

UUTC Board Meeting Minutes  
November 30, 2023@ 5:30pm

**Present:** Jill Beach, Glenn Cockerham, Ian Cowie, Mike Griffith, Phillip Thomason, Kay Webb, Rev. Bob Renjilian, RK Young, and Gail Meyers.

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

**Approval of the Minutes:** The October 26, 2023, meeting minutes were approved via email vote on 10/31/23 and sent to the Administrator for publishing.

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

**10/30/23** – Motion to approve the minutes from the 10/26/23 Board meeting was made by Jill Beach and seconded by Vicki Held. The motion was approved on 10/31/23.

**11/07/23** – Motion to accept any gifts designated for the Sustainability/Reserve Fund in the month of November (2023) was made by Kay Webb and seconded by Phillip Thomason. The motion was approved on 11/10/23.

**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 October Board meeting.

**Areas of Focus:**

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

Since the October report, Rev. Bob led three Sunday services on the theme of "The Gift of Generosity," including "Transformed by Generosity," "Detangling Fear and Greed," and a multi-generational "Thanksgiving Bread Sharing Service." Carol Flake led a service on Celtic wisdom on the fourth Sunday in November.

*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 organized and led an "Interfaith Service of Thanks" at UUTC with local Episcopal, Methodist, Lutheran, Jewish, and Catholic faith leaders participating, as well as the director of Sharing House and the Mayor of Brevard; the service was well attended and included a multi-denominational congregation. Rev. Bob reported that Donna Reyburn coordinated a Thanksgiving meal at UUTC on Thanksgiving day, which was well attended by Members, Friends, and several community members.

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

Rev. Bob reported that no new justice efforts were launched by the Social Action Team in November, but UUTC members continue to be involved as volunteers with partner agencies. He noted that with our renewed Welcoming Congregation status, UUTC observed the Transgender Day of Remembrance during the Nov. 19 service, with a roll call of names of known murdered transgender individuals in the past year.

**Target Goals:**

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

Rev. Bob included 12<sup>th</sup> century Jewish wisdom (Maimonides), nature-based readings, wisdom from Pema Chödrön (American Tibetan-Buddhist) and his reflections on Q'uran Sura 28 (which says the ungrateful never prosper) in the November 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 the Social Justice survey has been 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 November services, social justice recurs in messages throughout the year.

Special Ceremonies or Recognitions:

Rev. Bob noted that he coordinated with various individuals for the Memorial Service for UUTC Member, Susan “River” Freeman, held on October 28 at UUTC, and video recorded his portions of the ceremony. By prerecording his parts of the Freeman memorial service, he was able to officiate the wedding of his son, Justin, and daughter-in-law, Lydia, on October 28 in Ohio.

Other Items of Note:

Rev. Bob attended the Southeast UU Ministers’ Conference at The Mountain Nov. 13-16; he attended the Campus Vision Task Force meetings and a Safety Task Force meeting with Captain Aaron Thompson of the Brevard Police Department in November; he and Ian Cowie represented UUTC at the Sharing House General Assembly, which voted on budget and new Board members, and at the celebration of their new property purchase; he participated in the Installation ceremony of the new Lead Minister (Rev. Dr. Audette Fulbright Fulson) at the UU Congregation in Asheville on November 5, 2023.

**Treasurer’s Report** – Mike Griffith shared the November Treasurer’s Report with Board members prior to the meeting. Financial reports indicate that four months into the current fiscal year, UUTC’s finances are in good condition. With up-front pledges by some members and with overall expenses on target, we are \$70,000 in the black at this time.

**Operations Report** – RK’s November report was shared with Board members prior to the meeting. The report covered:

*Security & Planning* – UUA’s “Side With Love” group is hosting two webinars, one in January and one in February of 2024, focused on digital security; RK has reached out to staff and others to participate during these webinars, with the intent to produce a short program for the congregation on the topic. ~ She reported that the Safety Task Force met with a representative from the Brevard City Police Department to provide feedback on building security. ~ She shared that Kathryn has installed the recently purchased network-attached-storage (NAS) and has a working backup in place for the MAC.

