

UUTC Board Meeting Minutes
March 28, 2024@ 5:30pm

Present: Jill Beach, 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 February 22, 2024, meeting minutes were approved via email vote on 02/26/24 and sent to the Administrator for publishing.

Approval of Email Vote: *Kay Webb moved to accept the following email votes for inclusion in the March minutes; the motion was seconded by Marge Doty and approved.*

- **02/25/24 – Motion to approve the February 22, 2024, Executive Session minutes as presented was made by Kay Webb and seconded by Nancy Richards. The motion was approved on 02/25/24.**
- **02/26/25 – Motion to approve the February 22, 2024, Board Meeting Minutes was made by Glenn Cockerham and seconded by Nancy Richards. The motion was approved on 02/26/24.**
- **03/13/24 – Motion to approve the March 10, 2024, Called Board Meeting Minutes was made by Nancy Richards and seconded by Kay Webb. The motion was approved on 03/13/24.**

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. He reported that the difficulties with errors on his W-2 form have been addressed and he has received a correct W-2. ~ He reported that he has completed the Annual Reviews of the staff members that he directly supervises; the process included a collaborative conversation with the staff members before the written reviews. ~ He shared insights from the continuing education workshop, "Vital Decade of Ministry," offered by UUA, that he attended in March. ~ He reported working with the pastor at Good Shepherd Lutheran Church and representatives of other congregations to plan an ecumenical Earth Day observance, tentatively set for April 24.

Treasurer's Report – The Treasurer's Report was shared with Board members prior to the meeting. The report indicated that revenues remain higher than expenses. Gail, Chair of the Finance Committee, projected that we will end the fiscal year with a surplus, assuming all FY 23-24 pledges are paid.

Operations Report – RK shared her report with Board members prior to the meeting.

Staff– Chelsea continues to meet UUTC's bookkeeping needs on a part-time basis. ~ From meetings with Kevin and Trisha, RK reported that they wish to rebrand CRE as "Family Ministry", with Kevin's position titled "Director of Family Ministry", feeling this is a more inclusive name for the services that they provide. After a brief discussion, the Board consensus was to support this change. ~ RK reported that she has asked Doug to start copying out the book readings from the service as separate videos to support and increase the social media reach with the Family Ministry audience. ~ She reported that Kathryn is moving forward with replacement of our Mesh network, which provides Wi-Fi on campus, with a more secure version; the current network, which was purchased by another company, has become vulnerable since it is no longer supported with firmware/anti-virus updates. ~ RK reported that she still needs to meet with

Trisha for her annual performance review; she hopes to be able to fund an increase in hours for Trisha so that she can meet the needs of Administrative Assistant as well as assistant to Kevin more effectively.

Facilities/Structure – RK requested permission to move forward with creating a liability line in the Capital Fund for a Sponsored Project to fund the replacement of the two Sanctuary egress doors; the bid for replacement is approximately \$6800. She would like to demonstrate intent to the company but hopes to stretch the time out past the spring Auction in April. After some discussion, the Board consensus was to have RK proceed with plans for the Sponsored Project.

Fundraising– RK indicated her interest in choosing fundraising projects that reach beyond UUTC members and friends and that produce a good return for the effort made. She recommended that the Finance Committee include the “Dinner for Two Anywhere in the World” project in the budget expenses and revenues for the 24-25 budget year, to be implemented in September 2024. She has begun work with a graphic designer to prepare materials and a plan for launching and executing the project.

Administration Committee – A March Administration Committee Report was shared with the Board prior to the meeting. The report addressed Article VI. Section H. Safety and Insurance in the UUTC Policy Manual. The committee recommended a revision of the VI.H. section for Board consideration. Based on the report, ***Nancy made a motion to approve the revision of Policy Manual Article VI. Section H. recommended by the Administration Committee and Vicki seconded the motion; the motion was approved.*** The Administration Committee will make the necessary revision to the Policy Manual for publication. Current Article VI. H. will be replaced with the following:

VI.H. Property & Buildings Protection and Safety.

- 1. UUTC’s property and buildings will be sufficiently maintained with the intent of a) providing for the safety and security of employees, congregants, and visitors, and b) protecting UUTC’s assets.*
- 2. The Board will ensure that insurance policies are in effect to protect UUTC against casualty and theft loss at replacement value and congregational and personal liability of the Board and staff related to UUTC business.*

Finance Committee –Secretary Judith Moore’s minutes from FinCom’s March 11, 2024, meeting was shared with Board members prior to the March Board meeting. Gail shared contents from the report with Board members during discussion of the preliminary budget and an update on the mortgage under Old Business.

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

Old Business:

Format for Minister’s Report – The Board consensus was to discontinue the formal, structured format of the Minister’s Report that addressed specific goals based on a previous year’s Ministry Annual Review. While Rev. Bob will continue leading varied worship services, pastoral care, and engagement in social justice and community activities, he will highlight those things he feels pertinent and relevant to the Board in his monthly report.

Compensation Recommendations – Mike Griffith shared the minutes from the February 15, 2024, Compensation Task Force meeting with the Board prior to the meeting. The minutes discussed wage and salary recommendations for staff for the FY 24-25. A table of recommendations referenced in the minutes was not included but will be sent to the Board

Secretary for the record. Wage and salary increase that appear in the FY24-25 Preliminary Budget must be approved by the Board.

