

## ***Unitarian Universalist Congregation of Columbia***

### ***MINUTES Board of Trustees Meeting, March 15, 2023*** (approved April 19, 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 called the meeting to order shortly after 6:30 pm. The meeting was held online using Zoom.

#### **Chalice lighting**

Karen lit the chalice and shared a reading, *"I Call that Church Free,"* by Charles Conrad Wright (*Singing the Living Tradition*, #591)

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

#### **Agenda**

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

#### **Approve the minutes**

Caroline moved to accept the February 15 minutes as amended and the February 23 special meeting minutes (seconded, carried).

#### **Consent agenda**

Emilio moved to accept the consent agenda (February Committee Reports; 202302 Treasurer's Report; and the February Financial Reports (202302 Financial Statement; 202302 Restricted Funds Statement; 202302 Balance Sheet ). (seconded, carried)

#### **OLD BUSINESS**

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

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 Marc Drews

Apr 30 Pat Mohr

May 7 Regina Moody

May 14 Ginny Verne

May 21 Deb Matherly

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

Pledge Drive updates; Conflict resolution worksheet (Att. 6a); Video camera oversight; Zoom management; CYRE LOA and hiring.

#### **Membership and sustainment**

Donald Cooper (Membership Committee, Co-Chair) reported that UUC membership numbers have declined from 228

members in 2014 to 144 members in 2023. Before the pandemic and church closure, UUCC had 186 members, which declined to 144 by the end of 2021. Using the directory as a basis of information, Don calculates that UUCC lost 63 members during the pandemic, while 21 new people joined, a difference of 42 members in all. The overall number has held steady for the last two years. Donald reported that the Membership Committee is now reviewing a handbook which Patty Drews put together, several years back, that has useful information about what the Committee might be doing. He thought that, in terms of inviting people to return, those who have left in the past two years would be the ones most likely to return. Caroline wondered how numbers compare to other congregations. Robin suggested that it would be very helpful to know *why* people have left.

### **Children & Youth Religious Exploration (CYRE) proposal for changing the childcare worker salary**

Nancie Shillington-Perez (Board Liaison to CYRE) reported that CYRE has struggled to have childcare workers show up consistently on Sundays. The pay of \$12.50/hour for two hours seems to be insufficiently motivating. When no one shows up, then Bethany and other volunteers have to improvise (an unfair burden) and/or children must stay with their parents. The CYRE Committee recommends increasing the pay of childcare workers to \$20/hr, minimum \$40 on Sunday morning. It should be understood that these workers (two in number) could be put to use assisting with other CYRE tasks and special programs when there are no children in the nursery. Nancie moved that the board increase the pay of childcare workers to \$20/hr, with a minimum of \$40 guaranteed. These workers would provide childcare for children 6 years and under, and/or help with other CYRE tasks and programs. (carried) [Note: At the 4/19/23 board meeting, the board removed the \$40 minimum pay guarantee and affirmed that \$20/hour was the new pay rate for childcare work, every day of the week, regardless of whether for Sunday Services or another function.]

### **Treasurer's Proposal**

Ginny Verne (Treasurer) explained that donor-restricted funds are now kept separately from non-restricted funds. UUCC has extra cash in the operating account that is not earning interest. If these funds were moved to the cash investment account, interest would accrue, and the funds could still be withdrawn without penalty when needed.

Ginny moved that the board give the Treasurer authority to move additional monies from the operating account to the cash investment account in an amount equal to the board allocated funds which are not expected to be used within the next few months. (seconded, carried)

Ginny noted that the CYRE playground equipment is badly in need of replacement, the CYRE Committee is seeking to upgrade this equipment to make UUCC more attractive to young families. Ginny noted that the CYRE Committee has been more than \$10,000 under budget for each of the past three years, and \$23,000 under budget this year, as of February 2023. This would more than justify the board allocating up to \$10,000 for playground equipment upgrades. Several board members noted that including a deadline for using allocated funds is helpful. Having a "matching" fund fundraiser was considered and rejected. Ginny moved that the board allocate \$10,000 for upgrading of the playground (upper limit) to be used by the CYRE committee in consultation with the Building & Grounds Committee and the UUCC sexton. Funds not used by June 30, 2024 will be reallocated by the UUCC board in whatever manner they choose. (seconded, carried)

### **Security Grant Implementation Manager**

Joe Long is relocating and wishes to step down from the volunteer job of being the Security Grant Implementation Manager. It is difficult to find a volunteer to take over this difficult, detailed, administrative-heavy responsibility. Deb presented a proposal in which the UUCC Bookkeeper, Michele Currie, would take over the administrative aspects of this job, as an extension of her duties as Bookkeeper, with technical engineering aspects to be supported by a volunteer designated expert (to be sought).

