

UUTC Board Meeting Minutes
April 22, 2021 @ 5:30pm via Zoom

Present: Betty Kendrick, Gail Meyers, Quim Moya, Rev. Bob Renjilian, Kay Webb, 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 Quim. Betty volunteered to present the opening words in May.

Approval of the Minutes: The March 25, 2021 meeting minutes were approved via email vote on March 29, 2021 and made available to Members and Friends.

Approval of Email Votes: Betty moved to accept the following email votes for inclusion in the April minutes; Kay seconded. The motion carried.

03/29/21 – Motion to accept the March 25, 2021 Board Meeting Minutes as presented was made by Bart Renner, seconded by Susan Zelle; motion carried on 03/29/21.

04/16/21 - Motion to accept the April 15, 2021 Called Board Meeting Minutes was made by Susan Zelle, seconded by Quim Moya; the motion was approved on 04/18/21.

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

Minister's Report – Rev. Bob reported on his activities in the Brevard community in the area of social justice. He will participate in the “Time to Listen” 3-part series, sponsored by the NAACP, as a panel member in the May 27th session; UUTC Member, Carter Heyward spoke during the April 22nd session. Rev. Bob participated in an online group appointment with Sen Richard Burr’s office to solicit support for the Equality Act. ~ In the area of pastoral care, he continues with phone calls and safe “porch” visits, communicates with LHHH to keep up with long-term contact, and is planning a hybrid memorial service in May. ~ He reported that worship services are a highly collaborative effort among members of the Worship Team, volunteer Worship Associates, musicians, and tech staff and commended the creativity of those involved. ~ In the area of professional involvement, he reported that he will be participating in all-day virtual meetings April 26-30 in his work with UUA’s Religious Education Credentialing Committee and has reminded staff that he will be best reached before 11AM on those days. ~ In the area of Adult Religious Exploration, he reported that the UU History class launched at the end of March, with a dozen signed up, was a great success; the second session in late April did not draw as many participants. ~ He met virtually with the Personnel Committee to discuss and clarify the role and responsibilities of the committee and to discuss annual staff reviews. ~ He met virtually with the UUTC Task Force looking into transitioning to in-person meetings and hybrid options and attended the online UU training and discussion, along with Susan Zelle and RK Young, exploring options being considered in congregations our size. ~ With the newly installed air-exchange system functional, he met with LHHH in the Social Hall and reported that the system was successful in keeping the CO2 increase within a safe range. He reiterated that, at this time, only the Social Hall will be available for small-group meetings of 8-10 people, wearing masks, with distanced seating. ~ Rev. Bob commended the efforts of the many people who are working diligently to support the health and future of UUTC...the remarkable work of Pledge Team; the dedicated work of LHHH; those who consistently show up to Fellowship on the Green; those who maintain the building and grounds; those working to complete the 501c3 application; those designing and producing worship services; and others who are volunteering their time to support UUTC in various ways.

Treasurer's Report – The monthly report was shared with Board members, providing the financial status as of March 31, 2020; this report is made available to Members and Friends in the newsletter. This month's Projection Estimate continues to predict that we will end the fiscal year with a small surplus, as well as current year cash in the bank without dipping into next year's pledges. Gail reported that the 501(c)(3) application is nearly ready for submission. She reported that the Finance Committee has submitted a final '21-'22 Budget for Board approval and that two virtual Budget Forums have been scheduled to allow discussion of Members' questions and concerns.

Operations Report – RK's April report discussed the importance of planning for and producing a hybrid service (live and virtual) in order to best reach and serve the UUTC community going forward. ~ In the area of fiscal planning for reopening the sanctuary for services, she requested the authority to make purchases of equipment that will allow filming without tripods and floor cables, making the sanctuary accessible to attendees; she anticipates the cost of these purchases to approach \$2000. After discussion of the equipment needs, Gail made a motion *to authorize expenditures up to \$2000 to facilitate the AV transition needs for reopening the sanctuary*; Susan seconded the motion. The motion was approved. ~ In the area of programming, she discussed several issues with virtual and with on-the-property programming. Zoom meetings need to be carefully planned and scheduled so that one meeting is not prematurely ended when another meeting begins; sticking to a "regularly scheduled time" will help with this issue. ~ RK reiterated that communication using Realm is the most secure means of protecting our group contacts. ~ In the area of available meeting spaces, she reported that small groups can now meet at the newly christened "Chalice Circle" (formerly the Meditation Garden), at the picnic tables on the Fellowship Green, and around the fire ring area. She suggested that there is still a need for a covered structure on the Fellowship Green to provide protected outdoor meeting space. The Social Hall is the only available space for small groups to meet indoors at this time.

Administration Committee Report – The committee reported that they are reviewing and drafting proposed revisions to the Policy Manual and to the Bylaws, with a goal of completing the review this spring. The proposed revisions to the Policy Manual will be submitted to the Board prior to the May meeting. The report stated that the three revisions requested by the Board at the March meeting have been incorporated into the draft proposal. In discussing the proposed additional statement to Article II. Sec F., regarding "taking a social justice stance," Gail felt that the addition would have no impact on the 501(c)(3) status, if the application is approved. ~ Kay brought two issues that were discussed by the Administration Committee to the Board's attention: 1) the possible need to revisit the Congregational Covenant as we continue in the strategic planning process, and 2) the need for a survey of the UUTC property to establish accurate boundary lines.