Pledge Campaign Update – Nancy reported that the goal for the FY24-25 campaign is \$300,000. RK shared that, to date, we have received 80 pledges for a total of \$258,228. Pledge Team members have begun making calls to members who have not responded to the pledge letters.

Preliminary Budget – While no preliminary budget was presented to Board members, Gail discussed areas where changes are necessary to balance the budget, which was based on estimated revenues of \$295,000 for FY24-25. One expense that needs adjustment is the wage and salary increase that requires benefit adjustments; the Compensation Task Force will reconvene to determine the benefit costs necessary for appropriate budgeting. Another expense that may need adjustment is the mortgage, depending on whether the Board decides to maintain the current loan (which increases to a 9.25% interest rate as of April 1) or to refinance at a lower interest rate of 6.45% (which increases the length of the loan, with more going toward interest and less toward principal). A proposed budget for FY24-25 will be presented to the Board for consideration at the April Board Meeting. A Board-approved FY24-25 Proposed Budget will be presented to members at a Budget Forum (date TBD) prior to the May 19th Annual Congregational Meeting, where it will be presented for Congregational approval.

Finance Committee Update on Mortgage – Gail shared information from the March Finance Committee Minutes regarding the mortgage options investigated and discussed by the committee. After an investigation of various lenders, Committee member Erin Lausch confirmed that the 6.45% rate offered by First Citizens for refinancing the loan is the best available rate for a 5-year term adjustable loan. Refinancing the current loan at the lower rate would decrease the monthly payment but would increase the length of the loan, paying more toward interest and less toward principal. While the current promissory note indicates there is no prepayment penalty (we can pay extra toward principal without any penalty), the refinanced loan would restrict the amount of prepayment without penalty in the first 3 years of the loan, with no prepayment penalty in years 4 and 5. RK shared that the balance of the current loan is approximately \$250,000. ***Nancy made a motion to move forward with refinancing the current loan at 9.25% interest rate with First Citizens Bank to take advantage of their offer of a 6.45% interest rate; Kay seconded the motion. After lengthy discussion, the motion was approved.*** Board officers will follow up on meeting with bank officials to start the process of refinancing.

New Business:

Annual Review of Organizational Structure – Per Bylaws, the Board is responsible for maintaining the organizational structure of UUTC; therefore, the Board annually reviews and makes changes to the structure document, as needed. Kay sent a copy of the UUTC Organizational Structure document, with suggested revisions in red text, to Board members prior to the meeting. Kay pointed out the proposed revisions, explained the rationale for the changes, and asked if others had additional revisions to suggest. Hearing no additional suggestions, ***Kay made a motion to accept the proposed revisions and Nancy seconded the motion. After discussion of the proposals, the motion was approved.*** Approved revised language in the UUTC Organizational Structure, 2024 Edition, now reads as follows:

(Pg 3 lines 71-72) *After an elected Board member completes a term, as defined above, a 1-year period must elapse before the individual is eligible to stand for election to any Board position.*

(Pg 6 lines 163-164) *Finance. It makes recommendations for the purpose of managing UUTC funds in keeping with Congregational objectives and Board directives.*

(Pg 6 lines 167-168) Property. *It makes recommendations for all UUTC buildings and grounds and their use.*

Kay will make the approved changes to Organizational Structure document, file the updated document in Realm and in Google docs and send to the administrator for uploading to the website.

Publicize Requests for GA Delegates – Ian announced that it is time to publicize UUA’s next General Assembly (GA) and ask that UUTC Members consider serving as delegates to GA, which will be a virtual event this year. Ian will write an article for the upcoming Wayfinding newsletter to begin publicizing the event. RK noted that UUTC is entitled to four Member delegates as well as a Minister delegate.

Facilities Team Operating Guidelines – Kay explained that, while it is not the Board’s responsibility to approve Ministry Teams’ operating guidelines, an operating procedure revised by the Facilities Team in response to the Safety Task Forces’ recommendations does require Board approval. The procedure requiring the Board’s review and approval reads as follows:

(Administrative Procedure #8) In the event of an emergency that threatens or endangers people and/or property on the UUTC campus, and in the absence of Board members available to approve emergency expenditures, the Facilities Team is authorized to approve expenditures up to the current insurance deductible (\$10,000) to remediate the issues resulting from the emergency event. The Team will notify the Board and the Treasurer within 24 hours of the authorization.

The revision to procedure #8 was increasing the insurance deductible from \$5000 to our current insurance deductible of \$10,000. ***Nancy made a motion to approve the procedure giving the Facilities Team the authority to approve expenditures up to \$10,000 under the conditions described in Administrative Procedure #8 in the Facilities Team Operating Guidelines; Vicki seconded the motion. The motion was approved.***

Board Calendar Review: April – GA Delegate Approval, Final Budget Approval, Annual Meeting/Forum Preparation, Annual Review of Safe Congregation Plan

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

Adjournment: The meeting adjourned at 7:00PM.

Respectfully submitted,
Kay Webb,
Secretary