

UUTC Board Meeting Minutes
April 27, 2023@ 5:30pm

Present: Glenn Cockerham, Ian Cowie, Michael Griffith, Vicki Held, 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 Glenn Cockerham.

Approval of the Minutes: The March 23, 2023, meeting minutes were approved via email vote on 03/28/23 and sent to the Administrator for publishing.

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

03/28/23 – Motion to approve the March 23, 2023, Board Meeting Minutes was made by Glenn Cockerham and seconded by Kay Webb; motion was approved on 03/28/23.

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 March Board meeting.

Areas of Focus:

Pulpit & Worship – Provide a meaningful worship experience for a wide variety of congregants. Since the March report, Rev. Bob led three Sunday services, including Easter. On Easter Sunday, he led an optional Communion Service in the large classroom. During April there was one guest speaker and a lay-led Women's Service. Themes for April included social justice, vulnerability, and the Jewish, pagan, and Christian holiday themes.

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 April; he led several of the Thursday Men's Group in-person sessions; he attended the Chamber of Commerce meeting in April, networking with community members in attendance.

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

Rev. Bob's "Social Service vs Social Justice" service in April encouraged individuals to speak out loud during part of the service about their commitments for social action; after the service, several congregants approached him about their involvement in social action or their desire to become more involved.

Target Goals:

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

He included Christian, pagan, and Jewish references in the Easter service; he used the Good Samaritan story in another April service; and he mentioned the Sikh new year observance of Vaisakhi, as well.

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 shared that UUTC has several congregants very involved with AAUW, and he was informed that Brevard has the largest chapter involvement.

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

Rev. Bob preached on this topic on April 16 and shared that the message has spurred a conversation to occur with some of UUTC's Social Action team members. He noted that we tend to focus on social service in our volunteerism and financial support but don't put as much focus on social justice projects to change laws or patterns of society; he suggested that we need to promote both social service and social justice in UUTC's Social Action mission.

Other Items of Note:

Rev. Bob reported that he spent much of April fitting his usual duties around denominational and professional obligations, including UUA work in Chicago and the UU Minister's Association regional conference at The Mountain. He reported coordinating with the Compensation Task Force to address salary and tax issues as they prepare next year's budget.

Treasurer's Report – The April Treasurer's Report was shared with the Board prior to the meeting. At Mike Griffith's request, financial reports prepared by Gail Meyers were shared, as well. The financial outlook, as of April 26, 2023, is of concern. While revenue receipts for the year are greater than yearly expenditures, recent months have seen expenditures outpacing declining monthly revenues, resulting in a cash flow problem. Gail pointed out that a large portion of our current Operating Fund includes prepaid pledge monies designated for FY 23-24; these future pledge funds cannot be used for paying bills this FY and should be moved out of the Operating Fund into the savings account as soon as possible. The presence of the prepaid pledge monies in the Operating Fund gives a false sense of available cash. Her reports provided several options for increasing the available cash to meet our financial obligations for the remainder of this fiscal year. After a lengthy discussion of options, Board members agreed to 1) move as many Due to/Due From amounts (monies used from Fund 1 to open various fund accounts) back to the Operating Fund, 2) move monies from the Varsity Fund to the Operating Fund, keeping the Varsity Fund at a minimum level, 3) move monies from the Sabbatical Fund to the Operating Fund. These moves would add around \$19,000 of available cash to the Operating Fund. **Alice made a motion to authorize the Administrator to execute these transfers to the Operating Fund; Glenn seconded the motion. The motion was approved.** Mike suggested that we stop making extra mortgage payments for the remainder of this fiscal year; Board members agreed. Gail and Mike will pursue this with the bank, as the mortgage payments are set up as automatic payments. Next month, the Board will reassess the financial situation. Hopefully, with a successful Spring Auction this week and with continued collection of outstanding pledges and plate collection, we will receive the revenues necessary for the remainder of FY 22-23. Gail noted that we do have a Reserve Fund and a line of credit available with the bank, but she recommended that these be utilized as a last resort.

