

TUMC Board Meeting
May 24, 2021
Minutes

Present: Shannon Jones, Tex Sample, Suzanne Fischer, Russ Petry, LaVonne Meyer, Karen Mitchell, Margie Richcreek, Marsha Smith, John Lester

Absent: Greg Houston, Rudy Breland, Susan Grotewold, Ed Kail, Dick Nelson, Jeff Stevens

Guest: Mary Allison Joseph

Shannon Jones opened the meeting; Tex Sample led the Board in prayer.

Treasurer's Report

Shannon introduced our new Treasurer, Russ Petry.

Balance at US Bank \$57,257

Balance Edward Jones \$105,454

Accounting Update

We had our conversion meeting with our new 3-person accounting team at Miller Management last week.

Our payroll accountant is Kerry Marrs.

Our donor contact person is Michelle Rasmussen.

Our main accountant is Lisa Coonfare. She is happy to answer questions at any time and provide advice.

We are still working on figuring out the balance in our donor-funded accounts as of January 1, 2021 and are organizing our chart of accounts with Lisa. Jeff shared some documents with MA from the board's Nov. 2019 audit, so that should help significantly in determining the balances.

Based on our accountants' recommendation, we will move to a QuickBooks online setup through Miller Management. This will only cost \$40/mo. versus what we are currently paying (\$85/mo. which was set to go up). This setup will allow for greatest preservation of our historic data for our own knowledge and in the event of an audit, and it will allow us to pull reports on our own at any time of the month, (in addition to the ones we will receive from our accountants each month). Further, by going with their QB online setup, they will train MA and teach her how to use it. Then, as part of our contract with them, they will train anyone new who steps into the admin position.

Also, based on their advice, we have transitioned from using debit cards to using credit cards because they offer better fraud protection. Miller Management also incentivizes using credit cards because all credit card transactions are treated as 1 transaction (their monthly rate for bank reconciliation is based on the number of transactions each month)

The first month typically takes a little longer, but going forward, if we set our board meetings for after the 20th of the month, we will always have the most up-to-date financial reports to review.

Security

Alarm codes are in good shape. Deadbolts will be put on Sanctuary doors. Mary Allison's husband, Tiago has volunteered to rekey the locks with a lock kit.

Copyright

The reason copyright is coming up is because a couple months ago now, Robert asked MA to check to make sure our music license was up to date. After MA got access to our online music license account, she learned that the music license we had at that time was insufficient for streaming. This meant that, unknowingly, Trinity had been infringing on copyright each time we streamed a worship service in which we played copyrighted music.

To rectify the situation, we engaged in 2 immediate tasks:

Unfortunately, we had to remove all our previously livestreamed worship services from public view. We can make them public again if we remove all the sections with copyrighted music, but it will probably be a while before the office has time to do this.

We acquired an additional license for streaming.

However, the experience revealed that there was some misunderstanding about how copyright applies to Trinity, so MA put together a Copyright Manual for Trinity, and we held a meeting of the Worship Committee to communicate the requirements of being in compliance with copyright and what we needed from different people to keep Trinity in compliance.

MA will share the copyright manual with the board. It is a resource that should be updated annually, and can hopefully be a one-stop-shop when questions arise. For now, here are the highlights of what Trinity needs to do to make sure we are not infringing on copyright:

1. Purchase and maintain some sort of music license that covers our worship contexts.

The only situation in which we would not need a music license is if we were only holding brick and mortar worship services, without live streaming, and if we were not reproducing lyrics (like on the projector or in choir practice). In that situation, we would not need a music license.

2. Maintaining a music license is the first step. After that, every song that is selected for performance must be validated. Validating means that you check to make sure that particular song is covered by your license.

There is no music license that covers all hymns and songs in hymnals and songbooks, and that is a common misconception, that as long as we sing out of the hymnal, we're not violating copyright. Unfortunately, that is not correct.

The only songs that would not need to be covered by a license are those songs that are in the public domain. However, to determine that a song is in the public domain, you need to look for that information, so the process is similar to validation.

3. Once a song is validated, we must display the copyright information in all our worship materials, so that includes the PowerPoint and the bulletin.

If Trinity engages in these 3 steps: 1) maintenance of a license appropriate for our worship contexts, 2) validation, and 3) displaying copyright information, we will not infringe upon copyright. There is an additional 4th step for which Trinity would not face any legal or financial issues, but ethically, we need to do it, and that is reporting. Many music licenses that try to provide coverage for a large group of songs ask for the license holders to report the music they play every so often. Reporting ensures that artists and copyright holders are paid.

