

UUTC Board Meeting Minutes  
September 24, 2020 @ 5:30pm via Zoom

**Present:** Betty Kendrick, Gail Meyers, Rev. Bob Renjilian, Bart Renner, Kay Webb, Elizabeth Williams, RK Young, and Susan Zelle

**Welcome, Check-In, and Opening Words:** The meeting opened with a check-in with those attending and a reading by Betty Kendrick. Elizabeth volunteered to present the opening words in October.

**Approval of the Minutes:** The August 27, 2020 meeting minutes were approved via email vote on August 30, 2020 and distributed to Members and Friends.

**Approval of Email Votes:** Gail Meyers moved to accept the following email vote for inclusion in the September minutes; Kay Webb seconded. The motion carried.  
*08/29/20 – Motion to accept the August 27, 2020 Board Meeting Minutes as recorded was made by Betty Kendrick, seconded by Susan Zelle; motion carried on 08/30/20.*

**Standing Updates:** The following reports were accepted for the record:

**Minister's Report** – Rev. Bob highlighted his activities during the month of September: continued unboxing for his UUTC office and his home office; additional pastoral porch visits; participation in CRE Apple Picking event; a trip back to Connecticut; the move from live-streaming to pre-recorded services due to internet issues; introduction of the productivity/communication tool, Slack app, for office staff use; practice using the “Give” button in Realm; participation in the Braver Angels workshop, “Bridging the Divide”; shared reflections on the chapter “The Job of the Board” from the Dan Hotchkiss book, Governance and Ministry, with Board members.

**Treasurer's Report** – The monthly report was shared with Board members, providing the financial status as of August 31, 2020. This report is made available to Members and Friends in the newsletter.

**Operations Report** – RK's September report discussed a new direction in outreach with new social media tools and a new page on the UUTC website that links to our YouTube, Vimeo, and Facebook pages. Other topics mentioned in the report included: good progress on getting pledges restarted; the purchase of One License, recommended by UUA, to cover streaming of music; introduction of the Slack app for staff communication; the complexity of changing staff roles as we navigate “virtual church.”

**Administration Committee Report** – The September report presented the committee's recommendation of a 2020.1 version of the Policy Manual for Board consideration. The committee continues to review and draft revisions to the UUTC Organizational Structure.

**Finance Committee Report**– Minutes of the committee's September 22, 2020 meeting were shared with Board Members; the minutes included an attached copy of Finance Committee's Operating Guidelines. The minutes reported that receipts are down, likely due to the need for donors to update their automatic withdrawal information with the beginning of a new fiscal year and because UUTC's change in banks required a new routing number and new bank account numbers. Other items discussed included: status of moving expenses for Rev. Bob; the higher-than-budgeted costs of AV Tech due to on-line broadcasting; the need for and status of filing an application to designate UUTC as a 501(c)(3) corporation.

**Personnel Committee** – No report

**Property Committee** – No report

**Advisory Council** – No report

**Old Business:**

**Remote Vote on Bylaws/Endowment Committee Members** – 193 ballots were sent to Members; 123 ballots were returned by the September 15<sup>th</sup> deadline and counted; both resolutions (approval of Bylaws and election of Endowment Committee members) passed unanimously. All returned ballots, including those received after the deadline, were scanned for electronic filing; also, per the Bylaws, the physical ballots are secured at UUTC for a period of three years.

**Review of Board Operating Guidelines** – A copy of the Board Operating Guidelines was sent to each Board member prior to the meeting to allow time to read and consider the proposed revisions; these revisions include updates to meet current procedures and alignment with the newly approved Bylaws. A motion to approve the Board Operating Guidelines, as revised, was made by Bart Renner and seconded by Susan Zelle; the motion was approved. Kay will make the necessary changes to the document and post it to the Board's page on Realm and send to the Administrator for posting to the website.

**501(c)(3) Application** – Finance Chair, Dave Roberts, has volunteered to file the application for UUTC to request 501(c)(3) status. This is necessary because “piggy-back” status using parent (UUA) status as a 501(c)(3) is no longer sufficient to maintain our standing with GuideStar, which recommends non-profits for donations. UUTC has held a Silver Level status with GuideStar...we lose that on September 30<sup>th</sup>. He has requested that the Board be responsible for completing certain parts of the application - page 4, part IV; page 6, #9; and pages 19-20, Schedule A. Dave also sent a sample of a Conflict of Interest Policy that will need to be adapted for UUTC use; this policy is required for a successful application. RK Young, Betty Kendrick, and Kay Webb will meet together to look at Dave's requests of the Board to see who may best address the questions/issues.

**New Business:**

**Review of Policy Manual** – A copy of a proposed 2020.1 Policy Manual, recommended by the Administration Committee, was sent to Board members prior to the meeting for consideration. After discussion of language regarding the Community Outreach Endowment Fund, Gail Meyers made a motion to approve the suggested changes and to recommend that AdCom clarify Article V, Section H, #1, a and b. Betty Kendrick seconded the motion. The motion was approved. Kay will report this action to the Administration Committee.

**Preparation for '20-'21 Stewardship (Pledge) Campaign** – Susan reported that Kristin Leesment has agreed to chair the Pledge Campaign task force again this year; other members will need to be recruited. To begin preparations for the pledge campaign, Board members agreed that a Board strategy session is necessary to provide guidance and focus for the budget process and the pledge campaign. The date for a strategy session is tentatively scheduled for October 8<sup>th</sup> at 5:30. Susan will contact two or three additional Ministry leaders to include in the strategy session.

**Board Member-at-Large Vacancy** – Susan reported that the Nominations Committee has provided names of several individuals who would be possible candidates to replace Tom Stanwood, who stepped down as Board member-at-large. Per the Bylaws, the individual named to complete the vacated three-year term must be a Member of the congregation and shall be appointed by the Board. Susan will contact possible candidates and report back to the Board.

**Additional Business** – Following a question about archiving the minister’s sermons for later listening, there was a lengthy discussion on the use of social media to increase our reach to Members, Friends and beyond. Rev. Bob reminded members of the Board that his contract makes sermons the property of UUTC until such time as that contract ends. Bart mentioned how much he likes being able to go back to a sermon/service, especially if he missed the livestream. RK discussed the costs of a few options, and the complications of music licensing that can force staff to remove music from services before posting to either Vimeo or YouTube for storage (time is money). RK will formulate a strategy with Amy and Frank and get back to the Board on a recommended practice.

**Board Calendar Review:** Agenda items for October will include a review of the UUTC Organizational Structure.

**Adjournment:** The meeting adjourned at 7:35PM.

**Next Regularly Scheduled Board Meeting:** October 22, 2020 at 5:30pm

Note: The November meeting is rescheduled for November 19<sup>th</sup> at 5:30pm to avoid the Thanksgiving holiday; a December meeting is not scheduled at this time.

Respectfully submitted,  
Kay Webb,  
Secretary