

UUTC Board Meeting Minutes  
March 25, 2021 @ 5:30pm via Zoom

**Present:** Betty Kendrick, Bruce Kirkman, Gail Meyers, Quim Moya, 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 Bart Renner. Quim volunteered to present the opening words in April.

**Approval of the Minutes:** The February 25, 2021 meeting minutes were approved via email vote on March 2, 2021 and distributed to Members and Friends.

**Approval of Email Votes:** Kay moved to accept the following email vote for inclusion in the March minutes; Susan seconded. The motion carried.

*03/01/21 - Motion to accept the February 25, 2021 Board Meeting Minutes as presented was made by Quim Moya, seconded by Susan Zelle; motion was approved on 03/02/21.*

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

**Minister's Report** – Rev. Bob's report highlighted his activities in pastoral care, worship services, small--group outreach, professional development and leadership, and other topics during the previous month. He reported that, per contract agreement, he will be out of the pulpit two Sundays in May and two Sundays in June. He shared that he is reaching out to community groups that previously met at UUTC before the building shutdown to let them know that we will be inviting small groups back to the building in a controlled manner in the near future. Susan shared that a Task Force to address the parameters for re-opening has been formed. Rev Bob reported that he is in discussions with Sharon Gublo, Chair of the Personnel Committee, on procedures for conducting periodic evaluations and annual reviews of employees. Finally, he reported that he is working with various congregants to plan a memorial service in May and a wedding in the Fall.

**Treasurer's Report** – The monthly reports were shared with Board members, providing the financial status as of February 28, 2021. This report is made available to Members and Friends in the newsletter. Gail reported receiving the official forgiveness of the PPP Loan; she is continuing work on the 501(c)(3) application; the checking account for the Endowment Holding Account has been set up and the checks to the four recipients of the Community Outreach Endowment Fund grants have been issued. In response to questions and concerns she has heard from several congregants, Gail wrote an article for the March 19<sup>th</sup> newsletter to address the concerns. RK wrote an article for the same newsletter describing various funds and their purpose and limitations. Finally, Gail reported that, as of March 25<sup>th</sup>, the Pledge Team had received \$240,865 in pledges toward a goal of \$300,000.

**Operations Report** – RK's March report discussed needs for both physical and fiscal planning for reopening the building and for producing hybrid (in-person and virtual) services. She reported that small-group meetings will be restricted to the social hall and to the sanctuary once the building reopens to in-person groups. She highlighted the advantage of Realm Groups as a way to encourage interest groups to form according to mutual affinities; new groups recently added include "Environmental Stewardship," "Classical Music Fans," "Hikers," and "Wanderers." The report concluded with administrative summaries from Eloise Shepard and Amy Lander.

**Administration Committee Report** – Kay reported that AdCom will meet and begin its annual review of the Policy Manual on March 30<sup>th</sup>.

**Finance Committee Report-** Minutes from the committee's March 23, 2021 meeting were shared with Board Members prior to the Board meeting. After discussion of issues related to the minutes as well as concerns regarding budgeting for the Capital Fund, the Board agreed to split the monies currently allocated to the Reserve Fund, with half going to the Capital Fund and half going to the Reserve Fund. Gail will share this with the Finance Committee as they prepare the final budget proposal for Board approval in April. Concerns about security were discussed and addressed by Rev. Bob.

**Personnel Committee** – Betty reported that Sharon Gublo, Chair of Personnel, is in conversations with Rev. Bob about establishment of guidelines and procedures for periodic evaluations and annual reviews of employees.

**Property Committee** – Quim reported that current members of the committee are Bruce Kirkman and Lisa McHenry. Additional members are needed ASAP, as the committee is being asked to begin strategic planning for future use of the Varsity property.

**Advisory Council** – No report

**Old Business:** None

**New Business:**

**Strategic Planning for Varsity Properties** – The Property Committee is tasked to begin strategic planning to follow the Board of Trustee's original intention of demolition of the Varsity buildings so that the land can be used in our exempt purpose. The Board's intention continues to be to comply with federal law, following the Neighborhood Land Rule, to avoid paying tax on all rental income earned since UUTC began collecting income from the rental houses on the property. To qualify, the two remaining buildings currently on the Varsity property must be removed/demolished within fifteen years of purchase date. The committee will need to determine a strategic plan and timeline for assessing the land and developing options for possible use to allow for future growth at our current site. Bruce Kirkman provided Property Committee members with historical background on the purchase of the current UUTC building, some previous steps taken toward expanding, and some issues that will have to be addressed with any expansion; this document will be shared with Board members. Gail will request a private letter ruling from the IRS, due in October 2021, to confirm tax-exempt status.

**Board Operating Guidelines Review** - Proposed revisions to the Board Operating Guidelines were emailed to members prior to the meeting, with an expressed desire to address the sections that have been placeholders or under review for several years so that this Board can approve an "all-black" version in June. Susan recommended one revision to the "Board Memo to the Nominations Committee" (pages 9-10) that was suggested by members of the committee. After a brief discussion of the three sections that need to be revised or completed, members agreed to allow time for members to work on each section and bring proposed text to the next Board meeting. Rev. Bob has sent some suggestions for the "Considerations for Minister's Annual Review" (pages 10-11) and offered to see what he can find from UUA on procedures for the section, "Interim/Transitional Minister Search Task Force Formation" (a place holder on page 11). Kay will work on proposed text for the placeholder, "UUTC Strategic Planning" (page 6).

**GA Delegates** - UUA's General Assembly will be held virtually, June 23-27, 2021. UUTC is entitled to four voting delegates, plus Rev. Bob as our Ministerial delegate. A registration fee of \$200 per delegate is required. Board members and Rev. Bob will be reaching out to members who might be interested in attending and representing UUTC. The discussion on finding delegates indicated that the Board should consider adding a new section to the Board Operating Guidelines to provide guidance/procedures for selection of GA Delegates.

**Additional Business** – An issue brought to the attention of the Board is the fact that UUTC employees, as employees of a church, are not covered by government-issued unemployment insurance; this type of insurance has a typical cost of 5% of wages, paid solely by the employer. The question: should UUTC be compensating employees an additional 5% of their wages to cover the disparity? The Board felt that more information is needed before making a recommendation to add this cost to the '21-'22 budget. What is the financial implication? Can UUTC obtain a group insurance policy for this type of coverage? Further research and discussion are needed.

**Board Calendar Review:** Agenda items for April will include a vote on the final '21-'22 Budget proposal, preparations for the May Annual Meeting, and proposed revisions to the Board Operating Guidelines

**Adjournment:** The meeting adjourned at 7:48PM.

**Next Regularly Scheduled Board Meeting:** April 22, 2021 at 5:30pm via Zoom

Respectfully submitted,  
Kay Webb,  
Secretary