

UUTC Board Meeting Minutes  
July 27, 2023@ 5:30pm

**Present:** Glenn Cockerham, Ian Cowie, Victoria Kerr, Phillip Thomason, Kay Webb, Gail Meyers, Michael Solomon, Rev. Bob Renjilian (ZOOM), and RK Young.  
**Absent members:** Jill Beach, Vicki Held, Mike Griffith

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

**Approval of the Minutes:** The June 22, 2023, meeting minutes were approved via email vote on 06/26/23 and sent to the Administrator for publishing.

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

**06/26/23** – Motion to approve the minutes from the 06/22/23 Board Meeting was made by Alice Wellborn and seconded by Kay Webb; motion was approved on 06/26/23.

**07/03/23** – Motion to appoint Kay Webb to fill the vacant position of Board Secretary for 2023-2024 was made by Ian Cowie and seconded by Vicki Held. The motion was approved on 07/07/23.

**Governance & Ministry Overview** – Ian Cowie and Michael Solomon provided a quick overview of the organizational structure of UUTC, explaining the roles of the Board (governance), the Minister (ministry), and the Council (advisory to both Board and Minister). Michael shared that one function of the Council is to help plan an annual Governance/Ministry Retreat to set goals for the year. Representing the Council, Michael suggested that the 23-24 Governance/Ministry Retreat should focus on four priorities: membership, campus planning, social justice, and UUTC security. Ian recommended that Council members join the Board and Minister for the 23-24 retreat (time and location to be determined).

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

**Minister's Report** – The Minister's report was shared with Board members prior to the meeting and highlighted Rev. Bob's activities related to identified focus areas and target goals since the June Board meeting.

**Areas of Focus:**

*Pulpit & Worship* – *Provide a meaningful worship experience for a wide variety of congregants.* Since the June report, Rev. Bob led/co-led three Sunday services; themes included social justice issues from the UUA General Assembly, history and the religious roots of U.S. Independence, and a life values sermon drawing from country music.

*Community Building* – *Facilitate and expand the connections which already exist between the UUTC congregants and the larger community.*

Rev. Bob led two of the Thursday Men's Group in-person sessions; he met with the Rainbow Alliance, which UUTC members help sponsor; he worked with the Social Action Team regarding speaking during Sunday services about our selected monthly charitable organizations; he led the College Walk UU discussion circle in June and in July; he attended the Chamber of Commerce meeting in July, and he accepted an invitation to attend a local ecumenical clergy group that meets weekly.

*Social Justice – Challenge the congregation to address social justice issues directly.*

Rev. Bob met with the Social Action Team and consulted in-between meetings about ways to invite new members to the team and encourage greater participation; he joined other UUTC folks at the NAACP Moral Monday gathering at the Courthouse on July 3 and spoke on inclusiveness.

Target Goals:

*Pulpit & Worship – Draw from other religious traditions in worship services at least twice a month.*

Based on the themes for July Sunday services, Rev. Bob turned to inspired words from history and lessons drawn from country music lyrics, rather than traditional religious sources.

*Community Building – The minister will reach out to a variety of congregants to learn about the connections they have already built in the larger community.*

Rev. Bob reported that he is working with the Social Action Team to find ways to increase membership of the team before they embark on a broad survey with the congregation.

*Social Justice – Explore the difference between social justice and social action in sermons and activities.*

Rev. Bob's April 16 message focused on this topic. His July 2 Independence Day sermon touched on the ways religious structures in America undergirded the revolution and the ways our ideas of protection of people (justice) shifted.

Special Ceremonies or Recognitions:

Rev. Bob coordinated with Leslie Keir of LHHH to begin a new observance of the passing of Members and Friends with a single rose at the next Sunday service; he noted that a memorial service is being planned for Tim McGann on Saturday, September 23.

Other Items of Note:

With the recent firebombing of the Plano, Texas, UU church and the postponement of a planned Drag Show in Brevard due to threats of violence, Rev. Bob suggested that UUTC begin to consider steps to improve the safety of the congregation and the building.

