

## **Unitarian Universalist Congregation of Columbia**

### **MINUTES Board of Trustees Meeting, February 15, 2023** (approved 3/15/2023)

#### **Attendance**

Deb Matherly (President\*)

Marc Drews (President-Elect\*)

Karen Brown (Secretary\*)

Ginny Verne (Treasurer\*)

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

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

\*Executive Committee

#### **Call to order**

Deb Matherly called the meeting to order shortly after 6:30pm. The meeting was held online using Zoom.

#### **Chalice lighting**

Nancie Shillington-Perez lit the chalice, reading a poem by Karen Kaiser, *"The Side of Grace."*

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

#### **Agenda**

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

#### **Approve January minutes**

Regina moved to accept the January 18, 2023 minutes as amended (seconded, carried).

#### **Consent agenda**

Ginny moved to accept the consent agenda (Treasurer's Report; Financial Statements; COVID 19 "Perpetual" Policy; December Committee Reports - Revised 2023-02-10; January Committee Reports – Revised 2023-02-14). (seconded, carried)

#### **OLD BUSINESS**

##### **Sunday lock-up assignments**

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 Pérez-Jorge

Apr 2 Ginny Verne

Apr 9 Jean Capalbo

Apr 16 Emilio Pérez-Jorge

Apr 23 Deb Matherly

Apr 30 Pat Mohr

##### **Proposed "Parking lot" items for March**

Security Grant and ad hoc committee update; Shared Ministry update; Zoom management; committee, subcommittee structure; GA expense reimbursement request from Denominational Connections Committee; designation of a committee to oversee security video cameras, video access, and development of security video camera policy; 2<sup>nd</sup> reading of Finance Committee proposed fundraising policy.

## **Fundraising Policy update proposal**

Robin Scherer (Finance Chair) proposed a new Fundraising Policy that outlines the procedures for planning events and the logistics of managing monies raised. This will help the Finance Committee keep track of fundraising events. All fundraising requests need to come from the sponsoring Committee Chair. No Finance Committee vetting process is involved. During the discussion, it was determined that the proposal should be modified to include Subcommittees as entities who can sponsor fundraising events. Fundraising activities lacking committee or program group sponsorship are not authorized. Fundraisers falling outside committee purview (such as the rummage sale, or an inspired dinner fundraiser), would be submitted to the Finance Committee for Finance Committee sponsorship. The Board voted in favor of accepting the proposed policy with amendments. [Note: As per the UUCB Policy on Policies, the text of the proposed policy is included in the minutes below, see <http://www.uucolumbia.dreamhosters.com/wp-content/uploads/2015/06/POLICY-ON-POLICIES-1.pdf>]

### **Policy on Fundraisers**

Submitted by the Finance Committee: 1/15/2023 by Robin Scherer, Chair

Adopted by Board:

#### **1.0 RATIONALE/PURPOSE**

The UUCB Bylaws require that all fundraising activities be coordinated by the Finance Committee (8.1.g).

#### **2.0 DEFINITIONS**

A fundraising event (also called a fundraiser) is an event or campaign other than the annual pledge drive sponsored by a UUCB committee, subcommittee or program group the primary purpose of which is to raise money for the UUA, UUCB, its committees, subcommittees, program areas or causes supported by these entities.

#### **3.0 POLICY**

It shall be the responsibility of the committee, subcommittee, or program area sponsoring a fundraising activity to notify the Finance Committee of the date and purpose of their fundraiser in advance. Fundraising activities lacking committee or program sponsorship are not authorized. Fundraising activities lacking committee, subcommittee or program sponsorship are not authorized. The Finance Committee will maintain, in coordination with the administrator, a calendar of all fundraising activities. Only those fundraising events in this centralized calendar shall be publicized in the Unigram or the Orders of Service, or by any other means within UUCB.

Final authority over the appropriateness and timing of any fundraising activity resides with the Board.

- All funds raised during fundraisers will follow policies used for plate collections
- Fundraising collections will be deposited into UUCB accounts and distributed to the beneficiary via the UUCB

All fundraising requests must be submitted by a committee chair to the Finance Chair, Committee Board Liaison and UUCB Administrator by email to their respective role-relevant UUCB email address. Church fundraisers falling outside committee, subcommittee or program group sponsorship (e.g., annual rummage sale, a member-inspired fundraiser, etc.) may be submitted directly to the Finance Committee for Finance Committee sponsorship.

