

Unitarian Universalist Congregation of Columbia

MINUTES Board of Trustees Meeting, April 19, 2023 (adopted 5/17/2023, amended 6/28/2023)

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 6:30pm. The meeting was held online using Zoom.

Chalice lighting

Marc lit the chalice and share words, blending a quote of Adrienne Mae Brown (found in *Transforming Conflict*, by Teresa Cooley, p 102) with song lyrics from Passenger's *Scare Away the Dark*.

Covenant and check-in

Agenda

Nancie Shillington-Perez moved to approve the agenda as amended (seconded, carried).

Approve the minutes – clarification of March 15 childcare worker pay motion

In the March 15 meeting, a motion was approved to increase the pay of childcare workers and guarantee at least \$40 on Sundays. This evening, the board affirmed that the pay increase would apply to childcare workers whichever day of the week they work, but struck out the language guaranteeing a minimum pay with Nancie's clarifying motion: Childcare workers will be paid \$20/hour; these workers are expected to provide childcare for children 6 years and under, and/or help with other CYRE tasks and programs (seconded, carried). This will be noted on the March 15 minutes. Emilio moved to approve the March 15 board meeting minutes as amended. (seconded, carried)

Consent Agenda 1

March Committee Reports to Board; amended February Committee Reports to Board; Treasurer's Report; Revenue & Expenses Report; Restricted Funds Report; Balance Sheet.

Deb explained that she would like to experiment with having two consent agendas, the second agenda would focus on work delegated to Committees.

Consent Agenda 2

Draft video camera oversight/policy referred to the Technology Services Committee for further development.

Emilio advised the board that it is very difficult to move forward with video camera oversight, as he has been unable to contact the person who installed the cameras (Kevin Whaley, Swann Security). It was suggested that it might be helpful to find the original invoice for additional information, to contact the video monitoring company, and/or ask the Sexton or previous Administrator for additional information.

Nancie moved to accept the consent agenda(s) (seconded, carried).

OLD BUSINESS

Sunday lock-up assignments

Apr 23 Marc Drews

Apr 30 Pat Mohr

May 7 Regina Moody

May 14 Ginny Verne
May 21 Deb Matherly
May 28 Regina Moody
June 4 Ginny Verne
June 11 Emilio Pérez-Jorge
June 18 Deb Matherly

Proposed “parking lot” items for May

Membership and sustainment beyond with Long Range Planning Committee; Zoom management proposal; Video Camera update.

Proposed Parental Leave Policy changes

An amendment to the Parental Leave Policy, as stated in the UUCU Personnel Handbook, was considered at the board’s March meeting. That first reading of the proposed policy was approved with amendments. On April 19, additional proposed amendments were sent to the board for review. Deb explained the revisions. The UUCU Policy on Policies requires that the board have one week to review the proposed changes before the 2nd reading occurs. The second reading of the proposed policy change is expected to be at the May meeting.

Dissolution of the board’s Covid-19 Ad Hoc Committee

Emilio Pérez-Jorge (Chair, Covid-19 Ad Hoc Committee) moved to disband the Covid-19 Ad Hoc Committee (carried). On behalf of the board, Deb thanked Emilio and his Committee for their service. Emilio will contact the Administrator to remove Covid-19 advisories from the e-blast and other publications, and to notify the congregation that the committee has been disbanded.

Proposed ad hoc committee for Security Grant Management and Monitoring

After some discussion about next steps, it was decided to table this item for now. Pat and Regina will meet with the Administrator to identify what is needed and to develop a charge.

Rental rates review, proposal to establish ad hoc committee

Rev. Robinson reported that the staff have suggested that UUCU facility rental rates are below market rates and if raised, would help increase church revenue; additionally, a rental form is needed to address technology-related needs. Rev. Stephen suggested that an ad hoc committee be formed with representatives from the Finance, Building and Grounds, Publicity and the Technology Services Committees to research and come up with a proposal. Marc moved that we charge Deb, as President, to identify an ad hoc group to update the UUCU rental policies. (seconded, carried)

Leadership Development Committee (LDC) bylaws proposal

On behalf of the LDC Committee, Nancie Shillington-Perez (Co-Chair) presented a revised bylaws proposal which would decrease the number of board members by one and make the President-Elect a voting member of the board. (carried) Caroline suggested that when the proposal is presented to the congregation, there should be clarification as to when the changes will take place.

There was considerable discussion about the transition period assuming the proposed bylaws are approved. That is, what would be the size of the board at different time periods, and at what point would the President-Elect be able to vote at board meetings? The LDC might consider amending the motion to specify a date for the changes to go into effect.

Long Range Plan ad hoc committee updates

Marc Drews reported that he had met with the proposed Long Range Plan Committee. Tiffany recommended using Gino Wickman’s planning approach and book, *Entrepreneurial Operating Systems*. Marc will be sending the board 7-8 short videos on the program, one video each week, to help the board become familiar with the process.

