

UUTC Board Meeting Minutes
October 28, 2021@ 5:30pm

Present: Glenn Cockerham, Betty Kendrick, Gail Meyers, Rev. Bob Renjilian, Bart Renner, Kay Webb, Alice Wellborn, RK Young, and Joanna Bliss.

Welcome, Check-In, and Opening Words: The meeting opened with a check-in with those attending and readings by Betty Kendrick.

Approval of the Minutes: The September 23, 2021, meeting minutes were approved via email vote on 09/26/21 and sent to the Administrator for publishing.

Approval of Email Votes: *Bart moved to accept the following email votes for inclusion in the October minutes; Glenn seconded. The motion carried.*

09/25/21 – Motion to approve the September 23, 2021, Board Meeting Minutes as presented was made by Betty Kendrick, seconded by Gail Meyers; motion was approved on 09/26/21.

09/28/21 - Motion to accept Mike Griffith as a member of the Finance Committee was made by Gail Meyers, seconded by Alice Wellborn; motion was approved on 09/28/21.

09/30/21 - Motion to appoint John Austin, Leslie Keir, and Kevin Lausch to serve with Bart Renner and Alice Wellborn on the Ministry/Minister Review Task Force to conduct an annual review of UUTC's Ministry and Minister was made by Kay Webb; motion seconded by Alice Wellborn. The motion was approved on 09/30/21.

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

Minister's Report – The report highlighted Rev. Bob's activities since the September Board meeting. ~ Reflecting on the "next normal," he shared that, in November, we will begin to bring certain elements back to Sunday services, such as in-person choir and passing the baskets. ~ He has purchased COVID test kits to have on hand in the building for staff or volunteers who may feel they have been exposed. ~ During October, he led the Soul Matters discussion on "Cultivating Relationship" with a very small group and led a hybrid Climate Series presentation on "Religious Grounding in Environmentalism," which included a recorded online interview with Rev. Fred Small, one of the top 15 religious' leaders in environmentalism. ~ He was in the pulpit 4 of the 5 Sundays in October and, on October 28th, he preached on the 8th Principle proposal, an effort to include anti-racism and anti-oppression in UUA and congregational bylaws. ~ He officiated a wedding of two non-members on a private lake in Cedar Mountain, NC. ~ In pastoral care, he made phone calls, was available to meet with members, met with LHHH and with the Grief Group; the October outreach to UUs at College Walk was cancelled but will resume in November. ~ In the area of shared leadership, he coordinated with members of the Worship Team for Sunday services and followed up with the AV Tech Team after services. Looking ahead to special services from Thanksgiving to New Year's, he met with the Worship Team, with Kevin Lausch, John Austin and with Ginny Rush. He had meetings with leaders, Bart Renner and Alice Wellborn and with RK Young and essential staff. ~ He will attend an online meeting of the UUA Religious Education Credentialing Committee and will work an afternoon shift at the UUTC booth at Halloween Fest in October. ~ He shared upcoming plans for November.

Treasurer's Report – The monthly report was shared with Board members, providing the financial status as of September 30, 2021. This report is made available to Members and Friends in a newsletter. ~ Gail reported that the Private Letter Ruling has been filed with the IRS and that she received a call from the individual assigned to the case; she was

informed that it takes 6-9 months to receive a response from the IRS. ~ While the Drive Down the Debt Campaign doesn't officially launch until November 1st, Gail reported that "early-bird" contributions of \$13,000 have been applied directly to the loan principle, saving approximately \$10,700 in interest, for a total reduction in the loan payments of \$23,700. At this point in the loan, each contribution to the Drive Down the Debt Campaign saves us 182% (100% principle and 82% interest), so she expressed hope that we will get a good response to the campaign. ~ She reported that the first payroll with the payroll company, Gusto, was successful. ~ She reported that the e-bike raffle, which will conclude on Sunday, October 31st, has recouped the cost of the bike and will result in additional revenue. ~ She reported that, since First Citizens Bank is not set up to accept weekly mortgage payments, she will be setting up a semi-monthly payment plan. We will pay the same amount per month that we have been paying, paid twice monthly rather than weekly.

