

UUTC Board Meeting Minutes
January 25, 2024@ 5:30pm

Present: Jill Beach, Glenn Cockerham, Ian Cowie, Vicki Held, Mike Griffith, Kay Webb, Rev. Bob Renjilian, RK Young, and congregants Vanessa Cowie, Elena Hearn, and Nancy Richards.

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

Approval of the Minutes: The November 30, 2023, meeting minutes were approved via email vote on 12/04/23 and sent to the Administrator for publishing.

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

12/04/23 – Motion to accept the minutes from the 11/30/23 Board meeting was made by Ian Cowie and seconded by Jill Beach. The motion was approved on 12/04/23.

12/20/23 – Motion to accept the three recipient organizations selected by the Community Outreach Endowment Committee at their December 2023 meeting and to recommend that the committee move forward with the process of distributing the funds designated for each recipient was made by Kay Webb and seconded by Vicki Held. The motion was approved on 12/21/23.

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 November Board meeting (there was no Board meeting in December).

Areas of Focus:

Pulpit & Worship – Provide a meaningful worship experience for a wide variety of congregants.
Since the November report, Rev. Bob helped to lead six Sunday morning services and two holiday evening services in December. Guest Sundays included Vanessa Cowie (as Louisa May Alcott), Friction Farm, and UUA President Rev. Dr. Sofia Betancourt (via video). In addition, a Solstice service was coordinated by Janice Canon. Besides Friction Farm, guest musicians during this time included Glenn Cockerham, Julie Berger, and Rachel Ploenzke. Congregants were gifted peace cranes, made by Susan Bir, at one service. ~ Themes for December and January, "The Gift of Mystery" and "Liberating Love," allowed for a variety of biblical and secular texts, and the holiday season brought in Hanukkah, Advent, Solstice, Christmas and the New Year's Burning Ceremony.

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

Rev. Bob led three of the Thursday Men's Group in-person sessions; he led the College Walk UU discussion group in January; he attended the Wonderful Wednesday program, featuring the Transylvania County Sheriff, and Souper Sunday.

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

Rev. Bob noted that UUTC members continue to be involved as volunteers with partner agencies, and that social justice themes were woven into recent sermons. ~ He participated in the NAACP Religious Affairs meeting via zoom in December. ~ He attended the Bread of Life Design Workshop on January 25, along with three other UUTC members; the workshop was a preparatory session before the launch of a capitol campaign for a new facility.

Target Goals:

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

In the December and January services, Rev. Bob included Jewish wisdom and Hanukkah song, African American religious songs and readings, Christian texts, and the Solstice service led by others was grounded in nature-based spirituality.

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 this work is on-going; he noted that during a recent home visit he was able to chat about engagement with some of the social service organizations.

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

Rev. Bob reported that, while this goal has been addressed in past Sunday services, he will repeat the message in other ways in the coming year.

Pastoral Care:

Rev. Bob noted that he has met with people in their homes, at the office and by phone. He was glad to be able to visit Tom Traywick shortly after Tanne Traywick passed away at home during the Christmas holidays.

Other Items of Note:

Four new members were introduced to the congregation in a December recognition ceremony; two others were away and will be recognized with a future group. The next membership class will begin in February. Rev. Bob happily reported that we have the largest Membership Team since he arrived in 2020. ~ He reported being invited to give the Invocation at the Brevard City Council meeting this month. ~ He attended an online meeting of the UUA Religious Education Credentialing Committee. ~ He attended the Campus Vision Task Force meetings, including a special Board discussion/presentation and a zoom meeting to hear from another UU congregation's recently completed building process. He noted making a connection at the Chamber of Commerce so we can learn more about the Boy and Girls Club expansion.