Committee-to-Committee interactions

The last Committee Chair meeting focused on strategies that will be used in developing the UUCU long range plan, and what role the committees will play. He suggested that committee chairs could prepare a 2-3 bullet slide for the annual meeting.

Caroline pointed out that this would add an extra hour to the length of the meeting, and perhaps it would work better for committees to do this sort of presentation as a regular part of the Sunday services.

Pledge drive updates

Robin Scherer (Finance Chair) reported that \$158,000 has been pledged, so far, with 33 pledging units not pledging yet. Based on past patterns, it looks like there will be a significant shortfall this year. The Executive Committee will meet on Wednesday, May 3rd at 6:30 pm to review the Finance Committee's proposed budget and make decisions about how to handle the expected shortfall. Robin will set up the Zoom meeting for this.

Conflict resolution worksheet – update

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

NEW BUSINESS

Nominations for 2023 annual meeting

Nancie Shillington-Perez (Co-Chair, Leadership Development) presented the LDC's slate of candidates to be voted on at the 2023 annual meeting, along with recommendations for Committee Chair assignments. (carried)

Nominations for election at annual meeting

Board of Trustees:

John Logue, President Elect (2023-26)
Jeanette Walton, Treasurer (2023-25)
Susan LeGacy, Trustee (2023-25)
George Johnson, Trustee (2023-25)
Johnny Matchett, Trustee (2023-25)

Endowment Committee:

Angie Dodd (2021-24)
Karen Brown (2022-25)
Sandra Merritt (2023-26)

Leadership Development Committee:

Richard McLeod (2023-25)
Bonnie Stronach (2023-25)

Board committee chair appointments:

Personnel Committee:

Melody Smit (2023-26)

Worship Committee Chair:

Linda Brennison, WC, (2023-26)

Publicity Committee Chair:

Emilia Gunning, Publicity Chair (2023-26)

Deb thanked the LDC for doing a wonderful job coming up with great nominees. Deb noted that JP Flood (Personnel Chair) had indicated in other communications that his term was ending. Nancie agreed to check with him.

Membership list for annual meeting

Nancie (Membership Liaison) explained the steps outlined in the bylaws for verifying eligibility to vote, identifying inactive members and clarifying membership status. Ginny (Treasurer) has received a spreadsheet from Cyndi (Administrator), indicating the membership status of active and inactive members. Nancie said that the Membership Committee will be moving forward with mailing letters to people who are inactive to clarify their intentions and to allow them to reclaim their status as members.

Ginny pointed out that the membership requirement of pledging a minimum of \$100 per year may be failing to communicate the message that more money is actually needed. Robin (Finance Chair) said she could provide the "average contribution" figure to the Membership Committee for sharing with prospective members.

Ginny stated that the bylaw requirement that the Treasurer send the membership status information to the Membership Committee does not make sense given that the Administrator and Bookkeeper are the persons with access to the information, and the Treasurer does not need to know what people pledge. She moved that the bylaws be changed so that wherever the bylaws state that the "Treasurer" sends a list of inactive member names to the Membership Committee, the phrase, "Bookkeeper or Administrator" be substituted. (seconded, carried)

Planning for annual meeting

As stated earlier, the Finance Committee will meet with the Executive Committee on May 3rd to discuss the budget. Deb asked Karen to share her timeline spreadsheet with board members. Robin is scheduling a congregational budget review to take place after the Sunday service on May 21st. This may give people time to increase their pledge amount, if needed.

Green Committee request for climate petition

Caroline (Green Committee Chair) moved that the UUCC support Congressman Blumenauer's Climate Emergency Resolution as stated here (<https://drive.google.com/file/d/1u-Sjmrk31YcS-NHdZGX2MkDoC3QjvEa2/view?usp=drivesdk>). There was discussion about whether the board had authority to endorse the petition. Marc suggested that the board would support the resolution endorsement coming from the Green Committee if that is what they want to support. Caroline said she thought it best to consider the motion as an information update.

Next board meeting locations

The May board meeting will be held online over Zoom.

April reflection & chalice lighter

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

Adjourn

Deb moved to adjourn (seconded, carried). Meeting adjourned 8:52 pm

The information below is not part of the formal minutes.

Karen Brown (Secretary) emailed 1st draft of minutes to President on April 20, 2023.

Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on April 25, 2023.

Secretary submitted draft to Board, Minister, Administrator and Bookkeeper on May 8, 2023.

Secretary submitted proposed 1st draft with proposed amendments to Board for review on May 8, 2023

Board approved minutes on May 17, 2023.

Secretary submitted board-approved final copy to board, Webmaster, Administrator and Bookkeeper on May 21, 2023.

Board amended minutes on 6/28/2023 to clarify that it is the "proposed Long Range Planning Committee."

Secretary emailed the amended minutes to the Board, Minister, Administrator, Bookkeeper and Webmaster June 30, 2023.