

UUTC Board Meeting Minutes
August 27, 2020 @ 5:30pm via Zoom

Present: Betty Kendrick, Gail Meyers, Rev. Bob Renjilian, Bart Renner, Michael Solomon, Tom Stanwood, Kay Webb, Elizabeth Williams, RK Young, Susan Zelle

Welcome, Check-In, and Opening Words: The meeting opened with a check-in with those attending and a reading by Susan Zelle. Betty Kendrick volunteered to present the opening words in September.

Approval of the Minutes: The July 23, 2020 meeting minutes were approved via email vote and distributed to Members and Friends.

Approval of Email Votes: Gail Meyers moved to accept the following three email votes for inclusion in the August minutes; Susan Zelle seconded. The motion carried.

07/31/20 – A motion to approve the 07/23/20 Board Meeting Minutes as presented was made by Kay Webb and seconded by Susan Zelle; the motion carried.

08/10/20 – A motion to accept the designated donor gift of \$1200 for Computer Technology (budget line 6125) and to approve its expenditure for a laptop for CRE was made by Kay Webb, seconded by Betty Kendrick; motion was approved.

08/13/20 – A motion to approve revision to the proposed bylaws (dated 07/28/20) that eliminated two historical context references found in Article XI, Section B (lines 384 – 386) was made by Kay Webb, seconded by Betty Kendrick; motion was approved unanimously.

Standing Updates: A motion to accept the following reports for the record was made by Kay Webb and seconded by Gail Meyers. The motion was approved.

Minister's Report – Rev. Bob highlighted his activities during the month of August: unboxing books for his office; get-to-know-you pastoral porch visits; College Walk visit; introducing his ministry through worship; online staff meetings and meeting staff individually to confer on issues and plans; conversations with the Board President on Board visioning; introduction to a Brevard city leadership group at the Mary C. Jenkins Community Center Task Force meeting.

Treasurer's Report – A 2019-2020 Fiscal Year Summary was shared with Board members as well as the monthly report providing financial status as of July 31, 2020. Gail reported that, with no in-person services and no plate collections, revenues are down. Also, she suggested the need to reach out to those pledging individuals who have not started their pledge payments. Gail, RK, and Eloise will call individuals to assist them in how to set up online giving.

Operations Report – RK's August report discussed outreach traffic data for the Website, Facebook, and Vimeo; strategic planning in the use of Realm by committees and teams; the need for those pledging units who have not activated a financial instrument for withdrawals to pay their pledges to do so; the increased use of UUTC outdoor spaces; and the near completion of the banking switchover from Entegra Bank to First Citizens Bank.

Administration Committee Report – Michael Solomon reviewed the two changes to the proposed Bylaws that resulted from discussions during and after the August 12th Q&A Forum. The Administration Committee presented a final Bylaws draft, "Proposed Revision for Congregation" (dated 08/17/20), for Board consideration. Michael reported that the committee will be ready to recommend a 2020.1 version of the Policy Manual, contingent upon approval of the revised Bylaws, and that the committee continues to review and draft revisions for the Organizational Structure.

Finance Committee – No report

Personnel Committee – Chair Sharon Gublo’s submitted report described the purposes of the newly formed Personnel Committee and shared that committee members completed a revision of the Personnel Manual, which was approved by the Board.

Property Committee – No report

Advisory Council – No report

CRE Team – Kevin Lausch submitted a report on the activities of CRE during August, including Chalice Camp, food/staples collection for Sharing House, and Children’s Book readings. The report shared plans for future monthly, socially distanced, family activities.

Old Business:

Restoring cuts to CRE and Safety budget lines – Treasurer Gail Meyers described the cuts that were made to these and other budget lines during the ‘20-’21 budget process. When the fiscal year ‘19-’20 ended with a surplus of funds, this surplus was moved to the Reserve Fund. Gail recommended that the cuts to CRE and to Safety lines be restored. A motion to approve moving \$8500 from the Reserve Fund to the Operating Fund to restore cuts to CRE (\$5000) and Safety (\$3500) budget lines was made by Susan Zelle and seconded by Tom Stanwood. The motion was approved.

Bylaws Q&A Forum Feedback – Michael Solomon, representing the Administration Committee, reported on forum participants, including members of the hosting Administration Committee, 4 Board members, and 9 other congregants. Input during and after the forum resulted in further revisions to the Bylaws; these revisions are described in the Administration Committee’s August Report. Gail Meyers made a motion to approve the 08/17/20 draft of Bylaws submitted by the Administration Committee for consideration and vote by the Congregation; Bart Renner seconded the motion. The motion was approved. This approved draft will be posted to the website for Member access prior to the Special Congregational Remote Vote.

Remote Vote on Bylaws/Endowment Committee Members – Kay Webb shared a sample ballot for the upcoming remote vote with Board members for review. Two motions were necessary in order for membership to vote.

1. Gail Meyers made a motion to adopt the proposed revision of the Unitarian Universalists of Transylvania County Bylaws (dated 08/17/20) as presented; Susan Zelle seconded the motion. This motion will be presented on the ballot to Members in a Special Congregational Remote Vote.
2. The Nominations Committee provided the Board with three nominees to serve on the Endowment Committee: Joanna Bliss, Roberta Miller, and Jim Null. Elizabeth Williams made a motion to elect the slate of nominees – Joanna Bliss, Roberta Miller, and Jim Null – to serve on the Endowment Committee; Gail Meyers seconded the motion. This motion will be presented on the ballot to Members in a Special Congregational Remote Vote.

Board members discussed possible dates for the Remote Vote; the consensus was to mail out ballots no later than August 31, 2020, with a return deadline of September 15, 2020. Ballots will be printed on UUTC letterhead and mailed with a self-addressed, stamped return envelope to all Members. Returned ballots will be counted after September 15th and results reported to the congregation as soon as possible.

New Business:

Bank Signatories – Gail Meyers sent a list of all fund accounts with their associated Board signatories to Board members prior to the meeting. Kay Webb made a motion to approve the signatories recommended by the Treasurer for bank accounts; Tom Stanwood seconded

the motion. The motion passed. As signatories, Board officers need to send bank required documents to Gail as soon as possible.

Property Committee and Council – Both of these groups have been dormant and need to be re-populated and re-launched. Michael Solomon, a member of the Council, spoke about the work of the Council in developing Vision 2020-2025 and about its importance to the organization as a bridge between governance and ministry. Susan Zelle has received a list of possible candidates to serve on these groups; she will contact several individuals as possible members to populate the Property Committee and the Council.

Board Calendar Review: Agenda items for September will include Policy Manual review, Board Operating Guidelines review, and early planning to prepare for a '20-'21 Stewardship Campaign

Adjournment: The meeting adjourned at 7:15PM.

Next Regularly Scheduled Board Meeting: September 24th at 5:30pm

Respectfully submitted,
Kay Webb,
Secretary