

UUTC Board Meeting Minutes  
February 25, 2021 @ 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 Susan Zelle.

**Approval of the Minutes:** The January 28 meeting minutes were approved via email and forwarded to the Administrator for posting to the website.

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

*02/01/21 - Motion to accept the January 28, 2021 Board Meeting Minutes as presented was made by Betty Kendrick, seconded by Susan Zelle; motion carried on 02/01/21.*

*02/16/21 - Motion to accept the February 11, 2021 Called Board Meeting Minutes as presented was made by Betty Kendrick, seconded by Gail Meyers; motion carried on 02/16/21.*

**Standing Updates:** The following reports were received and discussed:

**Minister's Report** – Rev. Bob shared the agenda for the New Minister's Start-Up Workshop, led by the Southern Regional Staff of UUA, to be held March 6th from 10a.m. to 12p.m.; besides Rev. Bob and Board members, he will be inviting several Council and Team leaders and staff to attend the Zoom workshop. He shared positive feedback about meeting with the Pledge team and the progress of the Pledge Drive. Pastoral care involved phone calls and the resumption of porch visits; there have been several deaths in the immediate or extended families of UUTC folks recently. He expressed appreciation for the expanding the number of members/friends who are involved in the Sunday services as readers, service coordinators, musicians. He plans to meet with Alice Hardy to discuss post-covid transition services and the composition of the Worship Team for the new fiscal year. He reported attending two virtual anti-racism discussions. The "Building Your Own Theology" ARE offering in January and February included participation by long-time members as well as new people who have expressed interest in UUTC. Rev. Bob will offer a new member orientation, plus a two-session UU History class in March.

**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 January 31, 2021. Gail provided projection estimates for the end of the 20-21 Fiscal Year, based upon July 2020 - January 2021 expenses and revenues. The projection will change from month to month. She reported that she has submitted the required forms for the forgiveness of the PPP loan and shared that UUTC does not qualify for a second PPP loan. Also, she reported that while the Federal minimum wage has not yet increased, the Transylvania County Living Wage has increased to \$13/hour. She reported that, when submitting an application to the UUA Endowment Fund to release funds for the community outreach grants awarded by the Community Outreach Endowment Committee, she discovered that the current Endowment

Holding Account is a savings account, and she is unable to write checks from this account to distribute the funds to the recipients. To rectify this, the savings account will need to be closed and the funds rolled over into a new checking account for the Endowment Holding Account. Gail shared that at this point in the Pledge Drive one third of the FY 21-22 pledge goal has been met with 31 pledging units.

**Operations Report** – In the area of outreach, RK reported that UUTC member involvement in the community has drawn in a number of like-minded people from within and without UUTC, and she is establishing some new groups within Realm, including walking, hiking, and environmental stewardship groups, to allow communication among these group members. In the area of fiscal planning, she reported that there are 127 pledging units (some singles and some couples) in UUTC and emphasized the importance of achieving 100% participation, regardless of the amount pledged. Also, she reiterated the need to start a second Endowment Fund to serve the needs and long-term health of UUTC. In the area of online programming and sanctuary space, RK reported that work needs to begin to develop a “hybrid” model for programming and worship services that will include small group in-person attendance, while maintaining live-streaming of the service over various platforms. A first step is to consider a replacement for the backdrop screen, which will be inappropriate for in-person services. Another necessity will be an additional camera, as well as new camera mounts to replace the tripods that would become a safety hazard with in-person services. The Operations Report concluded with a summary of staff activity during February.

**Administration Committee Report** – Sent to Board members prior to the meeting, the committee’s report requested a review and approval of the latest version of the Policy Manual, which includes the addition of a new Article V. Section K. Expenditures for Equipment and Capital Improvements. After a brief discussion of the wording of the new policy, Susan made a motion *to approve the 2020.2 draft Policy Manual as presented*; Gail seconded the motion. The motion was approved. This approved version will be identified as Policy Manual 2020.2; red text will be changed to black text and the 2020.2 version of the Policy Manual will be transmitted to the Administrator for posting to the website.

