

UUTC Board Meeting Minutes
August 25, 2022@ 5:30pm via ZOOM

Present: Glenn Cockerham, Ian Cowie, Michael Griffith, Vicki Held, Gail Meyers, Quim Moya, Kay Webb, Alice Wellborn, Rev. Bob Renjilian, and RK Young.

Welcome, Check-In: The meeting opened with a check-in among those attending and a reading by Glenn Cockerham.

Approval of the Minutes: The July 28, 2022, meeting minutes were approved via email vote on 08/02/22 and sent to the Administrator for publishing.

Approval of Email Votes: *Kay moved to accept the following email vote for inclusion in the August minutes; the motion was seconded by Glenn Cockerham and approved.*

08/01/22 – Motion to approve the July 28, 2022, Board Meeting Minutes as presented was made by Glenn Cockerham and seconded by Ian Cowie; motion was approved on 08/02/22.

Standing Updates: The following reports were accepted for the record:

Minister's Report – The report was shared with Board members prior to the meeting and highlighted Rev. Bob's activities since the July Board meeting. ~ Reflecting on UUTC's "next normal," he reported that the 10AM single Sunday service continues to receive positive feedback from a majority, and he anticipates that this schedule will continue into the Fall; a successful Chalice Camp, with 16 campers and 9 youth helpers, was held indoors at UUTC in August; the first UUTC Annual Picnic since the pandemic was held at Connestee Falls. ~ In the area of Children's' Religious Exploration, Rev. Bob shared items from Kevin Lausch's report: highlights of Chalice Camp, the startup of CRE classes on September 18 at 10AM, and a list of upcoming intergenerational fall events. ~ In the area of Adult Religious Exploration, the August Wonderful Wednesday dinner drew about two dozen participants, with more attending the presentation on grief and addiction; the UUs at College Walk met and brainstormed topics for future discussion and requested a more secular meeting space; ARE's Spiritual Explorer's program, coordinated by Earle Rabb and co-led by Ernie Mills and Carter Heyward begins in September. ~ In the area of pastoral care, he has been in touch with folks by phone and by offering home or office visits; he has met with congregants to plan memorial services; he officiated a member's Memorial service and the wedding of two non-members. ~ In other meetings, he led the Board Mini-Retreat; he stays in contact with LHHH; he meets regularly with Board President, Alice Wellborn. ~ In the wider community, he attended the Transylvania Chamber of Commerce breakfast in July, attended the Rainbow Alliance gathering at UUTC, attended the August NAACP Religious Affairs meeting on Zoom, and attended the CARE Coalition's "Resilience" online introductory training on August 18. ~ Finally, he reported that the upcoming UUTC Retreat at the Mountain, Sept 9-11, has over 20 registrants, with spaces still available.

Treasurer's Report – The monthly report was shared with Board members prior to the meeting, providing the financial status for July 2022. Treasurer-Elect and member of the Finance Committee, Michael Griffith, reported that the Finance Committee, with input from the Treasurer and the Administrator, recommends allocating the FY 21-22 surplus to the Sabbatical Fund (\$2,825.00), the Reserve Fund (\$5000.00), and the Capital Fund (\$7316.00). *Kay made a motion to approve the Finance Committee's recommended allocation of the FY 21-22 surplus funds; Gail seconded the motion. The motion was approved unanimously.*

Operations Report –RK’s August report was shared with Board members prior to the meeting. ~ RK reported on several ways she is working to make the administrative staff workload more sustainable. ~ She reported that Trisha Powers (Wesley) is in training to take over the duties of both Amy and Eloise, while maintaining her support work for CRE, with the title of Administrative Assistant. ~ She is working on updating UUTC’s property tax assessment, since the Chalice House (#46 Varsity) is no longer a rental property. ~ In the area of fund-raising, she highlighted the events planned for FY 22-23, including: **1)** Submission of B. W. Wells grant application to the NC Native Plant Society on September 1st by the Grow Getters to help fund their initiative, **2)** Mum Sale in mid-September, **3)** Emma’s Revolution Concert at UUTC on September 25 to encourage Get Out the Vote efforts, **4)** UUTC Yard Sale on October 1st, **5)** the Halloween Fest E-Bike Raffle on October 29th, **6)** Pie Auction on March 14th to support the Grow Getters initiative, and **7)** Spring Auction in April. During discussion of these fund-raisers, it was noted that, while these are stewardship events, the Stewardship Team is not responsible for conducting all events; each event will require a task force to plan and execute the event. Also, it was noted that additional members need to be recruited for the Stewardship Team. After discussion, the Board was in consensus to move forward with these seven fund-raising events.