Operations Report – RK's April report was shared with Board members prior to the meeting. ~ Her report provided an update on the progress of two grants received by UUTC - a \$29,788.79 grant from the Gibbs Charitable Fund managed by the Community Foundation of Western North Carolina for installation of a hearing loop and a \$900 grant from the North Carolina Native Plant Society for installation of a bog garden in the Grow Getters landscape design. The installation of the hearing loop (including new carpet) in the sanctuary is complete, and the bog garden installation is in progress. RK is handling the required reporting for these two grants. ~ She reported on FY 22-23 pledge fulfillment and other budget observations related to the current financial concerns. Over \$33,000 is still due on pledges for this fiscal year, but the biggest

problem is manifest in “other revenue,” where we have only realized 25% of what was budgeted. This “other revenue” is generated mainly from fundraisers. She reported that, while keeping our operating expenses below budget, our revenues are less than what was budgeted for the year. ~ In the area of bookkeeping, RK reported that a new part-time bookkeeper, Chelsea Caldwell, has been hired to work on-site. Eventually, she will take over all the bookkeeping duties currently carried out by RK and off-site bookkeeper, Sue Gervais. Sue will continue working through the end of FY 22-23, while Chelsea is in training. RK reported that, given the trouble we continue to have with outsourced payroll, consideration is being given to moving our accounting into Realm, which can now handle multi-fund accounting and has a payroll component and a budget tool component. She will be consulting with UUTC Treasurer, Mike Griffith, and Rev. Bob to determine the next best course of action to simplify our bookkeeping and reduce the burden of budget making on Member volunteers. ~

In addition to the written Operation’s Report, RK brought to the Board’s attention a previously adopted motion that has not been executed in its entirety. On August 25, 2022, the Board adopted a motion to approve the Finance Committee’s recommended allocation of the FY 21-22 surplus funds (\$15,141), allocating \$2,825 to the Sabbatical Fund, \$5,000 to the Reserve Fund, and \$7,316 to the Capital Fund. Since that motion was adopted, \$2,825 has been transferred to the Sabbatical Fund, but the remaining surplus (\$12,316) has yet to be transferred out of the Operating Fund. Since part of the approved motion has not been executed (no transfers to Reserve or Capital Funds), according to Robert’s Rules of Order, the Board can amend the previously adopted motion. Due to the current shortfall in revenues, the Board could reallocate the remaining FY 21-22 surplus (that portion not moved to the Sabbatical Fund) to the Operating Fund. ***Kay made a motion to amend the previously adopted motion of August 25, 2022, which approved the Finance Committee’s recommended allocation of the FY 21-22 surplus funds (\$2825 to the Sabbatical Fund, \$5000 to the Reserve Fund, and \$7316 to the Capital Fund), to instead allocate \$2825 to the Sabbatical Fund and to allocate the remaining FY 21-22 surplus of \$12,316 to the General Operating Fund (Fund 1); Alice seconded the motion. The motion was approved.*** This action will retain \$12,316 of available cash in the Operating Fund.

Administration Committee Report –Michael Solomon’s April Administration Committee Report was shared with Board members, along with a new draft version of the Policy Manual, prior to the meeting. The committee completed its annual review of the current Policy Manual in its entirety. The report requested Board review and/or approval of proposed revisions to the current Policy Manual 2022.1.

Finance Committee Report – No Report

Personnel Committee – No report.

Property Committee – No report.

Advisory Council – Alice reported that, having completed the task of writing a ’23 –’27 Vision Statement and an abridged version, the Council intends to begin work on a leadership development plan. The new versions of the Vision Statement will be shared with Members, Friends, and visitors during the June 4th Installation Celebration activities.

Old Business:

Pledge Campaign Update – Ian reported a successful 2023-24 Pledge Campaign, with a total pledge just short of \$280,000. With a decrease in the number of pledging units this year, but an increase in the average pledge, the total amount pledged is greater than that pledged in 22-23.

FY 23-24 Budget – A proposed 2023-2024 Budget was shared with Board members prior to the meeting. Mike reviewed the proposal and answered questions from Board members. Due to

Board action taken during this meeting that will affect the proposed budget, he will make adjustments and send a final budget to Board members for an email vote. A final budget will need to be approved before the May 4th Budget Forum.

