

UUTC Board Meeting Minutes  
June 23, 2022@ 5:30pm

**Present:** Glenn Cockerham, Ian Cowie, Michael Griffith, Vicki Held, Betty Kendrick, Quim Moya, Bart Renner, Kay Webb, Alice Wellborn, and RK Young.

**Welcome, Check-In:** The meeting opened with a check-in among those attending and a reading by Alice Wellborn.

**Approval of the Minutes:** The May 26, 2022, meeting minutes were approved via email vote on 05/29/22 and sent to the Administrator for publishing.

**Approval of Email Votes:** *Kay moved to accept the following email vote for inclusion in the June minutes; the motion was seconded and approved.*

**05/29/22** – Motion to approve the May 26, 2022, Board Meeting Minutes as presented was made by Kay Webb and seconded by Quim Moya; motion was approved on 05/30/22.

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

**Minister's Report** – The report highlighted Rev. Bob's activities since the May Board meeting. ~ In the Brevard and wider community, he reported attending the local vigil against gun violence at the courthouse, the NAACP breakfast at Bethel A Baptist Church, the AAUW book sale, the Hendersonville Pride Picnic, and the Juneteenth events in Brevard. He serves on several non-profit boards in the region and believes..." this is important for UU ministers to be rooted in community and lend leadership support where it fits our values and hopes for society." ~ Reflecting on "next normal" for UUTC, Rev. Bob reported that there are enough COVID tests for the choir to continue to test before Sunday services through July. Going forward, we will no longer use clip board sign-in sheets for contact tracing; if a breakthrough case is reported, a general announcement will be made to members and friends through electronic notification. ~ In the area of Adult Religious Exploration, he reported that the ARE Ministry Team is planning monthly Wonderful Wednesday dinner/programming for July, August, and the fall. He continues to lead a monthly discussion with UUs at College Walk. ~ In pastoral care, he reported engaging with members via phone, in their homes, and in his office. LHHH will cover the toll-free pastoral care line while he is away the week of July 3. ~ He reported on the positive response to the Father's Day launch of a single 10AM Sunday service and shared that he is working with the Worship Team to review the best practices of Sunday services, as well as the flow and energy of the service. ~ Other leadership meetings included meetings with staff, ARE, the Social Action team leader, LHHH, and with the Board President and President-Elect. ~ In the wider UU movement, he continues his work with the UUA Religious Education Credentialing Committee; during the last week of June, he is serving as one of UUTC's registered virtual delegates to UUA's General Assembly and as a virtual participant at the UU Ministers Association annual meeting.

**Treasurer's Report** – The monthly report was shared with Board members prior to the meeting, providing the financial status as of May 31, 2022. This report will be available to Members and Friends from a link in the July Wayfinding newsletter; it will be posted on the UUTC website. ~ Based upon financial information available from the first eleven months of the fiscal year, Gail generated a June Projection Estimate, which, at this time, projects a surplus at the end of the fiscal year. ~ Gail reported that she is currently working on updating the Treasurer's Manual. ~ She shared that our new bookkeeper resigned recently, so we will need to begin a new search; Sue Gervais will be able to continue working with us virtually for a time.

**Operations Report** –RK’s June report was shared with Board members prior to the meeting. ~ With assistance from Susan Bir, the “Welcome” bulletin board is soon to be replaced with “How Can You Serve?” to highlight tasks that will help folks get involved without becoming overwhelmed as they negotiate “re-entry” into volunteering. ~ In the area of staffing, she reported that she will be meeting with Rev. Bob and Gail to consider a timeline that accommodates a more realistic training of the next bookkeeper hire to replace KP, who recently resigned. Also, she is working with Rev. Bob on “where we are” and what we need to plan for in administrative staffing. ~ In the area of fundraising, she shared that scheduling for events for the coming fiscal year are underway. A repeat of the mum sale is scheduled for September. The yard sale will likely occur in October as will the ebike raffle. ~ She reported that Glade Creek Services has installed new bulb connectors, bulbs, and trim rings in all soffit lighting around the perimeter of the man building and has replaced the bulbs in the maintenance room with LED bulbs; these services will be billed before the end of June and paid during the current fiscal year. ~ RK shared some upcoming post-pandemic returning events: the annual picnic at Connestee Falls is scheduled August 21<sup>st</sup> after the Sunday service and a Congregational Fall Retreat at the Mountain is scheduled September 9-11. Chalice Camp is scheduled to occur in the main building August 8-12, and any group scheduled for building use during that week is asked to use the Chalice House, instead. ~ Finally, RK asked for feedback on reviving Sponsored Projects this coming fiscal year. Originally developed by Gary Kendrick, Sponsored Projects is a list of specific Board-approved proposed projects that individuals can choose to fund.

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

**Finance Committee Report**– The committee met in June, but no written report was submitted. Michael shared that he has volunteered to record the minutes for the committee going forward and that five members remain on the committee.

