan for Church Council.

Met with the Stewardship Committee in their January meeting.  
Participating in an interim Communication planning Task Group.  
Participating steward in the Pledge Drive.

Consultation with Pacific Western Region (PWR) primary contact, Rev. Sarah Gibb Millspaugh.

Informed Board, DIBM, and Reverends of New Day Rising Opportunity on Feb. 27<sup>th</sup>.

Meeting with COVID19 Team weekly.

Supervising our Administrator Weekly in developing and distributing the Newsletters and other communication.

Member of a Chalice Circle.

Participating in a Study Group for Widening the Circle of Concern.

b. 1<sup>st</sup> Vice President Carol Lavoie's written report:

Life Span Spiritual Growth

- 5 classes scheduled for winter/spring session:
- Poetry – 5 attendees
- Tai Chi – 12 attendees (in person at UUCOD with Covid precautions).
- Perfectionism – delayed start until January 27 to avoid conflict with Presidential Inauguration. 15 attendees.
- Build Your Own Theology II – begins Feb. 8. 8 people signed up as of today.
- Thoreau – begins March 23. 3 people signed up as of today.
- Racism-Going to the Core is postponed until Covid restrictions are eased and can meet in person.
- Possibility of a 'group read' starting in April.
- On-going 'drop-in' opportunities: Meditation with Rev. B and Coffee & Conversation with Peter M.

BINGO BASH

- Kick off to Annual Pledge Drive.
- 12 players signed up as today.
- **Requesting committee chairs to send out personal invites to members.**

c. 2<sup>nd</sup> Vice President Linda Savard' written report:

Stewardship Committee – Met Dec. 1, 2020

Highlights:

- Update on Pledge Kick-off activity
- Update on membership orientation
- Update on Communication task force
- Discussed our roles with new members
- Revised SMART Goals
- Continued discussion on how to encourage more people to be more involved in church activities. Will begin a monthly "Let's Get Together" evening of games, sharing, hobbies, classes.

## **Membership Committee**

New Orientation classes began this month.

## **Care Team**

- Discussed who was in need within the congregation at this time
- Rev. Ian led us in a shared training on listening

## **Additional**

- Attended weekly Covid-19 response team meetings.
- Met with President and 1<sup>st</sup> VP to plan church council meeting
- Met with interim communication procedure team.
- Member of a “Widening the Circle of Concern” study group.
- Participating in Beloved Conversations through Meadville Lombard Theological School.
- Continuing with Chalice Circle involvement

## **d. Treasurer Jerry L’Hommedieu written report:**

As of December 31<sup>st</sup>, the church held cash assets of \$258,652 in its bank accounts. Reserve and restricted funds totaled \$167,084, leaving a balance of \$91,605 in unrestricted funds. We received donations to the audio-visual fund of \$3,200, bringing new contributions and pledged amounts to \$19,067 toward our goal of \$20,000. The MacLean Endowment ended the year at a record \$87,792. Net revenue for the year to date is \$77,927. A new account, 2315 Special Gifts – Restricted, was created this month to designate a \$100,000 gift received last year.

Contributions of record (non-pledge contributions) of \$3,322 in December were significant; twice as much as we received in November and 25% of year-to-date totals. We also received a total of \$1,533 in donations for share the plate, the holiday toy drive, and gift cards for SafeHouse in the Desert. Final collection of outstanding payments of \$728 resulted in total auction revenues of \$20,501. Other than the payment of half of our annual property taxes (\$2,905), there were no exceptional expenses for the month.

Annual contribution statements are scheduled to be distributed in early January and details for our upcoming pledge drive are being finalized. Roger Beaman continues to follow-up with our local counsel regarding acceptance of our final settlement agreement with the IRS and distribution of funds from the McCloud Charitable Trust.

We are currently projecting \$214,631 in revenues and \$208,765 in expenses for this fiscal year. The budget approved in May reflected revenues of \$222,354 and expenses of \$224,410.

