

ITEM#7

Unitarian Universalist Congregation of Columbia

Board of Trustees

Minutes of September 18, 2019 Meeting

Attendance

Linda Brennison (President), Richard McLeod (President-Elect), Bob Gillespie (Secretary), Jeanette Walton (Treasurer), Terrence Sullivan, John Logue, Jessica Kross, Deb Matherly and Pat Mohr. Also: Tim VanDenBerg (*Ex Officio* as Past President), Caroline Eastman (*Ex Officio* as Chair, Finance Committee), Bob Whitaker, Ginny Verne, Bookkeeper, Andrea Dudick, Administrator, and Mike Powell, Attorney at Law, (Nexsen Pruet.)

Call to Order

Linda Brennison called the meeting to order at 6:31 p.m. Jessica Kross lighted the chalice and provided a reading from the Buddhist canon. Attendees recited the Board Covenant.

Approval of Minutes

Minutes of August meeting were approved with corrections.

Staff Liaison Reports and Administrator's Report

The Board approved by voice vote the Staff Liaisons and Administrator reports.

Committee Reports

Linda Brennison, Board Liaison to Staff, reported that Andrea Dudick proposed forming an ad hoc committee to manage the Memorial Garden. Brennison tabled further discussion to the October Board meeting.

The Board accepted by voice vote reports from Adult RE, Animal Ministry, Building & Grounds, Caring & Hospitality, CYRE, Endowment, Finance, Green Sanctuary, Kitchen, Leadership Development, Membership, Personnel, Social Action, Technology Services and Worship Committees.

Terrence Sullivan reported that CYRE teacher orientation went well, and that DRE Scott Sargent submitted his first monthly report and requested a floor plan of the RE Wing in order to create fire escape routes. Sullivan said CYRE is short one volunteer.

Deb Matherly reported on plans for the following Sunday's Green Service and the Sept. 20 vigil at the State House.

John Logue reported that David Bryan completed a brick walkway in the composting area. Caroline Eastman said signs for rest rooms should be posted soon. Logue reported David Bryan is working on security issues and safety grants, and Nancie Shillington-Perez is consulting with

police and fire departments on those. Pat Mohr reported new grants will be available in January 2020.

A motion to accept reports as submitted was approved by voice vote.

Financial & Treasurer's Report

Tim VanDenBerg reported no progress has been made on formatting for the 2019 Annual Reports.

Ginny Verne, Bookkeeper closed out the fiscal year end 2019 financial statement and submitted both August and September Financial Reports to the Board for review. Jeanette Walton submitted the August 2019 balance sheet analysis, showing Total Assets and Total Liabilities of \$320,517, as compared to \$261,387 for the previous year. Walton asked the Board to read the Treasurer's Budget Review report submitted at the time of the September Board meeting for questions to be addressed at the October Board meeting. Terrence Sullivan requested clarification on a calculation in the budget line item for Adult Education and Walton explained those figures.

Executive Session

The Board voted to enter executive session at 7:02 p.m. to discuss litigation issues. The session ended at 8:20 p.m.

Old Business

Linda Brennison reported all Board member photos have been taken. Photos will be posted on the UUCC website.

Brennison reported training on ZOOM and Board email has been completed.

Jeanette Walton submitted written patio door locking instructions. A copy will be placed in the Building Lock-Up Procedures.

Walton reported on the Braving Space Retreat at The Mountain, sponsored by the UUA Southern Region. Brennison thanked Walton and Kathy Farnsworth-Le Bel for representing UUCC.

Tim VanDenBerg proposed that pursuit of a Line of Credit be tabled until the Board can examine overall financial needs. The proposal was approved by voice vote.

VanDenBerg reported Cross Functional Teams (CFTs) should come on-line in a few weeks. A proposal for CFTs to oversee Safety & Security and the Memorial Garden was tabled until the October Board meeting. Linda Brennison discussed first creating subcommittees of existing committees as provided for in our Bylaws.

New Business

Linda Brennison reminded the Board of the Congregational Conversation on Sept. 29, at which time Building & Grounds will discuss plans for window shades in the sanctuary and a fundraiser to help cover the cost of shades.

Richard McLeod's proposal of Ann Cargill to replace Judy Pearce on the Endowment Committee was approved by voice vote.

Pat Mohr reported on a proposal by the Membership Committee to better define to members of the Congregation what a "Friend" of UUCC is per UUCC bylaws. Brennison said that would be discussed during the Congregational Conversation.

Deb Matherly reported on an Auction Manual created by her former Congregation and provided a copy of the manual to the Board.

Linda Brennison provided a list of the goals produced during the Board Retreat for information.

Board members signed Conflict of Interest Agreements as required by UUCC Financial Policies and Procedures. Members also reviewed and updated Board members' contact information.

Deb Matherly volunteered as chalice lighter for the Oct. 16 Board meeting.

Adjournment

The meeting was adjourned at 8:55 p.m.

Submitted by: Bob Gillespie, Secretary