

**UUTC Board Meeting
February 25, 2020 5:30pm**

Present: Joyce Henneberry, Gypsy Richardson, Gail Meyers, Brigid Fox, Betty Kendrick, RK Young. Rev. Sally Beth Shore

Opening Words and Check-In: Opening Words were by Gypsy Richardson
Officially welcomed Gail Meyers and Cantey Carpenter to the Board.

Operations Report

Space: Price for renting the building should include the whole building because of the configuration of building that, for the most part, makes it impossible to restrict groups to just one room. Under the Safe Congregation Policy there is a requirement that all who volunteer with children have to have a background check. Kevin Smith has asked to finesse this policy so that one person per room is background checked, a second volunteer in the same space would not necessarily have to have a background check. This makes it easier if someone does not show up for the classes someone from the congregation can be pulled in to help with the children. Bart Renner is already looking into this matter.

Realm Rollout & Other Data: The rollout has gone well so far. There will be a meeting on Friday the 28th at 2:00pm targeting group leaders who might assist in helping others to learn the new software. They are still trying to collect birthdays of members and friends. Some people would prefer not to give out that information. There was discussion on just putting the month and year.

POLICY TWEAK: This year we are over budget for background checks partly because the required renewal of 3-year old checks has passed and partly because it is a requirement that all who volunteer with children must submit to a background check. Kevin has asked to finesse the Safe Congregation Policy so that if one person in the space has a background check the 2nd volunteer in the same space does not have to have a background check. Kevin feels that the requirement creates a barrier to service that is unsustainable and unnecessary. Bart Renner is looking into this request. However, all **employees** of UUTC must have a background check.

STAFF: Frank Parsons conducted his first auxiliary personnel training for AV on Sunday the 16th between services. Amy's role has been further refined and re-refined as Communications Coordinator.

Acceptance of Amended Minutes of 01/28/2020 Board Meeting. Gail Meyers made a motion to accept the amended Minutes. Betty Kendrick 2nded the motion. The motion passed.

Treasurer's Report for January 2020 - End of Month

Operating Fund

Income: \$26,669.33
Expenses: \$29,359.69

Net: \$ (2,690.34)

Unrestricted Cash on Hand: \$34,014.22

Restricted Reserve Fund: \$13,462.26

Total Available Cash on Hand: \$47,476.48 End of January

Endowment Fund: \$188,876.44

Other Funds: The bank balance and amount restricted were shown for 6 funds.

Gail Meyers also supplied the board with a sheet showing Projection Estimates as of 2/25/2020. It included Cash Info, Pledge Info, Average Expenses, Profit (Loss) Estimate, and Cash in Bank Estimate.

This was very helpful in seeing where we stand currently.

Because UUTC received a large check for stock in February we are currently projected to have a profit at years end. LPL Company is currently handling the stocks that are received. Gail Meyers would like to be able to look at the stock portion of the portfolio.

Administration Committee Report: There is no formal report as they are waiting for the Board to give them the By-Laws revisions.

Finance Committee Report: There was no formal report.

Property Committee Report: No Report

Council Report: No Report

Rev Sally Beth Shore Report: There was no formal report. Rev. Sally Beth Shore did report on what is going to happen with the Lenten Services.

NEW/OLD BUSINESS

Personnel Committee: The Committee has been set up. The Committee's members are: Sharon Gublo, Chairperson, Gerry Azzata, Dave Roberts, Betty Kendrick liaison from the board. The Board came up with the following list to give the Personnel Committee to do.

1. Maintain Personnel Files
2. Receive Employee Grievances
3. All Onboarding of new hires
4. Common Human Resource practices
5. Contact with UUA for new insurance updates, etc.
6. Track Vacation/PTO

7. Keep Job Descriptions up-to-date

Because the Personnel Committee is not up and running yet, RK Young and Gail Meyers will do the annual review for the bookkeeper Sue Gervais.

Joyce Henneberry received feedback from the Search Team regarding the minister's contract. There were 3 items in particular that the candidates had expressed concern about when they were interviewed. Instead of using the UUA Minister's Contract verbatim UUTC changed some items that better suited our church.

Following are the 3 items discussed and voted upon by the Board.

1. 7.65% in lieu of FICA payment
2. Change PTO to 42 days
3. Reduce required Sunday services to 35

A motion to amend the minister's contract to include 7.65% in lieu of FICA payment, and change the wording of the PTO to be 42 days and reduce the required Sunday services to 35 was made by Gail Meyers and Cantey Carpenter seconded the motion. The motion passed.

The discussion on the changes to the By-Laws made by the Administration Committee which include the Endowment Fund were tabled. A Special Board meeting will be held on Tuesday, 3 March 2020 at 5:30 to discuss the By-Laws.

The special board meeting will be held on 3 March 2020 at 5:30 at UUTC
The next regular meeting is on 24 March 2020 at 5:30 at UUTC

The meeting adjourned 8:05 pm.

Respectfully submitted
Gypsy Richardson
Secretary