## e. Director at Large Bob Rancourt's written report:

### **Summary**

Church remains closed to the public due to the Coronavirus Pandemic

o Virtual services continue

o This Director participated in no virtual services this month

- Committees continue to meet and act

o This Director attended one meeting to date this month and is scheduled to attend three more this month, including this Board of Directors meeting

- This Director directly participates in the Streaming Services and Copyright Committee, the UUCOD Choir, and the Worship Committee

o Updates provided within

- This Director was invited to give a pledge testimonial for the upcoming pledge drive

### **Report**

This Director continues to attend and participate in the various committees and groups. This Director serves as a member of the Streaming Services and Copyright Committee, the UUCOD Choir, and the Worship Committee. Recently, this Director was invited to give a pledge testimonial for the upcoming pledge drive and will appear and give a pledge testimonial during the February 7, 2021, service.

### **Streaming Services and Copyright Committee**

The Committee drafted an online worship services and copyrighted materials use policy that was presented to the Board. This Director is drafting a form release for future use in online worship services, which is anticipated to be submitted to the Committee and routed to the Board in the following weeks.

### **UUCOD Choir**

- Meeting, January 13

- Meeting, January 27

The Choir is meeting but is on hiatus. The Choir is now regularly meeting and preparing virtual hymns, led by Jonathan Fast. Presently, the Choir is preparing to work on a virtual hymn for February.

### **Worship Committee**

- Meeting, January 26

The Worship Committee regularly communicates via e-mail. Winter and many spring virtual services have been assigned and scheduled. This Director is next scheduled to serve as Worship Associate for the February 14, 2021, service.

f. Director at Large Mack Roger's written report:

**Attitude of Gratitude: Notecards sent (from "entire board")**

- **Margaret Beaman**--For organization and baking for the Care Team Holiday Cookie Project that brought joy to our families.
- **Bryna Blum**--For helping with the Care Team Holiday Cookie Project that brought joy to our families.
- **Joyce Adams**--For baking and helping with the Care Team Holiday Cookie Project that brought joy to our families.
- **Katy Faas**--For baking and helping with the Care Team Holiday Cookie Project that brought joy to our families.
- **Randy Steele**--For helping with the Care Team Holiday Cookie Project that brought joy to our families.
- **Reuben Gallardo**--For baking and helping with the Care Team Holiday Cookie Project that brought joy to our families.
- **Peter Mathews and Hiroshi Yamaguchi**--For being the Safety Monitors and assuring all Covid Protocols were followed during the Care Team Holiday Cookie Project

**Social Justice Committee:**

This Sunday, 1/17/21, was another share the plate Sunday, featuring Sarah Gonzalez who will introduce The Ophelia Project and how they work to assist elementary and high school girls in marginalized communities. The video was well done and well received.

I am NOW the official co-chair for the social justice committee, along with Denise Janssen-Eager. We will meet to look at our macro/micro plans for social justice for 2021 soon.

We have begun our work on climate and environmental justice. Our first event for the congregation was the film "Unbreathable", available on ZOOM at 3:30 today....I put announcement about it in Friday's newsletter. It gives direction as to what UUs can do locally and globally about climate change. UUA has created a new slogan and website: [CreatingClimateJustice.net](http://CreatingClimateJustice.net). We will focus on what we can do in the Coachella Valley to help protect marginalized communities who suffer the worst, for air, water, and ground pollution. We will announce other future climate education events as they become available.

**Men's First Friday Breakfast**

I am changing the Men's First Friday Breakfast Discussion to 9AM and will give a couple weeks' notice that this time change is happening. Since most of our male congregants are 60+ in age, the later time will help them get to our meetings easier. I will also introduce "topics" we can choose to explore for each meeting. Our men need to pull together for everyone's benefit during Covid, at this stressless ZOOM meeting happening only once a month!

Our next meeting is Friday, 9am, on Feb 5<sup>th</sup>. At the last meeting, I failed to put the notice in the bulletin about our 1/1/21 meeting, and consequently, no one came.

### **Pledge worker**

I am working as a member of Chris and Sarah's pledge team and will contact my list next month. I am giving a personal testimony regarding my UUCOD involvement on Sunday, February 14, Valentine's Day.