**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 as the Council is not fully staffed.

### **Old Business:**

**Ministry/Minister Annual Evaluation Update** – Prior to the Board meeting, Alice shared the latest drafts of the timeline and evaluation instrument developed by Sharon Moya for use by the task force that will conduct the annual review of the Ministry and Minister. Appointed by the Board, the Review Task Force for this year includes Alice Wellborn, Ian Cowie, Kevin Lausch, Joanna Bliss, and Michael Solomon; these individuals represent the Board, ministry, and the congregation. Alice reviewed the documents and answered questions from Board members regarding the timeline and the instrument. After discussion, the Board consensus was very positive, and members unanimously agreed for Alice to move forward with any needed fine-tuning of the instrument and implementation of the evaluation timeline with the Review Task Force. All shared their gratitude to Sharon Moya for volunteering her professional expertise to develop the process and the instrument that can be used annually.

### **New Business:**

**Orientation to Governing Documents** – Kay provided a brief overview of the five UUTC governing documents and indicated the Board’s responsibilities for maintaining each document. Each of the five documents can be found on the UUTC website on the Board’s page.

**Authorization of Bank Signatories** – Prior to the Board meeting, Gail shared a document with Board members recommending duly elected officers and employees to fill signatory positions for the fiscal year July 1, 2022, to June 30, 2023, and list of accounts and signatory positions. **Kay made a motion to approve the bank signatories recommended by the Treasurer; Glenn seconded the motion. The motion was approved unanimously.**

The elected officers and employees filling signatory positions for the fiscal year July 1, 2022, to June 30, 2023, are:

President: Alice Wellborn

President-Elect: Ian Cowie

Secretary: Kay Webb

Treasurer: Gail Meyers

Treasurer-Elect: Michael Griffith

Minister: Rev. Robert F. Renjilian

Bookkeepers: Sue Gervais and R.K. Young

Accounts and Signatory Positions:

General Fund Cash Management programs (electronic payments and Direct Deposit) –

President, President-Elect, Secretary, Treasurer, and Treasurer-Elect

Lines of Credit (XXX1491) – President-Elect, Secretary, Treasurer, and Treasurer-Elect

General Operating Fund 1 (XXX6708) – President, President-Elect, Secretary, Treasurer, and Treasurer-Elect

Reserve Money Market (XXX4644) – President, Treasurer, and Treasurer-Elect

Ministerial Discretionary Fund 9 (XXX2016) – Minister, President, Treasurer, and Treasurer-Elect

Varsity Fund 3 (XXX5161) – President-Elect, Secretary, Treasurer, and Treasurer-Elect

Capital Expenditures Fund 7 (XXX6092) – President-Elect, Secretary, Treasurer, and Treasurer-Elect

Gifts and Memorials Fund 8 (XXX6084) – Secretary, Treasurer, and Treasurer-Elect

Charitable Giving Fund 10 (XXX4679) – President, Secretary, Treasurer, and Treasurer-Elect

Dignity Project Fund 12 (XXX6439) – President, Secretary, Treasurer, and Treasurer-Elect

Sabbatical Fund 13 (XXX9368) – Secretary, Treasurer, and Treasurer-Elect

Endowment Holding Fund (XXX9456) – President, President-Elect, Treasurer, and Treasurer-Elect

Endowment Checking Fund 2 (XXX0452) – President, President Elect, Treasurer, and Treasurer-Elect

Premium Money Market Savings (XXX9772) – President, President-Elect, Secretary, Treasurer, and Treasurer-Elect

APPTC Fund 19 (XXX2553) – Secretary, Treasurer, and Treasurer-Elect

Safety Deposit Box – Secretary, Treasurer, and Treasurer-Elect

**Governance/Ministry Retreat** – Alice shared her discussions with Rev. Bob about a future retreat to allow the newly elected Board time for bonding, visioning, goal setting. There was discussion about whether this is intended as a Board Retreat only, or as a Governance/Ministry Planning Retreat as described in the Organizational Structure. If the latter, should Team Leaders attend? During this discussion, Kay suggested that members who have agreed to serve on the Council be invited to attend and provide input at the retreat. Betty suggested that, if all participants are retirees or staff, a weekday might be considered rather than a Saturday. After discussion, Alice said she will send an email to Board members with suggested dates, times, and location for members to consider.

**Legacy Gift** – RK brought to the Board’s attention a designated legacy gift that required Board action. Per Board policy (Article V, Section A, Designated Contributions), a gift designated to a particular fund, other than an Endowment Fund established in the Bylaws, requires that the Board accept the designation. ***Kay made a motion to accept a legacy gift designated for the Building Fund (a line item in the Capital Fund) by the donor; Bart seconded the motion. The motion was approved unanimously.***

**Board Calendar Review:** July: Annual Compliance Statements

**Adjournment:** The meeting adjourned at 6:55PM.

**Next Scheduled Board Meeting:** July 28, 2022, at 5:30pm

Respectfully submitted,  
Kay Webb,  
Secretary