In terms of how we ensure that these things get done, MA has asked Robert and Rebecca to each validate their own song selections. This is the most streamlined option because no one knows more about the song than the person who is choosing it. Additionally, if you have one person choose the music and another person validate it, that can and does result in a lot of back and forth when the song is not covered. For submitting songs, MA has created a Google form for people to fill out in which they have to provide all the copyright information related to the song. MA will use this same form when she validates the hymns that Tex selects. In this way, the task of validation is distributed, and the form will be a complete record that will show that Trinity is in compliance with copyright laws. Similarly, I have asked that both Robert and Rebecca report their own music, as well. Reporting can be done in the same step as validation, so it is also the most streamlined option. MA will report the hymns that Tex selects, so again, the task of reporting is also distributed. Finally, I will take all of the submitted information and properly display it in the PowerPoint and bulletin.

Our current license tries to provide coverage for as many hymns and songs from hymnals and songbooks as possible, but it does not cover a lot of the music that Robert likes to play, so Robert and Rebecca have

indicated that they would like to acquire an additional license that would provide greater options of songs for them to choose from.

Elevator

Our current elevator management company was unresponsive to MA's calls and voicemails over the month, in which she specified that we had people who absolutely depended upon the elevator for mobility within the building. MA looked elsewhere and found a company that was not only responsive but also much cheaper: our previous company charges \$795 for the annual inspection, and our new company, General Elevator, only charges \$100 for the annual inspection. General Elevator has already scheduled our inspection with the city, and that will take place on June 9.

Also, we have been past due for an elevator inspection since Nov. 2018, which means we also had not paid the annual fee to the city to maintain our elevator permit since then.

Just so you all know, all the requirements, the city requires an annual inspection and a special five-year inspection. You have to pay an elevator management company to perform the annual and five-year inspections, and you have to pay the city annually to maintain your elevator permit. Last week MA paid off what we owed for 3 years' worth of permit renewal to the city: \$125 each for 2018 and 2019, and \$135 for 2020.

Chair Update

C & M Tuckpointing has moved to the west side of the building. The cost for their work \$31,000.

Structural engineer reports that the building is in good shape except for a lintel needing to have two rods put in above a window. Shannon will get the report in writing. C & M believes they can do that work and stay within budget.

Bill Davis Roofing has sealed the flat parts of the roof, but we still have leakage at the north end of the building.

Volunteers have saved the church thousands of dollars. We need to acknowledge them with a nice card and present them at the picnic.

Board meeting minutes will be sent to Mary Allison to be sent out to members.

Trinity's picnic is June 27. Our community partners will be invited. Tex will plug the picnic on Sundays. Trinity will supply the chicken.

LifeLine Screening will use Fellowship Hall Wednesday, September 22 from 8-5.

Justice Task Force

Margie Richcreek had two items to report.

1. Trinity has had the highest participation percentage of the surrounding communities when it comes to working with JWJ, Stand Up KC and KC Tenants.

2. *Waiting for Lefty* is a play about unions and will be performed by KC Tenants members. Mary Allison Joseph will direct.

- This play will be performed by Stand Up KC members (not KC Tenants) in August.
- In the meantime, and in order to engage all Trinitarians, we'll be encouraged to volunteer in one of many ways for this production - MA and her team will keep us posted.

L.A. Moffet has been reporting on City Council meetings.

Food Ministry and Pantry

Marsha Smith reported that the group plans to resume in person dining on Mondays if guests are fully vaccinated. This action will begin the first Monday in June. The group is handing out fliers with a list of places where people can get vaccinated. Workers will still wear masks and gloves. The plates will be brought to the diners.

New Business

Karen Mitchell brought up the idea of selling note cards with a montage on the front. Others piggybacked off Karen's idea and suggested directories asking Amy's young photographer friend if she might take pictures.

Reopening of Sunday School for children and adults was discussed. For the children it could be called the Kid's Korner and the suggestion was made to ask Rebecca Stevens daughter's if they might be interested in teaching the children. Anyone involved would have to be certified by Safe Sanctuary.

With adult Sunday School, John Lester asked if Kathleen Danforth could be contacted.

A board member asked when it might be possible to start our coffee times before and after church. Margie Richcreek said she would discuss this with others and give the Board and answer at the next Board Meeting which will be June 28, 2021 at 6:00 pm.

Meeting adjourned.