### **Chalice Circle**

I am staying involved in my Chalice Circle meetings in Palm Springs. Michael Smith is our leader.

### **g. Minister Reverend Barbara Fast's written report:**

From Amanda Gorman, Inaugural National Youth Poet of the US, from her poem "Believers Hymn for the Republic", 7/3/19

*"... for life liberty and the pursuit of happiness.  
Today we gather so that our Founders' words do not go undiminished.  
But also so that the work does not go unfinished  
For its not just in a declaration of independence  
But the everyday declaration of its descendants..'*

This is an historical document of this institution, as such it is important to mention that this month, Jan 6<sup>th</sup>, we witnessed terrible violence and an insurrection incited by radical anti-government militia, white racist groups and the President. They stormed the Capital in Washington DC as the election of Joseph Biden was confirmed at a Joint Session of Congress. Then on Jan 13, the President was impeached for the second time. And tomorrow, Jan 20, we will inaugurate as president Joseph Biden and as VP, Kamala Harris. All this as the Covid pandemic overwhelms hospitals in Southern CA. and nearly 400,000 people have died so far in the US alone.

Despite all this, the people of this congregation persist in taking care of one another and growing justice in the land we live in, the leadership teams continue to do their work, and the BOD honors its fiduciary responsibilities to the utmost. Blessed be!

**WORSHIP:** We are beginning to bring the Diversity Inclusion and Belonging lens to worship planning so that we can recognize opportunities to amplify and diversify voices/ content of the worship services. The Tech Team worked over-time on the worship of the holidays and it is my intent to offer the congregation an alternative worship or two to give the tech team a break every few months. Over all, tremendous gratitude for all the time and talents of volunteers. What a blessing to the congregation.

**MUSIC /CHOIR:** I am asking the Worship Committee and the Worship Associates as well as Worship leaders to utilize our growing list of songs/hymns already produced. Betty Bender and John Hammond

have given generously of their musical gifts. The Christmas Offertory had a glitch. The only method for giving was stated to be by check. That was an omission.

### **December / January Worship**

- Dec 20 Solstice – Rev Barbara Fast, Bob Rancourt, Betty Bender
- Dec 24 ZOOM Candle Light Christmas Eve 5PM Rev Barbara, Rev Ian, Bryna and Choir.  
Facebook streaming of prerecorded service to follow.
- Dec 27 Gentle Strength: Kindness and Healing Rev Ian
- Jan 3 Hopers Unite! Rev Tom Owen Towle and Hiroshi Yamaguchi
- Jan 10 The Promise of Imperfection Rev Ian, Worship Associate Sarah Gonzales
- Jan 17 Where Do we Go from Here? The sermon title is an echo of Rev Dr. Martin Luther King’s call to greater racial equality from 1967. Rev Barbara and the Diversity, Inclusion and belonging ministry shared stories and witnesses.

### **Upcoming Worship**

- Jan 24 Searching for Walden's Instagram, Worship Leader: Matthew Pargeter-Villarreal, M.Div. Worship Associate: Betty Bender
- Jan 31 Gathered Here.. Pledge Drive Kick off Rev Barbara & Sarah Gonzales, Chris Eager and Choir
- February 7 Nature as Healer - Sandy Sladen, WL; Bryna Blum, WA.

Meetings Attended: Worship, Tech, COM, DIB Ministry, Membership, Social Justice

Committee on Ministry - Completing Right Relations policy

DIB - As part of the Diversity Inclusion Belonging Ministry Group we meet bi-weekly. Co-created the worship for MLK Sunday, covenant and goals.

Participant in Beloved Conversations.

Lifespan Spiritual Growth: I will offer three BYOT -2 sessions in February. Lead weekly Meditation session & will offer UU History via Hymnal again.

Membership: Participated in New Member Zoom on 1/17/20.

Pastoral - As needed.

Community - Attended a Webinar sponsored by the Anti Defamation League on threat assessment to synagogues and other places of worship during this time of transition of power.

Postscript: What is enough?

