

**Unitarian Universalist Congregation of Columbia**  
**Final MINUTES Board of Trustees Meeting, December 21, 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), Robin Scherer (Finance Committee Chair)

Guests: Linda Brennison (Denominational Connections Committee Co-Chair and Zoom host)

Not present: Rev. Stephen Robinson (Minister)

\*Executive Committee

**Call to order**

Deb Matherly called the meeting to order at 6:33pm. (The meeting was held both in person and over Zoom.)

**Chalice lighting**

Ginny Verne lit the chalice and read a passage from *Transforming Conflict*.

**Covenant and check-in**

***Transforming Conflict* Reflection**

Deb reflected on the importance of listening (to staff) and taking action to support the concerns and needs of the staff and the congregation.

**Agenda**

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

**Approval of November minutes**

Ginny moved to approve the November 2022 minutes as amended (seconded, carried).

**Consent agenda**

Caroline Eastman moved to accept consent agenda (November Committee Reports (Att. 2- amended), Treasurer Report (Att. 3), Financial Statements (Att. 4) and LOA for Provisional Rental Liaison (Att. 5)) (seconded, carried).

**OLD BUSINESS**

**Sunday lock-up assignments**

Dec 24 Deb Matherly (tentative)

Jan 1 Ginny Verne

Jan 8 Nancie Shillington-Perez

Jan 15 Regina Moody

Jan 22 Jean Capalbo

Jan 29 Emilio Perez-Jorge

Feb 5 Pat Mohr

Feb 12 Ginny Verne

Feb 19 Regina Moody

Feb 26 Jean Capalbo

**Proposed “Parking lot” items for January**

Congregational Covenant; Functional structure of board with regard to committees; Shared Ministry; CYRE; Coffeehouse; and implementation of board goal and strategies.

**Revised Fundraising Policy update (Att. 6)**

Robin Scherer (Finance Committee Chair) presented an update on the Finance Committee’s recommendations for how to manage fundraisers (Att. 4) and said she is seeking feedback from the board. The board agreed with the recommendations

which included: (a) the sponsoring committee would continue to serve as the primary entity in charge of “vetting” their own fundraisers; (b) a limitation would be placed on the number of fundraisers a committee could sponsor within a given time frame, perhaps no more than two fundraisers per month; (c) any conflicts that arise would need to be resolved by the Board; (d) all funds raised would follow UUCB procedures for plate collections and would be deposited and distributed from UUCB account(s). Robin is developing a fundraiser information form that committee chairs would need to complete and would include agreement to abide by fundraising policies. The committee chair would forward the completed form to the Finance Chair and the board. The Finance Committee will develop a fundraising policy recommendation to bring before the board at a later meeting.

## NEW BUSINESS

### Denominational Connections Committee update (Att. 5)

Pat Mohr and Linda Brennon (Denominational Connections Committee Co-chairs) presented a timeline of dates related to our congregation’s participation in the upcoming General Assembly-related meetings and votes to decide on proposed changes to UUA Article II (A2) bylaws (including the UU Principles and Purposes and the Freedom of Belief Clause) and other important issues. The UUCB board needs to select delegates in January so they can register and participate in upcoming consequential meetings that will be held before General Assembly (GA). Registration begins February 1; the cost of registration increases in March. The anticipated timeline is as follows:

| 2023               | UUA   | UUCB Actions   |
|--------------------|---|--|
| January            | Updated draft of the Article II Commission’s proposed A2 changes is submitted to the UUA board                                    | Denomination Connections Committee (DCC) puts out a call for delegates to represent UUCB at GA   |
| February           |   | -UUCB Administrator submits data to the UUA; this certifies the UUCB as a member of the UUA, entitled to delegates to vote at GA.<br>-UUCB Board appoints delegates to GA from the slate proposed by the DCC           |
| March through June | Mini-assemblies are held where amendments to the Article II Commission recommendations are proposed and voted on by GA delegates. | Delegates register, participate in GA preparations, and participate in mini-Assemblies where the final form of upcoming motions / resolutions is determined. Delegates may propose amendments as well as vote on them. |
| June               | GA is held. A2 bylaws changes and other resolutions are voted up or down.   | Delegates cast their votes, up or down, on proposed resolutions and bylaws changes (A2).   |

