



## MEMORANDUM

**To:** UUA Board of Trustees

**From:** Executive Vice President Carey McDonald

**Re:** Request to Increase UUA FY21 Contingency

**Date:** November 6, 2020

As the UUA confirms its virtual operations for the remainder of the fiscal year amidst the COVID pandemic, including with an all-virtual General Assembly in June 2021, we recognize that additional one-time resources are needed to sustain and adapt our work. UUA staff members, like everyone, are grappling with decreased capacity, health concerns, the need to take care of children and loved ones, and more. Some staff teams are also seeing demands on their work grow, as we adapt our work and respond to our congregations' and constituents' needs specific to the COVID pandemic. The UUA has increased paid time off for staff and moved to a full-flex schedule, and now we need to provide additional capacity support to enable staff to use these benefits.

We request that the Board approve an increase the FY21 contingency funds by \$150,000, to be used for the following purposes:

- Bringing on consultants, contractors, or temporary employees to cover gaps in capacity that may emerge
- Accelerate hiring and temporarily increase part-time staff hours to ramp up overall available staff time
- Provide for additional support to volunteers or interns who can amplify the capacity of staff and build leadership going forward
- Cover additional unforeseen one-time expenses related to the UUA's response to the COVID pandemic and other emergent needs in this year

We are mindful that these one-time funds should generally be used to boost staff capacity rather than take on new work or projects beyond those which were committed to in the approved FY21 operating budget, noting that there are specific funds set aside for implementation of new projects stemming from the Commission on Institutional Change's report and recommendations.