

UUTC Board Meeting Minutes
January 28, 2021 @ 5:30pm via Zoom

Present: Joanna Bliss, Betty Kendrick, Gail Meyers, Quim Moya, Rev. Bob Renjilian, Bart Renner, Dave Roberts, 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.

Approval of the Minutes: The November 19, 2020 meeting minutes were approved via email and distributed to the Administrator and to Members and Friends. There was no December meeting.

Approval of Email Votes: Gail moved to accept the following email votes for inclusion in the January minutes; Quim seconded. The motion carried.

11/22/20 – Motion to accept the November 19, 2020 Board Meeting Minutes as presented was made by Betty Kendrick, seconded by Susan Zelle; motion carried on 11/23/20.

01/12/21 - Motion to accept the 12/17/2020 contract bid from Mac Heating & Air Conditioning to improve current ventilation systems and to authorize RK Young to engage the company to complete the contracted work was made by Betty Kendrick, seconded by Susan Zelle; motion carried on 01/12/21.

Standing Updates: The following reports were received and discussed:

Minister's Report – Rev. Bob highlighted the fact that some Ministry Teams are losing members and are not actively functioning. He indicated that he would like to engage the Southern Regional Staff of the UUA to lead a New Minister Startup Workshop in the spring, to include Board members and other leaders and staff. Due to weather and the increase of COVID-19 cases in the county, Pastoral Care visits have been replaced by phone calls and visits to community organizations have been paused. He officiated his first pre-recorded and streamed memorial service of a UUTC member in January. He continues to engage in professional development through recurring UUA meetings and discussions, conferences via Zoom, and webinars. He provided an update on his activities with ARE, the Social Action Team, and production of Worship services.

Treasurer's Report – The ACS reports and the Treasurer's monthly report and comments were shared with Board members, providing the financial status as of December 31, 2020. Gail provided projection estimates for the end of the 20-21 Fiscal Year, based upon July - December expenses and revenues. While the projection may change from month to month, it indicates a possible end-of-year shortfall. She recommended that the Board set aside time for a special Board meeting to consider steps to bolster UUTC's income stream. A Zoom meeting will be scheduled for February 11 @ 5:30 to discuss and decide how to address the current budget issues.

After Gail apprised Board members of several financial issues, the following motions were made:

- Gail moved that *the policy of the Board shall be that all expenditures for equipment and capital improvements of \$5,000 or less be expensed rather than capitalized*. Kay seconded the motion. During discussion, Gail explained that this policy provides direction to the Treasurer regarding which fund (capital or operating) will be utilized for certain expenditures. The motion was approved.
- Gail moved that *the policy of the Board shall be to comply with Federal and State laws and regulations related to all financial issues and to maintain that all hourly employees be paid using the higher of the amount determined by the Living Wage Coalition of Transylvania County or the Federal or State minimum wage*. Hearing no second and after some discussion of concerns, Betty recommended that the motion be tabled until the next Board meeting to allow additional time to consider the implications of the motion. The motion was tabled.
- Kay moved to *forego an outside financial examination for the Fiscal Year 2019-2020*; Susan seconded the motion. During discussion, Gail pointed out that, while it is time for an external financial examination, she is finding it difficult to obtain anyone willing to come to the UUTC building to perform the examination due to the COVID-19 pandemic issues. Under the circumstances, the Board approved the motion.
- At the suggestion of the Treasurer, Susan moved to *request and permit the Treasurer to apply for a second PPP loan*; Elizabeth seconded the motion. The motion was approved.

Operations Report – RK reported that UUTC’s “reach” and “engagement” through social media and our website has been up over the last 30 days. She pointed out that, during this time of shutdown, we are not bringing in new members even though we have people showing interest on Facebook. She reported on the success of “Giving Tuesday,” with a specified capital project as its target, and suggested that this is one tool that should be used to increase UUTC’s income stream. She pointed out that Realm provides for multiple giving campaigns. She provided an update on online programming. She reported that the components for the upgraded ventilation system have been ordered. Once the ventilation systems are upgraded, the social hall will be available for small group use, with mask and distancing protocols being used. In-person Sunday services are not likely until possibly September. As the weather improves, small, distanced gatherings on the Fellowship Green may resume. The Operations Report concluded with staff member self-assessments for December and January.

Administration Committee Report – No report

Finance Committee Report– Minutes of the committee’s January 19, 2021 meeting were shared with Board Members prior to the meeting. Finance Chair, Dave Roberts, shared a presentation on the role of the Finance Committee in preparing a budget and the status of the process. He reiterated the need to investigate ways to increase revenue streams outside of pledges rather than continuing to cut programming as a way to balance the budget.

Personnel Committee – No report

Property Committee – No report - Susan said that she would reach out to new members.

Advisory Council – No report

Old Business Updates:

Proposed Finance Policies – See page 2 above for finance policy motions.

County Parking Lot Application – Kay submitted the application to the county office mid-November and received approval on November 25th for UUTC to use the county parking lots beside South Broad Park for overflow parking in 2021.

New Business:

Notification of Community Outreach Endowment Fund Grants – Joanna Bliss, Chair of the Endowment Committee, notified the Board of four grant recipient organizations selected by the committee for 2021. Information on the organizations will be shared with the UUTC community once the recipients are notified. A total of \$9,700 in Endowment Fund grants will be distributed among the four recipient organizations.

Approval of New Members to Board Committees – Kay made a motion to *approve Don O'Dell to serve on the Administration Committee and to approve Bruce Kirkman and Lisa McHenry to serve on the Property Committee*; Susan seconded the motion. The motion was approved.

Conflict of Interest Procedures for Board Operating Guidelines - Following the adoption of a Conflict-of-Interest Policy by the Board in November 2020, proposed procedures to support the requirements of the policy were presented to Board members prior to the meeting. Gail made a motion to approve the proposed procedures; Susan seconded the motion. The motion was approved. Kay will insert the approved procedures into the Board Operating Guidelines.

Congregational Poll on UUA Statement of Conscience - Prior to the meeting, a document was emailed to Board members outlining the need for UUA to poll congregations about placing a proposed Statement of Conscience (SOC) on the Final Agenda for General Assembly 2021 and the options open for the Board to consider. After a brief discussion and hearing from Rev. Bob, the consensus of the Board was a “Yes” vote, indicating that UUTC wants the Draft SOC to be added to the 2021 General Assembly Agenda. This decision will allow RK to complete the UUA Annual Certification.

Additional Business:

New Ministry Startup Workshop - Prior to the meeting, Rev. Bob shared an email with Board members about a New Ministerial Startup Workshop offered and conducted by the UUA Southern Region staff, which he feels will be helpful. The consensus was to schedule the Zoom workshop on Saturday morning, March 6, 2021. Rev. Bob will contact the UUA staff to work out the details. Board members, staff, and other leaders will be invited to join the workshop.

Board Calendar Review: Jan/Feb - Review Policy Manual, Certification of UUA Membership, Budget Report to Congregation, Insurance Review, Employee annual reviews

Adjournment: The meeting adjourned at 8:00PM.

Next Regularly Scheduled Board Meeting: February 25 at 5:30pm

Note: There will be a called meeting of the Board on February 11 to review financial issues and determine next steps.

Respectfully submitted,

Kay Webb,

Secretary