### Treasurer’s Report, Related Actions and Discussion

- 1) Ginny Verne (Treasurer) reported that the UUCB has an abundance of cash that is not growing interest or value, while at the same time 5% interest on the mortgage is incurred. Nancie moved that the UUCB to pay off its mortgage (seconded, carried).
- 2) Ginny reported that the UUA has sent an email requesting a \$12,600 for next year’s pledge. When the question was raised whether the amount pledged was related to the number of delegates allotted to UUCB at GA, Pat Mohr clarified that the pledge amount is unrelated to the number of delegates, as long as the congregation provides some amount of financial support to the UUA during the year. Ginny confirmed that UUCB has budgeted and is paying the UUA \$600 for the year in monthly installments. The number of delegates allotted is based on the number of members the congregation reports in the annual certification data-collection process.
- 3) Ginny asked for authorization to invest some of the excess UUCB cash in interest-bearing CDs (certificates of deposit). Nancie moved that the Treasurer set up a schedule of CD investments for a total of up to \$50,000. (second, carried).
- 4) Ginny stated that the UUCB needs to develop a long-range financial plan. Discussion of having and scheduling a workshop on this was tabled until the next meeting.

### Administrator transition – acknowledgement, status on hiring

The Personnel Committee has interviewed candidates and is recommending that the Board hire Cynthia Alexandre for the Church Administrator position.

### **Executive session**

Karen moved that the Board move to executive session (seconded, approved). Nancie moved for the Board to give Andrea Dudick (Administrator) a farewell gift of \$500 (seconded, carried).

### **Administrator transition – LOA for recommended candidate (Att. 8)**

Deb will forward the resume of the recommended candidate for the Administrator position to the Board and requests that the Board vote on the LOA via email by 5pm Friday, December 23, 2022. The Board agreed that appropriate orientation and training provided by Andrea would be necessary for a smooth transition (no formal vote). The Personnel Committee plans to update all staff LOAs for the new fiscal year (July 1<sup>st</sup>), including this LOA.

### **“All-Chair” meeting Jan. 8<sup>th</sup> – Board liaisons roles, desired outcomes (Att. 9)**

It was noted that every new committee chair should receive a copy of Committee Handbook. Marc Drews and Nancie Shillington-Perez will work on updating the handbook to include any related resource lists. Regina noted that, in addition, every committee chair should receive, from the previous chair, a list of important dates, timeframes, procedures and contacts for how to get the work of the committee done. It was ~~also~~ noted that items such as monthly committee reports are the primary responsibility of the committee chair, not the administrator. Karen Brown (Secretary) volunteered to remind committee chairs of the due dates for report submissions, and also to compile them for presentation to the Board. Marc and Nancie will provide chairs at the all-chairs with links and references to updated resources and related guidance. Time did not allow for an explanation of Board liaison roles and outcomes outlined in Att. 9, “Administrator Replacements Chart.”

### **Upcoming board meetings**

There was a short discussion about where and how to hold the next few board meetings. The hybrid model that was used this evening did not work well. It was decided to hold at least the next two board meetings over Zoom, through the winter months, and to plan on having in-person meetings again, likely after Daylight Savings time resumes.

### **Transforming Conflict Reflection – January**

See below.

### **Chalice lighter for January**

Mark will include a reflection on the *Transforming Conflict* book as part of the chalice lighting.

### **Adjournment**

Nancie moved to adjourn (seconded, carried). Meeting adjourned 8:24 pm.

### **BOARD ACTIONS AFTER THIS MEETING**

- On December 22, 2022 Deb emailed the recommended candidate’s resume to the Board.
- On December 22, 2022, Deb emailed the Michele Currie, Bookkeeper, to make arrangements to give Andrea a gift of \$500 by check, by drawing from funds in the budget allocated for board use.
- On Thursday, December 22, 2022, Jean Capalbo emailed the board and moved that Cyndi Alexandre be offered the position of UUCU Administrator (seconded, carried).
- On Friday, December 23, 2022, Deb emailed the board to request an expedited email motion, second, and vote on the Administrator LOA as revised by Regina and Karen. A few minutes later, Carolina moved to approve that revised LOA (seconded, carried). Deb communicated this to the Chair of the Personnel Committee by email on the same day.
- On Sunday, December 25, 2022, Deb emailed to the board a draft copy of a letter of thanks addressed to Andrea Dudick for possible board input and comment.

Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on Dec 21, 2022.

Secretary emailed 1st draft of minutes to President Jan 2, 2023.

Secretary submitted President-approved draft to Board, Minister, Administrator and Bookkeeper on Jan 4, 2023.

Secretary submitted “2<sup>nd</sup> draft for board review” to the board on Jan 14, 2023.

Secretary submitted board-approved final copy to board, Webmaster, Administrator and Bookkeeper on Jan 19, 2023.