Policy Manual Revisions – Prior to the meeting, Board members received a proposed revision to the 2022.1 Policy Manual from the Administration Committee for review and consideration.

Alice made a motion to approve the revisions to Policy Manual 2022.1 as presented by the Administration Committee and to adopt this version as Policy Manual 2022.2; Ian seconded the motion. The motion was approved. The Administration Committee will finalize the adopted document for publishing to the UUTC website and Kay will archive the final document in Realm.

Budget Forum – Alice confirmed that a Budget Forum will be held on May 4, 2023, at UUTC at 5:30pm to present the FY 23-24 Budget to congregants and answer any budget questions.

New Business:

New Bookkeeper Bank Authorization – Having a new bookkeeper on staff requires that the Board authorize limited access to UUTC bank accounts. ***Kay made a motion to authorize new bookkeeper, Chelsea Caldwell, to have limited access to all accounts to see balances, transfer funds, prepare payroll, prepare wire transfers, and prepare paper checks (drafts) and electronic payments; Alice seconded the motion. The motion was approved.*** Kay will prepare a letter to the bank naming Chelsea Caldwell as a new bookkeeper and indicating Board authorization for her limited access to bank accounts.

Minister's Housing Allowance Designation – A copy of the Minister's Housing Allowance resolution was sent to Board members prior to the meeting. Rev. Bob explained that the resolution does not change the total budgeted sum of Salary & Housing but changes the allocation between the two and that the resolution needs to be on record for tax purposes. After discussion, ***Ian made a motion to approve the housing allowance designation revision, as stated in the resolution below; Mike seconded the motion. The motion was approved.***

***Housing Allowance Designation Revision beginning May 2023
for the Rev. Robert F. Renjilian***

Unitarian Universalists of Transylvania County NC Board meeting April 27, 2023

Whereas, ministers who own their home do not pay federal income taxes on the amount of their compensation that their employing church designates in advance as a housing allowance, to the extent that the allowance represents compensation for ministerial service, is used to pay housing expenses, and does not exceed the fair rental value of the home (furnished, plus utilities); and

Whereas Pastor Robert F. Renjilian is compensated by the Unitarian Universalists of Transylvania County exclusively for services as a minister of the gospel; and

Whereas, the Unitarian Universalists of Transylvania County does not provide Pastor Robert F. Renjilian with a parsonage; and

Whereas the total compensation paid to Pastor Robert F. Renjilian annually is \$75,000, of which \$28,000 was designated as a housing allowance and is subject to adjustment, therefore, it is hereby

Resolved, that the new portion for housing allowance is \$36,000 (annually) to begin with the May 2023 pay, and it is further

Resolved, that the designation of \$36,000 as a housing allowance shall apply to all future years unless otherwise provided by this board.

GA Delegate Approval – Kay made a motion to approve Ian Cowie, Vanessa Cowie, and Michael Solomon as UUTC’s Congregational Delegates and Rev. Bob Renjilian as UUTC’s Ministerial Delegate to the 2023 UUA General Assembly; Vicki seconded the motion. The motion was approved. Rev. Bob noted that a fourth Congregational Delegate could be named.

Annual Review of Safe Congregation Plan – A copy of the Safe Congregation Plan was sent to Board members prior to the meeting for review. Hearing no recommendations for changes to the document other than updating the date of review and adoption, **Kay made a motion to adopt the Safe Congregation Plan as presented; Alice seconded the motion. The motion was approved.** The document cover will be updated to reflect that it was reviewed and adopted on April 27, 2023, and the document will be sent to the Administrator for posting to the UUTC website. Kay will archive the document in Realm.

Annual Meeting Documents – Copies of documents prepared for the May Annual Meeting were sent to Board members for review prior to the meeting. Revisions were suggested for several of the documents. Fourteen days prior to the May 21st Annual Congregational Meeting, the agenda, absentee ballot, and relevant documents will be sent to UUTC Members and published on the UUTC website.

Board Calendar Review: May – Annual Congregational Meeting on May 21 at 11:00AM

Adjournment: The meeting adjourned at 7:45PM.

Next Scheduled Board Meeting: May 25, 2023 @ 5:30PM

Respectfully submitted,
Kay Webb,
Secretary