

UUTC Board Meeting Minutes
December 1, 2022@ 5:30pm

Present: Glenn Cockerham, Ian Cowie, Michael Griffith, Gail Meyers, Richard Mills, Quim Moya, Kay Webb, Rev. Bob Renjilian, and RK Young.

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

Approval of the Minutes: The October 27, 2022, meeting minutes were approved via email vote on 11/01/22 and sent to the Administrator for publishing.

Approval of Email Votes: *Kay Webb moved to accept the following email votes for inclusion in the December minutes; the motion was seconded by Gail Meyers and approved.*

11/01/22 – Motion to approve the October 27, 2022, Board Meeting Minutes was made by Glenn Cockerham and seconded by Kay Webb; motion was approved on 11/01/22.

11/02/22 – Motion to accept the appointment of John Dreier and Carol Moore to the Church Insurance Task Force was made by Kay Webb and seconded by Vicki Held; motion was approved on 11/02/22.

Community Outreach Endowment Report – A report from the UUTC Community Outreach Endowment Committee was shared with Board members prior to the meeting. Committee member, Richard Mills, presented the report on behalf of the committee and answered questions from Board members. A total of \$8000 will be awarded for two community projects. After discussion, *Kay made a motion for the Treasurer to prepare checks, at the appropriate time, for the selected recipients of Endowment funds in the amounts determined by the Committee; Quim seconded the motion. The motion was approved.*

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 October Board meeting. ~ In the area of ARE, Spiritual Explorer's sessions continue; the team is planning a January Wonderful Wednesday program; the UUA Common Read book discussion will be postponed until books are available; "Soul Matters" theme packets are available for home study; he led the College Walk UU's in a discussion of the recent UU World magazine issue on climate justice and environmentalism. ~ In pastoral care, he offered financial assistance through the Minister's Discretionary Fund to two households; coordinated meal delivery to a family; made home visits; shared Sunday lunch with congregants; shared pastoral updates via email with LHHH Team. ~ In the area of membership, three recent attendees have expressed interest in becoming members and are receiving individual orientations since Member Classes were discontinued during the pandemic. ~ In the area of worship, he continues to work with Worship Team members on Holiday services including a "Somber Holidays" Vespers Service on Dec 4, a carol-sing on Dec 10, a Solstice Service on Dec 21, and a Christmas Eve Service on Dec 24. ~ In the community, he participated in the NAACP Religious Leaders meetings, attended the Nov 28 Post-election Bridge Building forum at the library, and spoke at the November LGBTQ+ youth meeting hosted by Kevin Lausch in conjunction with TC Strong.

Treasurer's Report – The Treasurer's Report, for the month ending October 31, 2022, was shared with members prior to the meeting. October's expenditures were slightly higher than

revenues. She reported that, as of December 1, 2022, sixty percent of the pledges have been received.

Operations Report –RK’s November report was shared with Board members prior to the meeting. ~ In the area of staffing, she reported that Trisha continues to work on communications; Eloise is interested in continuing to work on projects in a limited way; we are still seeking an additional Sunday morning person for CRE needs. ~ She reported that within a few weeks we should have a bid from WNC Audio Video for a grant request for installation of a hearing loop in the sanctuary to be submitted in December to the Community Foundation of Western North Carolina. ~ She reported that the new parking lot lights are scheduled for installation on Dec 8–9. ~ She updated information in her report, indicating that each of the five Sponsored Projects had received enough in donations to be matched by an anonymous donor. While none of the projects has been completely funded, two are halfway there. Board members suggested that the December Wayfinding include an update on the projects, and that a slide be created for the Sunday pre-service announcements. ~ She reported that all groups are being very cautious on spending, but some teams will be over budget at the end of the fiscal year. Staff and Teams will need to provide clarity about their needs to the Finance Committee when the budget process begins for fiscal year 2023-2024.

Administration Committee Report – No report

Finance Committee Report – Michael shared a financial report from the November 28th Finance Committee meeting with Board members prior to the meeting. The need to ensure that the remaining fund-raising events are successful is the greatest concern.

Personnel Committee – No report

Property Committee – No report

Advisory Council – The Council report was shared with Board members prior to the meeting. In the report, Michael Solomon shared current Council activities centered around a Vision “refresh” for 2023-2027. After collecting current data and revising the Vision Statement, the Council will also create a “short version” of the Vision Statement to use as an introduction to prospective new members.

Old Business:

Ministry/Minister Annual Review Update – Following the review process, several members of the Annual Review Task Force met with the Board on November 17th to share the results of the Ministry review. Ian reported that he and Board President, Alice Wellborn, are meeting with Rev. Bob to develop goals and objectives based on the annual review results. On November 30th, a summary of the review results was mailed to those who responded to the survey. There will be a summary article for an upcoming newsletter, as well.

SUULE Update – Ian provided Board members with a summary of the Leadership Experience (LE) Training offered through the Southern Region as online courses. He suggested that, rather than asking potential leaders to register and participate in the training sessions alone, we consider partnering with a neighboring UU congregation to meet and participate together. Since this is the purview of the Council, Ian suggested that they take the lead on Leadership Training. After some discussion, ***Michael made a motion to have the Council identify potential leaders and encourage participation in the Leadership Experience Training through the Southern Region UUA in conjunction with a neighboring UU congregation. Gail seconded the motion, and the motion was approved.***

Church Insurance Policy Update – A report from Task Force member, Dave Roberts, was shared with Board members prior to the meeting. He shared that the group is making good progress in researching comparable costs and potential carriers, and they should have a recommendation for the Board in early January.

County Parking Lot Request Update – Kay reported that a request to use the two county parking lots for overflow parking was submitted to the County office in November. A reply is usually received in December.

New Business:

Cancellation Notification Plan Revision – A revised version of the Cancellation Notification Plan, updating the processes for cancelling church events, was shared with Board members prior to the meeting. After brief discussion, the consensus was to make the recommended revisions to the plan, which is found in the Board Operating Guidelines.

Memo to Nominations Committee – Kay shared a Board Memo to Nominations Committee with Board members prior to the meeting. The Administration Committee recommends sending the memo to the Nominations Committee as they begin their work of selecting nominees for elective leadership positions. The memo provides eligibility information for elective positions from UUTC governing documents. Kay will send the memo to the Nominations Committee.

Budget for CRE – Gail asked the Board to allow her to make an accounting adjustment for a CRE expense that was placed in another budget line. ***Gail made a motion for the Board to allow the CRE-Other line to exceed the budget amount by \$1200.00; Glenn seconded the motion. After discussion to clarify the issue, the motion was approved.***

Compensation Policy-Procedures – Prior to the meeting, Kay shared a document with Board members that provided the only reference to staff compensation within UUTC governing documents. The UUTC Organizational Structure provides some guidance on staff compensation, but there is no reference or guidance on ministerial compensation within our governing documents. After discussion of the issue, the Board agreed to ask the Administration Committee to address and recommend a mechanism for review of staff and minister compensation. Kay will forward this request to the Administration Committee.

Board Calendar Review: January– Search for Pledge Drive Team members, Budget Requests, Annual Review of Board Operating Guidelines

Adjournment: The meeting adjourned at 7:30.

Next Scheduled Board Meeting: January 26, 2023 @ 5:30PM

Respectfully submitted,
Kay Webb,
Secretary