

UUTC Board Meeting Minutes
April 28, 2022@ 5:30pm

Present: Glenn Cockerham, Michael Griffith, 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 reading by Alice Wellborn and check-in with those attending.

Approval of the Minutes: The March 24, 2022, meeting minutes were approved via email vote on 03/27/22 and sent to the Administrator for publishing.

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

03/27/22 – Motion to approve the March 24, 2022, Board Meeting Minutes as presented was made by Alice Wellborn and seconded by Kay Webb; motion was approved on 03/27/22.

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

Minister's Report – The report highlighted Rev. Bob's activities since the March Board meeting. ~ Reflecting on "next normal" for UUTC, Rev. Bob reported that the mask-optional protocol and coffee hour will continue during the current lull in COVID-19 cases; he will continue to monitor the CDC numbers and will continue to purchase COVID test kits for choir testing. ~ He met with the newly expanded ARE Team at Team Meeting Night in April; they are working to bring back periodic Wonderful Wednesday dinner/programming in the next few months. He met with RK Young and Bruce Kirkman to begin planning for the UUTC congregational retreat, scheduled for September 9 - 11 at the Mountain, and he encouraged leaders to plan to attend. ~ In pastoral care, he reported engaging with members via phone calls and in person; he met with LHHH. He reported that efforts are being made to remind members of those who remain in need of prayers and support both in the Sunday prayers and in the Member-to-Member connection emails. ~ In meetings with Worship leaders, he reported that there will continue to be slight adjustments to the Sunday service format and experiments with programming between the two Sunday services. Beginning in June, we will move to a single 10:00am Sunday service for the summer months. ~ Other leadership meetings included Staff meetings and Team Meeting Night, where he touched base with ARE, Social Action, and Facilities Teams. He commended Kristin Leesment and the Pledge Drive Team for their efforts as they completed their work on the pledge campaign. He participated in the hiring process of a new on-site bookkeeper and virtually attended the April Brevard Council meeting where our Institutional Campus zoning was approved. ~ In the wider UU movement, he attended Zoom meetings of the UUA Religious Education Credentialing Committee to review DRE's who are seeking credential status. ~ Because concerns were raised by some members about the health of UUTC regarding membership and finances during the pledge drive, Rev. Bob shared UUA certification data indicating that UU congregations reported an overall loss of about 10,000 members during the pandemic from 2/2020 to 2/2022 and that pledges were down by \$1.62 million over those same two years. Data indicates that the same is true in evangelical and mainline churches. By comparison, he reported that UUTC was above average in maintaining membership and pledges.

Treasurer's Report – The monthly report was shared with Board members prior to the meeting, providing the financial status as of March 31, 2022. This report will be available to Members and Friends from a link in the May Wayfinding newsletter; it will be posted on the UUTC website. ~

Based upon financial information available from the first nine months of the fiscal year, Gail generated an April Projection Estimate, which, at this time, projects a surplus at the end of the fiscal 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 documentation of a favorable ruling from the IRS regarding the Private Letter Ruling Request has been received. ~ She reported continued issues with our payroll company and shared that she amended the 4th quarter payroll tax returns and annual filings. ~ She reported that she and RK have begun training the new bookkeeper. ~ She reported that the new APPTC checking account for the Grow Getters initiative has been opened. ~ Finally, she reported that the Finance Committee had tweaked the FY 22-23 Budget that was sent to the Board in March.

Operations Report –RK’s April report was shared with Board members prior to the meeting. ~ She reported that ARE, Social Action, and Facilities teams met during the April Team Meeting Night, with Rev. Bob touching base with each team. ~ She shared the news that Kristin Porter (aka, KP) has been hired as UUTC’s on-site bookkeeper; off-site bookkeeper, Sue Gervais, will assist with training KP as she transitions out of the position. ~ RK reported that the revenues from the Faithify Campaign have been received and no new fund-raising activities occurred in April. ~ She commended the Facilities Team for their assistance in the space transitions for the Chalice House, the nursery, and the administrator/bookkeeper office. There are still small tasks to be completed in the Chalice House and in the administrator/bookkeeper office, but everyone has settled into their new spaces. ~ She reported that UUTC received approval from the Brevard City Council for Institutional Campus zoning. This rezoning combines the five parcels of UUTC property into one parcel; it will require that we engage Carolina Mountain Surveying to drop the interior easements and establish the new 40’ setback at all the boundaries. ~ In the area of programming, she reported that plans are underway for a congregational Fall Retreat at The Mountain in September and for the return to a form of Wonderful Wednesdays in June. She shared that Grow Getters have begun preparations for the Hellstrip Demonstration Project scheduled in May and are looking forward to the Bog Project, which will be the basis of their grant application to the North Carolina Native Plant Society. ~ Finally, in the area of safety, RK reiterated that outdoor lighting fixtures (soffit lighting and parking lot fixtures) are in need of repair or replacement. She suggested that a short-term loan to deal with these safety issues may need to be considered at the beginning of FY22-23. ~ CRE director, Kevin Lausch, submitted a report on behalf of the CRE Team reporting on recent CRE activities and sharing upcoming events.