**Finance Committee Report**– Minutes of the committee’s February 23, 2021 meeting were shared with Board Members prior to the meeting. The report indicated that 68% of the FY 20-21 pledges have been received thus far; projections indicate that there will be a 5% shortfall on the pledges. The Treasurer will add a line item to the budget to separate telephone from internet expenses to provide a better idea of the monthly cost of each service. The committee reported that donations of land or real property to UUTC must be liquidated when received and that this policy should be revisited. Kay and Gail stated that after reviewing the Policy Manual and the Bylaws, they found no mention of such a policy. Gail will search the Treasurer’s Manual to see if such a procedure exists there; if so, she will revise the procedure. Finally, the committee reported that the FY 21-22 Budget would be finalized after the final numbers from the Pledge Drive are available.

**Personnel Committee** – No report

**Property Committee** – No report

**Advisory Council** – No report

### **Old Business Updates:**

**Treasurer's Financial Policy Proposal** – The tabled motion introduced by Gail during the January meeting regarding laws and regulations related to finances was reintroduced. Susan made the motion that *the Board shall comply with Federal and State laws and regulations related to all financial issues and shall 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 the State minimum wage.* Elizabeth seconded the motion. After lengthy discussion, including input from the Administration Committee and an estimate of the financial impact this would have in the next fiscal year, the consensus was that this has been the practice for many years and should become policy. The motion was approved.

**Update on FY 2021-22 Budget** – The Administrator was excused for this portion of the meeting. Prior to the meeting, Dave Roberts, Finance Committee Chair, shared a document that presented the FY 20-21 Current Budget, a Balanced FY 21-22 Budget, and an Ideal FY 21-22 Budget. Gail reminded members that this is one step in the process; a 21-22 Budget will not be finalized until the Pledge Drive is completed. After Q&A and discussion, there was consensus that the following should be conveyed to the Finance Committee: 1) the budget should support growth of the congregation, 2) the budget should allow for additional support for the Administrator, and 3) concern about delivering on the Board Revenues indicated in both 21-22 budgets.

**Update on 501(c)(3)** - Gail reported that she and Dave Roberts have resumed work on gathering necessary information and documentation for the 501(c)(3) application. She anticipates that they should be able to file the application within a month.

### **New Business:**

**Annual Review of Policy Manual** – The Board Calendar designates February as the month for the Board to begin an annual review of the Policy Manual. The Board requests the assistance of the Administration Committee with this task. Three items that the Board requests AdCom to address during their review are referenced below (line numbers from the 2020.3 approved version):

- **Lines 102-104** - Rev. Bob has suggested the inclusion of an additional statement to this policy. “In the event of a law which contradicts Unitarian Universalist Principles, the Board and Minister may take a social justice stance for the protections of rights and dignity of staff and congregation.”
- **Line 212** - Gail suggested that the signing of Conflict-of-Interest Annual Statements should occur at the beginning of the organizational year when new Board members begin their terms (July/August)
- **Lines 309-310** - Regarding Undesignated Contributions, Gail has suggested that the \$500 limit is too low and recommends increasing it to \$1500 or \$2000. Rationale: when the Finance Committee has to meet to designate the placement of each undesignated contribution of \$500, the bookkeeping process is slowed considerably. Raising that minimum to \$1500 or \$2000 will reduce the number of times the Finance Committee is involved in the process. Gail will discuss this further with the Finance Committee.

**Resolution to Open/Close Endowment Holding Accounts** – As Gail had explained previously in the Treasurer’s Report, a resolution is needed to establish an Endowment Holding checking account so that funds may be distributed from the account. Quim made a motion *to allow the Treasurer to close the Endowment Holding savings account and to open an Endowment Holding checking account*; Gail seconded the motion. The motion was approved unanimously. Susan made a motion *to allow the Treasurer to move the money from the closed Endowment Holding savings account to the new Endowment Holding checking account*; Quim seconded the motion. The motion was approved unanimously.

**Board Calendar Review: Feb/March -**

- Budget Report to Congregation
- Employee annual reviews - Betty will touch base with Personnel Committee Chair, Sharon Gublo to arrange meeting with Rev. Bob about annual reviews
- Set Annual Congregational Meeting date - scheduled for May 16<sup>th</sup> - need further discussion about format of meeting
- GA Delegate approval - we are allocated 4 delegates in addition to Rev. Bob - GA takes place in the summer and will be virtual - consider individuals to recommend as delegates
- SUULE Nominations - more information to come
- Review of Board Operating Guidelines - during March meeting

**Adjournment:** The meeting adjourned at 8:00PM.

**Next Regularly Scheduled Board Meeting:** March 25 at 5:30pm

Respectfully submitted,  
Kay Webb,  
Secretary