

UUTC Board Meeting Minutes  
May 27, 2021 @ 5:30pm via Zoom

**Present:** Betty Kendrick, Gail Meyers, Quim Moya, Rev. Bob Renjilian, Bart Renner, Kay Webb, and RK Young

**Welcome, Check-In, and Opening Words:** The meeting opened with a check-in with those attending and a reading by Bart Renner.

**Approval of the Minutes:** The April 22, 2021, meeting minutes were approved via email vote on April 27, 2021, and distributed to Members and Friends.

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

04/26/21 – Motion to accept the April 22, 2021, Board Meeting Minutes as presented was made by Betty Kendrick, seconded by Quim Moya; motion was approved on 04/27/21.

04/28/21 - Motion to approve the Agenda, Slate of Nominees, and Ballot, as presented in 21.04.28 document, for the May 16, 2021, Congregational Annual Meeting - Remote Vote was made by Kay Webb, seconded by Susan Zelle; motion was approved on 04/28/21.

**Standing Updates:** Kay moved to accept the standing updates received for the May 2021 meeting; Bart seconded, and the motion carried. The following reports were accepted for the record:

**Minister's Report** – Rev. Bob highlighted his activities during the month of May. He continues to make Brevard community connections, participating in the “Time to Listen” community forum as a panel member, attending the Chamber of Commerce orientation for new members and participating in two online Chamber “Coffee Connections.” He reflected on the May and June steps toward the “next normal” for the UUTC community, setting June 20 as the target date for full opening for Sunday services, masks required. In the area of Pastoral Care, Rev. Bob officiated a small, hybrid memorial service in May, continued porch visits to connect with Members, and began a monthly minister program at College Walk. With the help of LHHH and Michael Solomon from the COVID task group, he reached out to Members who have been unable to connect with UUTC online activities to invite them to attend the “trial run” hybrid services. He met in-person with the Caregivers Support Group twice in May. He met with Worship Team leaders and the Administrator to discuss aspects of the “next normal” worship services and the two Sundays he is scheduled to be out of the pulpit in May. Regarding Ministry Teams, he indicated that recruitment of team members needs to occur as the congregation returns to live services. In the area of ARE, he is participating in the “Spiritual Adventurers” group book discussion of Earle Rabb’s book on Epicurus and Jesus. He continues to meet weekly with staff and has begun the process of staff annual reviews.

**Treasurer's Report** – The monthly reports were shared with Board members, providing the financial status as of April 30, 2021. The reports are made available to Members and Friends in the newsletter. Gail reported that current projection estimates indicate a surplus at the end of the fiscal year. She congratulated the Pledge Campaign team for an outstanding job on the '21-'22 pledge drive. She reported that the 501(c)(3) application has been filed and thanked those who assisted in completing the

application. Finally, she reported that the PPP loan of \$28,000 was granted and forgiven, helping UUTC stay afloat during the COVID disruptions.

**Operations Report** – RK’s May report highlighted how the use of certain aspects of Realm will make volunteering and scheduling for Ministry Teams much easier. In the area of spending, she shared that there will be expenses related to reopening the building, including nametags and consumables. A potential expense for the Board to consider is what can be done to make the sanctuary more appealing, particularly the area behind the pulpit, for a hybrid service (both in-person and virtual). In the area of staffing, she shared that, once Frank Parsons is no longer employed as AV Tech, she and volunteer Kathryn Burleigh will be handling the Sunday AV tasks until a new trainee can be found. She emphasized that one person in the booth every Sunday is unrealistic and unsustainable. For nursery childcare, she anticipates that Trisha Powers will return as a part-time employee, but we will need two additional adults to staff the nursery. In terms of space, she said, “I cannot adequately convey how cramped space is becoming.” The mechanical (HVAC) room should be avoided until some of the folding chairs can be returned to the social hall and equipment reorganized. The Operations Report concluded with updates from Kevin Lausch, Eloise Shepard, and Amy Lander. Besides the Operations Report, RK provided Board members a copy of the 501(c)(3) Narrative, describing UUTC’s past, present and planned activities. She asked members to focus on the section of planned activities as they consider fund-raising activities for the coming fiscal year.

**Administration Committee Report** – The May report presented the committee’s recommendation of a 2020.3 version of the Policy Manual for Board consideration. The committee reported that they have begun to review and propose revisions to the Bylaws and will follow with a review of the Organizational Structure to assure alignment among the governing documents. The committee requested Board input during review of the Bylaws and the Organizational Structure. Since the suggestion of a Treasurer-Elect has been discussed by previous and current Treasurers and Boards, the Board recommends revising the Bylaws to include the addition of a Treasurer-Elect position to the Board of Trustees. This recommendation will be communicated to the Administration Committee.

