

UUTC Board Meeting Minutes  
July 28, 2022@ 5:30pm via ZOOM

**Present:** Glenn Cockerham, Ian Cowie, Michael Griffith, Vicki Held, Quim Moya, Kay Webb, Alice Wellborn, Rev. Bob Renjilian, and RK Young.

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

**Approval of the Minutes:** The June 23, 2022, meeting minutes were approved via email vote on 06/27/22 and sent to the Administrator for publishing.

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

**06/26/22** – Motion to approve the June 23, 2022, Board Meeting Minutes as presented was made by Alice Wellborn and seconded by Betty Kendrick; motion was approved on 06/27/22.

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

**Minister's Report** – The report highlighted Rev. Bob's activities since the June Board meeting. ~ He completed his online attendance to the UUA General Assembly as our ministerial delegate. ~ Reflecting on UUTC's "next normal," he reported that the 10AM single Sunday service is working well and receiving majority positive feedback; sign-up for Circle Dinners has begun, with a small number of participants; an August Wonderful Wednesday is in the works; ARE's Spiritual Explorer's group is planning to reengage, with Ernie Mills and Carter Heyward as co-leaders. ~ In the area of pastoral care, he continues to lead a monthly discussion with UUs at College Walk, and he led a Vespers Service there on July 24th; he has been in touch with folks by phone and by offering home or office visits; he has met with congregants to plan memorial services. ~ In other meetings, he attended Team Meeting Night and met with the ARE Team, the Social Action Team, and the Facilities Team; he met with staff either online or individually in person; he stays in contact with LHHH; he met with Board President, Alice Wellborn. ~ In the wider community, he attended the Transylvania Chamber of Commerce breakfast in June and participated in the Hendersonville "Pride Ride" on June 30<sup>th</sup>.

**Treasurer's Report** – The monthly report was shared with Board members prior to the meeting, providing the financial status for end of fiscal year 2021-2022. Treasurer-Elect Michael Griffith reported that, as expected, congregational revenues fell short this year, but, with expenses falling below budget and with the addition of a special stock contribution, we will end the year with a net positive. The Finance Committee and the Treasurer will meet in August to make recommendations to the Board on where to distribute the surplus funds. During discussion of finances, it was noted that Gusto, our payroll service provider, is not equipped to handle the special tax situations of a minister's salary; therefore, Rev. Bob will be removed from the Gusto platform in January.

**Operations Report** –RK's July report was shared with Board members prior to the meeting. ~ The July report indicated that several Ministerial Teams need new members to become reengaged in their work. ~ In the area of staffing, RK reported that we will be losing Amy Lander at the end of August. During the month of August, Trisha Powers Wesley will be trained to pick up the communication tasks that Amy currently handles, as well as some tasks handled by Eloise. Trisha will continue to assist Kevin with CRE, but her job description and hours will expand to cover these new tasks. The process of hiring a new bookkeeper will begin in August; meanwhile, Sue Gervais's remote services will be retained. ~ In the area of space needs, RK

reported the need to keep a circle of blue chairs in the foyer for small group meetings and additional folding chairs in the social hall to facilitate larger meetings; the other need for the main building involves upgraded lighting in the office and in the sanctuary; these lighting needs, as well as the need to replace the parking lot lights, should be considered when the Finance Committee discusses dispersal of the FY21-22 budget surplus. ~ Regarding the newly established APPTC Fund to help facilitate the Grow Getters' Initiative, RK suggested that the Board may want to establish some guidelines to provide oversight of the fund. If so, the Board may wish to refer this issue to the Finance and Administration Committees to develop parallel language. While no action was taken, Glenn agreed that the Board should have oversight of the APPTC Fund. ~ RK ended her report with a reminder of major accomplishments in FY21-22 [501(c)(3) status approval, IRS Private Letter Ruling approval, institutional campus rezoning approval], with thanks to Gail Meyers, indicating UUTC's intention to grow into our role as a clear voice for liberal religious values and a spiritual home for all. She stated, "The Mission isn't to stay comfortable."

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

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

**Personnel Committee** – No report submitted this month, as the committee did not meet. An At-Large Board member needs to be appointed to serve as liaison to this committee.

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

**Advisory Council** – No report as the Council is not fully staffed. Alice reported that staffing the Council is a priority this year.

#### **Old Business:**

**Sponsored Projects** – RK shared a brief history of sponsored projects that were proposed and funded during 2017 -2019. The Board agreed that reinstituting Sponsored Projects would be beneficial during FY22-23. RK will begin the process of gathering project suggestions from Ministry Teams and polling the Teams for preferences; she will provide gathered information to Board members for consideration when the Board is ready to prioritize and recommend projects to Members and Friends. During discussion of donations made to Sponsored Projects, Kay brought up the question of whether we needed to consider additional policies and procedures regarding tribute giving (memorials, in honor of, etc.), particularly regarding "permanent" recognition of honorees (plaques). The Board agreed to refer this issue to the Administration Committee, with a request that the committee review what policies already exist regarding financial donations, determine whether additional policy is needed, and make recommendations to the Board. Kay will relay this request to the Administration Committee.

**Parking Lot Lights** – The recommendation to replace the parking lot lights that was discussed at the June Board meeting was reintroduced by RK. The estimate for replacing the four light fixtures and posts was \$9600. The Board agreed to refer the recommendation to the Finance Committee for consideration at their August meeting as they determine how to allocate the FY21-22 budget surplus.

#### **New Business:**

**End of Year Surplus** – Treasurer-Elect Michael Griffith reported that the Finance Committee and the Treasurer would meet in August to make recommendations to the Board for where to place any surplus FY21-22 funds. The Board will then vote on final distribution of those funds.

**Safety Discussion Update** – Ian Cowie shared concerns about the physical safety of individuals while at the UUTC building in the light of the current political and cultural climate. During a

discussion of possible safety issues, the Board was reminded that a Safety Task Force in the recent past was studying the issue and had recommended the installation of surveillance cameras; the onset of the COVID pandemic likely ended their work. Michael Griffith volunteered to seek information from his previous church who had developed a checklist and procedures to address safety issues. The Board may consider reinstating a Safety Task Force to recommend possible policy and procedures.

**Annual Compliance Statements** – Copies of the Safe Congregation Plan and the Conflict-of-Interest Policy were emailed to Board members, Rev. Bob, and RK Young prior to the meeting, with the understanding each is required to sign an annual compliance statement, acknowledging receipt of and compliance with the documents. Since the July Board meeting was a remote (ZOOM) meeting, the signature documents will be available for signatures at the Board Retreat on Friday, July 29, 2022.

**Board Calendar Review:** August: Approve Right Relations Task Force

**Adjournment:** The meeting adjourned at 6:37PM.

**Next Scheduled Board Meeting:** August 25, 2022, at 5:30pm

Respectfully submitted,  
Kay Webb,  
Secretary