

UUTC Board Meeting Minutes
October 26, 2023@ 5:30pm

Present: Jill Beach, Ian Cowie, Vicki Held, Kay Webb, and RK Young.

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

Approval of the Minutes: The September 28, 2023, meeting minutes were approved via email vote on 10/02/23 and sent to the Administrator for publishing.

Approval of Email Vote: *Kay Webb moved to accept the following email vote for inclusion in the September minutes; the motion was seconded by Jill Beach and approved.*

10/02/23 – Motion to approve the minutes, as edited, from the 09/28/23 Board Meeting was made by Phillip Thomason and seconded by Kay Webb. The motion was approved on 10/02/23.

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 September Board meeting.

Areas of Focus:

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

Since the September report, Rev. Bob led three Sunday services on the theme of "Heritage."

Rev. Phillip Thomason filled the pulpit on the fourth Sunday in October.

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 and Christy hosted an Auction dinner at their home on October 23; he was among other UUTC folks attending the World Homeless Day ceremonies at the Courthouse gazebo; he performed with the Asheville Gay Men's Chorus at the Coming Out Day event in Asheville, where a UUTC congregant was one of the featured speakers; he attended the October Rainbow Alliance meeting; he greeted at the Power Up dinner distribution at St. Philip's church on October 22; he is working with various faith leaders in the community to initiate an Interfaith Thanksgiving prayer service on the Tuesday before Thanksgiving.

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

Rev. Bob reported that several UUTC members participated in the Power Up campaign for Sharing House and others attended the World Homeless Day ceremonies at the Courthouse in October.

Target Goals:

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

Rev. Bob included Christian, Jewish, and Native American perspectives in the October 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 looks forward to learning more about congregants' connections in the wider community from the Social Justice survey, once completed.

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

Though a direct comparison was not one of the themes of his October services, social justice was woven into the messages, particularly the message on the Doctrine of Discovery in its systemic multi-century effects.

Special Ceremonies or Recognitions:

Rev. Bob noted that he coordinated with various individuals for the Memorial Service for UUTC Member, Susan “River” Freeman, scheduled for October 28 at UUTC, and video recorded his portions of the ceremony,

Other Items of Note:

Rev. Bob is traveling to Ohio on October 26 to officiate his son’s wedding on October 28; he reported a relaunch of “Soul Matters” discussions with a small group on October 15; he led the Gay Men’s Chorus Board retreat; he loaned the UUTC choir his electronic piano keyboard while the Steinway keyboard was being rehabbed.

Treasurer’s Report – Mike Griffith shared the October Treasurer’s Report with Board members prior to the meeting. Financial reports indicate that over one-half of the \$280,500 pledge amount has already been collected as of September 30, 2023; this puts total revenues well ahead of the anticipated quarterly budget. Regarding expenses, salaries, wages, and cost of ministry are about on budget; administrative costs are on target; utilities and maintenance are below budget; worship and lifetime RE are on budget. The total effect is that YTD, we are about \$71,600+ ahead of budget for the first quarter.

Operations Report – RK’s October report was shared with Board members prior to the meeting. *Security & Planning* - She reported that the CPR/AED training scheduled for October 22 was cancelled due to trainer conflicts and will be rescheduled; this training may incur an expense in the future. ~ She reported that the Safety Task Force had another productive meeting; it supports the creation of a safety team that can be supportive of the overall health of congregants as well as responsive to any threats that might emerge. ~ RK shared that UUTC’s onsite image backups of the financial records and the AV Mac’s digital assets no longer fit in our Network Attached Storage (NAS) RAID (i.e., we need more backup computer storage). She recommended that the Board consider upgrading our NAS RAID for financial and operational security at a cost of approximately \$2000. Since this expense will double the AV Tech budget line, she needs Board approval to make the purchase. ***Jill made a motion to approve the expenditure of approximately \$2000 to upgrade the current NAS RAID to increase the storage capacity for financial records and other digital assets; Vicki seconded the motion. After discussion, the motion was approved.***

Space & Property Use - RK reported on several recent uses of UUTC space and property by outside groups. There was some discussion about the guidelines for determining when to charge rental fees and when to accept donations in lieu of fees.