Fundraising requests must include the following information:

- Identify the head of the committee, subcommittee or program group that will be responsible for collecting the funds involved
- State that the head of the appropriate committee or program group is willing to accept responsibility to follow the policy
- Describe the proposed action
- Explain when the fundraiser will occur
- Explain where the fundraiser will be held (facilities needed or location).

### **Fund-Raising Request Process**

The Finance Committee will review the UUCB Calendar to determine whether the facility is available. A determination of whether the facility is available will be based on the timing of the submission – the earlier submission takes priority.

If the process is followed and the requested facility is available, the Finance Committee will coordinate with the Administrator to add the event to the calendar and publicize the event in the Unigram, Order of Service, Worship Announcements, or any other means within the UUCB.

### **Exclusions and Limitations**

Fundraising requests that are not included in UUCC communications fall outside the UUCC fund-raising policy and are considered personal requests.

### **Long Range Plan - ad hoc committee interest update**

Marc reported that two members expressed interest leading a long-range planning process. He suggested that we advertise this idea for two more weeks to allow more people to express interest. Marc will contact Tiffany Rushton to see if she is interested, as well.

### **Congregational Covenant – ad hoc committee update**

Pat reported that four people had volunteered to work on a congregational covenant. Regina suggested that a date for completion be included in the charge. Caroline moved to create an ad hoc committee, whose members include Jane Gillespie, Linda McLeod, Lis Turner, and Mike Sullivan. The charge is to develop a new congregational covenant to bring to the board for the May board meeting. (seconded, carried)

### **Denominational Connections (DCC) update**

Pat Mohr (DCC Co-Chair) reported that the Denominational Connections Committee had discussed bringing in a third party to get feedback about the experience of racism at UUCC. Stephen stated that having audits is not new to UUCC. In the past, the transgender community and the Sheriff's Department have been invited to conduct audits at UUCC, and now we are wanting to have an audit to find out, "Is there racism at UUCC?" Rev. Stephen suggested that racism and changes to UUA Article II could be addressed separately by different committees. Pat pointed out that, unfortunately, both these topics are intertwined in Article II. Rev. Stephen suggested that the Adult Religious Exploration Committee (ARE) could focus on classes and programs that address inclusion, anti-racism and anti-oppression, while Denominational Connections Committee (DCC) convenes congregational conversations on UUA Governance aspects of Article II.

GA Financial Request. Pat said she would like to ask the board to budget funds to reimburse some of the costs of delegates participating in GA. This topic will be addressed at the next board meeting. The amounts would be \$400 each for the two delegates who are attending in-person, and \$125 to pay the balance of the registration fee for the third delegate who is participating online.

### **Children & Youth Religious Education Committee (CYRE) meeting update – (DRE hiring / draft LOA status)**

Rev. Stephen reported that CYRE would like to move forward with getting a LOA that reflects what the committee believes it needs in a DRE. Rev. Stephen is looking to engage the Personnel Committee in bringing a recommendation to the Board. No action is needed from the Board at this time. Rev. Stephen thought that the aim would be to bring someone onboard as DRE by summer or at least before fall.

### **All Committee potluck & meetings - report and feedback**

Marc and Nancie reported that the potluck committee fair meeting was very well received, well attended and thought to be successful. Deb moved to go to Executive Session (seconded, carried).

An Executive Session was held. Caroline moved to end Executive Session (seconded, carried)

There was enthusiasm for having a potluck on fifth Sundays. There was some discussion as to whether the Sunday should be social in nature, or used as an opportunity to squeeze in a committee meeting. The Kitchen Committee prefers that the focus be social, and the overall sentiment of the board was in agreement with that. Karen suggested that, if we had committee chairs wear special name tags or something stating their committee affiliation, this might spark conversation that would lead to newcomers joining committees. Marc suggested that, rather than have board members stand up to be introduced in that Sunday Service, perhaps Committee Chairs could stand up.

## **NEW BUSINESS**

### **Pledge drive theme and timetable, proposed annual meeting date**

Robin (Chair, Finance Committee) outlined plans for the upcoming pledge drive. The theme will be, "*Growing Community, Connection, and Compassion.*" The goal will be to raise \$205,000. The pledge kickoff will begin on March 5<sup>th</sup>. The board

Executive Committee will preview the budget in early May, and the board will review the proposed budget at its regular meeting in May in preparation for a vote at the June 4<sup>th</sup> Annual Meeting.

