

UUTC Board Meeting Minutes  
September 23, 2021@ 5:30pm

**Present:** Glenn Cockerham, Betty Kendrick, Gail Meyers, Quim Moya, Rev. Bob Renjilian, Bart Renner, Kay Webb, Alice Wellborn, RK Young, and visitor Doug Harris.

**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 August 26, 2021, meeting minutes were approved via email vote on 08/29/21 and sent to the Administrator for publishing.

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

08/29/21 – Motion to approve the August 26, 2021, Board Meeting Minutes as presented was made by Kay Webb, seconded by Alice Wellborn; motion carried on 08/29/21.

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

**Minister's Report** – The report highlighted Rev. Bob's activities since the August Board meeting. ~ He thanked Board members for their support and best wishes following his recent heart attack and RK Young for her swift adaptation to fill the pulpit on the Sunday after receiving his call from the hospital on Saturday. He reported that he is doing well. ~ He was in the pulpit on Sept. 12 and Sept 19 and attended the Water Communion service on Labor Day Sunday. ~ He updated members on the "next normal" COVID guidelines for UUTC, indicating that ushers will record CO2 numbers at the beginning, the half hour, and the end of services going forward. He indicated that he has acquired some COVID test kits to have on hand in his office for use, if necessary. ~ He co-officiated, with Rev. Jean Rowe, the wedding of members, Linda Young and Richard Packer, in a "hybrid" service at UUTC Sept 18, and will officiate the wedding of a couple from the community who lost their officiant due to COVID quarantine. ~ He continues pastoral care through phone calls, in-person meetings and meetings with LHHH. ~ He has met with members preparing music for services, with the Worship Team, and with other UUTC leaders and staff. ~ He attended an online meeting of the UU group, Allies for Racial Equity, where discussions included the proposed adoption of an 8<sup>th</sup> Principle to the UU's 7 Principles. ~ He reported that he will be attending a retreat in Minneapolis, October 14-17. ~ Finally, he provided some reflections on change and adaptation within an organization and on the Board's role in Adaptive Leadership.

**Treasurer's Report** – The monthly report was shared with Board members, providing the financial status as of August 30, 2021. This report is made available to Members and Friends in a newsletter. Gail reported that three months into the new fiscal year, 54% of the '21-'22 pledge commitment has been collected. After suggesting that we move the UUTC safety deposit box contents to a smaller size box at the bank location closer to UUTC, *Kay made a motion to close the safety deposit box located at 1<sup>st</sup> Citizen's Bank, 2260 Asheville Hwy, and open a smaller box at 1<sup>st</sup> Citizen's Bank, 96 S. Broad Street; Gail seconded the motion. The motion was approved unanimously.* During discussion, Gail pointed out that this would reduce the annual fee to rent a box by about \$100. Also, Gail reported that we have had no response from the IRS regarding the 501(c)(3) application filing.

**Operations Report** – RK's September report was shared with Board members prior to the meeting. She introduced Doug Harris, a retired architect, whom she had invited to attend the Board meeting; Mr. Harris had done architectural drawings for UUTC during the original

renovation of the UUTC building after its purchase. RK and Kay met with him on 09/22/21, asking for his expertise regarding possible future additions to the current building and possible use of the three Varsity lots, since receiving the results of the geotechnical engineering exploration done by William Gentry of Gentry Geotechnical Engineering, PLLC. These discussions helped to solidify a timeline and campus map. After some comments from Mr. Harris, RK discussed the proposed timeline and proposed campus map, both sent to Board members prior to the meeting. After some discussion, questions, and responses, *Bart moved to accept the proposed "Possible Timeline to Meet IRS Requirements of No Debt-Financed Income" and to accept the proposed Campus Map, indicating the intended use of the Varsity Street property for exempt purposes. The motion was seconded by Alice and was approved unanimously.* These two approved documents will be included in the Private Letter Ruling being prepared by Gail for submission to the IRS. According to the approved timeline, the Board agreed to renew the lease for #74 for another year.

**Administration Committee Report** – No report this month.

**Finance Committee Report**– No report this month. With only two members remaining on the committee after others rotated off, new members are being sought. Gail recommended two additional individuals willing to serve. *Kay made a motion to accept Erin Lausch and Gypsy Richardson as members of the Finance Committee; Quim seconded the motion. The motion was approved unanimously.*

**Personnel Committee** – No report this month.

**Property Committee** – A copy of the Property Committee Report was sent to Board members prior to the meeting. Quim shared that the survey and geotechnical consultant work commissioned by the Board helped clarify for the committee the development potential and options for UUTC property. They recommend merging the separate property lots to become an institutional campus and removing both houses facing Varsity Street, and they support the concept of a covered pavilion.

**Advisory Council** – No report this month. The Council still needs to be populated.

### **Old Business:**

**Bylaws Forum & Special Congregational Mtg/Vote Update** – Kay reported that the September 19<sup>th</sup> Bylaws Forum was attended by 6 Board members and 14 additional members, some in person and some remotely. Discussions centered around the commitment to a financial contribution by Members and to the proposed changes in Board composition and terms of office. Several attendees spoke in favor of the Treasurer-Elect position. Kay shared that the Special Congregational Meeting documents were posted to the website and a link to the ballot and online voting was published in the Sept 17, 2021, UUpdate. Voting began on September 17<sup>th</sup> and will end on September 27<sup>th</sup>. She reported that, as of September 23<sup>rd</sup>, a quorum of voting Members had not been met; another appeal to vote will appear in the September 24<sup>th</sup> UUpdate.

### **New Business:**

**Appoint Ministry/Minister Review Task Force** – The Review Task Force includes the Board President and President-Elect, representing Governance, and additional members to represent Staff and Ministry, appointed by the Board. Bart reported that he will need additional time to identify individuals willing to serve on the Review Task Force; Alice volunteered to help with contacting individuals. Kay suggested that we may need to consider an Email vote to appoint members so that they can begin their work in October.

**Private Letter Ruling Issues** – Gail provided a draft of the PLR for Board members to peruse after the meeting. She reported that, with the approval of the timeline and the approval of the proposed campus map presented at this Board meeting, she should be able

to complete the Private Letter Ruling and submit it to the IRS by the end of September. She reported that she has no indication of how long it will take to receive a ruling from the IRS.

**Early Prep for Pledge Drive** - Kay recommended that Bart contact Kristin Leesment to see if she is willing to lead the '22-'23 Pledge Drive.

**Policy Manual Review** - Kay reported that the Administration Committee had no recommendations for revisions to Policy Manual 2020.3 at this time. After her review of the Policy Manual, Gail pointed out that a motion to add a policy, ("*...the Board shall comply with Federal and State laws and regulations related to all financial issues and shall maintain that all hourly employees be paid using the higher of the amount determined by the Living Wage Coalition of Transylvania County or the Federal or the State minimum wage.*") was approved during the 02/25/21 Board meeting but does not appear in the current Policy Manual. Kay shared that this oversight will be reported to the Administration Committee, and the committee will take the necessary steps to include the adopted policy in the next version of the Policy Manual.

**Board Calendar Review:** Agenda items for October may include Review of UUTC Organizational Structure. Betty Kendrick volunteered to provide Opening Words for October.

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

**Next Regularly Scheduled Board Meeting:** October 28, 2021, at 5:30pm

Respectfully submitted,  
Kay Webb,  
Secretary