

**UUTC Board Meeting
January 28, 2020 5:29pm**

Present: Joyce Henneberry, Susan Zelle, Susan Slocum, Gypsy Richardson, Gail Meyers, Brigid Fox, Betty Kendrick, Peter Mockridge, Joanna Bliss, RK Young. Rev. Sally Beth Shore

Welcome, Opening Words and Check-In: Opening Words were by Brigid Fox

Peter Mockridge and Joanna Bliss presented the draft amendments to the By-Laws addressing the Endowment Fund and the setting up of the Endowment Committee to administer the Endowment Fund. Discussion was had on the various provisions. The Board accepted the amendments to the By-Laws for further study. Several valid points were brought up during the discussion. These will be taken in to consideration in making a final determination on amending the By-Laws concerning the Endowment Fund and the Endowment Committee.

Linda Young has decided, due to health reasons, to resign as an At Large member of the Board. The Nominations Committee has been alerted. The person who is chosen will either serve 12 or 17 months. The Board was asked for suggestions.

We wish Linda well and hope we will continue to see her at church.

Receipt of the Amended 11/11/19 Board Minutes and 3 Email Votes:

1. Betty Kendrick made a motion to create a task force to explore and create the UUTC safety policy. Susan Slocum 2nded the motion. The motion passed.
2. Susan Zelle made a motion to allow Gail Meyers, a member of the Finance Committee, the ability to see confidential financial information that is normally only seen by the UUTC Treasurer. Susan Slocum 2nded the motion. The motion passed.
3. Brigid Fox made a motion to make Gail Meyers, UUTC Finance Committee Member, temporary Co-Treasurer on the UUTC Board Trustees. Gypsy Richardson 2nded the motion. The motion passed.

Motion was made by Gypsy Richardson to accept receipt of the Amended 11/11/19 Board Minutes and 3 Email Votes. Susan Zelle 2nded the motion. Motion passed.

Treasurer's Report: November/December 2019

Revenue vs Expense

Income: **November:** \$21,082.90 **December:** \$21,428.39

Expenses: **November:** \$27,830.32 **December:** \$27,837.02

Net: **November:** (\$6,747.42) **December:** (\$6,408.63)

Unrestricted Cash on Hand: **November:** \$42,998.89 **December:** \$36,990.26

Restricted Reserve Fund: **November:** \$13,021.63 **December:** \$13,461.12

Total Available Cash on Hand: November: \$56,020.52 December: \$50,451.38

Endowment Fund balance: **November:** \$167,654.11 **December:** \$188,374.17
Charitable Giving: **November The Haven:** \$11,080.00
December Dignity Project: \$3510.81

Finance Committee Report: There was no formal report but Joyce Henneberry did attend. Gail Meyers and Susan Slocum held meetings to do a financial midyear analysis. Overview: Expenses going out for the rest of fiscal year should be compared to the budget. 32% of pledges are still outstanding as of January 2020 for the fiscal year. Cash is down overall in the collection plates on Sunday. The bottom line is that we need to be careful or we may end up in the red at the end of the fiscal year. With a little caution that should not happen. The discussion on why the cash collection is down centered around the fact that people may think that when they use the envelopes for the charity of the month that that counts but it doesn't. Also many people have donated to a number of projects including the new AV System instead of the general operating fund. The Finance Committee needs 3 new people. The Board and the Finance Committee feels that if we can get the new people on board immediately that they would be able to attend the budget process that will take place shortly. This will give them a chance to understand the budget process better. Gail Meyers brought up the Cash Disbursement policy procedures. This will be looked at immediately.

Susan Zelle made a motion to accept the Treasurer's Report and the Finance Committee Report. Brigid Fox 2nded the motion. The motion passed.

Administration Committee Report: The Administrative Committee completed its review and revisions to the UUTC By-Laws. It has requested that the Board review the amended By-Laws draft. The Administrative Committee also requested that the Board provide updates on the Endowment Fund By-Laws so that the Administrative Committee can review and incorporate the Board's decisions into the appropriate sections of the By-Laws before submission to the Congregation for ratification. They also requested feedback on the 3 (4?) different quorum/voting requirements in the Governance section.