Administration Committee Report – The August Administration Committee Report was distributed to Board members prior to the meeting. At the Board’s request, the committee drafted a proposed policy for handling tribute gifts for the Board’s review and consideration.

Finance Committee Report – As part of the August Treasurer’s Report, the Finance Committee made a recommendation on how to allocate the FY 21-22 surplus to the current budget; the Board voted to approve the recommendation (see Treasurer’s Report above).

Personnel Committee – No report submitted this month, as the committee did not meet. An At-Large Board member needs to be appointed to serve as liaison to this committee.

Property Committee – No report submitted this month, as the committee did not meet.

Advisory Council – No report, as the Council is not fully staffed. Alice reported that, after a discussion with Michael Solomon, who has served on the Council, she has a better understanding of the role of the Council and what is being asked of an individual who is recruited to serve. She and Rev. Bob have made staffing this group a priority.

Old Business:

IRS Compliance Timeline – The timeline submitted to meet the IRS requirement for no debt-financed income was reviewed by the Board. The next step in the timeline is to engage an architect by January 2024. During the coming year, before an architect is engaged, the Property Committee will be asked to conduct an assessment to determine what needs must be met within a new building structure (or structures). Liaison to the Property Committee, Quim Moya, will alert the committee of this task.

New Business:

Appointment of Right Relations Task Force – Per Board policy, the Right Relations Task Force whose role is responding to and resolving non-urgent instances of disruptive behavior within the congregation, is approved by the Board annually. ***Kay made a motion to approve the appointment of Cantey Carpenter, Betty Kendrick, Elizabeth Williams, and Susan Zelle to the Right Relations Task Force; Gail seconded the motion. The motion was approved unanimously.***

Appointment of Ministry Review Task Force – Per Board Operating Guidelines, the Board appoints a task force, including the Board President and President-Elect, to conduct an annual review of the congregation’s ministry and minister. ***Kay made a motion to appoint Joanna Bliss,***

Ian Cowie (Pres.-Elect), Kevin Lausch, Michael Solomon, and Alice Wellborn (Pres.) to serve on the Ministry/Minister Review Task Force for the 2022 annual review; Vicki seconded the motion. The motion was approved.

Proposed Policy Manual 2022.1 – After reviewing the Administration Committee report and discussing the proposed policy draft revision of Article V, Section A, Kay noted that, if the draft policy is approved, the Bylaws will need to include a new clause, indicating quorum and approval protocols for a vote by the Congregation, to align with the new policy. This can be done at such time as the Board requests an annual review of the Bylaws by the Administration Committee. ***Kay made a motion to accept the revision of Article V. Finance, Section A. Designated Contributions and to approve the proposed Policy Manual 2022.1 as presented by the Administration Committee; Gail seconded the motion. The motion was approved.***

The approved revision of Article V. Section A. of the Policy Manual now reads:

V. FINANCE

A. Designated Contributions.

1. Except for gifts designated for any Endowment Fund established in the Bylaws, decisions related to the acceptance of designated contributions, including tribute gifts (i.e., in the name of a person or entity) designated for a specific purpose, rest with the Board.
2. When a tribute gift is accepted, the donor and the honoree (or family of an honoree) of the gift shall be notified in writing. Except for a personalized leaf in the Memorial Garden (Article VI, Section I), there shall be no permanent, physical marker acknowledgement of tribute gifts, unless the Board unanimously refers the issue to the Congregation and the Congregation votes to approve a permanent, physical marker.

Additional Business:

Parking Lot Lights – RK brought up the previously tabled issue of replacement of the parking lot lights. She reminded the Board that the estimate from Glade Creek Services to replace the failing and obsolete parking lot lights and poles is \$9,600.00 and reported that a deposit of \$5,500.00 would be needed to order the replacements. She requested Board action to allow her to expend \$5,500.00 from the Capital Fund. ***Mike made a motion to approve an expenditure of \$5,500.00 from the Capital Fund to Glade Creek Services as a deposit on replacement of the parking lot lights; Glenn seconded the motion. The motion was approved.***

Board Calendar Review: No scheduled issues on the Board Calendar for September

Adjournment: The meeting adjourned at 7:00PM.

Next Scheduled Board Meeting: September 22, 2022, at 5:30pm

Respectfully submitted,
Kay Webb,
Secretary