Treasurer's Report – Mike Griffith shared the January Treasurer's Report with Board members prior to the meeting. Financial reports indicate that UUTC's finances are in good condition. With up-front pledges by some members and with overall expenses on target, we are \$72,000 in the black currently. He reported that part-time bookkeeper, Chelsea, has accepted another position, but, with a flexible schedule, she plans to continue her work with UUTC. He noted that requests for FY 24-25 anticipated spending by Teams have been made and hopes to have a budget draft for the Board at the March meeting. Finally, ***Mike made a motion to appoint Marge Doty to fill the Treasurer-Elect vacancy and to complete the FY 23-24 term vacated by Victoria Kerr; Kay seconded the motion. The motion was approved unanimously.***

Operations Report – RK's January report was shared with Board members prior to the meeting. The report covered:

Programming – Kevin and Trisha are considering another Parent's Night Out in February to provide more support for families. They are making plans for two summer camps, trying to broaden the reach of their programming to encourage more involvement with UUTC from our local community. RK reported an incredible number of program offerings. She requested Board feedback on offering a local/regional community group with "UU values" (like the Rainbow Alliance and the NAACP Education Committee) a space to meet at no cost. This group, the Citizen's Climate Lobby, has no financial assets and needs a space to meet quarterly. After some discussion, the Board consensus was to allow the group to hold quarterly meetings at UUTC facilities.

Staff – RK reported that Trisha continues her successful work at Blue Ridge Community College (BRCC) on Office Administration. Chelsea is enrolled at BRCC in a payroll class. This investment in staff is an essential part of building and maintaining skilled staff. RK shared that, while Chelsea has accepted a position outside of UUTC, she intends to remain with UUTC as a part-time bookkeeper.

Teams – RK reported that the Membership Team has been renewed under the leadership of Susan Slocum. Kristin Leesment has joined this Team, creating a leadership vacancy for the Pledge Drive.

Safety – RK shared that, while the Safety Task Force has not met in a month, she has compiled all the safety-related policies into one document for review by group members at their next meeting. ~ She reported that Kathryn Burleigh has both the financial computer and the AV Mac backing up daily to the new Network Attached Storage (NAS). ~ RK noted that she, Kathryn, and Trisha attended, via zoom, a Digital Security course (the first of two sessions) offered by UUA's Side With Love; the second session is on February 5th, and there are two additional spaces open to anyone wishing to attend via zoom. Among other things, the course focuses on the virtual campus as well as protecting oneself from fraud and other forms of digital malfeasance. All materials and information from the class will be sent to UUTC to be shared with attendees. RK intends to create a short program with handouts to benefit UUTC members and their own security.

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

Finance Committee – Committee Secretary Judith Moore's minutes from FinCom's January 15, 2024, meeting was shared with Board members prior to the January Board meeting.

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

Old Business:

Minister-Ministry Review Update – A confidential final report of the results and recommendations from the 2023 Ministry Evaluation was shared with the Board prior to the Board meeting. Ian shared highlights from the document during the Board meeting and opened the floor for comments. Ian will prepare a summary report to the congregation for publication in the February Wayfinding.

Finance Committee Operating Guidelines – An all-black copy of the Finance Committee Operating Guidelines, updated by the Finance Committee on October 25, 2023, was shared with Board members prior to the meeting. ***A motion to approve the Finance Committee Operating Guidelines as presented was made by Kay Webb and seconded by Vicki Held. After brief discussion, the motion was approved unanimously.***

Bylaws Revision – A copy of proposed revisions to the current Bylaws (adopted 09/28/21) was shared with Board members prior to the meeting. Kay reported that some of the proposed revisions had been reviewed and approved by the Board at a previous meeting, but additional changes have been recommended since that meeting. To open the floor for discussion, ***Kay made a motion to approve the recommended revisions to the current Bylaws for consideration by the congregation at the February 18 Special Congregational Meeting. Mike seconded the motion. After discussion, the motion was approved unanimously.*** Discussion by Board members addressed the proposed addition to the Bylaws of the 8th Principle on anti-racism and the proposed revision to wording to clarify a quorum for holding Board meetings. Members emphasized the need to publicize the February Bylaws Forum in the upcoming February Wayfinding so that congregants are aware that their voices may be heard on the proposed revisions to the Bylaws.