The Board has accepted the amended By-Laws draft for study. The Board has been tasked with carefully reading the By-Laws draft before the next Board meeting so that it can be discussed thoroughly. The Board will also supply the endowment fund and endowment committee amendments to the By-Laws to the Administrative Committee.

Operational Report:

SPACE: An itemized list of older sound equipment (no longer needed) has been compiled and will be posted to sell and rid the mechanical room of a couple shelves worth of equipment.

REALM ROLLOUT: Adoption of the software is progressing—some people have begun to use Groups at a very minimal level. Pledge reports have gone out via Realm—these should encourage some others to get logged in.

STAFF: New Hire Eloise Shepard has adapted quickly to her role. Between Amy and Eloise, nearly all “essential for Sunday” responsibilities can be handled without RK Young’s presence. Going forward, Amy’s role will guide Communications for UUTC, while Eloise will begin providing administrative support for membership data.

UUTC Minister’s Report: In 2 months since the Board last met I have been involved with both the Thanksgiving and Christmas programs. This has necessitated a lot of planning and work. Now that January is here I’m feeling more settled and focusing on setting concrete goals for the remainder of my time here. I am now approximately ½ through the 10 month Transitional Ministry. Work during the past two months included the following as well as general communications about various UUTC undertakings.

Worship: retooled opening statement, solidified LHHH candlelighting, worked with many members/friends to be part of service as readers, attended meetings to inform and help plan off-Sundays

CRE: Planned intergenerational Thanksgiving Service, Participated in Santa’s Workshop, Supported Kevin in planning for OWL, Created Children’s choir, attended CRE meetings.

Membership: Still working with team for clarity on responsibilities, planning for upcoming UU101 classes in February, edited cards for streamlining visitors, getting info into REALM, attended meetings.

Admin and Financial: Continuing to work on RK responsibilities and Job Description with RK and Joyce Henneberry.

LHHH: Working with LHHH to plan Feb 13 tea for cared for people (whole church), sent several cards, working with team for script and signups to joys and sorrows; member to member email for concerns.

Council: Worked with Michael Solomon/Council to plan for Feb 8 Vision 2025 meeting.

Community Outreach/Social Action: Worked with Welcoming Renewal Team/Joanna on final submission of application and facilitating next steps for this team. Supported Christmas giving tree—Davidson River School and The Haven, Working on Better Angels initiative.

Brigid Fox made a motion to accept The Administrative Report, The Operations Report, and the UUTC Minister’s Report as submitted. Betty Kendrick 2nded the motion. The motion passed.

NEW/OLD BUSINESS

Personnel Committee has been set up. So far Dave Roberts will be liaison from finance committee, Gerry Azzata has agreed to serve on the committee. Betty

Kendrick will be the liaison from the Board. The goal is to have the Personnel Committee up and running in the next month or so.

Safety/Security Task Force/Door Replacement update: The Taskforce consists of Dave Hunter, Tim McGann, Joyce Henneberry, Bart Renner, and Rev Sally Beth Shore. The Task Force is looking at other Safety/Security manuals from other churches. The timeline is to have a Safety/Security Plan in place by the Board's 28 April 2020 meeting. Joyce Henneberry has gotten 3 bids on the Doors. The bids start with \$9000.00 and go up from there. Joyce hopes to get a 4th bid shortly before they start looking at the different bids.

The Memorial Service Policy has been tabled until the 25 February meeting as has the Building Use Policy and Legacy Money Use.

Gypsy Richardson made a motion to accept Susan Slocum's resignation. Brigid Fox 2nded the motion. The motion passed.

Motion was made to accept the Nominations Committee's recommendation of Gail Meyers as Treasurer of the Board of Trustees to finish the remainder of the term.

It is with deep regret that we accept Susan Slocum's resignation as Treasurer of the board. She has gone above and beyond in her job as treasurer plus many other positions that she has held in the past. We hope that she will take a well earned rest.

The next meeting is 25 February 2020 at 5:30 at UUTC

The meeting adjourned 8:05 pm.

Respectfully submitted
Gypsy Richardson
Secretary