

# ***Unitarian Universalist Congregation of Columbia***

## ***Board of Trustees***

### ***Minutes of July 15, 2020 Meeting (final for submission to Rod Brown, President)***

#### **Attendance**

Rod Brown (President)

Pat Mohr (President-Elect)

Beth Ann Rocheleau (Secretary)

Jeanette Walton (Treasurer)

Linda Brennison (*Ex Officio* as Past President)

Caroline Eastman (*ExOfficio* as Finance Chair)

Jessica Kross, John Logue, Deb Matherly, Tiffany Rushton, Jonathan White (Trustees)

Karen Brown (Guest)

#### **Call to Order**

Rod Brown called the meeting to order at 6:55 p.m. Jessica Kross lit the chalice. Pat Mohr led the Board Covenant.

#### **Consent Agenda**

The Board approved the agenda and also the consent agenda, setting aside the Financial Statements, and deferring them to next meeting when the bookkeeper has completed all fiscal year end work necessary to complete the reports.

#### **Treasurer's Report & June Financial Statements**

Jeannette Walton reported that as anticipated, and due to year end timing, financial statements are not yet complete. Jeannette reported that cash on hand is okay, but must be watched carefully as receipts for rentals and pledges are both down. She noted that payroll and building maintenance and utilities made of 97% of expenses over first 9 months of the year. All parties and all committees are asked to turn a very critical eye to expenses.

#### **Liaisons to the Board**

Rod Brown opened the topic with a summary of the role of the board liaison as presented by Unitarian Universalist Association. The Liaison function is to act as a conduit to two-way communication between board and committees. Periodic communication is vital, and the liaison should be well enough informed on the activities of the committee represented to communicate about those activities to the board at monthly meetings. The liaison is a relationship, not a title. The liaison is encouraged to provide direction, guidance, support, assistance, a source of "lavish" appreciation of committee members' work, and should act as an advocate for the committee represented.

Caroline Eastman added that in addition to liaison-to-committee communication (and the reverse) the role of liaison might also be cross-committee, offering as an example: the liaison to the finance committee might be invited to attend meetings of other committees to assist those other committees with budgeting.

The point was made that the liaison is to attend meetings of the committee represented when possible, and (at the least) to keep up with committee meeting notes and discussions.

### **Appointment of Committee Chairs & Board Liaisons**

The board approved these, the result of which is attached.

### **Leadership Development Committee (LDC)**

It was reported that Emilio Perez-Jorge, Chair, is planning to call a Leadership Development Committee meeting shortly. The following items will be addressed:

Leadership Development Committee focus on developing chair for Membership Committee. Pat Mohr and Linda Brennison agreed to work together with the LDC to identify a chair for the Membership Committee.

Personnel Committee needs a new member. Leadership Development Committee will address that need.

The Board appointed Pat Mohr as the Board representative to the Leadership Development Committee.

### **Finance Committee**

As all members of the Finance Committee must be approved by the Board, a motion was made and accepted to approve the continued membership of Linda Brennison to the Finance Committee.

### **Other Business**

#### **Payroll Protection Program (PPP)**

Linda Brennison reported that we received the PPP funds from the CARES Act, and anticipate the funds received under the program as a loan will be forgiven. Ginny Verne will handle the paperwork associated with application for forgiveness of the entire amount. PPP funds may be used for payroll, utilities and mortgage. Linda emphasized that the PPP funds were vitally important to our ability to cover these expenses this year.

#### **Security Grant**

Linda Brennison reports that she will ask Nancie Shillington-Perez for an update on the grant.

### **Forum**

Jeannette suggests we consider alternative ways to keep Forum going, including the possibility of offering Forum as part of post service break out groups.

### **Conflict Resolution Workshop**

Linda Brennison reported that Stephen Robinson has proposed presentation of a conflict resolution workshop for staff, board members and committee chairs. Rod Brown agreed he will discuss further with Stephen.

### **Confidentiality Agreement and Conflict of Interest Declaration Forms**

Rod Brown reminded the Board that both forms must be signed annually by all Board members, and committee members and liaisons. Rod will ask Administrator to resend these forms to individuals required to sign and return them.

