

Unitarian Universalist Congregation of Columbia

MINUTES Board of Trustees Meeting, May 17, 2023 (as amended July 19, 2023)

Attendance

Deb Matherly (President*)

Marc Drews (President-Elect*)

Karen Brown (Secretary*)

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

Pat Mohr (Past President**), Rev. Stephen Robinson (Minister**)

Not present: Ginny Verne (Treasurer*), Caroline Eastman, Robin Scherer (Finance Committee Chair**)

*Executive Committee; **Ex Officio

Call to order

Deb (President) called the meeting to order shortly after 6:35pm. The meeting was held online using Zoom.

Chalice lighting

Deb lit the chalice and read, *“Do Not Fear Agitation/ No temas a la agitacion,”* by Tania Y. Marquez (from the Spring/Summer *UU World* 2023).

Covenant and check-in

Approve the Agenda

Nancie (LDC, Co-Chair) requested that we add that the board move into Executive Committee session later during the LDC discussion. Nancie moved to approve the agenda as amended (seconded, carried).

Approve the minutes

Regina moved to approve the April board meeting minutes as amended (seconded, carried).

Consent Agenda

Emilio moved to accept that the following Consent Agenda be accepted: April Committee Reports (Att. B1); Revenues & Expenses (Att. D1); Restricted Funds (Att. D2); Balance Sheet (Att. D3) (seconded, carried).

OLD BUSINESS

Sunday lock-up assignments

May 14 Ginny Verne

May 21 Deb Matherly

May 28 Regina Moody

June 4 ~~Ginny Verne~~ Emilio Pérez-Jorge [swapped after the meeting]

June 11 ~~Emilio Pérez-Jorge~~ Ginny Verne

June 18 Deb Matherly

June 25 Marc Drews

July 2 Jean Capalbo

July 9 Pat Mohr

July 16 Nancie Shillington-Pérez

Proposed “parking lot” items for June

Directory update; Zoom management proposal; board orientation plan.

Proposed Parental Leave Policy changes

An amendment to the Parental Leave Policy, as stated in the *UUCC Personnel Handbook*, was approved at the board’s March and April meetings, with amendments at each meeting. Deb (President) proposed an additional amendment to the holiday time provision, so that the minimum annual work hours required to qualify (1000 hours) would be reduced to 500

hours. On May 10, this proposed amendment was emailed to the board for review. The UUCC Policy on Policies requires that the board have at least one week to review the proposed changes before the 2nd reading occurs. Stephen suggested we might also reword the adoption leave section differently. However, in the interest of getting the new parental leave policy approved, the board will consider adoption leave another time. Deb requested a vote on adopting the new proposed parental leave and holiday policies as stated in the meeting document (carried). The new policy is as follows:

TIME OFF POLICIES

HOLIDAYS

The following are holidays for which an employee is paid:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Indigenous Peoples' Day
Thanksgiving Day
Christmas Day
New Year's Eve

Hourly employees regularly scheduled to work at least 10 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. If eligible employees are required to work on a holiday, they generally will be granted another day off. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day.

PAID PARENTAL LEAVE: After 12 months, employees who work at least 10 hours per week (equivalent to 500 or more hours per year), and who become natural or adoptive parents are eligible for up to 4 weeks of paid parental leave. Parental leave must begin within six weeks of the birth or adoption. The rate of pay for weeks of paid parental leave is based on wages for the employee's regularly-scheduled workweek. Rather than taking four consecutive weeks of leave, the equivalent number of days may be spread out over up to a year, at the discretion of the Supervisor/Minister. Such intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Parental Leave benefits apply only to adoptions in which the child is new to the parent(s).

Employees who know they will be taking Parental Leave are asked to give their Supervisor/Minister as much notice as possible, but at least 30 days' notice of the anticipated departure date and whether they intend to return to employment.

Security Grant Management and Monitoring

Deb referred the board to the report of the Security Grant Management ad hoc committee which is included in the board committee reports. Regina reported that she and Pat (Past President) met several times with the new Grant Administrator, Cyndi Alexandre (Church Administrator). Cyndi has been in frequent contact with the grant State contact, Mike Harmon, and accomplished a great deal, including gaining online access for electronic filings. Five (5) invoices have been electronically filed for reimbursement, with additional supporting paper documentation mailed as required. \$11,055 reimbursement should be received by the end of the month. No additional property work should be initiated until this reimbursement is received, because that would delay the process. The end date of the grant has been extended, and all work must be completed by the end of November; there will be a 45-day window beyond November to request reimbursement. The grant cannot be extended beyond November 30, 2023 [Note: the grant was later extended]. Pat asked Regina to convey to Cyndi how much the board appreciates the tremendous amount of work she has put into obtaining reimbursements and enabling the project to move forward.

Video security monitoring update

Emilio reported that Cyndi found the password to the video monitoring website, in church files; she successfully accessed the system and updated the monitoring software. It appears that video files are stored on a DVR located in the office. Emilio will ask Technology Services to identify a committee member to serve as a backup person for managing the system. Rev. Stephen reported that one of the difficulties in finding the password information was that someone arranged for the purchase and installation of the cameras as a donation to the church; the church office did not arrange it. He said he didn't think the church needed to have a policy for video security monitoring, except to have a designated backup person and to get regular software updates.

