

## *Unitarian Universalist Congregation of Columbia*

### *Board of Trustees*

#### *Minutes of January 16, 2019 Meeting*

##### **Attendance**

Tim VanDenBerg (President), Bob Whitaker (Treasurer), Bob Gillespie (Secretary), Linda Brennon (President-Elect), Jeanette Walton, Terrence Sullivan, Mary Maclachlan, Richard Culler (Past President), Richard McLeod and Pat Mohr

Also Present: Caroline Eastman (*Ex Officio* as Chair, Finance Committee).

##### **Call to Order**

Tim VanDenBerg called the meeting to order at 6:30 p.m. Richard McLeod conducted a reading, and the Board Covenant was recited by those present.

##### **Approval of Minutes**

Minutes of the December 19, 2018 meeting were unavailable, but since have been provided for approval with corrections.

##### **Staff Reports**

Linda Brennon reported that Bill Dolley has proposed that he will repair flooring in the minister's office and has offered three options that are not expensive. Board agreed to pursue Bill's plan.

Linda reported complaints that toilet paper dispensers in the women's restroom are too low. Bill Dolley is checking on ADA requirements.

Linda reported the new refrigerator is not working for the second time. She will check on the warranty.

##### **Treasurer's Report**

Bob Whitaker reported excess revues are down compared to 2017, when cxxcess revenues for 2017 were at \$26,000-plus. Excess revenues for 2018 were \$10,000-plus. Bob and bookkeeper Ginny Verne recommended designating "Gifts" as "Other Revenues" or another designation in the future.

##### **Committee Reports (for information)**

Tim VanDenBerg noted committee reports are due the 15<sup>th</sup> of each month, and said there has been no report from the Social Action Committee. Richard McLeod asked if reports are for the Board or the Congregation. Tim said there is no policy on committee reports, but the intent is for the Board to view these for information.

### **Executive Session**

The Board met in Executive Session to discuss personnel matters.

### **Unfinished Business**

#### **UUCC as Sanctuary Congregation**

The Board discussed the Congregation's role in support of the Newberry UU Church. The Newberry church has been contacted by the UUCC Social Action Committee.

#### **Gender-Neutral Bathroom**

Richard Culler reported the Building & Grounds Committee is scheduling a meeting on the subject. Tim VanDenBerg said no action will be taken until receiving the report from B&G.

#### **Door Code**

Caroline Eastman reported no news.

#### **Zoom Account Management**

Linda Brennison reported per Andrea Dudick that the Zoom Account allows Tim and others to initiate meetings, logging in with credentials. Andrea will inform meeting leaders of how to initiate future meetings.

#### **South Tech Stipend**

The Board voted and approved a payment of \$100 to David Roof for his work on the recent Jim Scott event. No policy for payment has been approved.

#### **Threat Policy & Training (CFTs)**

Tim VanDenBerg proposed the creation of Cross Function Teams (CFTs) to replace previous ad hoc committees and report directly to the Board, rather than rewriting UUCC bylaws on the roles of ad hoc committees. He proposed having a member from each standing committee, as well as from staff and the Board, be involved in those teams in upcoming meetings regarding threat assessment and active shooter training (see below).

Tim reported per Nancie Shillington-Perez that a meeting with Richland County Sheriff's Department representatives is set for January 28 at 6 p.m., with threat training scheduled for March. Caroline Eastman reported the UUA has information on threats and does threat assessment; such information could be assigned to existing committees. Tim proposed identifying the top five threats/issues for discussion at the February Board meeting.

### **New Business**

#### **Key Finance Dates**

Caroline Eastman reported the Canvass Kickoff is scheduled for March 17; a Congregational Meeting to discuss the budget on June 2, with a budget presentation the previous Friday; and the Garage Sale on May 18. All dates were approved.

### **Bookkeeping Duties**

Richard McLeod reported on a proposal to add two hours/week to Ginny Verne's and Andrea Dudick's schedules for cross-training with each other. Adding two hours to each schedule starting Feb. 1 was approved.

Richard McLeod, per information from Marc Drews, proposed 5 percent raises for staff members. Linda Brennison stated such raises must be based on input from the Finance Committee per the budget, and the Board cannot take action until then.

### **Building & Grounds**

Richard McLeod proposed purchase of drapes for covering the sanctuary windows. Pat Mohr proposed as an alternative purchasing dark film or glass. Richard Culler stated such expenses were part of the original renovations, but were dropped due to expense. Tim VanDenBerg noted that such capital items vs. budget items must take a back seat to repayment of the bridge loan to Phil and Lis Turner, and proposed sending requests to Building & Grounds for consideration.

Tim noted that renovations have not been finished and cited a need to publicize such efforts in order to make those costs part of the fundraising dialogue.

### **Other items**

Pat Mohr proposed making a February question & answer session with Stephen Robinson a part of a Congregational Conversation. Caroline Eastman suggested budget and finance issues also could be part of that Conversation.

### **Adjournment**

The meeting was adjourned at 9:31 p.m.

Submitted by: Bob Gillespie, Secretary