Operations Report –RK's October report was shared with Board members prior to the meeting. ~ She mentioned two items that were not included in the written report: 1) as of October 28th, the e-bike raffle has netted \$880 over the cost of the bike, and 2) the Chalice House (#46 Varsity Street) is a month-to-month rental property. ~ Her report updated the active membership of Ministry Teams and the staff liaison to each team. ~ She commented on the worth and efforts of the newly formed Grow Getters group and suggested, again, that this project would be an excellent Green Sanctuary Project that would impact all Teams and Committees and provide a focus for UUTC as we work towards our post-pandemic future. ~ She reported that the Glen Cannon Property Association's program (live and via Zoom) held in the sanctuary on October 27th was successful, with the exceptional help of UUTC's A/V Team. With the positive feedback received, she feels confident in rolling out a more carefully targeted space rental campaign, highlighting primarily the technology and staff we have in place to facilitate meetings safely. Paired with more reasonable rental fees, she believes UUTC has something others can't offer, which may be a help in funding our mission. ~ She reported on the move to the payroll company, Gusto, and expressed appreciation to Treasurer, Gail Meyers, for her work to ensure the move was accurate and timely. The first payroll, through Gusto, was successful. ~ In the area of programming, RK reported that the Author Series and the Climate Series have each presented two programs, providing great value and representing UUTC well. These programs have been presented live and streamed online and are available to view through links on the UUTC website. ~ For the first time, UUTC will have an official presence at Brevard's HalloweenFest; Administrative Assistant, Eloise Shepard, has been organizing this effort, which includes staffing a booth to provide informational handouts about UUTC and promote the raffle of an e-bike. Members will be present in the booth from 10AM to 4PM on Saturday, October 30. ~ RK provided suggestions in a discussion regarding outreach and returning to in-person services. She recommended that we stay the course of embracing online programming because success with online programming will reduce the demand for additional building space. ~ She supported Glenn Cockerham's suggestion that Board and Team members do some phone calling to reach out to members and friends who have not returned to in-person services to determine what they need to feel comfortable enough to return. RK said she would like the Board to initiate this process, but she will reach out to one or two members of the Membership Team who might be willing to make some phone calls in this effort. ~ She reported on a "hiccup" with Brevard's US Postal Service; rather than placing mail that is addressed to UUTC's street address (instead of P.O. Box) into UUTC's post office box, as they have in the past, postal workers have been instructed to return the mail to the sender. This has caused an interruption in some regular giving; RK will check the contributions next week to see who is not "up to date" on their regular giving and determine if the address issue is the cause. ~ RK shared that the Drive Down the Debt Campaign will be announced

in the WayFinding publication on Friday October 29th. ~ Finally, regarding staff, she reported that Kevin has hired his first new person to work with CRE programming; Eloise will be “on site” at UUTC on Mondays only, due to a promotion at the Transylvania County Library; Amy filmed Bobby King promoting the Power Up campaign; and A/V technician Doug signed up in Facebook Groups to software discussions to better understand what works and what doesn’t. She commended the excellence and self-motivation of staff members.

Administration Committee Report – A copy of the Administration Committee Report for October was sent to Board members prior to the meeting, along with recommended revisions to the Policy Manual and to the UUTC Organizational Structure. The committee requested consideration and approval of the Revised Policy Manual, Article II, Section F. After discussion of AdCom’s recommendation for Article II, Section F, which varied from the policy approved by the Board on February 25, 2021, the Board agreed with Article II, Section F, #1 as presented, but amended Article II, Section F, #3, to read, “The Board shall ensure that all hourly employees be paid no less than the greater of the Federal or the State minimum wage or the living wage amount determined by the Living Wage Coalition of Transylvania County.” Gail referred Board members to Article V, Section G of the Policy Manual and pointed to the use of the term “Review” in the context of the policy. She recommended replacing “review” with “examination” in all parts of Section G. She explained that a financial “review” is a specific, defined accounting term; a financial review is performed by an accountant. In the context of this policy, we are not asking for an accountant to perform a financial review. The Board agreed to replace the term “review” with the term “examination” throughout Article V, Section G. *After amending Article II, Section F, #3, and Article V, Section G, Bart made a motion to approve the revisions to the 2020.3 Policy Manual, as amended by the Board. Alice seconded the motion. The motion was approved.* Kay will advise the Administration Committee of the Board’s action.