Rental Rates Review ad hoc committee status

Deb reported that Lis Turner has agreed to represent Building and Grounds, and David Roof has agreed to serve as the Technology Service representative on the ad hoc committee; representatives from the Finance and Publicity committees still need to be identified.

Zoom management update

Karen reported that she has sent out a survey to committee chairs and key Zoom users. She still needs to get information from two key user groups. At this time, it appears that most committees are self-reliant in terms of setting up, scheduling and hosting Zoom meetings. A notable exception is the Adult Education Committee. Some committee chairs use their personal accounts for scheduling and hosting meetings, but most use UUCC Zoom accounts. Before determining church policy, we also need to ascertain whether there are any significant legal or other considerations for using personal vs. church zoom accounts, as this was a concern when we first began using Zoom.

Leadership Development Committee (LDC) bylaws proposal

Regina (LDC member) presented a revised proposed bylaws wording for reducing the board by one member and giving the Past-President a vote. She presented a chart, showing how changes would be implemented from year to year. On behalf of the LDC, Regina introduced the following motion: *"The LDC moves that the UUCC Bylaws be amended to establish its Past President as a voting member of the Board and to reduce the number of Trustees at Large from five (5) to four (4). [This will not affect the total number of voting members of the Board which will remain at nine (9).]"* (carried)

Leadership Development Committee (LDC) nominations slate

Nancie moved to go into executive session (carried). The board met and returned to regular session.

Membership determinations update

Karen (Secretary) reported she had been in touch with Don Cooper, Membership Committee Co-Chair, about the status of the list of members eligible to vote at the Annual Meeting. Don said that Cyndi (Administrator) helped prepare a spreadsheet. Together they met with Rev. Stephen and sent letters to people whose voting eligibility has lapsed. Cyndi will email the final list to Karen (as Secretary), and Donald (Membership Committee, Co-Chair), and Donald will verify and formally approve the list. The list will be published by posting it on Friday, May 19, 2023 and announcing its availability by email.

Treasurer's role in bylaws for determining member status

Karen moved to rescind the board's previous vote (April 29, 2023 board meeting) that proposed a bylaws amendment that would change the Treasurer's role with regard to determining member status (seconded, carried).

Long-Range Planning ad hoc committee

Marc (President-Elect) reported that a survey to gather information about individuals' vision for the church will be sent out shortly. The survey link will be emailed to board members, committee chairs, members and friends. Regina asked if the survey questions are still open to modification. Marc said revisions had been made, based on feedback, and can no longer be modified.

Planning for annual meeting

The board reviewed the agenda, actions needed and the procedure for publishing and conducting the annual meeting. The meeting will be held in-person as well as on Zoom. The Membership Committee will oversee sign-in procedures. Votes will be conducted by voice or show of hands.

Conflict resolution worksheet – update

In the interest of time, Deb decided to skip this item.

NEW BUSINESS

Playground equipment scope

Rev. Stephen reported that he is working to get CYRE, B&G, and Bill Dolley together to make plans for cleaning up and upgrading the playground and playground equipment. One quote has been obtained which is higher than the \$10,000 amount set aside for this purpose.

New LGBTQ+ Group

Deb said that Bethany reports that a group of young people are talking about forming an LGBTQ+ group. Deb suggested that we need a procedure for maintaining communication with special interest groups, including the Humanist Group, CUUPS group, and others, to ensure they are aware of and regularly reminded about UUCS Safe Congregation policies and other policies and procedures. Regina noted that Program Groups are addressed in the bylaws. [See: UUCS [Bylaws Section 9. PROGRAM GROUPS](#), Revised June 8, 2021]

Staff updates

Rev. Stephen reported that he meets with office staff twice a month in-person as chief of staff. He meets with Anna (Music Director) once a month. The important issues addressed have already been covered in this meeting. Other issues can be discussed at another time.

Next board meeting locations

The May board meeting will be in person on June 28th in the Social Hall. Newly elected board members and officers will be invited to attend.

June reflection & chalice lighter

Regina will light the chalice and share a reflection.

Adjourn

Karen said she just realized that, due to her personal circumstances, the board should have a backup for taking minutes at the Annual Meeting. After a brief discussion, Karen was asked to contact Beth Ann Rocheleau to see if she would be willing to do serve as back-up.

Deb moved to adjourn (seconded, carried). Meeting adjourned 8:54 pm.

The information below is not part of the formal minutes.

Karen Brown (Secretary) emailed 1st draft of minutes to President on May 21, 2023.

Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on May 21, 2023.

President, at Secretary's request, submitted draft to Board, Minister, Administrator and Bookkeeper on June 16, 2023.

Board approved amended minutes at board meeting on June 28, 2023.

Secretary submitted minutes with more clearly marked amendments on July 9, 2023.

Board affirmed approval of minutes at July 19, 2023 meeting.

Secretary submitted board-approved copy to board, Webmaster, Administrator and Bookkeeper on July 25, 2023.