

Unitarian Universalist Congregation of Columbia

Board of Trustees

Minutes of July 21, 2021 Meeting (August 18, 2021 -- final minutes submitted by Secretary to Lis Turner with copy to Pat Mohr.)

Attendance

Pat Mohr (President*)

Deb Matherly (President-Elect*)

Beth Ann Rocheleau (Secretary*)

Ginny Verne (Treasurer*)

Rod Brown (*Ex Officio* as Past President)

Linda Brennison (*Ex Officio* as Finance Chair)

Jonathan White, Emilio Perez-Jorge, Caroline Eastman, Jean Capalbo, Trustees

Tiffany Rushton, Trustee, did not attend but cast her votes by email

Linda McLeod, Rev. Stephen Robinson, Regina Moody (Guest(s) -- continuously, briefly or intermittently)

*Executive Committee

Call to Order: Pat Mohr called the meeting to order at 6:34 p.m.

Chalice Lighting: Pat Mohr lit the chalice.

Covenant: Pat Mohr led the Board Covenant.

Additional Items for Agenda:

Motion to Approve Agenda: approved with three additional items.

Motion to Approve Prior Meeting Minutes

The Board approved the June 2021 minutes with a spelling error correction.

Motion to Accept Consent Agenda: The Board approved the Director of Religious Exploration report. It was noted that the Treasurer's Report is forthcoming. The Board was reminded that this is the place in the meeting where members are welcome to open discussion on any committee report submitted in the month prior to a meeting of the Board of Trustees.

Administrator's Report - was not received.

Treasurer's Report – presentation of June Financial Statements was postponed until August as all of the necessary detail is not yet available. In the meantime, President will provide to the Board the proposal submitted by Treasurer.

OLD BUSINESS

Proposal from Finance Committee to Address Undesignated Gifts and Bequests (Jo-Conner Gift) – The question was tabled and sent back to the Finance Committee.

Mountain Retreat Contract – approved by majority vote via email prior to this meeting.

NEW BUSINESS

Appointment of Committee Liaisons and Leadership Development Committee Member – Board members agreed to fill the following committee liaison positions: Social Action, Deb Matherly; Endowment, Ginny Verne; Membership, Jonathan White; Worship, Emilio Perez-Jorge; Adult RE, Jean Capalbo; Building and Grounds, Linda Brennison; Technology, Caroline Eastman.

Linda Brennison will leave her position as Board liaison to Staff, and Rev. Stephen Robinson agreed to fill this role.

Rod Brown, in his role as Past-President, will serve on the Leadership Development Committee, and the other Leadership Development Committee position will be left open in hope that Tiffany Rushton might be willing to serve in that role; if not, Jonathan White volunteered to serve in that role.

The President will share the final slate in a document delivered to the Board and others who may need it.

Schedule for Locking Building on Sundays – The Board began work to fill the calendar of assigned dates for which each will serve to ensure the building is locked on Sundays, following policy developed to keep our building, personnel, community, and guests safe. The President will share the list with the Board, and anticipates that unfilled slots will be filled in plenty of time.

Proposal for Creating Policy for Use of Social Hall TV – Linda Brennison, Building and Grounds Committee
The Board approved, with one amendment, the policy proposed. (The line in the proposed policy specifying that a password will be set on the remote was removed because setting a password on the remote is not possible.)

Policy Proposal: Policy for Check and Legal Document Signing within Financial Policies and Procedures Manual – Linda Brennison, Finance Committee
The Finance Committee recommended repair to an incongruity between language within The Bylaws and the Financial Policies and Procedures Manual around signing of legal documents, including checks, by modifying the Financial Policies and Procedures Manual language. The Board approved the recommended language. Linda Brennison will see that the update is recorded.

Policy Proposal: Policy for Legal Document Review, within Financial Policies and Procedures Manual – Linda Brennison, Finance Committee
UUCB Bylaws note that legal documents may be signed by authorized signatories on approval by the Board. The Financial Policies and Procedures Manual contains no language specifying that the legal documents must be reviewed by any party other than the authorized signatories, though as a matter of course that is what happens. The Finance Committee recommended a document review step be inserted between the time the Board approves that a document may be signed, and the time the document is signed. The Board approved the recommended language. Linda Brennison will see that the update is recorded.

INSERTED NOTE, August 9, 2021: The Board voted via email in early August to retroactively waive the second reading on the two policy language items listed immediately above.

Green Sanctuary Accreditation, Green Team Committee, Caroline Eastman
Caroline Eastman presented a comprehensive review of the UUA's Green Sanctuary 2030 Accreditation program. The Board approved that the Green Team move forward to explore pursuit of such accreditation. It is anticipated that accreditation will require 2-3 years of work. Caroline Eastman will submit an application to begin the process. The Green Team will keep the Board informed about the process and progress.

Line of Credit Update

Loan documents will be reviewed by The Board before they are signed. Board Members were asked to please check their UUCB email with regularity as email discussion and vote will require attention. Board Members were reminded that it is very important to use UUCB email (and not personal or work email) to communicate about UUCB business, especially about financial business.

Affiliation Agreement with Dr. Pippin Whitaker, Rev. Stephen Robinson

Rev. Stephen Robinson shared with the Board the fact that Dr. Whitaker and her family will be returning to the Columbia area, and that Dr. Whitaker will launch a community ministry program in our area, with funding through UUA. Dr. Whitaker will need formal affiliation with a local congregation as a condition of her community ministry funding, and has lots to offer the congregation with whom she establishes a formal affiliation. Rev. Robinson recommended that UUCB offer and agree to

act as Dr. Whitaker's affiliate congregation, presenting the idea as a win-win all around. The Board agreed to act as Dr. Whitaker's affiliate congregation pending review of the written agreement. Rev. Robinson and Dr. Whitaker will develop a draft affiliation agreement for consideration by the Board.

Possibility of In-Person Board Meetings

The Board discussed the advantages and disadvantages of moving from Zoom meetings to in-person meetings, including the fact that many Board members have work or commute constraints that favor Zoom meetings, Zoom meetings use fewer resources, and Zoom meetings are more accessible; while conversely, there are considerations that favor in-person meetings. The President will consult the Zoom Committee for advice about a hybrid model allowing both in-person and Zoom meetings. Linda Brennison suggested that another hybrid model might mean Zoom for many meetings, with in-person meetings on some regular basis such as once per quarter.

Board Retreat

President offered to host a BOT retreat at her home on the morning of August 7, but it became clear that though such a meeting is desirable, scheduling constraints make it unlikely this can happen so soon. Rev. Robinson offered to set up an online poll allowing a greater possibility that we might be able to identify a day and time that works best for as many members as possible.

Volunteer Needed

Secretary noted that she will be unable to attend the August 18 meeting, and will ask via email for a volunteer to take the minutes at that meeting.

Chalice Lighter for August 18, 2021 meeting: Emilio Perez-Jorge

Adjournment: The meeting was adjourned at 8:21 p.m.

Submitted by: Beth Ann Rocheleau, Secretary