Finance Committee Report– No report this month. Gail met with the newly populated Finance Committee in October; members include Mike Griffith, Erin Lausch, Peter Magistri, Quim Moya, and Gypsy Richardson. The members selected Erin as Chair and Mike as recorder. *Kay made a motion to approve Erin Lausch as Chair of the Finance Committee; Bart seconded the motion. The motion was approved.*

Personnel Committee – No report this month.

Property Committee – No report this month.

Advisory Council – No report this month. Bart reported that he had a good conversation with Michael Solomon about previous work of the Council and the need to restart the group. They agreed that, while a good Vision document is in place, it needs to be reviewed considering changes due to the pandemic. Kay reviewed the structure of the Council, the eligibility requirements for membership, and how members are selected, per the Organizational Structure.

Old Business:

Ministry/Minister Review Task Force Update – A copy of the annual review report was sent to Board members prior to the meeting. The Review Task Force completed its review in October, and Bart and Alice met with Rev. Bob to discuss the review and to provide him with a copy of the report. Bart commended the Review Task Force for their work; he reported that they will meet in November to critique the process and make suggestions for the next Review Task Force to consider. Rev. Bob was asked to leave the meeting briefly. There was a Q&A discussion about the process, about the response graphs and comments presented in the report, and regarding Bart and Alice’s meeting with Rev. Bob to discuss the review. Once Rev. Bob returned to the meeting, there was further discussion about the

process from his perspective -- what was helpful, what was not. Finally, there was discussion about the best way to report the review to the Congregation. Bart will prepare an article for a future newsletter.

New Business:

Endowment Committee Report – The Endowment Committee Report was sent to Board members prior to the meeting. Joanna Bliss, Chair of the Endowment Committee, shared the names of the recipients selected to receive awards from UUTC’s Community Outreach Endowment Fund for 2021-2022. Three grants, totaling \$10,200, were awarded. At 4.6% of the Endowment Fund balance as of June 30, 2021, this falls within the 3-5% guidelines and satisfies the requirement to not reduce the Endowment Fund balance below 90% of the nominal value of the fund as of June 30, 2021. The names of the award recipients will be publicized in the coming months. The Board commended the committee for an outstanding job of selecting worthy recipients and supporting UUTC’s outreach mission. A final report by the Endowment Committee will be presented at the 2022 Annual Meeting.

Organizational Structure Annual Review – A copy of the Revised Organizational Structure document, 2021 Edition Draft was sent to Board members prior to the meeting for their consideration. The Administration Committee requested approval of the recommended revisions. Kay led a page-by-page review of the document, commenting on the recommendations. The Board agreed with the recommendations presented by AdCom but added an additional revision to Responsibilities of the Board, #4, on page 4 of the document. The amended #4 will read, “Budget: Once received from the Finance Committee, the Board reviews, approves, and recommends the annual budget to the UUTC Congregation for consideration and vote at its annual Congregational Meeting.” ***Kay made a motion to approve AdCom’s recommended revisions to the Organizational Structure document 2021 Edition Draft, as amended by the Board; Bart seconded the motion. The motion was approved.*** Kay will advise the Administration Committee of the action of the Board.

Additional Business:

Request from Worship Team Leader - Vanessa Cowie requested input from the Board and Rev. Bob regarding protocols for reintroducing choir to Sunday services. Rev. Bob reported that he has shared this request for input with the Reopening Task Force, as they are tasked with making recommendations related to COVID protocols for returning to in-person gatherings.

Board Calendar Review: Agenda items for November may include County Parking Lot Contract, Snow Removal Contract, Cancellation Notification Plan. Alice Wellborn volunteered to provide Opening Words for November.

Adjournment: ***A motion was made and seconded to adjourn; the motion was approved.***
The meeting adjourned at 7:55PM.

Next Scheduled Board Meeting: Monday, November 29, 2021, at 5:30pm
Note: No December meeting is scheduled.

Respectfully submitted,
Kay Webb,
Secretary