**Finance Committee Report**– Minutes from the committee’s May 25, 2021, meeting was shared with Board Members. Most of the information in the minutes were covered during discussion of the Treasurer’s Report. The Committee reported that revenues for the year-to-date are 87.6% and expenses are 67.66%

**Personnel Committee** - No report

**Property Committee** – The Property Committee has been repopulated with Bruce Kirkman and Lisa McHenry (previously approved by the Board) and two new additions, Roberta Carver and Janice Canon. Kay made a motion to approve Roberta Carver and Janice Canon to membership on the Property Committee; Gail seconded the motion. The motion was approved unanimously. This group met in May and provided a report to the Board, which Board Liaison, Quim Moya, shared. The report highlighted the issues that UUTC faces - limited seating in the sanctuary for large gatherings, marginally acceptable CRE spaces, limited social spaces for events, and inadequate parking that limits expansion of the building. The committee will be looking at these issues as they develop a plan for how the Varsity property acquired in January of 2017 will be utilized. To avoid tax penalties, UUTC must provide the IRS, by January 2032, a strategic plan that indicates the development of the Varsity property is for church (non-profit) use. The

committee made two initial recommendations: 1) the Board should authorize hiring a qualified professional to determine whether the land can support parking (and/or other structures), and 2) the Board should undertake a financial analysis to determine preparedness to obtain a loan for building expansion. After much discussion, the Board directed the Administrator to seek qualified professionals to provide cost estimates to survey of the property and to determine what expansion possibilities the Varsity land will support.

**Advisory Council** – No report

### **Old Business:**

**Board Operating Guidelines Review** – 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 changes; these revisions included updates to meet current policy and procedure and new content for section placeholders. A motion to approve the Board Operating Guidelines, as presented, was made by Bart and was seconded by Kay; the motion was approved. Kay will make the necessary changes to create an all-black text document and post it to the Board's page on Realm and send to the Administrator for posting to the website.

**Recruitment for Ministry Teams** – Bart shared the need for the Board to seriously consider names of Members or Friends who might serve on Ministry Teams, particularly the Stewardship Team and the Membership Team. With the building closed during the pandemic, Ministry Teams have lost members and will need to be re-populated as we return to in-person activities. Any suggestions should be shared with Rev. Bob and with RK.

**Approval of GA Delegates** - Bart made a motion to approve Vanessa Cowie, Ian Cowie, and Mae Peterson as UUTC delegates to General Assembly; Gail seconded the motion. The motion was approved unanimously.

### **New Business:**

**Congregational Vote Results** - Kay reported that 82 Members voted between April 30 and May 16, 2021, meeting the quorum of 30% of membership.

- The Minutes from the 9/17/20 Special Congregational Meeting were approved by 96%, with 3 abstentions.
- The '21-'22 Board was elected unanimously: President - Bart Renner, President-Elect - Alice Wellborn, Secretary - Kay Webb, Treasurer - Gail Meyers, Members-at-Large - Betty Kendrick, Quim Moya, and Glenn Cockerham.
- The '21-'22 Nominations Committee was elected unanimously: Cantey Carpenter, Peter Mockridge, and Susan Zelle.
- The '21-'22 Endowment Committee was elected by 99% of those voting: Joanna Bliss, Roberta Miller, and Carter Heyward.
- The '21-'22 Operating Budget was approved by 96% of those voting.

**Review of Policy Manual** – A copy of a proposed 2020.3 Policy Manual, recommended by the Administration Committee, was sent to Board members prior to the meeting for consideration. Kay made a motion to approve the revised Policy Manual as presented; Betty seconded the motion. The motion was approved unanimously. Kay will report this

action to the Administration Committee and file and send the final document to the Administrator for posting to the website.

**Support for Expanding Medicaid in NC** – Susan shared a document with the Board from Care4Carolina highlighting the impact in Transylvania County if NC closed the health insurance coverage gap by expanding Medicaid. Care4Carolina has started a petition to send to NC legislators and is seeking support from business leaders, organizations, and individuals across NC. UUTC can support the movement by signing the petition as an organization or a faith community. After looking at the Care4Carolina website and reading the endorsement statement for faith communities, Bart made a motion to support the Care4Carolina petition to expand Medicaid in NC by signing as a faith community; Betty seconded the motion. The motion was approved. The Board will ask Rev. Bob to sign the petition on behalf of UUTC. (See [care4carolina.com/act-now/](http://care4carolina.com/act-now/))

**Board Calendar Review:** Agenda items for June will include authorizing new bank signatories

**Adjournment:** The meeting adjourned at 7:20PM.

**Next Regularly Scheduled Board Meeting:** June 24, 2021, at 5:30pm

Respectfully submitted,  
Kay Webb,  
Secretary