

Unitarian Universalist Congregation of Columbia

MINUTES Board of Trustees Meeting, June 28, 2023 (amended July 19, 2023)

Attendance

Deb Matherly (President*)

Marc Drews (President-Elect*)

Karen Brown (Secretary*)

Ginny Verne (Treasurer*)

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

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

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

Incoming Board Members: Susan Legacy, John Logue, Jeanette Walton, George Johnson, Johnny Matchett

*Executive Committee; **Ex Officio

Call to order

Deb (President) called the meeting to 7:04pm. The meeting was held in-person at the church and online using Zoom.

Chalice lighting

Regina lit the chalice shared readings by Norman Cousins.

Covenant and check-in

Recognition of Trustee and Officer Rotation

New Board Installation

The new board member and committee appointment installation ceremony (and handoff) will be held on July 9 during the Sunday Service. Some of the board emails will be changing.

Approve the Agenda

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

Approve the minutes

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

Consent Agenda

Marc moved to accept the Consent Agenda: May Committee Reports (Att. B1); Revenues & Expenses (Att. C1); Restricted Funds (Att. C2); Balance Sheet (Att. C3) (seconded, carried).

OLD BUSINESS

Sunday lock-up assignments

July 2	Jean Capalbo
July 9	Nancie Shillington-Pérez
July 16	Pat Mohr
July 23	Ginny Verne

July 30	Susan LeGacy
Aug 6	Regina Moody
Aug 13	Johnny Matchett
Aug 20	John Logue

Proposed “parking lot” items for July

(A) Young Adult–CYRE Interactions: Committee / subcommittee “ownership” (B) Possible on-line directory and secure website section for members, staff, committee delegation. (C) Zoom report – Karen. (D) Insurance reviews – Building & Grounds. (E) Ask B&G (+staff) to investigate the Inflation Reduction Act (IRA) for energy audit, infrastructure (window treatments, HVAC units) for RE wing. (F) New committee liaisons. (G) Transition administration wrap-ups. (H) Plan for board

retreat. (I) Standing bylaws committee (J) Review confidentiality, COI statement and who should sign. (K) LRP motion and plan to have a plan.

Ad hoc committee for security grant management and monitoring

Regina presented an overview of the purpose and history of the Homeland Security Grant, which was awarded for \$83,230 September 16, 2020. The grant deadlines have been extended, so UUCC now has until November 30, 2024 to utilize funds. This week a reimbursement check for \$11,855 was received. Approximately \$70K remains in the grant.

The committee, with Cyndi Alexandre as project manager, has obtained data necessary to complete and submit the new EHP form (essentially a new environmental impact statement) that is required for authorization to substitute bollards for the brick walls from the original grant. No acquisition of materials or contractual agreements are possible until we hear officially. While that determination is under way, many decisions about design and installers remain to be finalized by the committee.

Video security monitoring update/ passing the torch

Emilio brought everyone up-to-date on the status of the security monitoring system. The hard drive where video is stored has been located, access to recorded video has been obtained, software can now be updated, and a communication procedure for accessing video had been worked out. Cyndi Alexandre and David Roof can both access video data when needed. The doorbell Ring app is a separate system and is connected to the phone messaging system.

Rental rates review

Caroline moved to authorize Building and Grounds appointee (Lis Turner) to work with staff (Administrator, Bookkeeper, and Sexton) and the Technology Services Chair (David Roof), as appropriate, to review rental rates and policies, and to make recommendations to the Board; other committees such as Publicity and Finance can be consulted as necessary. (seconded, carried)

Treasurer's report

Ginny (Treasurer) explained that UUCC has a substantial amount of unallocated funds in its accounts from previous years that could be used to set up a much-needed capital expense fund. Committee chairs needlessly fret about financing unexpected large expenses, such as replacing an air conditioner. Having a capital expense fund would alleviate this needless stress and facilitate more effective planning. Ginny moved that immediately after the books are closed on the 2022-2023 fiscal year, that the board reserve \$20,000 of the Undesignated Fund Balance to be used toward any future capital needs. A friendly amendment from Nancie Shillington-Pérez was accepted to increase that amount to \$30,000 (seconded, carried). Ginny said she will immediately transfer \$30,000 into the money market fund.

