

UUTC Board Meeting Minutes
January 26, 2023@ 5:30pm

Present: 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 Alice Wellborn.

Approval of the Minutes: The December 1, 2022, meeting minutes were approved via email vote on 12/06/22 and sent to the Administrator for publishing.

Approval of Email Votes: *Kay Webb moved to accept the following email votes for inclusion in the January minutes; the motion was seconded by Vicki Held and approved.*

12/05/22 – Motion to approve the December 1, 2022, Board Meeting Minutes was made by Michael Griffith and seconded by Vicki Held; motion was approved on 12/06/22.

12/11/22 – Motion to accept contributions designated for the Holiday bonus budget line was made by Kay Webb and seconded by Glenn Cockerham; motion was approved on 12/11/22.

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

Minister's Report – The Minister's report has a new format that focuses on goals developed from the Minister/Ministry survey; it was shared with Board members prior to the meeting and highlighted Rev. Bob's activities related to these focus areas and target goals since the Dec. 1st Board meeting.

Areas of Focus:

Pulpit & Worship – Provide a meaningful worship experience for a wide variety of congregants. Since Dec 1, Rev. Bob led five Sunday services and three special holiday services, which included readings and quotes from a variety of genders, races, and faith traditions. He spoke to various subjects, such as "Grief at the Holidays", Hanukkah, Christmas, New Year's, and social justice.
Community Building – Facilitate and expand the connections which already exist between the UUTC congregants and the larger community.

Rev. Bob collaborated with John Austin and Kevin Lausch to host the Dec 10th UUTC Carol Sing and Bonfire; he hosted the Dec.12th interfaith Sandy Hook 10th Anniversary Commemoration Ceremony at UUTC; he is a regular participant of the Tuesday "Fellowship in the Hall" brown bag lunch at UUTC; he attended the Jan. 16th community observance of Martin Luther King, Jr. Day at Brevard College with other congregants; he participated in the Jan. 21st Braver Angels meeting in Asheville; he lead the Invocation at the Jan. 17th Brevard City Council Meeting; he led the Jan. 25th College Walk UU discussion circle; he is collaborating with the Worship Team to include Candles of Joy and Sorrow in the Wednesday "Member to Member" care note and with LHHH to keep track of congregants who need connection; he collaborated with Dave Roberts to kick off the live Thursday Men's Group and will serve as a facilitator at least once a month.

Social Justice – Challenge the congregation to address social justice issues directly.

Rev. Bob's Wayfinding column and Jan. 22nd service highlighted the UUA 'Side with Love' campaign for the month, "30 Days of Love" as part of the nationwide focus. He led a Pronouns workshop in December to encourage more engagement in respect of genderflux, non-binary, and transgender individuals.

Target Goals:

Pulpit & Worship – Draw from other religious traditions in worship services at least twice a month.

He included Christian, Jewish and neo-Pagan references in December services. The December Solstice service, led by congregants, focused on neo-Pagan traditions.

Community Building – The minister will reach out to a variety of congregants to learn about the connections they have already built in the larger community.

Rev. Bob reports beginning this process.

Social Justice – Explore the difference between social justice and social action in sermons and activities.

Rev. Bob reports planning for future Sundays.

Other Items of Note:

Rev. Bob, who was recommended by a UUTC member, officiated the graveside service of a non-member in December ~ he and his wife, Christy, hosted a dinner for UUTC staff at their home in December ~ he is talking with the Membership Team about hosting a new member reception sometime in March ~ he reported that various in-person UUA meetings would require that he travel during March and April.

Treasurer's Report – The Treasurer's Report, for the month ending December 31, 2022, was shared with members prior to the meeting. Halfway through the fiscal year, Revenues and Expenses are running about on target. 52.5% of the budgeted revenues have been collected, while 44.5% of the budgeted expenses have been spent. Michael noted that utilities costs are rising and will likely continue to rise into the next fiscal year. He will provide a year-end projection at the February Board meeting. He is prepping for the budget process for fiscal year 23-24 to begin in a few weeks. During discussion, RK said that she is in the process of verifying that the FY 21-22 surplus has been allocated to the Funds designated (Sabbatical, Reserve, and Capital) by the Board at the August 25, 2022, Board Meeting.

Operations Report –RK's January report was shared with Board members prior to the meeting. ~ In the area of administrative goals, she reported on the improvement of visual appeal of communications in the UUpdate and on Realm. She reported that Rev. Bob, Kevin, and she have been more present on campus in the past month, while still providing the opportunity for appointments. She reported that UUTC has made a successful transition to a new payroll service that provides better communication and support. She reported on several volunteers who have stepped up to assist with Sunday coffee supplies, management of Souper Sundays, and training of Sunday Greeters. ~ Regarding the Community Foundation of WNC Grant awarded to UUTC, she reported that the \$30K capital investment for a hearing loop in the sanctuary will help support those with hearing loss to participate in the life of UUTC more fully, as well as allow the repurpose of some current audio devices to better serve groups that may need hearing assistance in the Chalice House and other meeting spaces. Any unused grant funds must be returned to the Foundation. RK will share more details of the grant provisions in an article for the upcoming *Wayfinding* newsletter. ~ In the area of fundraising, she reported that the early stages of planning for the next Pledge Drive, the 2023 Pi Day Pie Auction, and the Spring "We've Only Just Begun" auction are underway, with an emphasis on putting "fun" into fundraising in ways that build connectedness. ~ In the area of Giving Tuesday Sponsored Projects, RK reported that social hall blinds have been ordered; the aesthetics group of the Facilities Team has selected the carpet and paint color for the sanctuary, so prepping and painting of the sanctuary will be underway by February; three metal outdoor tables for the Fellowship Green will be ordered for March delivery. Regarding new choir chairs, several factors discussed by Aesthetics and other Facilities Team members have caused the Board to consider

