

UUTC Board Meeting Minutes
October 22, 2020 @ 5:30pm via Zoom

Present: Betty Kendrick, Gail Meyers, Quim Moya, Rev. Bob Renjilian, 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 Elizabeth Williams. Susan volunteered to present the opening words in November.

Approval of the Minutes: The September 24, 2020 meeting minutes were approved via email vote on September 28, 2020 and distributed to Members and Friends.

Approval of Email Votes: Elizabeth moved to accept the following email vote for inclusion in the September minutes; Gail seconded. The motion carried.

09/27/20 – Motion to accept the September 24, 2020 Board Meeting Minutes as recorded was made by Betty, seconded by Kay; motion carried on 09/28/20.

09/29/20 – Motion to appoint Quim Moya to fill the Member-at-Large vacancy was made by Kay, seconded by Susan; motion carried on 09/29/20.

10/12/20 – Motion to accept the October 8, 2020 Board/Ministry Retreat Minutes as presented was made by Betty, seconded by Susan; motion carried on 10/12/20.

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

Minister's Report – Rev. Bob highlighted his activities during the month of October: attending UUTC outdoor safe-distancing gatherings; continuing pastoral porch visits; virtually attending several UUA ministers' meetings and conversations addressing various COVID-19 related challenges; meeting several community leaders. He shared his appreciation to the volunteers and tech staff who participated in the October 22, 2020 "Coming Out Day" Sunday service and indicated that he would like to encourage additional volunteers to take part in Sunday services. Finally, he emphasized his concern for the current rise in COVID cases and encouraged everyone to assess the risks for any in-person gathering.

Treasurer's Report – The monthly report was shared with Board members, providing the financial status as of September 30, 2020. This report is made available to Members and Friends in the newsletter. She reported good progress in contacting pledgers who had not updated their payment methods into Realm for the new fiscal year; this has brought many pledgers current with past due amounts.

Operations Report – RK's October report discussed ways UUTC is reaching out to the community on various platforms...Facebook, Instagram, Vimeo, and YouTube. Other topics mentioned in the report included: good progress on getting pledges restarted; a new account with Stripe, a credit card processing company that works with both our website host (Squarespace) and our auction software (Auctria); appreciation to all of the musicians who continue to provide wonderful music for Sunday and special services. Finally, she discussed the upcoming survey designed to provide the Board with guidance on short-term and long-range strategic planning.

Administration Committee Report – The October report presented two proposed revisions (a Board-requested revision to the Policy Manual and a comprehensive revision to the UUTC Organizational Structure) for Board review and approval. Also, in reference to developing a conflict of interest policy to protect the church's tax-exempt status as financial decisions are made, the committee requested a clear definition of the scope of individuals

that need to be covered by the policy. After discussion, the Board agreed that those covered by the policy should include not only the Board of Trustees but also other individuals with decision-making and purchasing power. Once a policy is approved by the Board for inclusion in the Policy Manual, a version of the policy to include applicable procedures to carry out the policy will be inserted into the Board Operating Guidelines. Kay reported that the Administration Committee needs 2-3 additional members.

Finance Committee Report– Minutes of the committee’s October 20, 2020 meeting were shared with Board Members. The minutes reported higher than usual receipts for the month because pledgers were alerted to update their automatic withdrawal information to coincide with the fiscal year beginning July 1. Other topics reported in the minutes: use of remaining PPP loan to help cover payroll expenses; increase in the Endowment Fund; expenses for the month were down due to decreased usage of UUTC facilities. Finally, Gail reported that the Finance Committee is in need of two additional members.

Personnel Committee – Liaison to the Personnel Committee, Betty Kendrick, reported that the committee has received and is reviewing the job description for the Communications Coordinator.

Property Committee – Susan Zelle shared the names of three Members who are willing to accept positions on the Property Committee. Kay made a motion to appoint Carol Cartwright, John Phillips, and Karla Marr to serve on the Property Committee; Elizabeth seconded the motion. The motion was approved. Quim Moya volunteered to become the Board Liaison to the Property Committee.

Advisory Council – Susan Zelle requested names of possible individuals to serve on the Council.

Old Business:

Board Member-at-Large Appointment – Quim Moya was officially welcomed to the Board of Trustees.

501(c)(3) Application – The questions that were referred to the Board for responses were initially reviewed by Betty, Rev. Bob, Kay, and RK. Kay and Rev. Bob have provided some responses; the questions and their responses have been shared on Google Docs and will be made available to all Board members for input.

Policy Manual Revision Request by Board – The Board requested that the Administration committee revisit Article V, Section H, 1 a) and b) of the Policy Manual for clarification. A proposed revision was sent to members prior to the meeting for consideration. Gail made a motion to accept the revision as presented; Betty seconded the motion and the motion was approved. The approved revision will be inserted into the Policy Manual 2020.1 for publication.

