

UUTC Board Meeting Minutes
February 22, 2024@ 5:30pm

Present: Jill Beach, Glenn Cockerham, Ian Cowie, Marge Doty, Vicki Held, Nancy Richards, Kay Webb, Rev. Bob Renjilian, RK Young, Vanessa Cowie and Gail Meyers

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

Approval of the Minutes: The January 25, 2024, meeting minutes were approved via email vote on 01/31/24 and sent to the Administrator for publishing.

Approval of Email Vote: *Nancy Richards moved to accept the following email vote for inclusion in the February minutes; the motion was seconded by Jill Beach and approved.*
01/29/24 – Motion to accept the minutes from the 01/25/24 Board meeting was made by Nancy Richards and seconded by Kay Webb. The motion was approved on 01/31/24.

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 January Board meeting

Areas of Focus:

Pulpit & Worship – Provide a meaningful worship experience for a wide variety of congregants. Since the January report, Rev. Bob helped to lead three Sunday morning services and attended the guest speaker service on February 18. Service topics centered around the themes of "Liberating Love" in January and "The Gift of Justice and Equity" in February. He coordinated with John Austin, Janice Canon and Kevin Lausch to coordinate music and stories for services.
Community Building – Facilitate and expand the connections which already exist between the UUTC congregants and the larger community.

Rev. Bob led two Thursday Men's Group in-person sessions. He encouraged attendance to the community Antisemitism presentation organized by the Brevard Jewish Community and co-sponsored by UUTC. He attended Souper Sunday and Wonderful Wednesday.

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

Rev. Bob met with the Social Action Team in February and included social justice themes in sermons, especially the Feb. 4th message comparing equality, equity, and justice. He advocated for adoption of the 8th Principle at UUTC, speaking to the Board, at the Bylaws Forum, and at the Special Congregational Meeting.

Target Goals:

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

In February services, Rev. Bob included Jewish wisdom and referenced Muslim texts and teachings on giving to the poor and disadvantaged. He referenced Christian texts and included a story from an Earth Centered European writer. He used quotes from various Black figures in UU history.

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 engages with members who are volunteering in the community with social service organizations. He noted that UUTC members have promoted

the democratic process by advocating for access for public servant aspirants to be on the ballot by petition.

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

Rev. Bob continued to explore this theme in a Feb. 4 message about the difference between social service and social justice.

Pastoral Care:

Rev. Bob reported that he has met with individuals at the office and by phone. He noted that the Caregivers Support Group and the Grief Support Group have seen new engagement from individuals.

Other Items of Note:

Rev. Bob requested Board assistance in getting more detailed financial data at regular intervals throughout the year to monitor salary and benefits payments which have been incorrectly entered by the payroll company, causing errors on his W-2 form.

Treasurer's Report – No Treasurer's Report was sent to the Board for February. In the Treasurer's absence, Gail Meyers, chair of the Finance Committee, reported on UUTC's financial status. Revenues received to date are approximately 74% of the annual budgeted revenue; expenses incurred to date are approximately 57% of the expected budgeted expense.

Operations Report -

Staff– Trisha and Chelsea are both continuing to gain from their coursework at Blue Ridge Community College, gaining confidence in software and tasks related to their positions. Kevin and Trisha are working out the scheduling of summer camps and should set dates soon; they have recruited an excellent CPR/AED class to be trained February 25th.

Facilities/Structure – RK reported that the Facilities Team is faced with building and grounds maintenance issues that cannot be covered under their FY23-24 budget. The portion of the budget that the Team controls for building and grounds maintenance totaled \$4800 for the year, of which approximately \$1735 has been spent, leaving a balance of approximately \$3065. The first issue they wish to address is the overdue maintenance of our two parking lots; cracks in the asphalt and fading directional and parking space lines have become a safety issue. Several bids to address these issues were sought; a bid of \$4173.41 would cover four days of work to include pressure washing and cleaning the asphalt of the upper and lower lots, patching, filling, and sealing cracks in the upper and lower lots, top sealing the upper lot only, and then repainting all the lines and directional markers in both lots. Since this expense would be over the allocated budget by more than 10%, the Board must approve the expenditure. ***Vicki made a motion to approve the Facilities Team expenditure to repair the upper and lower parking lots, as described in the bid; Glenn seconded the motion. After discussion of additional building and grounds needs for the remainder of FY23-24, Nancy made a motion to amend the original motion to include moving \$3000 from the "Pianist" budget line to the Facilities budget to help cover the maintenance expense; Jill seconded the motion and the amendment passed. After further discussion, the amended motion to move \$3000 from the Pianist budget line to the Facilities budget and approve the expenditure of \$4173.41 to repair the upper and lower parking lots, as described in the bid, was approved.***

A second safety issue the Facilities Team deems overdue and needing attention is replacement of the two egress doors in the sanctuary; both doors present security risks. After reaching out to several vendors, one bid was secured; two replacement egress doors with remote access capability (entry via key fob) would cost approximately \$6800. This expense level places the project in the Capital Expenditure category and probably needs to be treated as a Sponsored Project during FY24-25.

Financial Challenges– RK shared that the bank holding our mortgage surprised us with an interest rate increase from 4.25% to 9.25%, effective March 1st. While this would increase the monthly payment by “only” \$200, the life of the loan will be extended beyond our original fulfillment date. She notified the Finance Committee who met February 20; two committee members are pursuing information on refinancing options with other lenders.

