

UUTC Board Meeting Minutes
February 24, 2022@ 5:30pm

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

Welcome, Check-In: The meeting opened with a welcome by Bart Renner and check-in with those attending.

Approval of the Minutes: The January 27, 2022, meeting minutes were approved via email vote on 02/01/22 and sent to the Administrator for publishing.

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

01/31/22 – Motion to approve the January 27, 2022, Board Meeting Minutes as presented was made by Betty Kendrick and seconded by Kay Webb; motion was approved on 02/01/22.

02/15/22 - Motion to place an undesignated contribution of \$24,108.71 into the Operating Fund was made by Gail Meyers and seconded by Mike Griffith. After some email discussion, Board members agreed to table the motion until the February 24th Board meeting.

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

Minister's Report – The report highlighted Rev. Bob's activities since the January Board meeting. ~ Reflecting on "next normal" for UUTC, Rev. Bob stated that March will bring some moderation of COVID restrictions, though he suggests that mask mandates remain in place at this time; he will be consulting with the COVID/Reopening Task Force for their input. ~ In ARE offerings, he continues to lead a "Soul Matters" small group discussion and a "Poetry and Meditation" class; he will offer a "Pronouns Workshop" in the coming weeks. ~ In the area of community involvement, he reported that COVID seems to have decreased the opportunities to engage in Brevard/Transylvania County activities; he hopes this will change as COVID cases continue to decline. ~ In pastoral care, he reported engaging with members via phone calls and in person; he met with LHHH, with College Walk members, and with the Grief Group. ~ In meetings with the Worship Team, he reported that feedback is showing a discontent with the restrictions COVID has required in services and suggested that this indicates a need for some familiar and some new worship possibilities for Sunday worship. ~ He has met with Worship leaders, the AV crew, music leaders, the Board President, staff members, with Social Action Team leaders, and with the Pledge Drive Team. ~ in the wider UU movement, he attended Zoom meetings of a subgroup of the UUA Religious Education Credentialing Committee, discussing anti-racism initiatives, and the UU Ministers Association Institute, including discussion of collaborative leadership.

Treasurer's Report – The monthly report was shared with Board members, providing the financial status as of January 31, 2022. This report will be available to Members and Friends from a link in the March Wayfinding newsletter. ~ Based upon financial information available from the first seven months of the fiscal year, Gail generated a February Projection Estimate. 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 worked on a formal response to questions from the IRS regarding the Private Letter Ruling Request and the response has been faxed to the IRS. ~ She reported that the Pledge Campaign is in full swing and that the Finance Committee is working on a proposed

budget for fiscal year 2022-2023. ~ She shared that UUTC received a generous undesignated contribution that the Board will need to determine where the monies will be allocated.

Operations Report –RK’s February report was shared with Board members prior to the meeting. ~ She discussed the need to disrupt “COVID inertia” by encouraging members to start “showing up” to UUTC activities ~ She reported that she will be taking off the week of March 7-12. ~ She announced plans to re-institute “Team Meeting Night” in March; she will notify Social Action, Facilities, Membership, Stewardship, ARE, and CRE of these plans. LHHH and Worship will not be included in Team Meeting Night, as their work requires confidentiality and more time. ~ She shared details of a fund-raising initiative, Pi Day Pie Auction, on March 14th; it will be a limited registration event (capping attendance at 45 people) at UUTC. ~ In the area of programming, she reminded Board members that the Author Series and the Climate Series were initiated to set up a framework for ARE to use in rebooting programming in a new way at UUTC and emphasized the need for a functioning ARE Team to take up the reins and guide the structure of offerings and the publicity for those offerings. She commended Rev. Bob, Jim Hardy, David Alff, Krista Moore, and Royce Zia, all of whom have stepped up to lead different adult programs. She, again, recommended a re-boot of the Shared Pulpit. ~ Board members were reminded that the tenant of the Chalice House (yellow house) will be vacating by March 31, 2022; in April, the Facilities Team will help relocate the office of the Director of CRE into the Chalice House, as well as prepare the largest room at Chalice House for youth programming. Once this occurs, the current nursery will move across the hall into the small classroom, and the Administrator will relocate from the AV Room to the current nursery. ~ RK shared details of the Grow Getters’ initiative, the Appalachian Preservation Project of Transylvania County, and indicated the need for a separate fund account for this group’s fundraising and spending. **Betty moved to authorize the Treasurer to set up a savings account at 1st Citizens Bank for the Appalachian Preservation Project of Transylvania County (APPTC.org); Glenn seconded the motion. After discussion, the motion was approved.** ~ Finally, RK reported on cost estimates for repairs to failing outdoor lighting: repair of soffit lights (\$1250) and replacement of four light posts and eight parking lot fixtures (\$9600).

Administration Committee Report – A copy of the Administration Committee Report for February, along with the Board approved Policy Manual 2021.2 document, was sent to Board members prior to the meeting. Kay shared that the committee has no additional recommendations for Board consideration at this time.

Finance Committee Report– No report submitted this month. Gail reported that the committee met in February, but no secretary/recorder has been named to file monthly reports of the meetings.

Personnel Committee – No report submitted this month.

Property Committee – No report submitted this month.

Advisory Council – No report submitted this month. Bart and Rev. Bob have discussed the need to re-populate the Advisory Council as we move into a new administrative year. A functioning Advisory Council will have an important role to play in navigating the coming years.

Old Business:

Undesignated Contribution - A tabled email motion from February 15 was brought forward for discussion: ***A motion to place an undesignated contribution of \$24,108.71 into the Operating Fund was made by Gail Meyers and seconded by Mike Griffith.*** The email motion was tabled on February 15, 2022, to allow adequate time for Board members to discuss the designation of the contribution. This motion resulted from a gift of an undesignated contribution to UUTC exceeding \$5000. Per Board policy (Article V, Section D), undesignated contributions to UUTC

that exceed \$5000 will receive a recommendation from the Finance Committee to the Board for placement in an existing fund. Gail reported that the Finance Committee recommends that the undesignated gift be placed in the Operating Fund. She suggested that, with the possibility of a budget shortfall this fiscal year, this contribution would provide a helpful cushion if placed in the Operating Fund. During discussion, Betty stated that, while she had no objection to designating the gift for the Operating Fund, she does not want the addition of this money to the Operating Fund to make it appear that we have no financial difficulties, particularly during the current Pledge Campaign. Board members agreed that we must be transparent with the congregation in our discussion of financial issues. Bart suggested that he could address UUTC's financial status in his next letter to the congregation. After discussion, ***the motion was approved unanimously.***

New Business:

Policy Manual Annual Review - The 2021.2 Version of the Policy Manual was sent to Board members prior to the meeting for their review. Kay indicated two policy requirements that need to be added to the Board's yearly calendar: 1) annual review of the Safe Congregation Plan and 2) annual approval of a Right Relations Task Force. Also, she pointed out that the policy requiring all committees and teams to submit minutes of meetings to the Administrator for filing is not being followed by all groups. She shared that the availability of these records can be extremely important, giving the example of consulting and referencing Board Minutes and Facilities Team Minutes from previous years to prepare documents for the IRS Private Letter Ruling. Methods to encourage appropriate reporting of group meetings were suggested. No revisions or additions to the current Policy Manual were recommended at this time.

Board Calendar Review: Agenda items for March may include '22-'23 Budget Report, Insurance Review, Employee Performance & Salary Reviews, Determine Annual Meeting Date, Announce Requests for GA Delegates, SUULE Nominations, Annual Review of Board Operating Guidelines

Adjournment: The meeting adjourned at 7:19PM.

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

Respectfully submitted,
Kay Webb,
Secretary