

UUTC Board Meeting Minutes
January 27, 2022@ 5:30pm

Present: Glenn Cockerham, Ian Cowie, 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 by Bart Renner.

Approval of the Minutes: The November 29, 2021, meeting minutes were approved via email vote on 12/01/21 and sent to the Administrator for publishing.

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

12/01/21 – Motion to approve the November 29, 2021, Board Meeting Minutes as presented was made by Quim Moya, seconded by Betty Kendrick; motion was approved 12/01/21.

12/27/21 - Motion to increase staff hourly wage to \$15 per hour was made by Gail Meyers and seconded by Kay Webb; motion was approved on 12/27/21.

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

Minister's Report – The report highlighted Rev. Bob's activities since the November Board meeting. ~ Reflecting on the "next normal," Rev. Bob emphasized the need to remain flexible. Regarding COVID guidance, he advised group leaders to get a sense of their members' comfort level and adjust meeting plans accordingly. He suggested that flexibility and invention of options is important to make this a "CANdemic" ~ He commended Kevin Lausch on his flexibility, ensuring that the OWL program could continue; seventeen students signed up for the program. ~ Rev. Bob led the December and January Soul Matters discussions via Zoom and led the second session of the "Poetry and Meditation" class in-person in the UUTC lobby. ~ Community outreach included meeting with the Rainbow Alliance and attending the ASIST suicide prevention training at the county Election Center conference room in January. Also, he attended the Brevard Planning Board meeting to support our request that the five parcels making up the UUTC campus be rezoned to one Institutional Campus; the Planning Board approved a motion to recommend the rezoning, which will now go to City Council for consideration. ~ In the area of pastoral care, Rev. Bob connected with congregants through phone calls and in-person meetings; he met with LHHH; and he was able to meet with UUs at College Walk in January. A Vespers service, "Somber Holidays," was offered in December for the Grief Group and others in the community~ In the area of Ministry, he met with the Worship Team and its leaders, with worship associates, with music leaders, and with the AV staff in planning upcoming worship services; he checked in with Social Action leadership and other group leaders as needed; he attended the first two meetings of the Pledge Drive team; he had phone conversations with the Board president; he met in-person with the Administrator and with staff via Zoom. ~ He attended a Zoom meeting of a subgroup of the UUA Religious Education Credentialing Committee. ~ He expressed gratitude to all Staff members for their responsiveness, flexibility, and perseverance, to Board members for their leadership, and to the people who show up for services, attend meetings, reach out to people in need, and hang out at UUTC social events. ~ Finally, he included an appendix to the Minister's Report of Leadership Notes from a training session he attended on Zoom.

Treasurer's Report – The monthly report was shared with Board members, providing the financial status as of December 31, 2021. This report will be available to Members and Friends from a link in the February Wayfinding newsletter. ~ Based upon financial information available from the first six months of the fiscal year, Gail generated a January Projection Estimate which indicated the possibility of a small deficit at the end of the budget year. Since finances fluctuate from month to month, she will continue to prepare a monthly projection estimate for the remainder of the 2021-2022 fiscal year. ~ Gail reported that she and the Administrator continue to work with the new payroll company, Gusto, to make payroll preparation more efficient. ~ She reported that the Pledge Campaign team has begun preparations for the 2022-2023 Pledge Campaign.

Operations Report – RK's January report was shared with Board members prior to the meeting. ~ She discussed some of the impacts of the pandemic on UUTC, including a decline in membership, reduced revenue, and reduced membership and activity among Ministry teams. However, she reported that UUTC is in a far better position than many, many churches and suggested that continuing to offer in-person services as well as an online option was clearly worth the cost and agony. ~ She recommends a revitalization of the Membership Team to re-establish the procedural processes for onboarding, welcoming, and helping new members find their place in the UUTC community; of the three remaining team members, two are new to the team and unfamiliar with past procedural processes. ARE, Social Action, and Stewardship teams need additional members to re-engage in their activities. ~ She reported the addition of two newly hired staff members to work in the nursery. ~ She recommends keeping staff office hours "by appointment" through mid-February. ~ She shared that the City Planning Board approved a recommendation to rezone UUTC's five parcels into one Institutional Campus; this recommendation will be presented to the City Council for consideration. If/when the City Council approves the rezoning of UUTC's five parcels into one Institutional Campus, we will need to re-engage our surveyor to remove interior easements from the current survey and submit a final rendering to the City of Brevard. Institutional Campus zoning status will allow greater flexibility in placement of any new structures on the campus. ~ The Annual Certification to UUA has been completed. ~ Preparations for the 2022-2023 Pledge Campaign have begun, as well as a review of pledge completion on this year's pledges. ~ Moving forward, RK recommends a re-boot of the Shared Pulpit program to allow members to become reacquainted with each other and to hear each other's stories. ~ The recent online Survey of Interests revealed support for the "typical" vote winners in the annual Social Action survey (i.e., Sharing House, Bread of Life), but it revealed that there is strong support among our members for outdoor non-profits (Pisgah Conservancy, Ecusta Trail, Friends of DuPont, the NC Arboretum and Conserving Carolina) as well as the Brevard Music Center. RK encourages Social Action and those who are deeply involved in specific projects to select and focus on one or two initiatives that support UUTC's mission and vision. She reported that the Grow Getters group is currently developing their vision for the campus grounds (See Report from Grow Getters under New Business below).

