

UUTC Board Meeting Minutes
September 28, 2023@ 5:30pm

Present: Jill Beach, Glenn Cockerham, Ian Cowie, Mike Griffith, Vicki Held, Phillip Thomason, 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 Glenn Cockerham.

Approval of the Minutes: The August 24, 2023, meeting minutes were approved via email vote on 08/28/23 and sent to the Administrator for publishing.

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

08/28/23 – Motion to accept the minutes from the 08/24/23 Board Meeting was made by Phillip Thomason and seconded by Vicki Held; motion was approved on 08/28/23.

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 August Board meeting.

Areas of Focus:

Pulpit & Worship – Provide a meaningful worship experience for a wide variety of congregants.

Since the July report, Rev. Bob led four Sunday services, with one led by a guest speaker. The last Sunday in August, he spoke on the topic requested by the individual who won the bid to choose a sermon topic for the minister at the Spring Auction: "What are your Wishes" about end-of-life issues. Following the Soul Matters theme of "Welcome," topics for services in September included "Welcome Possibilities," "Welcome Wholeness," and "Radical Hospitality." *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 joined Social Action Team meetings in September; with the help of Susan Slocum and Kristin Leesment, he and Christy hosted a new member reception at their home on September 24; he was among those involved with the NAACP religious leaders group in addressing concerns over the posting of racist/anti-LGBTQ signs in downtown Brevard, resulting in a letter published in the Transylvania Times; he has requested volunteers to attend and help staff the UU tent at Blue Ridge Pride in Asheville on September 30.

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

Rev. Bob continues to meet with the Social Action Team, looking for ways to engage greater participation by the congregation, and he noted that the team plans to distribute a survey to find community connections among congregants as soon as the Ministry Review is completed; he shared that the "Get out the Vote" postcard campaign is underway; his September 24 Sunday service message, "Radical Hospitality," urged UUTC to widen its circles.

Target Goals:

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

Rev. Bob included Christian, Middle Eastern, Jewish texts and secular perspectives in the September services.

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 continues to meet with the Social Action Team, focusing on increasing congregational involvement; the Team survey of the congregation will help discern more about congregational connections that may be relevant to expanding Social Action work. Rev. Bob's planned activities at the UUTC Retreat at The Mountain in September facilitated community building with the participants.

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

Rev. Bob reported that this theme will recur in services throughout the year.

Special Ceremonies or Recognitions:

Rev. Bob noted that a memorial service for Tim McGann was held in the sanctuary on September 23, and a New Member Recognition ceremony occurred during the September 24 Sunday service.

Other Items of Note:

Rev. Bob attended a luncheon with area UU colleagues to welcome the new senior minister at the Asheville UU congregation, Rev. Dr. Audette Fulbright Fulson; he continues to meet with an ecumenical group of religious leaders weekly; he noted the successful relaunch of "Spiritual Explorers" and the launch of a new ARE course by Hilly Bernard at UUTC; he completed the AED/CPR training at UUTC and is a participating member of the Campus Vision Task Force convened and facilitated by Advisory Council member, Michael Solomon.

Treasurer's Report – Mike Griffith shared the September Treasurer's Report with Board members prior to the meeting. Financial reports for the first two months of the new fiscal year are largely complete, but there is not enough data to see clear trends. Some expenses are relatively low, but most are very near budget. Pledges are ahead of schedule because some pledging units pre-pay their entire pledge early rather than throughout the year. The total effect is that YTD, we are about \$20,000+ ahead of budget.

Operations Report – RK's September report was shared with Board members prior to the meeting. ~ In the area of Safety and Security, she reported on past steps supported by UUTC to improve the safety and security of those within the building, including egress doors at the main entrance that meet code (can be locked to keep folks from coming in but still allow folks inside to get out when necessary) and the fresh air exchange system to reduce the spread of Covid and other air borne illnesses; she shared that the second CPR/AED training, scheduled for October 22 at UUTC, has 4 slots left to fill; finally, she reported that the Safety Task Force, chaired by Phillip Thomason, discovered that a safety/security assessment had been done previously by Dave Roberts, Joyce Henneberry and others just before the Covid pandemic closed the building; records of their assessment will enable the current Task Force to present recommended implementation steps sooner, rather than later. ~ In the area of Space Use, RK reported that UUTC is regularly hosting two outside groups as well as an additional group that uses the space occasionally and makes a donation each time; twelve personal growth groups meet throughout each month, some weekly, others monthly, and still others bimonthly – five of these groups use the Chalice House, which they prefer for intimacy and privacy. She commented that we are creating more opportunities for community than at any time since she started her employment at UUTC in 2015. ~ In the area of Programming, she mentioned the walking meditation initiative, led by Joanna Bliss and Judith Moore's Quiet Meditation group, collaborating with other groups around the globe called Walk For the World; she reported on the challenge of providing food for Wonderful Wednesdays and the need to investigate various catering services available in the area, since UUTC's kitchen is not able to be commercially licensed and food cannot be prepared

