

**UUTC Board Meeting via Zoom
April 28, 2020 @ 4:45 pm**

Present: Joyce Henneberry, Gypsy Richardson, Gail Meyers, Brigid Fox, Cantey Carpenter, Susan Zelle, Betty Kendrick, RK Young, Rev. Sally Beth Shore, David Roberts, Rev Bob Renjilian

Opening Words and Check-In: Opening Words were by Gypsy Richardson

Dave Roberts was at the meeting to answer any questions about the proposed budget for 2020-2021. There was concern about the \$24,999.84 that was proposed for the Stewardship Team. Plus concern about the \$5000.00 allotted for Musical Events. The Stewardship Team is going to be a full time Team. It will not only handle the pledge drive every year but will plan fund raising events throughout the rest of the year. Concern was expressed because this is a new team and a new challenge. We do not know, at this moment, how our financial situation will be impacted by Covid-19 and for how long. Dave Roberts said the monies expected to be raised by the Stewardship Team ARE necessary and UUTC has delayed too long in establishing year-round stewardship activities, to the detriment of the budget and programs. Dave Roberts also said that the Stewardship team can start looking at fundraising events now even if they will not take place until the 2nd half of the fiscal year. So far there are 2 people who have agreed to be on the year round Stewardship Team. They are Jim Null and Krista Moore.

A motion was made by Brigid Fox to accept the 2020-2021 Budget. Susan Zelle 2nded the motion. The motion passed.

Gypsy Richardson made the motion to accept the 3/24/20 minutes, the Special Board Minutes for 4/3/20 and 4/8/20, and the Email Vote. Betty Kendrick 2nded the motion. The motion passed.

Minister's Report: All options are on the table for worship services. I have been in continuous touch with the Worship Team. I continued the mid-week Lenten services via the Facebook live streaming on March 26, April 1 and 8. **Pastoral Care** has been encouraged to meet through Zoom. I have taken extra time to send out cards and make phone calls to members and have made a few in person visits. I see my column in the Newsletter as pastoral care also. **Membership:** I have been in touch with Tim McGann and team to continue mission of membership, updating the team operating guidelines and trying to recruit new members. **Pledge Drive:** Signed/sent final call letters. Met with Kristin Leesment and team to finalize list, solicited newsletter articles and pulpit announcements. **Ministerial Settlement:** I had consultations with Ian Cowie, Joyce Henneberry, and Rev Bob Renjilian regarding announcements, timeline, and contract. **CRE:** Worked with Kevin Lausch to look at how to support families and continue CRE momentum. Worked with Kevin Lausch and RK Young to implement drive-by Easter egg hunt. Worked with Kevin Lausch to create a Sunday on-line children's story time. **Adult RE/Spiritual**

Development: Continued with Lenten wrist bands/no complaints and daily contact missives until April 11. Daily Earth Day quotes on FB and Earth Day Missive, Friday Afternoon Happy Hour is now handled by volunteers. The Covid-19 Team has set up an on-line book club and other Zoom meetings. **Administration:** We are still having staff meetings, some on-line and some with people spread out. Discussions have been had as to how to pay and utilize staff. Eloise Shepard is becoming UUTC's database/membership coordinator. Amy Lander is becoming the communications coordinator. **Covid-19 Team:** Michael Solomon, Lane Meyer, Elizabeth Williams, and Betty Kendrick have been doing a wonderful job.

Operations Report: RK Young has told us that the doors are being replaced. The doors will have to be rekeyed. This gives us a chance to check all keys out there and decide who still needs a key. The web page is being reworked so that there are not so many drop downs. Eloise Shepard is working towards a true Membership Coordination Role. She is working to help clean up the Realm database. Amy Lander's work is related to data from Facebook shown in a graph indicating Post Reach-how many people saw your posts at least once. Two graphs were from the website. The home page had the most interest. The 2nd graph shows the traffic on the website. We have had 675 unique visitors since the Covid-19 outbreak. We are also in the process of launching an Instagram platform which Amy Lander will manage. We are also starting a video channel on VIMEO starting with story time reads for children. The videos will be embedded on the website. Recent notes to the office have made it clear that our frequent communication is greatly valued by our community

Treasurer's Report: Projections as of 4/28/20

Current cash in Bank: \$78,760.57
Surplus as of March 31: \$39,887.64
Current Year Pledges Outstanding: \$27,551.47
Estimated Cash at End of Year: \$57,502.94
Estimates Surplus at End of Year: \$31,590.68 (if all Pledges come in)

Gail has sent off the PPP Application to Nick Josue of Entegra Bank
Pledge Form duplicates for gift through trust fund.

Report from Sue G: Have not yet seen the March information

Administrative Report: Requests for Board Review and/or Approval of Version 5 of the Draft revised Bylaws to be delivered by 5 May when the Administrative Committee plans to meet. The Administrative Committee is continuing on their alignment review of the Organizational Structure and the Policy documents. Changes need to be made consistent with revised Bylaws. This cannot be completed until the Bylaws have been voted on by the congregation. Updates have been made to the Organizational Structure to include the Personnel Committee and revision of the document to reflect changes in the UUTC organization since the 2017 adoption

of the last set of revisions. The Administrative Committee also needs to recruit 1-2 new members.

Finance Committee Report: UUTC Finance Committee met on April 21, 2020. The Treasurer's Report was presented and Financial Committee reviewed the March Financial Report. Pledges to date have been approximately \$10,000 more than last year. The Committee discussed the Varsity Street rent. The 2 tenants will be given 2 months free rent plus the ability to delay rent payment rents for an additional 2 months. The last 2 months are to be paid back in the future. The Committee also discussed not paying the Property Management Company their rent fee for April and May. This will have to be investigated as the Property Management Company does more than collect the rent. It was suggested that they could send invoices for the work they do continue to do. The 2020-21 Budget will be presented to the Board on Tuesday, April 28, 2020.

Personnel Committee Report: The Personnel Committee has finished first draft of the new Personnel

Property Committee Report: No Report

Council Report: No Report

Susan Zelle made a motion to accept all the reports. Cantey Carpenter 2nded the motion. The motion was accepted.

NEW/OLD BUSINESS

Covid-19 Response Team has set up a buddy system with people who requested a buddy. The buddies will communicate with each other on a regular basis.

The 2021 budget was discussed at the beginning of the meeting with Dave Roberts. It was agreed by the board to accept the budget. The motion information can be found at the beginning of the minutes.

The 5th draft of the Bylaws was discussed. There are a few changes that still need to be made. Joyce Henneberry will send those changes to the Administrative Committee. When the board receives the Bylaws back with the revisions requested they will take one more look and if everybody agrees a motion will be made to accept the Revised Bylaws. The Revised Bylaws will probably be voted on by the congregation sometime in the July/August timeframe.

Gail Meyers made a motion to keep the church closed through May and continue to pay the staff during that time. Susan Zelle 2nded the motion. The motion passed.

Plan B was discussed. It is a substitute for actual congregational meetings, due to the current Covid-19 crisis. Plan B would institute mail-in ballots. One ballot would

be for voting on accepting the new settled minister and the other would be for voting on the Board Member Nominees, and the 2020-2021 Budget.

The final discussion was on the decisions concerning the re-opening of the church. A Special Board Meeting will be held to discuss phases 1, 2 and 3. This will be partly dependent on the 3 phases that the North Carolina Governor has put forth.

The next meeting will be a Special Board meeting to be held on Tuesday, 5 May @4pm by Zoom.

The meeting adjourned 7:26 pm

Respectfully submitted
Gypsy Richardson
Secretary