**Treasurer's Report** – In Treasurer Mike Griffith's absence, consultant Gail Meyers provided financial reports to Board members. In her comments, Gail reported that, as of July 27, 2023, we had a final year-to-date budget deficit of \$4,594.52. However, due to the Board approving the transfer of some funds from the Sabbatical Fund and the Reserve Fund, we ended the year with \$24,000 in the checking account. She reported that of the 2022-23 pledge goal, only \$1,279.42 is outstanding. Finally, she reported that the 23-24 budget is approximately the same as the 22-23 budget, so the Board and the Finance Committee will need to work diligently to maintain current fund-raising projects as well to consider new revenue streams. Prior to the meeting, Gail recommended for Board consideration a list of individuals willing to serve on the Finance Committee. ***Kay made a motion to approve the recommended individuals for the Finance Committee, and Glenn seconded the motion; the motion was approved.*** The Finance Committee members approved are as follows:

- Michael Griffith (Treasurer) - non-voting member
- Victoria Kerr (Treasurer-elect) – voting member
- Gail Meyers – voting member - willing to be Chair – year 1
- Erin Lausch – voting member – year 2
- Gypsy Richardson – voting member – year 2
- Quim Moya – voting member – year 3
- Judith Moore – voting member – year 1
- Rick Laws – voting member – year 1

Finally, Gail reported that there has been an error in how Rev. Bob's retirement has been reported, and we owe a portion to his retirement fund; Ian will be consulting with a UUA representative to correct the issue.

**Operations Report** – RK's July report was shared with Board members prior to the meeting. ~ In the area of *Security*, RK reported that she shared information provided by the UUA on safety policies and procedures with Rev. Bob and Michael Solomon to consider for future planning; she shared steps that have been taken over the years to improve the safety of congregants and visitors to UUTC, including new front doors that meet current code and a fresh air exchange system, and, most recently, the installation of an Automated External Defibrillator (AED) convenient to both the Fellowship Hall and the Sanctuary; she reported that recruitment and scheduling for CPR and AED training sessions is in progress; she suggested the need for a Safety Committee/Team/Task Force to consider policies and procedures to improve the safety of UUTC as well as steps to "harden" the existing building. ~ In the area of *Staffing*, RK shared that she is working with administrative staff to anchor the office M-Th, formalizing a "4-day" week with the office being closed on Friday; bookkeeper, Chelsea, has been issued a UUTC Chromebook for remote work; part-time employees Eloise Sheppard and Sue Gervais will leave the employ of UUTC by the end of July, with many thanks for their years of service; in the area of *Campus Spaces*, RK reported that the Facilities Team will be focusing their attention on buildings and grounds in planning for the 25<sup>th</sup> anniversary of UUTC in June of 2024; in the area of *Fund-raising*, she reported on the progress of plans for UUTC's participation in Brevard's HalloweenFest activities, which will include an E-Bike Raffle.

**Administration Committee Report** – A report from Michael Solomon, on behalf of AdCom, was shared with Board members prior to the meeting; the report included recommended revisions to a section of the Bylaws to address filling vacancies on the Board of Trustees. These recommendations were in response to the Board's request for AdCom to address the vacancy issue. ***Kay made a motion to approve the recommended revisions that would be considered by the Congregation for approval, and Glenn seconded the motion. After some discussion of a portion of the recommendations, Kay withdrew her motion and the Board agreed to send the issue back to AdCom for further "wordsmithing."*** AdCom will revise its recommendations and submit a new Board report to include a new recommendation on this issue, as well as other minor recommendations for revisions of the current Bylaws. Once approved, the Board recommendations for revisions to the Bylaws will need to be considered by the congregation at a Special Congregational Meeting prior to the May 2024 Annual Congregational Meeting.

#### **Old Business:**

**Bank Signatory Documents** – All Board members have signed the documents required by the bank for check signing privileges for various funds. Rev. Bob will need to sign the Ministerial Discretionary Fund document to complete all bank documents.

#### **New Business:**

**Compliance Statements** – Prior to the meeting, Board members received electronic copies of the Conflict-of-Interest policy from the current Policy Manual and the current Safe Congregation Plan. During the meeting, present Board members signed compliance statements that they had received and read the aforementioned documents and are accountable to the contents of the documents. Those Board members absent, as well as, all staff members will need to sign the compliance statements for 23-24.

**Appoint Ministry Review Task Force** – Prior to the meeting, Kay shared an overview of the process for the Ministry/Minister Annual Review with Board members. With the appointment of the Ministry/Minister Review Task Force on the agenda for July, Ian contacted various individuals prior to the July meeting about serving on the task force; he provided a list of those willing to serve. ***Glenn made a motion to approve the appointment of Ian Cowie, Phillip Thomason, Kelly Alwin, Phil Stewart, and Trisha Wesley to serve on the Ministry/Minister Review Task Force for 23-24; Victoria seconded the motion. The motion was approved.***

**Board Calendar Review:** August– Approve Right Relations Task Force, Ministry/Minister Annual Review process begins

**Next Scheduled Board Meeting:** August 24, 2023 @ 5:30PM

**Adjournment:** The meeting adjourned at 6:30PM.

Respectfully submitted,  
Kay Webb,  
Secretary