

Unitarian Universalist Congregation of Columbia
MINUTES Board of Trustees Meeting, September 14, 2022

Attendance

Deb Matherly (President*)

Marc Drews (President-Elect*)

Karen Brown (Secretary*)

Ginny Verne (Treasurer*)

Board Members: Caroline Eastman, Nancie Shillington-Perez, Regina Moody, Emilio Perez-Jorge

Ex-officio: Robin Scherer (Finance Committee Chair), Pat Mohr (Past President), Rev. Stephen Robinson (Minister)

Not Present: Jean Capalbo

*Executive Committee

Call to Order

Deb Matherly called the meeting to order at approximately 6:35 pm

Chalice Lighting

Deb shared words by Lao Tzu, offered by Emilio.

Welcome, Covenant and Check-in

Deb welcomed Robin Scherer (Finance Chair) as a new member of the Board (ex officio) and led a reading of the new board covenant. Deb is providing each board member a copy of *Transforming Conflict* for use and reference.

Agenda

Marc moved to approve the agenda as amended (seconded, carried).

Previous Minutes

Marc moved to approve the August 2022 minutes as amended (seconded, carried).

Consent Agenda

Caroline moved to accept consent agenda (Treasurer's Report, Treasurer's Summary Description of Reports, Financial Reports, July Committee Reports, August Committee Reports) (seconded, carried).

OLD BUSINESS

Sunday Lock-up Assignments

Emilio noted that the building lock-up instructions need to be updated with regard to thermostat settings. These settings will need to be specified by the Building and Grounds Committee. He noted that the back side door by the men's room is tricky to lock and needs adjustment.

Sept 18 Pat Mohr

Sept 25 Emilio Perez-Jorge

Oct 2 Regina Moody

Oct 9 Deb Matherly

Oct 16 Jean Capalbo

Oct 23 Ginny Verne

Oct 30 Deb Matherly

Nov 6 Caroline Eastman

Nov 13 Ginny Verne

Policy on Fundraisers - Proposed Revision

At the August 17, 2022 board meeting, the board tabled a proposal from the Finance Committee to define and provide a path for expediting the approval of emergency fundraisers. Since Robin Scherer has since taken over as chair, Deb requests that the new chair review this proposal with the Finance Committee and revise and/or resubmit to the board as appropriate.

Proposed UUCC Personnel Manual Appendix A: New Employee Hiring and On-Boarding Procedure

A draft outline of the procedure for hiring new employees (including developing, updating, and signing Letters of Agreement (LOAs)), was sent to the board for review. Board members suggested revisions and additions which will be sent to the Personnel Committee for working into the next draft. Rev. Robinson (Minister) said he would function as the board liaison for the Personnel Committee by virtue of his participation on both that committee and the board (by bylaw, the board does not appoint a liaison to the Personnel Committee). It was noted that hiring nursery care workers might require a somewhat different procedure than that for other employees.

Confidentiality Statement Agreement Revision

Deb proposed a revision of the confidentiality statement agreement to bring it up-to-date and to incorporate training information. Marc moved to approve the revised confidentiality statement as amended (seconded, carried). We need to ensure that statements are signed and tracked. Deb will talk with Andrea (Administrator) about that.

Recap of Board Retreat

- (1) **Revised Board Covenant** – Emilio moved to adopt the revised board covenant (seconded, carried).
- (2) **Congregational Covenant** – Marc is working with prior officers to determine the date the covenant was formally adopted. It is anticipated that the covenant will be regularly incorporated into Sunday services. The board is expected to propose an ad hoc committee to provide a review and update of the covenant.
- (3) **Board Goal and Action Items** – Deb presented a list of the board goals that were developed at the August Board Retreat. Marc moved that the board goals be accepted (seconded, carried). Deb will publish the board's goal and "top level" action items in outline form.

NEW BUSINESS

SAC Request for Board Letter of Support for SCUUJA

Deb said she would like to sign a letter, on behalf of the board, showing support for the SC UU Justice Alliance, to help SCUUJA apply for a UUA grant. Caroline moved that Deb sign the letter (seconded). After some discussion, Marc called the question (seconded, carried). The motion carried.

SAC Proposed Fundraiser

The Social Action Committee submitted a proposal to hold a fundraiser on September 30th. Though board or Finance Committee approval is not typically required for fundraising events sponsored by church committees or program areas (as per Policy on Fundraisers), as courtesy, Deb moved to approve the fundraiser (seconded, carried).

Possible Committee and Subcommittee Reorganization

Deb pointed out that a 2017 proposal from a previous board's UUCC Governance and Structure Ad Hoc Committee could be considered for grouping committees by related function (see Board Goal on coordination and alignment with mission). Background for this proposal, can be found on the UUCC website on the ABOUT menu (under Governance and Organization/Master Plans & Reports, the last document): "[UUCC Governance and Structure Ad Hoc Committee Report to the Board – Final.](#)" Due to the lateness of the hour, board members were asked to review this document and be prepared to discuss it along with agenda item #19 (Implementing board goal and action items; aligning actions with committees) at the next board meeting.

Shared Ministry Committee

Rev. Robinson described different ways of organizing and defining the purpose of a Shared Ministry Committee (SMC). Based on his LOA, he suggested a preference for working with current committee chairs (Worship, Caring, Membership, Social Action, Adult Religious Exploration, and Children & Youth Religious Exploration) rather than selecting committee members at large, should the Board approve this model. Together, committee chairs (or their representatives) would meet regularly to consider how to strengthen and support the ministry/ministries of the church. Ginny moved that the board support Rev. Robinson in organizing a SMC (seconded, carried). Rev. Robinson said that the first step would be to invite representatives from the specified committees to provide feedback on the proposal.

Chalice Lighter for October

Emilio volunteered to be the Chalice Lighter for October.

Adjournment

The meeting was adjourned at 9:02 pm.

REMINDERS

- Next Board meeting: Wed October 19, 2022 at 6:30 pm.
- Finance Committee to review Policy on Fundraisers (Robin Scherer, Finance Chair).
- Contact B&G Chair about updating the thermostat setting recommendations in the lock-up instructions, and to have the door by the men's bathroom adjusted so it shuts and locks more easily. (Regina Moody, Board Liaison).
- Return proposed Appendix A to Personnel Committee for review (Deb Matherly, President).
- Confidentiality statement – send amended copy to Administrator and disseminate appropriately; ensure procedure for signing, tracking, and filing of signed statements (Deb to send and discuss with Andrea, Administrator).
- Rev. Stephen will explore the SMC proposal with committee chairs.
- Chalice lighter: Emilio Perez-Jorge

BETWEEN-MEETING VOTE

On Sep 19, 2022, Deb emailed the Board, requesting a motion, second, and vote by email to reinstate Linda Brennison as co-chair of the Denominational Connections Committee. Karen Brown moved that Linda Brennison be re-appointed co-chair of the Denominational Connections Committee (seconded, carried).

Karen Brown (Secretary) emailed 1st draft of minutes to President on 9/17/2022, 2nd draft on 9/20/2022.

Secretary-emailed Joan Watterson (Sunday Offering Coordinator) church lock-up assignments on 9/17/2022.

Secretary submitted President-approved draft to Board, Administrator and Bookkeeper on Sept 27, 2022.

Secretary submitted Board-approved final copy to Board, Webmaster (Lis Turner), Administrator (Andrea Dudick) and Bookkeeper (Michele Currie) on Oct 22, 2022.