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

Finance Committee – Committee Secretary Judith Moore’s minutes from FinCom’s February 20, 2024, meeting were shared with Board members prior to the February Board meeting. Gail covered the content of the report with Board members. She reported that she is nearing the completion of an updated Treasurer’s Manual to provide guidance for current and future Treasurers and Treasurers-Elect.

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

Old Business:

Safety Task Force Report to Board – RK sent a copy of the final report from the Safety Task Force to Board members prior to the meeting. The group was tasked with reviewing current policy and procedures that make the UUTC campus safe and to make recommendations for maintaining and increasing protection of all who enter the UUTC campus, including the online environment. Task Force recommendations included:

- revision of Article VI. Section H. in the Policy Manual for clarity
- the addition of a policy addressing how security is provided
- revision of Facilities Team Responsibility #3 and Administrative Procedure #8 in the Facilities Team Operating Guidelines
- several proposed new structural and passive safety interventions (i.e., new egress doors in the sanctuary, glass breakage detection with 24/7 monitoring, installation of safety film on the hall windows of the classroom and on the exterior of the classroom, nursery, and Minister’s office windows to prevent shattered glass from entering the rooms [approx. \$3000], the installation of bollards to protect against vehicles accidentally or intentionally entering the building through the large glass windows or the east wall of the sanctuary that has no masonry [approx. \$2400 for 5 bollards]
- formally establish a safety team (Sentinels) with a limited role, including conducting an exterior check of the building prior to service on Sunday

Special Congregational Meeting Update – Kay shared a draft of the February 18, 2024, Special Congregational Meeting Minutes with Board members prior to the meeting for review. She reported that 56 verified Members attended the February 18, 2024, Special Congregational Meeting and approved the May 21, 2023, Annual Congregational Meeting Minutes and all proposed revisions to the September 28, 2021, Bylaws. Seven Absentee Ballots were received at the time the meeting was convened and two were received by mail after the meeting had concluded. Approved annual meeting minutes and current Bylaws and will be posted to the UUTC website once updated.

New Business:

Pledge Campaign – Nancy reported on the status of the upcoming March pledge campaign. Members of PG24 (Pledge Group 2024) include Susan Bir, Gary Chodoroff, Jaci Fricks, Elena Hearn, Wendy Hillebrand, Jane Hilliard, and Nancy Richards (Chair); additional advisors include Alexia Blackwell, Ian Cowie, RK Young, and Rev. Bob. The theme “Giving Changes Everything” will be featured in announcements, displays, and the pledge packet. Anticipated timeline:

mailing of pledge packets on March 5th or 6th; a special service on March 24th to encourage, recognize and celebrate giving; a completion of the campaign on March 31st.

Employee Performance Reviews – Rev. Bob and RK reported that they were in the process of conducting performance reviews of staff members, revising job descriptions, and making recommendations to the Compensation Task Force.

Preliminary Budget Status – Gail, Chair of the Finance Committee, reported on the work of the committee in preparing a preliminary budget to present to the Board in March. Treasurer Mike Griffith sent an initial budget to the committee after receiving Team budget requests; Gail made some revisions to help with balancing the budget. She indicated that we need to seek additional potential revenue, particularly after receiving word of the increase in the mortgage interest rate by our current bank. The committee will continue its conversation regarding the mortgage, pending an investigation of the possibilities. Committee members are brainstorming fundraising suggestions, which they will share with Rev. Bob. During Board discussion of budget issues, Glenn reiterated the need to continue to include a line item for pianist and choir director, even if the money budgeted is not used in a particular FY; at some point in the future those positions will become paid positions and need to be included in the budget.

Annual Review of Policy Manual – A copy of the current Policy Manual with proposed revisions in red text was sent to Board members for annual review prior to the meeting. Kay shared proposed language to add to Article II. Section E. regarding when minutes from any Congregational Meeting are to be submitted for approval by the congregation. The Safety Task Force suggested that Article VI. Section H. be reviewed and revised for clarity, but no proposed language was provided. After some discussion, Article VI. Section H. was revised by Board members. ***Nancy made a motion to approve the addition of Article II. Section E. 2., and to approve Article VI. Section H. as amended. Glenn seconded the motion, and the motion was approved.*** The amended sections now read:

Article II. E. Minutes.

1. *(as written - no change)*
2. *The Secretary of the Board shall submit minutes from any Congregational Meeting for approval by the congregation at the next scheduled Congregational Meeting.*

Article VI. H. Safety and Insurance. UUTC's building and property shall be in full compliance with all relevant safety codes and requirements and be insured and protected.

Date for Annual Meeting – After consulting the church calendar, the date for the Annual Congregational Meeting was scheduled for May 19, 2024, after the Sunday service.

Additional Business – The Board went into executive session to discuss compensation issues.

Board Calendar Review: March– Employee Compensation Reviews & Compensation Recommendations, Preliminary Budget to Board, Annual Review of Organizational Structure, Announce Requests for GA Delegates

Next Scheduled Board Meeting: March 28, 2024 @ 5:30PM

Adjournment: The meeting adjourned at 7:30PM.

Respectfully submitted,
Kay Webb,
Secretary