Regina suggested that the bylaws should address having a reserve fund in the future. George asked if there is a standing bylaws committee to address bylaws issues. There is not. These two topics will be placed in the "parking lot" to address at a later date.

Ginny noted that the Treasurer is required by the bylaws to make a Treasurer's report at the Annual Meeting though this has not been the practice. Ginny believes that it is very important that such a report is made annually; she has decided to go ahead and publish her report and have it included in the order of service.

Long-Range Planning Ad Hoc Committee status update

Marc Drews reported that feedback from the survey emphasized the need to focus on building the CYRE program, the congregation, and the congregation's presence in the community. Regina said it would be very helpful for the board to document the process for establishing the proposed Long-Range Planning Ad Hoc Committee (LRP), including formally appointing members and a leader, specifying the length of time, scope and charge of the committee, and by providing oversight. Basically, "the board needs to have a plan to have a plan" and to formally document every step. It is expected that once it meets, the proposed LRP committee will develop and propose its own charge for board approval. Regina drafted a possible motion (see Att D Motions 1-4) which will be discussed at the next board meeting.

Conflict resolution book

Deb briefly introduced the conflict resolution book the board read this year, *Transforming Conflict: The Blessings of Congregational Turmoil*, by Terasa Cooley, and offered each new board member a copy.

NEW BUSINESS

LOA for Minister

Deb presented the LOA for the Minister and board members asked questions. Ginny moved for the board to go into Executive Session with the Minister not present. (seconded, carried) After the board returned from executive session, Ginny moved that the board approve the proposed contract with the noted typographical errors corrected (date, an inadvertent strike-out) (seconded, carried)

Sohmer & Co. Baby Grand Piano donation

Regina moved to authorize Anna Hamilton (Director of Music), to finalize the gift of the Sohmer & Co. baby grand piano to the Ernest A. Finney, Jr. Cultural Arts Center, working with Michele Currie (Bookkeeper) for properly recording the gift and managing contributions that may be needed to cover cost of moving it. Regina showed a draft of the words that will be placed on a small plaque and affixed to the interior of the piano to identify it as a gift from the UUC to the Center. (seconded, carried). The plaque will read: *Supporting the Promise of Community Enrichment / Gift of the Unitarian Universalist Congregation of Columbia / July 2023.*

Proposal for archiving UUC history

Regina presented a plan for establishing an archives committee that would organize and present UUC historical items, that have been accumulating. The core committee would include herself and Jean Capalbo as co-chairs, Jessica Kross, Mike Sullivan, and, perhaps, a representative of the Publicity and Technology Services committees. Long-time members of UUC would also be essential participants. The Art Exhibit Fund (800030) will be used to cover necessary expenditures. The target date for completion of the first phase will be April 30, 2025, the 75th anniversary of UUC.

Regina moved to create an ad hoc Committee on Archiving UUC History to establish a system for archiving the church's aspirations and achievements as documented in church publications, photographs, and print. The committee's charge is to identify and organize historical materials available, determine the most likely usage of such material, and establish a system for digitizing and/or preserving those items deemed representative or significant. (seconded, carried)

Board transition: Confidentiality and Conflict of Interest agreements

Deb reminded us that the Confidentiality and Conflict of Interest agreements need to be signed for next year. Committee Chairs and certain committee members (Caring, Membership, Leadership Development, teachers) will also need to sign. Karen will contact Cyndi (Administrator) about putting together a list to track receipt of signed copies.

Staff update

Rev. Stephen reported that he is working with the Personnel Committee to update staff LOAs. We have one nursery worker, Danielle VanDenBerg right now. Cyndi is working with him on continuity plans for when she is out of the office to ensure that Sunday service preparations are completed, when needed. Anna plans to work up until the end of July before taking maternity leave. Bill Dolley is planning to begin a column in the eblast, a B&G update called, "*Bill's Corner.*"

Future board meeting locations

As the incoming President, Marc plans to send out a board survey form to determine the best day and meeting time for board meetings, and whether and when to meet in-person or over Zoom.

July reflection & chalice lighter

Jeanette will light the chalice and share a reflection for the July meeting.

Adjourn

Regina 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 the President and Past-President on July 6, 2023.

Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on July 13, 2023.

Secretary submitted 2nd draft to President and Past-President on July 13, 2023.

Secretary submitted draft to Board, Minister, Administrator and Bookkeeper on July 15, 2023.

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