Every evolution of UUism has its own urgencies. There are many here striving to do so much to sustain, support, teach and lead this congregational work with commitment and integrity even as we challenge ourselves and are challenged to make a way into greater fairness and equality, dismantling racist structures and attitudes. This we are doing in the midst of national turmoil and disruption to all aspects of life.

I offer a caution based in care. Please take care of yourself, your physical, mental and spiritually mental health is of the essence. Take care of each other during these extremely stressful times of great struggle, transition, and disruption. You are doing so much, so well, with great integrity. It is useful to say I am and we are doing more than enough for now. Every 'yes', requires a 'no' or 'not yet' to something else. I invite this discernment from each of you. Please leave room to say 'yes' to rest and refreshment, even spaciousness, as we continue on.

**g. Minister Reverend Ian W Riddell's written report:**

*attends quarterly: November, February, May, and August.*

**Written Reports of Committee Chairs:**

**a. Facilities Committee Chair Rod Belshee's written report:**

**Facilities Committee meeting**

- i) Refined SMART objectives
- j) Reviewed Covid protocols and upcoming needs for exceptions
- k) Reviewed handyperson tasks. We increased the lights at the front steps, and noted a couple of exterior lights are out. Water use remains stable, and irrigation was dialed down.
- l) Reviewed Solar production and electrical use. We are now receiving credits on our electrical bill.
- m) Reviewed Google Drive and Google Docs. We will roll it out slowly to the groups most interested and willing.

### **Internet / Phone (faster, more reliable)**

- n) Monthly cost will rise from \$120 to \$135, less than expected.
- o) Installation will require trenching a new line, at \$8,000. (!)
- p) All other options have been investigated and ruled out (fiber, fios, satellite, hotspots, 5G, DSL, community wifi, ....)

### **AV Project**

- q) \$20,000 Grant Proposal has been submitted. Rob remains very optimistic.
- r) Donations pledged or received now total \$19,067, so the effect on the AV reserve is minimal.
- s) Three integrators/resellers have submitted bids for the bulk of the AV gear.
  - 1. About 75% of the budget now has a specific item and cost defined.
- t) Work continues for detailed plans and bids for about \$11K of the budget:
  - 1. Electrical contractor (\$2,580 estimate)
  - 2. Closet build plan (\$3,635 estimate)
  - 3. Internet router and switch (\$1,050 estimate)
  - 4. Streaming PC (\$2,500 estimate)
  - 5. 2 laptops (\$1,700 estimate – *may be able to use donated computers*)
- u) DIY install will save several thousand dollars, which was redirected into a new Assisted Hearing system and other improvements.
- v) Currently projected \$38K (before 10% pad). There are opportunities to adjust up or down a few thousand dollars to meet budget.

### **Covid Protocols – during AV Installation**

- w) Hiroshi, Steve and Diana have drafted the following protocols for use during the AV installation, for Board discussion and approval.

## **Installation of Audio-Visual Equipment – Covid Protocols**

As part of the approved AV Project, we have an opportunity to save a majority of the installation expense (budgeted for \$5,000) by installing the wiring and conduit ourselves. Four members of the facilities committee have volunteered to do the work and it would be ideal if we could begin the installation work while awaiting the arrival of the AV equipment.

Following are the COVID protocols that will be followed pertaining to this project:

- Maximum of 3 persons in the building at a time. This includes volunteers and any personnel that will be needed to complete the installation, e.g. an electrician and/or a network specialist.
- The COVID advisory sign will be placed on an easel in front of the entry door.
- Hand sanitizer, masks and gloves will be on the welcome table in the foyer.
- Upon entry, everyone entering the building will sanitize their hands.
- Masks will be worn at all times while this installation is underway.
- A minimum distance of 6' will be maintained between people, except for brief periods when this may not be possible, e.g. when performing work on ladders.
- The outside door to the sanctuary will be open and a fan will be in operation in the doorway to provide ventilation.
- The Men's restroom door will be propped wide open with a fan in operation to provide ventilation.
- Contact tracing information will be maintained, including for any hired personnel.
- If access to the kitchen is needed, the door and pass through will be left wide open.