

UUTC Board Meeting Minutes  
June 24, 2021 @ 5:30pm

**Present:** Glenn Cockerham, Betty Kendrick, Gail Meyers, Quim Moya, Rev. Bob Renjilian, Bart Renner, Kay Webb, Alice Wellborn, Elizabeth Williams, RK Young, and Susan Zelle met in the social hall at UUTC.

**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 May 27, 2021, meeting minutes were approved via email vote on June 3, 2021, and made available to Members and Friends.

**Approval of Email Votes:** Kay moved to accept the following email vote for inclusion in the June minutes; Gail seconded. The motion carried.  
05/27/21 – Motion to accept the May 27, 2021, Board Meeting Minutes as presented was made by Betty Kendrick and seconded by Quim Moya; motion was approved on 06/03/21.

**Standing Updates:** The following standing updates were received for the June 2021 meeting and were accepted for the record:

**Minister's Report** – Rev. Bob highlighted his activities during the month of June in the areas of community connections, pastoral care, and UU and UUTC meetings. He reflected on “next normal” services and group use of the building, indicating that services held in the sanctuary will continue to require mask use but small group meetings in the social hall can be mask-less. Re-introduction of live music and singing in services will be gradual.

**Treasurer's Report** – The monthly reports were shared with Board members, providing the financial status as of May 31, 2021. The reports are made available to Members and Friends in the newsletter. Gail reported that outstanding pledges for the '20-'21 fiscal year fall within the projected 5% shortfall, so, current projection estimates continue to indicate a surplus at the end of the fiscal year. Gail will be working on the Private Letter Ruling this month; this ruling by the IRS will determine the tax status of the Varsity properties that UUTC purchased in 2017.

**Operations Report** – RK's June report discussed the need for assistance in populating Ministry Teams with new members; the Board, the Minister, the Nominations Committee, and Teams will be asked to assist in finding new team members to carry out UUTC's mission.

RK reported on two property issues that require spending. She met with Will Gentry at the Varsity property to determine the scope of what he will need to do to determine what the land will support in terms of building structures. His firm will be taking core samples across the property and should be able to complete the task in one day, with a maximum estimated cost of \$4000. This expense would come from the Capital Fund. The second spending issue involves saving the large oak tree located beside the driveway leading to the Chalice House (#46 Varsity); this tree was damaged when the former house (#52 Varsity) was razed. Bartlett Tree Experts

will be engaged to prune and do restorative work on the tree; the estimated \$4500 expense will come from the Varsity Fund.

In the area of staffing, RK reported that Transylvania Times ads for nursery and AV positions have not generated interest; she will try a social media ad campaign and will reach out to El Centro, as well. She has begun the annual review process with staffers. She reported that in January UUTC will transition to outsourcing payroll to a firm that specializes in this type of work; this will reduce the workload for our bookkeeper. She will ask the Personnel Committee to help research firms that do this work.

In the area of physical space, RK reported that she will work from home on Wednesdays and Fridays to allow the AV staff access to the office/AV booth to prepare videos and practice for Sunday services. She reiterated that moving CRE to the Chalice House would relieve some of the space issues in the building and suggested that the Board should consider this solution. Gail estimated that taking the Chalice House out of the rental category would result in a net loss of around \$6300 per year.

In the area of outreach, RK reported that, beginning in July, UUTC will publish its regular weekly UUpdate, except for the first Friday of each month, when a more in-depth monthly newsletter bearing a new name, "Wayfinding," will be published. She will encourage Ministry Teams to plan their activities and publish those plans in the Wayfinding newsletter.

In the area of stewardship, RK suggested that we need to act quickly to make an e-bike raffle a signature project for UUTC; it could become an annual project that meets missional goals and generates some revenue.

**Administration Committee Report** – The committee reported on its continued work on revisions to the Bylaws, to be followed by a review of the UUTC Organizational Structure. The committee plans to submit to the Board a draft of proposed Bylaws' revisions in July, with the anticipation that Board approval and Congregation review and approval will occur in an August-September time frame. During discussion, Board members reiterated their support for the addition of a Treasurer-Elect to the Board of Trustees and suggested possible revision of term limits for some positions. The Finance Committee has recommended a Treasurer-Elect position for the Board, as well. Kay will share this information with the Administration Committee.