*Campus & Programming* – RK’s report highlighted two well-attended, well-received events in November – Thanksgiving at UUTC, coordinated by Donna Reyburn, and the Interfaith Service of Thanks, coordinated by Rev. Bob Renjilian. ~ She reported that over 500 people receive the UUpdate each week, and we have 176 subscribers on our YouTube channel. ~ She shared that CRE is renewing “Santa’s Workshop” in December and is working on a new summer camp offering for teens, in addition to Chalice Camp.

*Financials* – RK reported that the CRE summer camps have new funding, thanks to a generous local donor, who found UUTC at our tent at HalloweenFest. The donor, who manages their own 501(c)(3), contacted RK to offer funding to increase opportunities for children and youth in the summer. ~ RK requested a new motion to accept designated gifts to the Sustainability Fund; a previous motion covered designated gifts received during November, but some of the designated gifts will arrive after November, so a new motion will be required. (See Old Business

– Sustainability & Other Funds below for motion.) ~ RK reported that she has changed a procedure for placement of Memorial Gifts. Generally, gifts made in the remembrance/honor of a deceased member were deposited in the Gifts & Memorial Fund, which has been used to purchase “trees of life” attached to the wall in the Memorial Garden. However, with the decrease in the Sustainability Fund (previously called Restricted Reserve Fund), she is now depositing new memorial gifts that are undesignated into the Sustainability Fund to help restore it to pre-Covid levels.

*Staff* – RK shared that Trisha’s next two classes will be covered by scholarship funds but Chelsea’s next two classes on non-profit accounting and on payroll may require the Board to approve an expense for professional development.

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

**Finance Committee** – Gail’s report on the Committee’s November 27, 2023, meeting was shared with the Board prior to the meeting, along with a draft of the Committee’s updated Operating Guidelines for Board review and approval. Gail, chair of the Finance Committee, spoke to the report and to the proposed Operating Guidelines. Since Board members had little time to review the draft proposal, no vote was taken on approval of the document during the meeting; the Board will consider the proposal at a future date. Gail shared that the Finance Committee has moved their meeting date to the second Monday of the month to allow more time to prepare reports for fourth Thursday Board meetings.

**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. A draft report has been completed; Ian will meet with Rev. Bob to review the report in the coming weeks and the final report will be shared with the Board in January.

**Safety Task Force Update** – Phillip reported that the Task Force had a constructive meeting with Capt. Aaron Thompson from the Brevard Police Department on November 29, 2023. He provided general information on church security and toured the building to give specific feedback on possible security issues he noted.

**Staff Holiday Bonuses** – A suggested distribution of donations to the Staff Holiday Fund was shared with Board members prior to the meeting. After discussion, Board members agreed on the final distribution of the donated funds to thirteen employees, staff volunteers, and contractors.

**Sustainability & Other Funds** – RK requested that Fund 8-Gifts & Memorials be closed and moved to a liability line in Fund 7-Capital Expenditures to streamline the accounting process.

**Kay made a motion to close Fund 8-Gifts and Memorials and transfer the money to Fund 7 – Capital Expenditures as a liability; Mike seconded the motion. After RK explained how this will improve the accounting process, the motion was approved.** She then made request for a motion to permit donations designated to the Sustainability Fund, as noted in the Operations Report (see above). **Kay made a motion to accept any monetary gifts designated to the Sustainability Fund; Mike seconded the motion, and the motion was approved.**

#### **New Business:**

**Campus Vision Task Force** – Ian reported on the work of the Campus Vision Task Force, which began in September 2023. He shared that the Task Force is requesting a workshop with Board

members to bring them up to date with the progress of the campus vision before taking next steps in the process. A meeting date was set for December 7, 2023, with a tentative time of 2pm-4pm, to be verified with the Task Force.

**County Parking Lot Request** – Kay reported that the request to utilize the County parking lots on Varsity Street for 2024 was submitted at the Transylvania County offices in November.

**Memo to Nominations Committee** – A copy of a memo from the Board to the Nominations Committee regarding eligibility requirements for elected governing positions was shared with Board members prior to the meeting. The memo will be sent to members of the Nominations Committee in early December.

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

**Next Scheduled Board Meeting:** January 25, 2024 @ 5:30PM

**Adjournment:** The meeting adjourned at 6:53PM.

Respectfully submitted,  
Kay Webb,  
Secretary