waiting to place an order for chairs until the entire number of chairs needed can be purchased at one time (the Sponsored Project had estimated the cost of only 12 chairs). ~ Since the Security Cameras Sponsored Project did not meet its goal toward a camera system for the building, the Board directed RK to inquire from those “camara” donors whether they are willing to allow their donations to move to the Choir Chair fund. ~ Finally, RK reported that activity in the life of the UUTC community is up, but we still need to create new excitement and participation in social action and commitment to membership.

Administration Committee Report – No formal report was submitted, but Kay informed Board members that the Committee met on Tuesday, Jan. 24th, to discuss possible policy and procedural recommendations for Employee Annual Performance Reviews and Compensation Reviews, as directed by the Board. Any recommendations suggested by the Administration Committee will likely need to be considered by the Personnel Committee for their input, as well. The Administration Committee plans to meet again in early February. Board members discussed a possible timeline for completion of reviews to meet the needs of the budgeting process. The consensus was that Performance Reviews could be done at various times, but the reviews need to be completed in February so that employees’ performance can be considered during the Compensation Reviews; minister and staff Compensation Reviews should be completed in March, with recommendations presented to the Board at their March meeting. During discussion of compensation reviews, Michael Griffith volunteered to see what he could find regarding job salary/hourly wage bands for comparable positions in our UUA region.

Finance Committee Report – No report.

Personnel Committee – No report.

Property Committee – No report.

Advisory Council – The Council report was shared with Board members prior to the meeting. Roberta Carver, Bruce Kirkman, Michael Solomon, Susan Zelle, Alice Wellborn, and Rev. Bob participated in reviewing, revising, and updating the 2020-2025 UUTC Vision Statement. They plan to share the updated 2023-2027 Vision Statement with the Board in February and recommend endorsement by all Trustees. A “short version” of the Vision Statement will be available to be more easily communicated to people visiting UUTC for the first time, to congregants interested in the highlights, and for use in external communications.

Old Business:

Church Insurance Policy Update – Dave Roberts reported via email that the task force was still awaiting premium quotes from UUTC’s current policy provider and that a local insurance broker is waiting on at least one underwriter to respond. RK reported that, since Dave’s update, our current provider has released its new premium amounts, and we will have until March to make a final decision.

Spring Auction Update – Vicki Held reported that she, Ian Cowie, Michael Griffith, and Donna Reyburn have met to begin planning for the spring fundraising auction and to learn how to utilize the auction software. The event, “We’ve Only Just Begun,” will be a combination one-night live and one-week online auction; the kickoff gathering is scheduled for the evening of April 28, 2023. Advertising will begin immediately, as plans for the event and auction items continue.

Connecting with Hendersonville UU – Alice shared that the Hendersonville UU has expressed interest in meeting with UUTC Board members to explore ways to share and collaborate. She and Ian will meet with Hendersonville UU Board leaders to schedule a future get together.

New Business:

Annual Review of Board Operating Guidelines – Kay provided Board members a copy of the current Board Operating Guidelines, including several proposed revisions, prior to the meeting. After discussion of the revision proposals and several additional editing suggestions, **Mike made a motion to approve the amended version of the Board Operating Guidelines. Ian seconded the motion, and the motion was approved.** Kay will make the approved changes to the document, upload the 2023 version to the Board’s group in Realm, and send a digital copy to RK for uploading to the UUTC website.

Pledge Drive Planning – Ian reported that the Pledge Drive Team met on Monday; they reviewed guidelines, identified themes for the campaign, and scheduled meetings through March. The timeline includes talking with focus groups, sending out pledge letters in February, making calls in March, and sending thank you letters in April.

Budget Requests – Michael shared that he would prepare a budget process timetable and send budget requests to Ministry Teams soon.

UUA General Assembly – This summer’s GA will be held in Pittsburgh from June 21-25. Rev. Bob will be UUTC’s minister delegate. Others planning to attend include Michael Solomon, Ian Cowie, and Vanessa Cowie. RK will announce a call for delegates in upcoming newsletters.

Additional Business:

Resignation – Alice recognized the January 8, 2023, resignation of Gail Meyers as Board member and Treasurer, for personal reasons. In her resignation, she committed to completing certain on-going projects and finishing a revision of the Treasurer’s Manual for future Treasurers and Treasurer-Elects. She was commended for her excellent work during her time as appointed and elected Treasurer of UUTC. Treasurer-Elect Michael Griffith will take over the responsibilities at this time.

Minister’s Installation – A future installation for Rev. Bob was discussed.

Board Calendar Review: February – Financial Examination, Employee Performance Reviews, Preliminary Budget Preparation, Annual Review of Policy Manual, Set date for Annual Meeting

Adjournment: The meeting adjourned at 7:15.

Next Scheduled Board Meeting: February 23, 2023 @ 5:30PM

Respectfully submitted,
Kay Webb,
Secretary