

Unitarian Universalist Congregation of Columbia

FINAL MINUTES Board of Trustees Meeting, January 18, 2023 (as amended 2/23/23)

Attendance

Deb Matherly (President*)

Marc Drews (President-Elect*)

Karen Brown (Secretary*)

Ginny Verne (Treasurer*)

Board Members: Caroline Eastman, Regina Moody, Emilio Perez-Jorge, Nancie Shillington-Perez, Pat Mohr (Past President**), Rev. Stephen Robinson (Minister**)

Not present: Jean Capalbo, Robin Scherer (Finance Committee Chair**)

*Executive Committee, **Ex Officio

Call to order

Deb Matherly called the meeting to order on at 6:34pm. The meeting was held online using Zoom.

Chalice lighting

Marc Drews lit the chalice, reading the lyrics of Sally Roger's song, as found in the church hymnal, *Love Will Guide Us*.

Covenant and check-in

Agenda

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

Approve December minutes

Nancie moved to accept the December 2022 minutes as amended (seconded, carried).

Consent agenda

There was discussion about whether to accept the committee reports with errors. As Parliamentarian, Caroline advised that the committee reports are accepted as-is. Karen (Secretary) will contact the Committee Chairs to request the corrections.

Caroline moved to accept the consent agenda (December Committee Reports) (seconded, carried)

OLD BUSINESS

Sunday lock-up assignments

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

Mar 5 Deb Matherly

Mar 12 Regina Moody

Mar 19 Pat Mohr

Mar 26 Nancie Shillington-Perez & Emilio Perez-Jorge

Apr 2 Ginny Verne

Proposed "Parking lot" items for February

Staff survey responses (Personnel); CYRE hiring direction; Fundraising Policy (Finance)

Financial statements and Treasurer's Report

Ginny reported that the mortgage was paid off and that she had opened a money market account. She did not purchase CDs, as authorized at the previous board meeting, because the money market account is offering a better rate of return, at this point. She informed us that the board need not be concerned that, in the Finance Report, the Personnel Committee is

significantly over budget. This largely reflects a billing error that has since been reversed; however, Personnel did not have sufficient budget for advertisements (for nursery workers and Administrator).

The Treasurer's written report contains answers to the finance report questions that were asked over email. Ginny welcomes these and further questions, as she would like the entire board to fully understand the budget and financial reports. The format of the new finance report is still being worked out, and glitches will emerge and be fixed, over time. Next month, subcommittees will be listed under their corresponding affiliated committee. The Annual Program Fund (AFP), which is the UUC's contribution to the UUA, will be listed under Administration and separated from the Denomination Connections Committee (DCC).

Shared Ministry update

Rev. Stephen shared that he had reached out to the chairs of the Worship, ARE, CYRE, SAC, and the Caring & Hospitality committees to begin a conversation about all that's going on in the church and where there might be opportunities to support one another's work. Since committee chairs have a lot of responsibility, they may want to hand off participation in the Shared Ministry Committee to another member of their committee.

Congregational Covenant

Rev. Stephen reported that, when asked for feedback about the UUC covenant, several people had shared that they thought it would be good idea to form a committee to revise/update the congregation's covenant. Marc suggested that would be helpful to invite members of the committee who formulated the previous covenant to serve on this committee. Rev. Stephen will publicly invite people to volunteer to be on the congregational covenant committee, and Pat Mohr will serve as the designated contact person. Part of the committee's work will be to identify the purpose and scope of the covenant.

Denominational Connections Committee

Pat Mohr (Co-Chair, DCC) The DCC is nominating three people to serve as UUC delegates to the UUA General Assembly (GA) meeting in June 2023: Deb Matherly, Linda Brennon and Pat Mohr. Each of these people have attended GA in the past – they have experience which will be helpful for being effective delegates. Linda plans to attend GA online, while Deb and Pat plan to attend in-person. The board voted to approve Deb, Linda and Pat as UUC's delegates to GA 2023.

Chairs' meeting

Nancie reported that the meeting of committee chairs on January 8, went well. The chairs shared information and gave good feedback about planning for the upcoming Committee Fair. On January 29th, announcements promoting the Fair will be made to encourage folks to attend after the service. Rev. Stephen will promote it from the pulpit. Marc provided useful information, including links to committee chair guidelines and other resources available on the web. Each committee chair will decide whether they prefer to have a full-fledged meeting during the Committee Fair, pausing to welcome newcomers as they arrive, or whether they would prefer to focus on welcoming and providing information to their visitors. There was some discussion of a preference for referring to this overall gathering of committees as a "Leadership Council," instead of as a "Committee Council."

Committees, subcommittees & programs – update

While rounding up committee chair reports, Karen (Secretary) has sought to identify all the Committees, Subcommittees and Program Areas of the church, and to understand how they relate to the church (how is each group designated – or not). This is a work in progress. It was noted that the board liaison for one of the committees needed updating.

