

UUTC Board Meeting Minutes  
August 26, 2021@ 5:30pm

**Present:** Glenn Cockerham (via Zoom), Jim Hardy (via Zoom), Betty Kendrick, Gail Meyers, Quim Moya, Rev. Bob Renjilian, Bart Renner, Kay Webb, Alice Wellborn, and RK Young.

**Welcome, Check-In, and Opening Words:** The meeting opened with a check-in with those attending and a reading of our 7 Principles by Glenn Cockerham.

**Approval of the Minutes:** The July 22, 2021, meeting minutes were approved via email vote on 07/27/21 and sent to the Administrator for publishing.

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

07/24/21 – Motion to accept the July 22, 2021, Board Meeting Minutes as presented was made by Betty Kendrick, seconded by Alice Wellborn; motion carried on 07/27/21.

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

**Minister's Report** – Rev. Bob highlighted his activities since the July Board meeting. He reported that the November 19-21 reservation at the Mountain for a congregational retreat will likely be cancelled due to the COVID surge; shared that Rev. Ernie Mills and Rev. Jean Rowe are initiating conversations to start a gathering of UUs in Waynesville and recommended that the Board consider sending an encouraging letter and a monetary contribution towards an ad in the Waynesville local paper; reviewed the current mask protocols for activities in the building and on the grounds; welcomed Doug Wilks, who has accepted an AV Tech staff position and participated in an AV staff send-off picnic for Frank Parsons; officiated a hybrid Memorial Service; led the August session with College Walk UU residents and participated in a number of Ministry Team meetings; made new connections with leaders in the Brevard community; and continued pastoral care with porch visits, in-person meetings, by phone and email. He recommended that Board members invest time in the Dan Hotchkiss book, *Governance and Ministry*, and he provided notes from a workshop on pastoral to program size transitions.

**Treasurer's Report** – The monthly report was shared with Board members, providing the financial status as of July 31, 2021. This report is made available to Members and Friends in the newsletter. In her comments, Gail emphasized that the unusually high July income is the result of early '21-'22 pledges received prior to the beginning of the new fiscal year; these pledges (\$72,463.00) were held separately and recorded as revenue this month for the current fiscal year. A 2020/2021 Fiscal Year Summary was provided to Board members and will be shared with the congregation via the *Wayfinding* newsletter in September.

**Operations Report** –RK's August report shared the current members of Ministry Teams and their associated staff liaisons. She updated the status of the property assessment that is necessary prior to Gail's crafting the IRS letter of intent that is due in October; this information has been shared with the Property Committee. She reported that Doug Wilks is the official AV staff person working with volunteer Kathryn Burleigh in the AV booth. She reported that, at the beginning of the 4<sup>th</sup> quarter in October, the task of payroll will be moved from the bookkeeper to an online firm that specializes in HR functions. She reported that the "front door" of the website has had a remodel and encouraged Board members to take a look; the redo includes the addition of images from UUTC activities and the calendar of events. She reported on two new ARE programming initiatives that will connect to our larger community, a Climate series, and an Author series. The initial program for the

Climate series is scheduled for September 14 and will promote our E-Bike Raffle; the initial program for the Authors series is scheduled for September 21. Both series will be presented using a hybrid model, both in-person and remote. Finally, RK's report provided updated work summaries from Amy Lander, Communications Coordinator, from Eloise Shepard, Administrative Assistant, and from Kevin Lausch, CRE Director.

**Administration Committee Report** – The August report shared that the committee has completed an alignment review of the Organizational Structure with other governing documents but will await the congregational vote on the Bylaws before finalizing revision recommendations for the Board. The Hybrid Work policy developed by the Personnel Committee is on the agenda for the committee's September meeting. One committee member's term ends in September, so the committee needs an additional member.

**Finance Committee Report**– No report - Remaining members did not meet in July or August; new members to populate this committee must be found.

**Personnel Committee** – No Report

**Property Committee** – No report - Quim shared that committee members have been in conversation but are awaiting final reports from the survey and from the land assessment before formulating any recommendations to the Board.

**Advisory Council** – No report

### **Old Business:**

**Bylaws Forum & Special Congregational Mtg/Vote Timeline** – After discussion of current conditions and various options for conducting a Special Congregational Meeting in September to vote on recommended revisions to the Bylaws, the Board agreed to hold the vote remotely, with no in-person meeting. Members will have the option to vote online (Constant Contact survey ballot) or to complete a printed ballot. The timeline for the remote vote follows:

- September 3 - notify Congregational members in newsletter of Remote Vote
- September 17 - email voting documents to Members and post documents to website
- September 19 - conduct hybrid Q&A Bylaws Forum (5pm) regarding recommended changes
- Sept 17-Sept 27 - voting period - ballots must be received by Sept 27 to be counted

**Fund-Raising Events** - RK reported that the Yard Sale grossed approximately \$1900 plus an additional generous donation by a Congregational member. The event evoked many positive comments from those working the event as well as positive reactions from community members attending. Those organizing and running this year's Yard Sale will meet to develop an "after-action-report" to better plan for next year's Annual Yard Sale. The E-Bike Raffle will launch September 1<sup>st</sup> and end with a drawing of the winner on October 31<sup>st</sup>. The raffle will be promoted during the first Climate series program on September 14 at UUTC, where the bike will be on display in the lobby.

### **New Business:**

**Board Operating Guidelines Review** – A copy of the Board Operating Guidelines was shared with Board members prior to the meeting. Since the current version was approved in May 2021, no additional revisions were proposed at this meeting. Kay indicated that revisions would be needed if the Bylaws are revised by the Congregation in September; she will attend to any necessary changes. Also, Kay suggested that the Board needed to determine when to appoint a Review Task Force to conduct an annual review of the Congregational Ministry and Minister. After consulting the Board Calendar, members agreed to appoint a Review Task Force at the September meeting, with a recommendation to conduct the review during October. This task force will include the President and Pres-

Elect from the Board and additional individuals representing Staff and Ministry. The Review Task Force will determine the procedures for conducting the review. Glenn suggested possible use of surveys to gather data for the review, and he is willing to share his experience with evaluation surveys with the Review Task Force.

**Creation Care Alliance of WNC (CCAWNC)** – Prior to the meeting, information about the CCAWNC was shared with Board members, Rev. Bob, and the Facilities Team. Jim Hardy, who initially brought this initiative, under the auspices of Mountain True, to the attention of the Board, attended the Board meeting to speak about his involvement in the environmental coalition forming in Brevard and Transylvania County. The coalition is composed of local faith-based groups who plan to sponsor an EV event in Brevard in the fall. Though not currently part of the CCAWNC, the local coalition may decide to join the alliance of over 70 faith-based groups across Western North Carolina. There was discussion about what affiliation with the CCAWNC would mean and require of UUTC and how it differed with UU's Green Sanctuary Program. *Bart Renner made a motion to approve Jim Hardy to represent UUTC within the local coalition; Gail seconded the motion. The motion was approved.* This does not mean that UUTC has agreed to affiliate or covenant with the CCAWNC at this time.

**Board Calendar Review:** Agenda items for September may include Review of the Policy Manual, Appoint Review Task Force for annual review of Ministry/Minister, Early Prep for Pledge Drive

**Adjournment:** *Bart made a motion to adjourn; Gail seconded the motion. The motion was approved.* The meeting adjourned at 7:16PM.

**Next Regularly Scheduled Board Meeting:** September 23, 2021, at 5:30pm

Respectfully submitted,  
Kay Webb,  
Secretary