### **August Chalice Lighter**

Jonathan White volunteered to be chalice lighter for the August board meeting, quoting Chekov: "Brevity is the Sister of Talent."

### **Adjournment**

The meeting was adjourned at 8:23 p.m.

Submitted by: Beth Ann Rocheleau, Secretary

**Committee Chair and Liaison Appointments  
from UCC Board Meeting, July 15, 2020**

<b>Committee</b>	<b>Notes</b>	<b>Chair/Board Liaison Appointments</b>
Adult Religious Education <i>AdultREChair@uucolumbia.org</i>		Angie Dodd Rabon/ <b>Jeanette Walton</b>
Building and Grounds <i>BandGChair@uucolumbia.org</i>		Shannon Edwards/ <b>John Logue</b>
Caring and Hospitality <i>CaringChair@uucolumbia.org</i>		Keitha Whitaker/ <b>Tiffany Rushton</b>
CYRE <i>REChair@uucolumbia.org</i>		Karen Brown/ <b>Jonathan White</b>
Denominational Connections		Bob Whitaker/ <b>Deb Matherly</b>
Endowment 5 elected for 3 yr terms, can include no more than 2 Board members. Nonvoting advisory members: Minister, and Pres or Pres-Elect	Elected Members: Phil Turner Ann Cargill Craig Chattin Joe Long Mark Tompkins	Committee Chooses Chair / <b>John Logue</b>
Finance <i>FinanceChair@uucolumbia.org</i> The Board appoints the members and Chair. Treasurer is ex-officio	Continuing Members: Joe Long, Carolyn West, Ginny Verne, Deb Matherly, Beth Ann Rocheleau Treasurer is ex-officio.	Caroline Eastman/ <b>Jeannette Walton</b>  Board chose new Member: <b>Linda Brennon</b>
Green Sanctuary		Kevin McKinney/ <b>Deb Matherly</b>
Leadership Development – consists of Past President, one voting member of the Board chosen by Board, 3 elected members. Committee selects its own Chair.	Members include: Past President and a Voting Member of the Board Elected members: Elizabeth Harris 2019-2021 Emilio Perez-Jorge 2019-2021? Jane Gillespie 2020-2022	Committee Chooses Chair. Board chose <b>Pat Mohr</b> to serve on committee as voting member for 2020-2021
Membership <i>MembershipChair@uucolumbia.org</i>	Committee needs a chair to organize a committee.	<b>Chair is needed.</b> Deferred to Leadership Committee to work on.
Personnel <i>PersonnelChair@uucolumbia.org</i>  Members are appointed by the Board with advice of Leadership Development	Marc Drews (term exp 2021) Carol Dodson (exp 2021) Emilio Perez Jorge (exp 2022) Jane Gillespie (exp 2022) <b>New Member ? (exp 2023)</b>	Marc Drews/ <b>Liaison not required per Bylaws</b>

Committee		
Social Action <i>SocialActionChair@uucolumbia.org</i>		Kathy Farnsworth/ <b><i>Jeannette Walton</i></b>
Technology <i>tsc@uucolumbia.org</i>		Donald Griggs/ <b><i>Caroline Eastman</i></b>
Worship <i>WorshipChair@uucolumbia.org</i>		Richard McLeod/ <b><i>Jessica Kross</i></b>
Liaison to Staff		<b><i>Linda Brennison</i></b>
Publicity <i>PublicityChair@uucolumbia.org</i>		Laura Hartwig/ <b><i>Beth Ann Rocheleau</i></b>

<b>Other Committees / Functions</b>		<b>Chair</b>
Animal Ministry subcommittee of Social Action?		Anita Grossman
Share the Plate (subcommittee of Social Action)	Chair appointed by Social Action?	Linda McLeod
Kitchen	<i>Susi Garland will be asked</i>	
Partner Church	Not yet identified. Possibly Lee Minghi?	
Memorial Gardens		Pat Mohr
Security	<i>Status of grant application?</i> Chair not identified – was Nancie Shillington-Perez?	
Forum		Jeanette Walton
Security Camera Monitoring		Linda Brennison
Fundraising Committee Subcommittee of Finance?	Ask Don Dodson? Need to clarify and formally appoint.	
Young Adult	Need to clarify – probably Nancie and formally appoint.	