Administration Committee Report – A copy of the Administration Committee Report for January, along with proposed additions and revisions to the current Policy Manual, was sent to Board members prior to the meeting. Kay shared that the committee had received feedback from the Personnel Committee and from the Administrator on a draft hybrid work policy and that a policy recommendation has been submitted to the Board for consideration. If approved, the Administration Committee will update the Policy Manual 2021 Edition to include the new Hybrid Work Policy section and related revisions to current sections of Article VII; a new version 2021.2 will be published and submitted to the Board in February.

Finance Committee Report– No report submitted this month. Gail reported that the committee met in January, but they were unable to complete a review and revision of their Operating Guidelines during that meeting. They will submit their updated Operating Guidelines to the Board at a later date.

Personnel Committee – No report submitted this month. Betty reported that the committee met via Zoom in January to review the Hybrid Work Policy proposed by the Administration Committee; they approved it for submission to the Board.

Property Committee – No report submitted this month.

Advisory Council – No report submitted this month.

Old Business:

Hybrid Work Policy - A copy of the Administration Committee’s proposed Hybrid Work Policy along with additional proposed changes to related provisions in the current Policy Manual was sent to Board members prior to the meeting. ***Kay made a motion to approve the proposed Hybrid Work Policy for inclusion in the Policy Manual and to approve revisions to Policy Manual Article VII, Sections E and G, as presented by the Administration Committee in its January 2022 Report to the Board. Betty seconded the motion.*** During discussion, Kay and Betty pointed out that both the Personnel and the Administration Committees had input in the final document and supported its approval. Betty shared that the Personnel Committee encouraged careful consideration when calling hybrid meetings in order to preserve equity among all attendees. ***The motion was approved unanimously.***

New Business:

Report from Grow Getters – Prior to the meeting, Board members received a report from the UUTC group, Grow Getters, who began removing Class I invasive species from the UUTC campus in October 2021. At least twelve UUTC members have been involved with Grow Getters, thus far. Ian Cowie, representing Grow Getters, highlighted the activities and developing plans underway by the group. The goal is to make the UUTC campus a designated native plant demonstration site, open to the public, to better demonstrate how environmentally conscious landscaping can make positive impacts. An initial project toward meeting this goal is to tackle the strip between the front parking lot and the sidewalk in front of UUTC and along the corner of South Broad and Varsity Streets, removing invasive species and redesigning the landscape to better mitigate water runoff, capture and purify rainwater, establish native plants, and improve the environmental impact in these areas. To help fund and support this project, Grow Getters is seeking a grant from the North Carolina Native Plant Society and technical guidance and support from agencies like Conserving Carolina and the Transylvania County Extension Service. Once plans are finalized for this first project, Grow Getters will request Board support.

Appointment to Treasurer-Elect Vacancy – ***Gail made a motion to appoint Michael Griffith to fill the vacant Treasurer-Elect position (established in the 09/28/21 adoption of the UUTC Bylaws). Alice seconded the motion.*** Gail shared that Michael has agreed to be a nominee for the Treasurer-Elect position in the 2022-2023 Board of Trustees elections and has agreed to an appointment for the remainder of this organizational year (through June 2022) to be better prepared if elected to the position by the congregation. ***After brief discussion, the motion was approved unanimously.***

Board Calendar Review: Agenda items for February may include '22-'23 Budget Requests, Review of Policy Manual, Financial Examination Report for Board, Insurance Review, Employee Performance & Salary Reviews, Determine Annual Meeting Date, Announce Requests for GA Delegates

Adjournment: The meeting adjourned at 7:05PM.

Next Scheduled Board Meeting: February 24, 2022, at 5:30pm
Quim Moya volunteered to provide Opening Words for the February meeting.

Respectfully submitted,
Kay Webb,
Secretary