

UUTC Board Meeting Minutes
March 23, 2023@ 5:30pm

Present: Glenn Cockerham, Ian Cowie, Michael Griffith, Vicki Held, Quim Moya, Kay Webb, Rev. Bob Renjilian, and RK Young. Council members Bruce Kirkman and Susan Zelle attended a portion of the meeting.

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

Approval of the Minutes: The February 23, 2023, meeting minutes were approved via email vote on 02/27/23 and sent to the Administrator for publishing.

Approval of Email Vote: *Kay Webb moved to accept the following email vote for inclusion in the March minutes; the motion was seconded by Mike Griffith and approved.*

02/26/23 – Motion to approve the February 23, 2023, Board Meeting Minutes was made by Alice Wellborn and seconded by Ian Cowie; motion was approved on 02/27/23.

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

Minister's Report – The Minister's report was shared with Board members prior to the meeting and highlighted Rev. Bob's activities related to identified focus areas and target goals since the February Board meeting.

Areas of Focus:

Pulpit & Worship – Provide a meaningful worship experience for a wide variety of congregants. Since the February report, Rev. Bob led two Sunday services on the theme of "Vulnerability". He noted an increase in attendance and energy and said that several attendees had shared with him how the services were meaningful to them.

Community Building – Facilitate and expand the connections which already exist between the UUTC congregants and the larger community.

Rev. Bob attended the Tuesday "Fellowship in the Hall" brown bag lunches in March; he led the College Walk UU discussion circle on March 22; he led several of the Thursday Men's Group in-person sessions; he and Christy hosted a New Members Luncheon, inviting new Members and the Membership Team, on March 19th at their home. He has adjusted how the Candles of Joys and Sorrows are recorded on Sunday to ensure they are published in the Member-to-Member email more reliably.

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

Rev. Bob reported that a few members are reading the UUA Common Read book "Mistakes and Miracles: Congregations on the Road to Multiculturalism" by Nancy Palmer Jones and Karin Lin that he promoted in February. He shared his concern about the NC voting rights bill, NC House Bill 6 "Uniformed Heroes Voting Act", with several Ministry Teams.

Target Goals:

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

He included Christian, Jewish, and humanist references in the March services and included Brené Brown in the readings and a variety of earth-centered hymns.

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 reported that he is continuing this process. He passed along to Kevin Lausch a sign up link for “Harm and Healing: The mental Health of AAPI and LGBTQ Children” which seemed relevant to him and those working with the at-risk youth/family group hosted at UUTC in partnership with TC Strong.

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

Rev. Bob reported that this topic will be addressed in a sermon on April 16th when the Soul Matters theme turns to “Resistance”.

Other Items of Note:

Rev. Bob reported that he and Christy finally sold their Pennsylvania home; while his trips to PA will end, Christy will continue monthly trips for her job. To continue the growth and improvement of his ministry, he attended the UUA webinar “The Body Politic: Faithful UUs Showing up for Trans Justice” and a UU Ministers Association zoom meeting on continuing education goals and accountability. During April, he will travel to Chicago to serve with the UUA Board Committee dealing with Religious Educator Credentialing and to The Mountain for the spring conference of UU Ministers’ Chapter.

Treasurer’s Report – The March Treasurer’s Report was shared with members prior to the meeting. The report was a first draft of the FY 23-24 Budget; this preliminary budget falls below the current FY budget.

Operations Report – RK’s March report was shared with Board members prior to the meeting. ~ She updated the Board on the status of Sponsored Projects, with the goal of having all funded projects completed by UUTC’s birthday on June 6. She noted that the funds raised for the rehab of the sanctuary were more than the actual expense and asked the Board for the authority to move the excess funds to the Choir Chair project if the donors approve. **Glenn made a motion to reallocate, with donor approval, the remaining funds designated for the Sanctuary Rehab project to the Choir Chairs project; Mike seconded the motion. The motion was approved.** ~ She reported that the sanctuary will be in upheaval the week of March 27th with removal of the existing carpet, installation of a hearing loop on the sanctuary floor, and installation of new carpet before Sunday, April 2nd. She suggested that, if possible, meetings be moved to the Chalice House that week. ~ RK reported on necessary steps to prepare for an internal financial examination and shared two documents from the last financial examination (pre-COVID) to assist in better understanding what is required. ~ She reported on the decision to make the WayFinding a quarterly publication, beginning April 1. The weekly UUpdate and other communications are meeting most needs of the congregation; the WayFinding will become a more strategic document, published at the beginning of each quarter.

Administration Committee Report –Michael Solomon’s March Administration Committee Report was shared with Board members prior to the meeting. The report requested the Board’s review, feedback and/or approval of the committee’s proposed revision and expansion of Article VII, Section J, of the Policy Manual (currently titled Performance Reviews). A proposed revision to VII. J. was included in the report. (See Old Business item “Proposed Revisions to Policy Manual” below for Board action.)

Finance Committee Report – The report, shared with Board members prior to the meeting, was a preliminary FY 23-24 budget.

Personnel Committee – No report. Vicki shared that the three members of the Personnel Committee have resigned, having fulfilled their assigned task of updating the Personnel Manual. New members to this committee will need to be sought.

