

# **Unitarian Universalist Congregation of Columbia**

## **MINUTES Board of Trustees Meeting, November 16, 2022**

### **Attendance**

Deb Matherly (President\*)

Marc Drews (President-Elect\*)

Karen Brown (Secretary\*)

Ginny Verne (Treasurer\*)

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

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

\*Executive Committee

### **Call to order**

Deb Matherly called the meeting to order at 6:34 pm. (The meeting was held on Zoom due to Covid concerns.)

### **Chalice lighting**

Jean Capalbo lit the chalice and read a poem by Thich Nhat Hanh, *Please Call Me by My True Names*.

### **Covenant and check-in**

### **Agenda**

Emilio Perez-Jorge moved to approve the agenda as amended (seconded, carried).

### **Previous minutes**

Marc Drews moved to approve the October 2022 minutes as amended (seconded, carried). The notes sent to the board that are listed below the draft formal minutes will not be considered part of the formal minutes.

### **Consent agenda**

Caroline Eastman moved to accept consent agenda (Committee Report Oct 2022 AMENDED; October 2020 Financial Combined (Attachment 3). (seconded, carried).

### **OLD BUSINESS**

#### **Sunday lock-up assignments, protocols, procedures**

Nov 13 Ginny Verne

Nov 20 Emilio Perez Jorges

Nov 27 Regina Moody

Dec 4 Ginny Verne

Dec 11 Jean Capalbo

Dec 18 Deb Matherly

Dec 24 Deb Matherly (tentative)

Jan 1 Ginny Verne

Jan 8 Nancie Shillington-Perez

Jan 15 Jean Capalbo

Jan 22 Regina Moody

#### **Update on congregational covenant history and status**

Marc shared with the Board that the congregational covenant that was created by an ad hoc committee (Pat Mohr, Shannon Edwards, and Jeanette Walton) in the Fall 2018 and posted to our website in the summer 2019, will be used in the next few Sunday services to provide people a point of reference for considering possible revisions.

#### **Revised fundraising policy**

A possible update of the finance policy is under review by the Finance Committee.

## **Ongoing committee and subcommittee organization and structure discussion**

Some of the ideas about committee reorganization included (a) committees seem functional now, it is not clear what would make committees more functional, (b) use of Zoom has facilitated participation in committee meetings and committee work, (c) it might be a good idea to ask committee chairs what organizational structure would be helpful to them. Deb would like us to continue thinking about this, but the board will table the topic for now.

### **Board goal and strategy implementation (Att. 4)**

Caroline recommended that we postpone this discussion until the end of the meeting.

## **NEW BUSINESS**

### **Finance Committee safe proposal (Att. 5)**

Robin Scherer (Finance Committee) reported that it is difficult to get volunteers to count money after church on Sundays because it interferes with social hour. It has been assumed that church policy requires that offerings be counted on Sunday, however, there is no policy requiring this. It would be helpful to have a secure safe for offerings, so money could be safely stored and counted on Monday. The Finance Committee proposed upgrading to a more secure combination depository safe that would bolt to the wall in the work room. Instead of using a key, the safe would have a combination lock that could be changed from time-to-time. The Administrator would hold the master. Bill Dolley (Sexton) and the Building and Grounds Committee are assisting to determine how the safe would be mounted on the wall. The proposal was approved by vote of the board (seconded, carried). Rev. Stephen noted that would also be nice to have a fireproof safe for securing important documents.

### **Treasurer: Requesting additional feedback on proposed updated financial statements (Att. 6)**

Ginny Verne (Treasurer) described the format financial statement and said that if anyone did not get a printed explanation of how the new format works, to please let her know and she will get a copy to them.

### **Treasurer: Report on proposed purchase of new safe, related discussion**

Ginny reported that Committee Chairs worry about going over budget. However, the board does have the authority to adjust the budget by 5% (approximately \$12-13,000). In particular, there is concern about how to accommodate the added unexpected expenses of needed lawnmower repair, a new lawn mower (already approved by the board and incurred) and an office safe (upcoming). To alleviate this worry, Ginny moved to add \$6000 to the budget's Facilities and Office Equipment line items to offset this in the pledges budget (seconded, carried).

### **Executive Session: Proposal from Personnel Committee for staff bonuses**

The board moved into executive session. Ginny (Treasurer) will transmit the decision made about staff bonuses to the Personnel Committee and the Bookkeeper.

### **Board goal and strategy implementation (Att. 4)**

Marc reported there is strong interest, along with talent, for bringing the Coffeehouse back to the UU. He agreed to pull together a group of people to explore if and how the UUCC might bring the UU Coffeehouse back to life and consistent with financial reporting requirements.

### **Chalice lighter for December**

Ginny Verne volunteered to be the Chalice Lighter for December.

### **Adjournment**

The meeting was adjourned at 9:06 pm.

Karen Brown (Secretary) emailed 1st and 2<sup>nd</sup> draft of minutes to President Nov 16, 2022, 3<sup>rd</sup> draft on Nov 18, 2022.  
Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on Nov 16, 2022.  
Secretary submitted President-approved draft to Board, Minister, Administrator and Bookkeeper on Nov 22, 2022.  
Secretary submitted proposed draft with proposed amendments President for Board review Dec 10, 2022.  
Secretary submitted board-approved final copy to board, Webmaster, Administrator and Bookkeeper on Dec 31, 2022.