It has been determined that there are two distinctly different security-related committees. One is the Security Grant Implementation Committee, an ad hoc committee of the board that is chaired by Joe Long; Joe works closely with the Building and Grounds (B&G) Committee. The Security Subcommittee is a different, board-designated independent subcommittee associated with B&G which is not operational at this time; it has no chair. Karen suggested that it might make sense for the Security Subcommittee or the B&G Committee to be responsible for overseeing the church video security camera system and ensuring that it is managed and monitored. Regina, as Board Liaison to B&G, will follow up to explore this with the B&G Committee.

There was some discussion about the upcoming CYRE Committee meeting (Feb 2nd) which board members and all interested parties are invited to attend. Regina suggested that the purpose of the meeting be narrowed to a discussion of

the program envisioned and the role the DRE play and what sort of person is needed to fulfill that role, rather than discussing a job description, per se.

Functional structure of board (liaisons to committees)

Marc asked for feedback on the previously proposed restructuring of the board committee liaison assignments, and whether he might go ahead and share the plan with committee chairs. Karen reported that her first impression was that the structure was not practical in that it did not allow board members to liaise with the committees they were already involved with, and interested in, so the effect would be to unnecessarily weigh them down with additional responsibilities and commitments. Regina shared that the proposed structure was just one of the recommendations of the ad hoc committee's year-long examination of other UU congregations and how they organized. The page titled "**Temporary Team** Structure for UUC Standing Committees," was originally envisioned to serve the needs of the church in transition from interim to settled minister and was based on the individuals serving on the board at that particular time; more thought and care is needed before sharing a plan (out of context) with committee chairs.

Appoint SAC board liaison

Ginny moved to appoint Deb Matherly as the board liaison to the Social Action Committee (seconded, approved).

Coffeehouse

Marc was going to report on this, but due to audio difficulties, Deb went ahead and shared that Jubilee! Circle has started holding a coffeehouse. Pat said that the Tree of Life Congregation was also planning to restart its coffee house. Deb mentioned that in Washington, DC, the Busboys and Poets group of restaurants hold regular poetry readings and performances, including walk-ons, as a potential alternative idea to consider for UUC. The concept is tabled for the time being.

Proposed digital newsletter

Cyndi Alexandre (Administrator) has proposed that the UUC begin publishing a digital newsletter which could accomplish the purposes of the eblast and the *Unigram* newsletter. Cyndi emailed a screenshot of what the end product might look like. Board members expressed great appreciation for the look of the sample newsletter and for Cyndi's work in putting forth this recommendation. Marc moved that the board approve paying the \$189 annual subscription fee for the software, subject to the Publicity Chair's approval (Laura Hartwig). A paper copy of the newsletter/eblast will still be printed on paper and mailed to individuals who prefer paper copies.

Rev. Stephen reported that he had worked out with Lis Turner to post and archive his monthly message on the website, and this will be embedded into the newsletter by a link to the website.

Administrator transition issues

Caroline moved that the board move into executive session (seconded, approved). After returning from executive session, Ginny moved that Andrea Dudick continue her employment with UUC for up to 40 hours, total, in order to provide training to the new Administrator (seconded, carried).

NEW BUSINESS

Long Range Planning workshops

Ginny (Treasurer) shared that when she was thinking about the need to have a long-range planning workshop, she was thinking in terms of getting the UUC mortgage paid off, planning short-term investments, and helping the board understand the budget and financial reports. Deb said that she was thinking about developing a vision, planning facilities, outreach and membership issues, and where we are in relation to the community. Regina said that the last **long-range** planning effort, led by Mike Paget, took many months to complete. The result was a comprehensive 5-year plan with goals or benchmarks outlined by year (2006-2011). Creating a new long-range plan would be an intensive, time-consuming, multi-pronged task. It was decided that board members will try to gauge interest and identify people who might be willing and able to lead the project by talking informally with others. The board will revisit this topic at the next meeting. The **strategic** plan, a one-page document, was adopted in October 2011. This is the 3-year plan that is found on the UUC website.

Board meeting locations

The next two board meetings (February and March) are tentatively scheduled to be held online using Zoom.

February *Transforming Conflict* Reflection & Chalice Lighter

Nancie will light the chalice and do some sort of reflection. Pat and Emilio offered to help.

Adjourn

Ginny moved to adjourn (seconded, carried) Meeting adjourned 8:28 pm

Karen Brown (Secretary) emailed 1st draft of minutes to President Jan 19, 2023

Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on Jan 19, 2023.

Secretary submitted President-approved draft to Board, Minister, Administrator and Bookkeeper on Jan 29, 2023.

Secretary submitted 2nd and 3rd board draft with proposed amendments to Board review on Feb 10, 2023.

Board approved 3rd board draft at board meeting on February 15, 2023.

Board approved amendment at special board meeting on February 23, 2023.

Secretary submitted board-approved Feb 23rd amended copy to board, Webmaster, Administrator and Bookkeeper on Feb 24, 2023.