Status of Online Survey/Virtual Discussions – RK shared a copy of a survey designed to provide the Board with guidance in determining short-term and longer-term goals with Board members prior to the meeting. After discussion, comments and approval of the survey, RK reported that the survey would be published via Realm and via a link in the Friday (10/23/20) newsletter. Members and friends will be invited to a Zoom meeting that Friday evening to discuss the survey; a link to join the virtual discussion will be included in the newsletter.

Varsity Property Tax-Exempt Status – Gail shared historical background on the purchase of the Varsity properties adjacent to the UUTC building on January 19, 2017. She explained that the property was purchased for future use by UUTC in its exempt purpose; to maintain its tax exemption, this requires that the buildings on the property be demolished or removed within 15 years of the purchase (2032). The “Neighborhood Land Rule” allows the buildings on the Varsity property to be rented for a temporary time (up to 15 years) tax

free, as long as the buildings are demolished or removed by 2032. With this background in mind, Gail asked the Board to allow her to contact Claudia Hawkins, CPA, to prepare an IRS filing of exemption for the Varsity property. Betty made a motion to authorize Treasurer Gail Meyers to contact Claudia Hawkins about preparing an IRS filing regarding the Varsity property; Elizabeth seconded the motion. The motion was approved.

In order to maintain a record of the intended use of the Varsity property, Susan moved the following resolution: *In accordance with our intent to demolish or remove the Varsity Street buildings prior to January 18, 2032, any long term improvements will be analyzed for cost benefit depending on remaining expected life of the buildings. We also take this opportunity to reaffirm our intention to demolish or remove the remaining buildings and convert the land to exempt purpose uses. We recognize that, to that end, we have demolished one of the buildings, replacing it with the Fellowship Green.* Elizabeth Seconded the motion. The resolution was approved. It was noted that the creation in fiscal year 2019-2020 of a budget line in our Capital Fund designated for Building Expansion further reaffirms the intended use of the property for its exempt purpose.

Rev. Bob suggested that Gail use the email mailing list, UU-Money Listserv, and contact Richard Nugent for more information on tax-exempt status issues.

New Business:

Review UUTC Organizational Structure– The Administration Committee submitted a proposed revision of the 2017 UUTC Organizational Structure to Board members for consideration prior to the meeting. Kay explained that the changes brought the document up to date on current practices and in alignment with the Bylaws and the Policy Manual. Since it was noted that the Ministry Teams are no longer listed on the Organizational Diagram, Elizabeth suggested including a reference to where a list of Ministry Teams can be found; other members agreed. Gail moved to approve the proposed revision, with the inclusion of a reference to where current Ministry Teams can be found; Betty seconded the motion. The motion was adopted.

Additional Business:

Access Control Bid – Based upon recommendations from the Safety Task Force to upgrade building security, RK and Facilities Leader, Bob Bennett, had researched and discussed various options and sought bids. Prior to the meeting, RK sent Board members bids from Red Oak Integration, LLC, for several options of Access Control and Video Security services for the UUTC facility. From these options, RK recommended the Two Door Access Configuration – Web Based Package at a cost of approximately \$3800. This would allow key fob access to the building through two front doors. Gail shared that funds had been budgeted for such upgrades for this fiscal year, so there were funds available for this expenditure. After further discussion, Gail moved to approve the expenditure for the Two Door Access Configuration – Web Based Package; Susan seconded the motion. The motion was approved.

WNC Live the Golden Rule with Malice Toward None Initiative – Prior to the meeting, RK sent a link to Board members to read about the WNC Live the Golden Rule Initiative after UUTC Member Carter Heyward suggested including the link in the UUTC newsletter. RK suggested that the Board consider a resolution to support this initiative with our (UUTC) “signature” and offer the zoom link to the UUTC community to provide an opportunity to attend the virtual Vigil scheduled for November 1. After a brief discussion and comments of

support, Quim made a motion for UUTC to sign on to the initiative and to provide a link to the Nov. 1 Vigil; Gail seconded the motion. The motion was approved.

Board Calendar Review: Tasks for November include renewal of the snow removal contract (RK), publication of the cancellation notification plan (RK), and submission of the county parking lot application (Kay)

Adjournment: Gail moved to adjourn the meeting; Quim seconded the motion. The meeting adjourned at 7:32pm.

Next Regularly Scheduled Board Meeting: November 19, 2020 at 5:30pm

Note: a December meeting is not scheduled at this time.

Respectfully submitted,
Kay Webb,
Secretary