onsite legally. ~ In the area of Financials, RK reported that she and Chelsea will be in a Zoom meeting with Jackie Toone, a UUA Retirement specialist, on October 3 to work out what needs to be done to get the retirement contributions of salaried staff corrected; she shared copies of a financial Statement of Activities report from Realm to demonstrate what these reports will look like compared to the reports that were generated from ACS in previous years. ~ In the area of Fundraising, she highlighted HalloweenFest and the e-bike raffle at UUTC's tent on October 28; she noted that raffle tickets will be available at UUTC beginning Sunday, October 8, and online, through FB and Instagram links, two weeks prior to HalloweenFest. She encouraged Members and Friends to share the online links widely.

Administration Committee – Kay shared Michael Solomon's September Report with Board members prior to the meeting. As requested by the Board, the report presented proposed revisions to the current Bylaws to present to the congregation for consideration. The committee asked the Board to review the proposed revisions and provide feedback or approval of the recommendations. The report also indicates a need for one or two additional members of the Administration Committee.

Finance Committee – No report was received from the Finance Committee. RK reported that she attended the September meeting and that committee members were reviewing and revising the Finance Committee Operating Guidelines to better define the role and responsibilities of the Committee.

Advisory Council – Kay shared Michael Solomon's September Report from the Council with Board members prior to the meeting. As requested by the Board, the Council recommended four individuals to staff the Right Relations Task Force for FY 23-24 and requested Board approval. ***Kay made a motion to approve Sharon Gublo, Leslie Keir, Betty Kendrick, and Susan Zelle to serve on the Right Relations Task Force for FY 23-24; Vicki Held seconded the motion. The motion was approved unanimously.*** The Council report requested recommendations for two new members to join the Advisory Council: one to be recommended by the Minister and one to be recommended by the Board President as specified in the UUTC Organizational Structure. Rev. Bob and Ian Cowie will follow up on this request. Finally, the report described the formation and kickoff meeting of the Campus Vision Task Force, whose purpose is to develop a strategic plan for UUTC to advance the vision for the Campus described in the UUTC Vision Statement 2023-2027. An initial strategic plan will be submitted to the Board for further consideration at a date to-be-determined.

Old Business:

Board Covenant – Ian led a discussion about the importance of covenantal agreements and asked for Board member input. Kay mentioned that a Congregational Covenant does exist but doubts that many people are aware of the document. Members agreed that as a covenantal religion, there is a need to reintroduce the role of covenant to the congregation. As a first step, ***Kay made a motion to reaffirm the Board Covenant adopted in November of 2015; Jill seconded the motion. After a brief discussion of the covenant, the motion was approved.*** This Board Covenant is a part of the Board Operating Guidelines.

Minister-Ministry Review Update – Ian updated members on the status of the Minister/Ministry Review. Survey instruments were mailed to Members, Friends, and staff, mid-September, with a requested return date of October 1. As of September 27, 33% of the surveys had been returned. The Task Force will meet October 4 to begin tabulation of the survey results.

Safety Task Force Update – Phillip updated the Board on the activity of the Safety Task Force. Members of the group include Alexia Blackwell, Beth Clauss, Ian Cowie, John Dreier, Kevin Lausch, Rev. Bob Renjilian, Bart Renner, Phillip Thomason (Chair), and RK Young. This group will review an assessment conducted by a previous Task Force at its next meeting and begin to propose plans for implementation. They intend to meet with the City Police Chief and the County Sheriff, asking for their assessment and recommendations, as well.