Finance Committee Report– Dave Roberts, Chair of the Finance Committee, sent an adjusted '21-'22 Proposed Operating Budget to the Board for consideration to submit to the Congregation. The Finance Committee needs at least three additional members; only two will remain at the end of June.

Personnel Committee – Sharon Gublo, Chair of the Personnel Committee, reported on an April 7, 2021 meeting with Rev. Bob and the committee to discuss and clarify their role and responsibilities as well as to discuss staff reviews. During discussion, the feasibility of offering a fair wage which may assist UUTC employees to acquire private unemployment insurance, since it is not offered through their employment with a religious organization, was considered. A motion was made, seconded, and approved to support the Finance Committee's recommendation that the Board offer a 5% raise to staff. Based upon these recommendations, Susan made a motion *to authorize a five percent raise to non-ministerial*

staff members for FY 2021-2022; Gail seconded the motion. Kay asked whether the current proposed budget reflected this increase; Gail said that it did. The motion was approved.

Property Committee – No report. Additional members are needed for this Committee. Board Liaison, Quim Moya, will email members with suggested dates and times for a meeting of the members.

Advisory Council – No report. The Council needs members.

Old Business:

Review of Board Operating Guidelines – A copy of the Board Operating Guidelines, with proposed revisions in red text, 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 approved Bylaws, as well as new language for sections not previously addressed. After some discussion, Susan proposed that each Board member take one week to read the proposed revisions and respond to the Bd. Sec. by April 30th with comments and any suggested language they wish to offer. Rev. Bob offered to assist with language for the section on the procedures for a Minister’s annual review. Proposed revisions to the document will be brought to the Board for consideration at the May meeting.

New Business:

Leveraging Assets – Gail reported that a substantial amount of cash sits in the Operating Fund account earning no interest; she suggested that the excess amount, above that needed for average monthly expenses, be placed in an interest-bearing account. Kay made a motion *to authorize the Treasurer to open an insured, interest-bearing account for excess funds from the Operating Fund Checking Account*; Quim seconded the motion. After a brief discussion, the motion was approved.

Final Budget – Gail made a motion *to approve the Proposed Operating Budget for FY 2021-2022, recommended by the Finance Committee, to be placed on the ballot for a congregational vote*; Kay seconded the motion. The motion was approved. During discussion, some Board members expressed concern with the amount of revenues, designated as “Board Revenues,” that Teams are expected to raise. UUTC leadership and Members will need to make every effort to support these projects during the ’21-’22 FY. This approved budget will be presented and discussed at two virtual Budget Forums in April and presented to the Congregation for a vote during the Annual Meeting - Remote Vote, occurring between April 30 and May 16, 2021.

Annual Meeting Preparation – In order to prepare an agenda and a ballot with resolutions for the Annual Congregational Meeting - Remote Vote, motions from Board members were needed. Having received no additional nominations for any of the elected positions during the “open nominations” period, the following motions were made and seconded:

1. *Motion to approve the Minutes from the 09/17/20 Congregational Remote Vote* was made by Gail Meyers and seconded by Susan Zelle.
2. *Motion to elect the slate of nominees presented for the 2021-2022 Board of Trustees* was made by Betty Kendrick and seconded by Gail Meyers.
3. *Motion to elect the slate of nominees presented for the 2021-2022 Nominations Committee* was made by Betty Kendrick and seconded by Susan Zelle.
4. *Motion to elect the slate of nominees presented for the 2021-2022 Endowment Committee* was made by Gail Meyers and seconded by Betty Kendrick.
5. *Motion to adopt the 2021-2022 Operating Budget as presented* was made by Susan Zelle and seconded by Quim Moya.

These motions will appear on the ballot and be voted on by Members of the Congregation. Kay will prepare the documents necessary for dissemination and posting: an agenda (including resolutions and the slates for elected positions), the Congregational Remote Vote Minutes from 09/17/20, the '21-'22 Proposed Budget, and a Ballot. RK Young will prepare necessary documents for online voting.

Report from Task Force on Reopening – Task Force members, Matt Cannizzio, Kevin Lausch, Jeff Parlier, Ann Rabb, Rev. Bob, Michael Solomon, RK Young, and Susan Zelle, met to consider issues to be addressed regarding reopening the UUTC building to in-person groups. While the Social Hall will be opening to small groups (8-10 people) for scheduled meetings, the Task Force has agreed that it is premature for larger groups to meet in the building. The sanctuary is currently off-limits to group meetings due to staging and filming of service elements. The Task Force will meet again to discuss next steps in planning to reopen.

Board Calendar Review: Agenda items for May will include a review of the Board Operating Guidelines, review of proposed revisions to the Policy Manual, Results of Congregational Meeting Remote Vote

Adjournment: The meeting adjourned at 7:25PM.

Next Regularly Scheduled Board Meeting: May 27, 2021 at 5:30pm

Respectfully submitted,
Kay Webb,
Secretary