Property Committee – No report. Quim shared that the committee has begun the work of assessing the space requirements that any new building will need to address.

Advisory Council –Michael Solomon’s March Council Report and accompanying documents were shared with Board members prior to the meeting. The report requested Board endorsement of the Council’s 2023-2027 Vision Statement (long version and abridged version) and support for sharing the updated Vision with the congregation. (See New Business item “2023-2027 Vision Statement” below for Board action.) Board members commended the Council for its work on updating the five-year Vision and for creating an abridged version to share with congregants and new and potential members.

Old Business:

Internal Financial Examination – RK shared that, due to COVID-19 restrictions, no financial examinations have been done since October 2019. She reported that work will need to be done to prepare for an internal financial examination. Lack of space is causing a backlog of financial records that need to be filed. To free up cabinet space for current records, older records need to be scanned, uploaded to the cloud for storage, and shredded. Then, physical records that must be kept on site can be filed appropriately. The goal is to have FY 19-20 and FY 20-21 records filed and available for the next financial examination. At that point, the Board will need to identify an individual to lead the examination.

Proposed Revisions to Policy Manual – At the Board’s request, a proposed revision to Article VII. (Employment) Section J. (Annual Employee Reviews) of the current policy manual was presented to Board members by the Administration Committee for review, feedback and /or approval. After reviewing the proposed policy document, discussing the roles of the Board and its committees as outlined in UUTC’s Organizational Structure, and discussing the procedures followed this year and in previous years, the Board recommended the following changes to the proposed policy:

- 1) a task force, consisting of the President, President-Elect, Treasurer-Elect, and Minister, will be appointed by the Board to make annual compensation recommendations; the Board may appoint a substitute member to the task force, if necessary
- 2) the Board of Trustees is responsible for ensuring the performance reviews and compensation reviews are done in a timely manner

The Board will refer the revision of Article VII. Section J back to the Administration Committee to incorporate the Board’s feedback into the revision before resubmitting to the Board for consideration.

During the discussion of the proposed policy, Board members agreed that the Personnel Committee will remain a Board committee as described in the Organizational Structure, and employee job descriptions, where none exist, will be written.

Pledge Drive Update – Ian reported that, halfway through the campaign, 212K has been pledged, and the task force is projecting a total pledge of 250K-260K by the end of the campaign.

Auction Update – Vicki reported on the progress of preparations for the Spring Auction. Auction items will be accepted in April. The Kick-Off Party at UUTC is scheduled for April 28 from 5-7PM; attendees will be able to view all the auction items and begin online bidding as well as bid on a few special items live that night. Online bidding will continue from 5PM April 28th through 5PM May 5th.

New Business:

Compensation Recommendations – Ian shared a summary of the employee compensation recommendations proposed for the FY23-24 by the Compensation Task Force (Board President, President-Elect, Treasurer-Elect, and Minister). The summary noted that, if funds are not available to support recommendations, principles of economic justice will guide decisions about the allocation of salary dollars among the staff.

Preliminary Budget – Mike discussed the preliminary FY23-24 Budget prepared for the Board and answered questions from Board members. This budget is based upon a projected pledge of 260K; once the pledge drive is completed, the Finance Committee will be prepared to adjust, as needed, to present a balanced budget to the Board in April.

Annual Review of Organizational Structure – A copy of a proposed revision of the current UUTC Organizational Structure was sent to Board members prior to the meeting for review. The only proposed revision was the addition of the Treasurer-Elect to the list of officers of the Board. Board members reviewed and discussed the responsibilities of the Board committees and the function of the Personnel Committee, as described in the document, and agreed to leave those sections unchanged. After discussion, ***Kay made a motion to approve the proposed revision of the Organizational Structure as presented; Vicki seconded the motion. The motion was approved.*** Kay will update the document, upload it to the Board group in Realm, and send a copy to the Administrator for publishing to the website.

2023-2027 Vision Statement – Bruce Kirkman and Susan Zelle described the task undertaken by the Council to update UUTC's Vision Statement for 2023-2027 and to create an abridged, one-page version and presented both documents to the Board for their endorsement and support in sharing the Vision with the congregation. The Board commended the Council for its work and endorsed the Vision Statements. They will be presented to the congregation for approval at the May 21 Annual Congregational Meeting. Prior to that meeting, Members will be invited to a UUTC Budget/Vision Forum, tentatively scheduled for the evening of May 4 (final date and time TBD).

Additional Business:

Nominations Committee Report – A report from the Nominations Committee was shared with Board members prior to the meeting, sharing the status of nominees for elected leadership positions. This information will be shared with the congregation by the committee in the coming weeks. While the Board has no authority over the decisions of the committee, ***Kay made a motion to endorse the committee's work; Glenn seconded the motion, and the motion was approved.***

Board Calendar Review: April –GA delegate approval, Final Budget approval, Annual Meeting preparation, Annual Review of Safe Congregation Plan

Adjournment: The meeting adjourned at 8:00PM.

Next Scheduled Board Meeting: April 27, 2023 @ 5:30PM

Respectfully submitted,
Kay Webb,
Secretary