Recommended Revision to Bylaws – Responding to a request from the Board to address Board appointments to fill vacancies on the Board of Trustees in the UUTC Bylaws, the Administration Committee recommended proposed revisions to the Bylaws on that issue as well as other issues. ***Kay made a motion to accept the Administration Committee's recommended revisions to the Bylaws for consideration by the Congregation at a Special Congregational Meeting; Phillip seconded the motion. After discussion of the recommended changes, the motion was approved.*** Board members agreed to a scheduled Bylaws Forum on February 15, 2024, at 5:30PM for congregational Q&A, followed by a Special Congregational Meeting after the Sunday service on February 18, 2024. Notification of the meeting will occur at least 14 days prior to the called meeting.

Recommended changes to the Bylaws are in red text below:

From Article IV, Section A. Role of the Members...

1. With a quorum of at least thirty (30) percent of the current UUTC membership present, decisions will be approved by a simple majority of the votes cast (in person and by absentee ballot) to:
 - a. annually elect a Board of Trustees to act on its behalf;
 - b. annually elect members for the Nominations Committee;
 - c. annually elect members for the Endowment Committee;
 - d. annually approve the next fiscal year's operating expenditures budget;
 - e. authorize Community Outreach Endowment Fund movements from one fund to another as described in Bylaws Article XI, Section C.
 - f. **approve a permanent physical marker in recognition of a designated gift.**

From Article V, Section C. Meetings...

C. MEETINGS—The Board shall hold regular monthly meetings unless there is no business to transact and may hold special meetings as the need arises. A meeting quorum will consist of the President or the President-Elect and any ~~three~~ **four** additional voting Board members.

From Article V, Section D. Composition and Terms...

D. COMPOSITION AND TERMS

1. The Board shall consist of:
 - a. the President, who serves a single one-year term;
 - b. the President-Elect, who serves a single one-year term and who commits to become a candidate for President the next fiscal year;
 - c. the Secretary, who **may** serve up to three consecutive one-year terms;
 - d. the Treasurer, who serves a single one-year term;
 - e. the Treasurer-Elect, who serves a single one-year term and who commits to become a candidate for Treasurer the next fiscal year;
 - f. three At-large Members, who each serve a three-year term. Each year, one At-Large Member shall rotate off the Board and be replaced by a new At-Large Member.
2. No individual may be elected to serve more than ~~three consecutive years~~ **a single term limit, i.e., the designated term limit for a position, on the Board of Trustees, without a break in service. After a term is completed, a 1-year period must elapse before an individual is eligible for election to serve in any Board position.**
3. **Vacancies. The Board shall have authority to appoint a Congregational Member to fill**

any Board of Trustees vacancy and may consult with the Nominations Committee. With respect to term limits, appointments differ from elections as described below.

- a. Should a Board position be vacant at the beginning of a fiscal year, the Board shall appoint a Congregational Member to fill the vacancy for the Trustee's term as specified in D.1., notwithstanding term limits.
- b. Should a Board position be vacated during a fiscal year, the Board shall appoint a Congregational Member to fill the position and complete the vacated term, notwithstanding term limits.
- c. Time served as an appointee to complete a vacated term does not count against term limits if that individual is eligible for election and is subsequently elected to serve in that same or another Board position.

From Article XII. Protection of Nonprofit Status...

Neither the Congregation, the Board of Trustees, nor any employee of UUTC shall take any action or allow any activity or use of UUTC property which shall endanger the nonprofit corporate status or charitable, tax-exempt 501(c)(3) status of UUTC or its property. Nothing in these bylaws shall be construed to allow a violation of this section.

New Business:

Staff Holiday Bonus – Ian reminded Board members of the need to make decisions on holiday bonuses earlier than was done in previous years. During discussion of staff holiday bonuses, Vicki suggested allowing congregational members to make donations to help fund the bonuses. Members agreed that opening the funding of bonuses to donations is appropriate and suggested accepting donations on two consecutive Sundays, dates to-be-determined. The Board will make decisions on the allocation of the holiday bonus funds to staff members.

Reschedule Board Meeting – With the regularly scheduled November meeting falling on Thanksgiving day, the November meeting was rescheduled to November 30, 2023, at 5:30PM. Additionally, there will be no meeting in December, unless a called meeting becomes necessary.

Board Calendar Review: October– Staff holiday bonus recommendation, Insurance Review by Finance Committee

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

Adjournment: The meeting adjourned at 7:00PM.

Respectfully submitted,
Kay Webb,
Secretary