Caroline moved that the board thank Joe for his extensive service in this role and authorize Michele Currie (bookkeeper) to serve as the new Security Grant Implementation Manager as an extension of her duties as bookkeeper. Michele will be paid for her time managing the grant, as determined by the Personnel Committee and her time records. A security bond will be budgeted and continued under the UUCC's Church Mutual policy, in the amount of \$691/year, or other similar amount, as required by the grant. The Board authorizes and requests that all grant paperwork be completed, as needed, to facilitate this transition, and that all volunteers who have been involved in the grant application and management assist Michele with the transition by providing documents and records prepared and received during the course of the grant, including amendments, reports, requests for reimbursement, and similar documents. Michelle's duties will include the following tasks:

- (a) organize, document, and follow up on current grant requirements
- (b) track down reports made to SLED and other authorities
- (c) develop future reports as required, in consultation with Building and Grounds and other experts as designated
- (d) track down requests for payment for UGCC payments
- (e) follow up with SLED and others on status of reimbursements (outstanding expenses)
- (f) identify process (and status if applicable) on grant amendment process to use existing grant funds for protective bollards instead of the original wall
- (g) work with Building and Grounds, Board, and designated expert to expeditiously develop amendment for bollards if Board approves of action in concept
- (h) consider application for a new DHS/SLED grant with the March 31, 2023 deadline.

### **Fundraising Policy update, second reading, notice**

Robin Scherer (Finance Committee Chair) said that the proposed policy should be amended to state that the 'Finance Chair,' rather than the 'Finance Committee,' reviews the UGCC Calendar (see subsection: "Fund-Raising Request Process"). After this clarification, she moved that the board approve the Finance Committee's proposed Policy on Fundraisers as amended. (carried) [Note: Since this proposal has completed its second reading, it is now policy. The Secretary will make arrangements to notify the congregation and ask the webmaster to update the website accordingly.]

#### **Policy on Fundraisers**

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

Adopted by Board: 3/15/2023

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

The UGCC 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 UGCC committee, subcommittee or program group the primary purpose of which is to raise money for the UUA, UGCC, 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, 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 UGCC.

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 UGCC accounts and distributed to the beneficiary via the UGCC

All fundraising requests must be submitted by a committee chair to the Finance Chair, Committee Board Liaison and UGCC Administrator by email to their respective role-relevant UGCC 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 Chair will review the UUCC 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 UUCC.

#### **Exclusions and Limitations**

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

#### **Congregational Covenant**

Pat Mohr (Past President) reported that the ad hoc Committee on the Covenant unanimously recommends that the Congregational Affirmation that has been used in the UUCC order of service for many years be adopted as the covenant.

*Love is the doctrine of this congregation,  
The quest for truth is its sacrament,  
And service is its prayer.  
To dwell together in peace,  
To seek knowledge in freedom,  
To serve others in community,  
Thus do we covenant with one another.*

The ad hoc committee recommended that the board adopt the ad hoc committee's recommendation and forward the committee's recommendation to the congregation for approval at the Annual Meeting. (carried)

#### **Leadership Development Committee (LDC) bylaws proposal**

Nancie (LDC Co-Chair) explained that, because of low membership numbers, the LDC has struggled for several years, now, to fill all the key volunteer church positions. This has been a source of stress and consternation; the Committee has had to shuffle people around, from committee to committee, to ensure minimal coverage. A solution which the LDC proposed at last year's Annual Meeting, though it did not pass, was to reduce the size of the board by two persons, thus freeing two people to focus on committee work. The LDC would like to bring this matter before the congregation again, at the next congregational meeting in June, but talk with people in advance so they can better understand the reasons for the proposed change. Regina said she was reluctant to reduce the size of the board because a larger board provides a wider perspective for decision making. She suggested a compromise which would reduce the total number on the board by one and change the Past President to having a vote. Nancie said the LDC will revise the proposed wording for board consideration at the April meeting.

#### **Long Range Plan ad hoc committee updates**

Marc reported that Tiffany Rushton, Ann Johnson and Ginny Verne will co-ordinate this effort. A Zoom meeting with committee chairs is scheduled for April 12<sup>th</sup>.