New Business:

Resignation of President-Elect – Ian reported that, in an email to him, Phillip Thomason had resigned as President-Elect of the Board, due to health issues. ***Glenn made a motion to accept Phillip's resignation, and Mike seconded the motion; the motion was approved.*** Phillip was recognized for his service, and Board members wished him well. ***Glenn made a motion to appoint Nancy Richards to fill the position of President-Elect and complete the FY 23-24 term vacated by Phillip Thomason; Vicki seconded the motion. The motion was approved unanimously.*** Members welcomed Nancy to the Board and thanked her for volunteering to serve on the Board of Trustees.

Renewable Energy – RK reported that Arcadia, the company from which UUTC bought wind power offsets, was sold to Sol Systems. She suggested that this might be a good time for the Board to consider whether to continue paying extra each month or to drop the additional monthly cost of supporting wind power. After discussion, the consensus was to stop paying the additional cost at this time.

Signatories for LPL Financial – RK explained the necessity of authorizing individuals to serve as signatories for UUTC's brokerage firm to accept stock donations that might be donated; the signatory has not been updated in several years. ***Kay made a motion to authorize the President (Ian Cowie), President-Elect (Nancy Richards), Treasurer (Mike Griffith), and Secretary (Kay Webb) to serve as signatories to accept stock sales revenues from UUTC's brokerage firm; Vicki seconded the motion. The motion was approved.*** An annual procedure for authorizing financial signatories will become a part of the Board Operating Guidelines going forward.

Signatories for Endowment Fund – UUA requires authorized signatories to release funds from the UUA endowment fund. The authorized individuals need to be updated with UUA when they change, so procedures to annually update the signatories will become a part of the Board Operating Guidelines going forward. ***Kay made a motion to designate the President and the Secretary of the Board as signatories authorized to release funds from the UUA Common Endowment Fund; Mike seconded the motion. The motion was approved.***

Search for Pledge Drive Team Members – Ian announced that the Board needs to begin a search for members to serve on the Pledge Drive Team. The Board's President-Elect will serve on the Team.

Annual Review of Board Operating Guidelines – A copy of the 2023 Board Operating Guidelines with proposed revisions in red text was shared with Board members prior to the meeting for review. Kay highlighted the areas of revised text and the new sections since the last document approval. After a brief discussion of the new sections, ***Kay made a motion to approve the 2024 Board Operating Guidelines as revised; Glenn seconded the motion. The motion was approved.*** Once the document is updated with approved text, it will be uploaded to the Board group in Realm, and a copy will be sent to the administrator for posting to the website.

Performance & Compensation Reviews – A document providing a timeline and guidance for performance and compensation reviews from the Board Operating Guidelines and from the Policy Manual was shared with the Board prior to the meeting as a reminder of the Board's

responsibility to initiate staff annual reviews. Staff reviews should occur in February followed by compensation reviews in March.

Special Congregational Meeting Documents – Kay shared an agenda and an absentee ballot prepared for the February 18, 2024, Special Congregational Meeting with Board members for review prior to the meeting. Hearing no suggestions for revisions, Kay will provide the administrator with 1) the agenda, 2) the absentee ballot, 3) a copy of the draft minutes from the 05/21/23 Annual Congregational Meeting, and 4) a copy of the current (09/28/21) Bylaws with proposed revisions in red text. These will be made available to congregational Members at least two weeks prior to the February 18, 2024, congregational meeting.

Board Calendar Review: February – Financial Status Report to Board, Certification of UUA Membership, Employee Performance Reviews, Preliminary Budget Preparation, Annual Review of Policy Manual, Set Date for Annual Meeting, Bylaws Forum 02/15 @ 5:30PM, Special Congregational Meeting 02/18 immediately after Sunday Service.

Next Scheduled Board Meeting: February 22, 2024 @ 5:30PM

Adjournment: The meeting adjourned at 7:00PM.

Respectfully submitted,
Kay Webb,
Secretary