Administration Committee Report – No report submitted this month, as the committee did not meet in April.

Finance Committee Report– The committee met in April, but no report was submitted.

Personnel Committee – No report submitted this month, as the committee did not meet.

Property Committee – No report submitted this month, as the committee did not meet.

Advisory Council – No report submitted this month, as the Council did not meet.

Old Business:

2022-2023 Final Budget Approval - Gail and Michael presented the final budget for FY 22-23 proposed by the Finance Committee for Board consideration. They provided some detail as to the changes made since the March meeting proposal. ***Bart made a motion to approve the FY 22-23 Proposed Budget as presented; Glenn seconded the motion. The motion was approved unanimously.*** Board members discussed the formatting of the budget document to be presented to congregation members. This budget will be presented to the congregation for consideration at the Annual Meeting on May 15, 2022. Prior to that meeting, two Budget

Forums will be held (May 5 @ 6:30pm and May 7 @ 10:30am) for members to attend in person to ask questions and make comments; representatives from the Finance Committee and the Board will be present at each forum.

Leadership Development - Rev. Bob reported on the UUA Southern Region online programming available for leadership training. (www.uua.org/southern/blog/post-pandemic-southern-region-programming) RK suggested that the Board may want to consider an in-house leadership training/retreat.

GA Delegates - Kay reported that she had spoken to Ian and Vanessa Cowie about representing UUTC as delegates at GA this year; both were willing to serve as delegates. ***Kay moved to approve Ian Cowie, Vanessa Cowie, and Rev. Bob Renjilian as UUTC's credentialed delegates to the General Assembly; Betty seconded the motion. The motion was approved.*** All three delegates will be attending the Portland, Oregon General Assembly virtually.

New Business:

Annual Meeting Documents - Kay shared the required Annual Meeting documents with Board members prior to the meeting. Slight revisions were suggested to correct errors. The revised documents will be sent to membership and posted on the website on May 1, 2022.

Safe Congregation Plan Review - A copy of the 10/25/2016 Safe Congregation Plan was sent to Board members prior to the Board meeting. After a brief discussion of the document, Kay indicated two items regarding Background Checks on page 8 of the document that needed to be revised. Two sentences discussing the how and where background checks are to be secured were revised: 1) The sentence regarding securing background checks of clergy and church employees will read, "All records of Background Checks are confidential and will be stored in a locked file or in a secure online manner." 2) The sentence regarding securing background checks of persons working with children, youth, special needs and/or frail elderly adults will read, "Records are confidential and will be retained in a locked file or in a secure online manner." Page 1 of the document will include the date the document was reviewed and revised. ***Gail made a motion to approve the proposed revisions and to adopt the Safe Congregation Plan, as amended; Michael seconded the motion. The motion was approved.*** Kay will make the approved revisions to the document and send an updated copy to the Administrator for posting to the website and to Board members via Realm.

Parcel Survey Modification and Filing - As described in her Operation Report above, RK reported the need to reengage Carolina Mountain Surveying to update our survey plot to correctly indicate that we are zoned as an Institutional Campus. She requests Board and Finance Committee guidance on the timing of this work.

Board Calendar Review: May: Budget Forums (5/5 @ 6:30pm & 5/7 @ 10:30am) and Congregational Annual Meeting (5/15 @ 10:00am)

Adjournment: The meeting adjourned at 7:00PM.

Next Scheduled Board Meeting: May 26, 2022, at 5:30pm

Respectfully submitted,
Kay Webb,
Secretary