#### **Denominational Connections budget request**

Pat Mohr (DCC Chair) moved that the board allocate an additional \$800 to the Denominational Connections to reimburse two of UUCC's delegates (Pat Mohr and Deb Matherly) who are traveling to Pittsburgh in June to represent the UUCC at the UUA General Assembly. Each delegate will receive \$400 in reimbursement for their early registration fees. The remainder of the travel costs will be borne by the delegates, themselves, with the UUCC's heartfelt thanks. (carried)

### **NEW BUSINESS**

#### **Follow up on staff survey**

Caroline moved that the board move to Executive Session. (seconded, carried)

After the board returned from Executive Session, Ginny moved that the board endorse the recommendations of the Executive Committee [as noted in Attachment 12b]. It is noted that recommendations with budget implications (Item 1

hours; Item 2 retirement benefits; Item 5 cost-of-living pay rate; Item 6 professional pay rate; and Item 7 professional development allowance) are subject to pledge income and deliberations and decisions of Finance Committee, Executive Committee, Board and Congregation. Item 4 (paid parental leave) is addressed in Personnel Committee recommendation (Attachment 12C). The Board endorses Item 8 (facility use) and directs the Administrator and Bookkeeper to accommodate two studio recitals per year for the Music Director's private students (members of the community and sometimes including members of the congregation) at available times without charge (rental fees). (carried)

The Personnel Committee recommended that the Board support its recommended changes to the Personnel Policy Manual to provide for paid parental leave for up to four weeks upon request. (carried)

### **Endowment Committee Appointment**

The LDC moved to appoint Karen Brown for the vacant seat on the Endowment Committee. (carried)

### **Committee-to-committee relationships**

Deb filled in a worksheet from the book, *Transforming Conflict*, based on a current UUCU committee-to-committee example of an unresolved conflict, Board members might want to experiment and see how this worksheet and model works for them. Emilio suggested that this model be shared with the Committee Council as well.

### **Next board meeting locations**

The April board meeting will be held online over Zoom.

### **April Reflection & Chalice Lighter**

Marc will light the chalice and share a reflection for the meeting in April.

### **Adjourn**

Deb moved to adjourn (seconded, carried). Meeting adjourned 8:27 pm

### **The information below is not part of the formal minutes.**

#### **REMINDERS**

- Next board meeting – Wed April 19, 2023 at 6:30 pm over Zoom – Pat will host.
- Marc – chalice lighting and reflection; share conflict resolution worksheet with committee chairs
- Nancie – work with LDC to develop proposed bylaws change for vote at Annual Meeting
- Karen – notify congregation and committee chairs about Finance Policy change; arrange to include in policy manual
- Deb – security grant implementation manager follow-up; Personnel Committee follow-up re: Music Direction position; arrange updates on video camera oversight, zoom management, CYRE LOA & hiring; notify Endowment Committee re: new appointment.
- Caroline – Pledge Drive update
- Board members – conflict resolution worksheet

#### **DATES TO KEEP IN MIND**

**April 10** – board Executive Committee preboard planning meeting

**Early May** – board Executive Committee previews FC proposed budget

**May 17** board meeting – FC presents proposed budget to board

**May 21** – Annual Meeting notices – 2 Sundays before annual meeting is the latest date for LDC to formally publish its nominations; 14 days before annual meeting Board secretary must post alphabetical list of all persons entitled to vote at the annual meeting

**Before June 4** – President selects Parliamentarian for annual meeting

**June 4** – Annual Meeting – will annual meeting be simultaneously broadcast over Zoom?

**June 21** – Last meeting for outgoing board members, welcoming new board members

Karen Brown (Secretary) emailed 1st draft of minutes to President on March 16, 2023, 2<sup>nd</sup> draft on March 18.

Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on March 16, 2023.

The Policy on Fundraisers was posted on the website (3/19/2023), posted on the bulletin board (3/20/2023), and will be noted in the next two issues of the eblast (3/23, 3/20/2023); notice was emailed to committee chairs on 3/21/2023. Secretary submitted President-approved draft to Board, Minister, Administrator and Bookkeeper on March 21, 2023. Secretary submitted proposed 2<sup>nd</sup> draft with proposed amendments to Board review on March 21, 2023. Secretary submitted board-approved final copy to board, Webmaster, Administrator and Bookkeeper on May 21, 2023. The Board approved the minutes on April 19, 2023.