The kick-off celebration will be a family-friendly event; sandwiches and cake will be served, no alcohol. A tree will be used to show progress toward the fundraising goal; tables will be decorated with plants; and a few theme-related door prizes will be offered. Robin sought board input and assistance in lining up “*This I Value*” statements, which are to be 3 minutes in length and spoken as part of the Sunday service on May 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>. Marc suggested that on May 12<sup>th</sup>, this might be connected to the May 12<sup>th</sup> staff appreciation plans. New voices are being sought. Nancie offered to ask Lydia Ureda and Annette Flavel, while Marc would ask Jonathan White.

#### **LDC recommendations for committee assignments (+ Fundraising Committee)**

On behalf of the Leadership Development Committee (LDC), Nancie (Co-Chair) recommended that the board appoint Melody Smit to the Personnel Committee to serve until June 30, 2023 (Melody would replace Robin Scherer, who stepped down to serve as Chair of the Finance Committee). Additionally, the LDC recommends that Jim Kimbler (now on the Endowment Committee, 7/2022-6/2025) be appointed to the Finance Committee to serve for an indefinite term. If appointed to the Finance Committee, Jim would resign from the Endowment Committee and the LDC would need to find a replacement to serve until June 30, 2023 (a new member on the Endowment Committee would be voted on at the annual meeting). (Vote carried). Since the LDC is having difficulty filling positions so far this year, Nancie said she is not sure the Fundraising Chair position will be very high on our priority list. It was noted that the scroll before the Sunday Service on YouTube needs to be updated. Regina will contact the Richard McLeod (Worship Committee) about this.

#### **Security grant ad hoc committee update**

Regina Moody (Board Liaison, Building and Grounds Committee) reported that the LDC needs to find a replacement for Joe Long, who is stepping down from the Security grant implementation committee. Regina will discuss how the various security-related committees are organized at the next board meeting. She Regina requested that a link be put into the minutes about the Security Subcommittee (<http://www.uucolumbia.dreamhosters.com/about-us/our-governance/subcommittees-approved-by-the-board-of-trustees/>). Since webpage content may change, the text current at this time is provided here:

##### *Security Subcommittee*

*The charge to the Security Committee is to review the security needs of the facility and make recommendations to improve the security of the building and the members*

#### **Security cameras – monitoring and updates**

Emilio Pérez-Jorge reported his findings about the UUCB security video cameras. Emilio spoke with Kevin Whaley (Swann Security Systems), who installed the video Ring cameras. Cyndi Alexandre (Administrator) reported that she checks the video feed during her work hours. Five people currently have access to camera live video feed. This includes Cyndi, Linda Brennon, and three other as-yet unidentified people. We need to identify these three people and update the firmware. It is not clear whether video footage can be retrieved without these updates, or even whether an upgraded subscription will be required for video download. Deb said the board will need to decide which committee shall be responsible for overseeing cameras and making decisions about video access. Emilio said David Roof (Technology Committee) is willing to do this. Robin suggested that a short policy and procedure needs to be developed for video camera management and monitoring.

#### **Membership and sustainment – concerns, potential approaches**

This item was tabled until next month due to lack of time. Karen asked for a head's up about what the concern is, so we can begin thinking about it. Deb said that people seem to be drifting away from the UUCB, and we don't know why they've left. Karen suggested involving the Membership Committee on this issue, since in the past, Membership has considered this to be within its scope of concern and care.

#### **Staff survey response summary**

This item was tabled until next month due to lack of time.

**Next board meeting locations**

The March board meeting will be held online over Zoom; the April meeting is tentatively scheduled to be held in the church social hall, in-person.

**March *Transforming Conflict* Reflection & Chalice Lighter**

Karen will light the chalice and share a reflection for the meeting in March.

**Adjourn**

Deb moved to adjourn (seconded, carried). Meeting adjourned 8:47 pm

Karen Brown (Secretary) emailed 1st draft of minutes to President 20, 2023, 2<sup>nd</sup> draft Feb 27, 3<sup>rd</sup> draft Feb 28<sup>th</sup>.

Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on Feb 27, 2023.

Secretary submitted President-approved draft to Board, Minister, Administrator and Bookkeeper on March 2, 2023.

Secretary submitted proposed 2<sup>nd</sup> draft with proposed amendments to Board review on March 14, 2023.

Secretary submitted board-approved final copy to board, Webmaster, Administrator and Bookkeeper on March 18, 2023.