**Finance Committee Report**– Minutes from the committee's June 22, 2021, meeting was shared with Board Members prior to the meeting. The report indicated a projected surplus for the '20-'21 fiscal year and recommended that any surplus be allocated as follows: 25% to the Capital Fund, 50% to the Minister's Sabbatical Fund, and 25% to the Reserve Fund. Bart made a motion to accept the recommendations of the Finance Committee in the allocation of any surplus funds; Gail seconded the motion. The motion was approved. Other recommendations of the Finance Committee included: empowering the Nominations Committee to help find four new Finance Committee members by August; in-person meetings of the Committee to begin in August; the creation of a Treasurer-Elect position on the Board; opening a savings vehicle for excess operating funds to earn interest on those monies. The

Board approved opening a savings account for excess operating funds at its April meeting.

**Personnel Committee** - No report submitted. RK will enlist the help of the Personnel Committee to research firms that specialize in payroll to facilitate outsourcing payroll in January 2022.

**Property Committee** – No report submitted. Quim reported that the four members of the committee met on site June 24, 2021, to walk the Varsity Property and consider possible future use of the land. They await the results of Will Gentry's evaluation of possible land use to determine next steps.

**Advisory Council** – No report submitted.

**New Business:**

**Authorize 2021-2022 Bank Signatories** - When opening a savings vehicle for excess funds from the Operating Fund, Gail needed to establish the signatories for the account. Following past precedent, Susan made a motion to assign the President, President-Elect, Secretary, and Treasurer as the signatories for the new savings account; Betty seconded the motion. The motion was approved unanimously. With a newly elected Board beginning its term on July 1, 2021, the '21-'22 signatories for all financial accounts needed Board approval. Gail made a motion to approve the signatories recommended by the Treasurer for various accounts with First Citizens Bank; Susan seconded the motion. The motion carried unanimously. The accounts and recommended signatory positions approved are as follows:

*General Fund Cash Management programs (electronic payments and Direct Deposit) – President, President-Elect, Secretary and Treasurer*

*Lines of Credit (XXX1491) – President-Elect, Secretary and Treasurer*

*General Operating Fund 1 (XXX6708) – President, President-Elect, Secretary and Treasurer*

*Reserve Money Market (XXX4644) – President and Treasurer*

*Ministerial Discretionary Fund 9 (XXX2016) – Minister, President and Treasurer*

*Varsity Fund 3 (XXX5161) – President-Elect, Secretary and Treasurer*

*Capital Expenditures Fund 7 (XXX6092) – President-Elect, Secretary, and Treasurer*

*Gifts and Memorials Fund 8 (XXX6084) – Secretary and Treasurer*

*Charitable Giving Fund 10 (XXX4679) – President, Secretary and Treasurer*

*Dignity Project Fund 12 (XXX6439) – President, Secretary, and Treasurer*

*Sabbatical Fund 13 (XXX9368) – Secretary and Treasurer*

*Endowment Holding Fund 14 (XXX9456) – President, President Elect, and Treasurer*

*Payroll Protection Account (XXX0078) – President and Treasurer*

*Safety Deposit Box – Secretary and Treasurer*

**Conflict of Interest Policy and Annual Statements** - A copy of the Conflict-of-Interest Policy was emailed to each '21-'22 Board member prior to the meeting. Kay advised members that the policy requires Board members to sign an annual statement that they have received, read, understand, and will comply with the stated policy. Also requiring annual signatures of Board members is UUTC's Safe Congregation Plan; this document can be found on UUTC's website on the Board's

page. Annual statements for both documents will be available at the July Board meeting for signatures.

**Stewardship Efforts** – RK demonstrated the use of the Realm app to encourage volunteering for specific roles that support the work of Ministry Teams. For example, volunteering to usher will support the Worship Team; volunteering to prepare weekly salad ingredients for Bread of Life will support the Social Action Team; volunteering to assist with the UUTC Yard Sale will support the Stewardship Team.

**Board Calendar Review:** Agenda items for July will include signatures for bank accounts, Conflict-of-Interest annual statements, and Safe Congregation Plan annual statements

**Adjournment:** The meeting adjourned at 7:30PM.

**Next Regularly Scheduled Board Meeting:** July 22, 2021, at 5:30pm

Respectfully submitted,  
Kay Webb,  
Secretary