Financials - RK reported that a meeting with UUA Retirement specialist, Jackie Toone, to resolve possible inaccuracies in contributions to the minister’s retirement, confirmed that, based on Rev. Bob’s compensation, all retirement contributions have been met by UUTC, as required. ~ She reported that Sue Gervais is continuing to complete the end of year reconciliation between ACS and Realm through June of 2023, while Chelsea is working on current fiscal year financials. Also, Sue created templates within Realm that generate a more complete Balance Sheet and a simpler Revenue and Expenses sheet to provide superior fiscal guidance to the templates included in Realm. ~ RK shared that she, Judith Moore, and Michael Solomon met with “Stewardship for Us” program director Mark Ewert concerning stewardship initiatives. He recommended the establishment of a “sustainability fund” separate from the operating fund; his description of this fund matches UUTC’s Restricted Reserve Fund. RK recommended that the

current Restricted Reserve Fund be renamed “Sustainability Fund” to make it more clear what purpose the fund serves to the average member.

Fundraising - RK highlighted HalloweenFest and Giving Tuesday. She reported that current e-bike raffle ticket sales have reached the “break-even” point that covers the cost of the bike purchase; additional ticket sales during HalloweenFest should put us in the black. ~ She suggested that during this year’s Giving Tuesday (the Tuesday after Thanksgiving), we request that gifts be designated to the Restricted Reserve (Sustainability) Fund.

Staff – RK reported that Trisha Wesley is taking classes at the community college to complete an Office Admin Certificate to improve her skills for her position at UUTC. She has applied for a scholarship to pay for upcoming classes but may need assistance if the scholarship is not granted. If Trisha needs financial assistance with the cost of classes to complete the requirements for the Admin certificate, RK will ask the Board to approve the expense to be taken from RK’s professional expense budget line.

Outreach – RK shared that she is in conversation with David Blackwell about doing content creation for our YouTube channel and has encouraged Don Lander to submit some of his photos for content creation, as well. ~ She reported that a “Dance Circle” will appear in front of UUTC’s HalloweenFest tent; Trisha has created a danceable Spotify playlist that will play through a Karaoke device to encourage community participation.

Administration Committee – No report this month. One or two additional members are needed.

Finance Committee – FinCom Secretary, Judith Moore, submitted minutes from the committee’s September 25, 2023, meeting; they were distributed to Board members prior to the Board meeting.

Advisory Council – No report this month. Two additional members are needed.

Old Business:

Minister-Ministry Review Update – Ian updated members on the status of the Minister/Ministry annual review. 96 individuals responded to the Minister/Ministry Review survey this year, compared to 118 responses in 2022. The data and survey comments have been entered into a spreadsheet and are being reviewed by the task force. Task force members will do an analysis of the data to look for trends before writing a final report for the congregation.

Annual Insurance Review Update – Ian reported that Church Mutual, UUTC’s insurance provider, announced an increase of the deductible to \$10K and a premium increase of \$1637 to raise the total annual premium to \$7037. Treasurer Mike Griffith and Finance Committee member Rick Laws reviewed the current Church Mutual policy, and they recommend staying with Church Mutual for insurance coverage. An extensive search for other providers by last year’s task force found no other provider with better coverage.

Safety Task Force Update – Ian reported on the Safety Task Force meeting of October 18. The group reviewed UUTC safety and security policies and guidelines for high quality emergency operations. Statistics on top health and safety needs for churches was shared with members: 50% of all injury claims are the result of falls, followed by water damage and fire damage claims. This led to a discussion that encompassed health/wellness safety issues as well as building security issues. The group’s consensus was the need to establish a Ministry Team focused on monitoring and addressing health and safety issues on campus. The task force will meet again on November 1.

Staff Holiday Bonuses – Board members revisited the idea of asking congregants for contributions to a staff holiday fund that was discussed at the September meeting. Vicki suggested that, rather than asking congregants to place donations in the offering baskets for

two Sunday morning services in November, as previously discussed, we do an online campaign in November through links published in the November Wayfinding, November UUpdates, and morning notices screened on Sundays in November. The deadline for donations will be November 26. The Board will then determine the amount of staff holiday bonuses at the November 30, 2023, Board meeting.

New Business:

Restricted Reserve Fund – As noted in RK's Operations Report, she recommended that the Restricted Reserve Fund be renamed. After some discussion, there was **consensus by Board members to change the name of the Restricted Reserve Fund to Sustainability Fund**. The fund is not mentioned in the Bylaws or the Policy Manual, so a name change does not impact the governing documents. A discussion and decision on reallocation of funds to replenish the Sustainability Fund was tabled until the November Board Meeting.

Board Calendar Review: November-December – County Parking Lot Request, Minister/Ministry Annual Review Report, Memo to Nominations Committee

Next Scheduled Board Meeting: November 30, 2023 @ 5:30PM

Adjournment: The meeting adjourned at 6:45PM.

Respectfully submitted,
Kay Webb,
Secretary