

Unitarian Universalist Congregation of Columbia

MINUTES Board of Trustees Meeting, July 19, 2023 (approved Oct 18, 2023)

Attendance

Marc Drews (President*)

John Logue (President-Elect)*

Karen Brown (Secretary*)

Jeanette Walton (Treasurer*)

Deb Matherly (Past President**) attended briefly, for check-in and to give report on SCUUJA conference

Board Members: Regina Moody, Nancie Shillington-Pérez, Susan Legacy, George Johnson, Rev. Stephen Robinson (Minister**), Ginny Verne (Finance Committee Chair**)

Not Present: Johnny Matchett,

*Executive Committee, **Ex Officio

Call to order

Marc (President) called the meeting to 2:30pm. The meeting was held in-person at the church and online using Zoom.

Chalice lighting

Jeanette shared a reading by Vanessa Hughes, *Living in the Now*, and Marc lit the chalice.

Covenant and check-in

We will treat each other as we would wish to be treated by listening to the opinions of all members with equal respect and responding in a kind and thoughtful manner.

SCUUJA Conference October 7-8, 2023

Because Deb was available for only a short time, she “checked in,” then explained that the South Carolina Unitarian Universalist Justice Alliance (SCUUJA) will be meeting at UUCC on October 7-8, 10am-4pm. All ten SC congregations are expected to participate. Programming for children and adults will be included. Offerings of home hospitality for out-of-town guests are welcomed. This will be a great opportunity to interact with members of other congregations. Please plan to attend.

Approve the agenda

Ginny moved to approve the July 2023 agenda as amended to include consideration of the May minutes (seconded, carried).

Approve the minutes

Karen moved to approve the amendments to the May 17, 2023 board meeting minutes she emailed to the board on July 9, 2023 (seconded, carried). Karen moved to approve the June 28, 2023 board meeting minutes as amended (seconded, carried).

It was noted that, with the July 1 changeover in church leadership, there is a need to provide training on using church Gmail accounts. Marc will explore whether Donald Griggs might lead an instructional session during the board retreat and provide training for committee chairs and program leaders. It might be helpful to routinely offer training on an annual basis.

Consent agenda

George moved to accept the Consent Agenda: June Committee Reports (Att. B1) only. (seconded, approved)

UPDATES

Sunday lock-up assignments

Nancie moved to accept Attachment D as lockup assignments [shown below] with the understanding that people can trade days. (seconded, approved)

July 23	Ginny
July 30	Susan
Aug 6	Regina

Sept 24	George
Oct 1	Ginny
Oct 8	Susan

Nov 26	Marc
Dec 3	George
Dec 10	Ginny

Jan 28	Nancie
Feb 4	Marc
Feb 11	George

Mar 31	Deb
Apr 7	Nancie
Apr 14	Marc

Aug 13	Johnny
Aug 20	John L
Aug 27	Jeanette
Sept 3	Deb
Sept 10	Nancie
Sept 17	Marc

Oct 15	Regina
Oct 22	Johnny
Oct 29	John L
Nov 5	Jeanette
Nov 12	Deb
Nov 19	Nancie

Dec 17	Susan
Dec 24	Regina
Dec 31	Johnny
Jan 7	John
Jan 14	Jeanette
Jan 21	Deb

Feb 18	Ginny
Feb 28	Susan
Mar 3	Regina
Mar 10	Johnny
Mar 17	John
Mar 24	Jeanette

Apr 21	George
Apr 28	Ginny

Treasurer's report

Jeanette (Treasurer) reported that \$30K has been allocated to the capital expenditure fund, as the board decided at the last meeting.

Ginny (former Treasurer, 2021-23) provided a copy of her year-end Treasurer report; she is arranging to have a copy included in the eblast and inserted into the order of service.

Ginny and Jeanette suggested it would be helpful to have someone from the B&G Committee express gratitude from the pulpit for the congregation's generous financial contributions which provide for air conditioning and other needs of the church, and to briefly mention upcoming B&G projects these donations support.

Staff update and Minister's report

Rev. Robinson reported that staff are still searching for a suitable title for Bill Dolley's upcoming eblast column. Anna is expecting to go on maternity leave at the end of the month; contingency plans are being made to ensure there is music in Sunday services during her leave. An additional nursery worker will be hired (we have one nursery worker, right now).

Letters of Agreements (LOAs)

There was considerable discussion about how to best proceed with staff LOAs, given that the LOAs were not approved by the board, as required, and the LOAs are supposed to be in effect as of July 1, 2023. It was noted that staff members are already getting their pay increases, based on the budget approved at the June 2023 annual meeting, and they are not worried about the LOAs. George moved that the board assign the Personnel Committee the task of updating the FY 24 LOAs, and until these LOAs have been approved by the Personnel Committee and the board, the existing, signed LOAs shall be in effect. (seconded, carried). [Note: The expressed intention was to go ahead and correct the Administrator's LOA, with regard to retirement, by hand-writing an amendment stating that the church will contribute to the retirement plan, on the Administrator's behalf, as soon as she meets the UUA retirement plan eligibility criteria as outlined in the proposed changes Karen emailed to the board.]

Rev. Robinson reported that the Personnel Committee co-chairs are planning to start the process of reviewing LOAs in March 2024 to provide ample time for running LOA drafts by the board for approval.

Regina noted that it would be very helpful and important for the Personnel Committee, and for every committee, to create a procedures manual for the work they do.

Administrative updates:

Marc provided an update of the Confidentiality Agreement form. Karen shared the contents of a spreadsheet listing all possible committees and identifying individuals who might be asked to sign. Based on a review of this list, Marc asked Karen to make a motion to encompass the board's thinking: Karen moved that the following persons will read and sign the Confidentiality Agreement: (a) Staff, board members, and standing committee chairs; (b) All the members of the following committees: Personnel, Leadership Development, Endowment Fund, Finance, Caring, Membership, Children & Youth Religious Exploration (CYRE); (c) All CYRE and Adult Religious Exploration teachers; and (d) all Sunday Offering Counters (seconded, carried). Marc asked Karen to locate the Conflict-of-Interest form that has also been required in the past.

Ginny (Finance Chair) asked whether the Finance Committee needs to approve Sunday Offering Counters, and how Finance Committee (FC) members are identified and appointed. Nancie (LDC) mentioned that Jim Kimbler is on the Committee, and that once FC members are approved by the board, they continue to serve until they step down; the only time limit being for the three-year Chair position. A few other potential FC members from recent past years were identified. Nancie (LDC) will follow up with Ginny, and Ginny will propose a list of potential members for the board's approval. Ginny invited the board to attend the Finance Committee's first 2023-24 meeting on Wednesday, August 2nd.

OLD BUSINESS

Items from previous parking lot entries

- (A) **Young Adult–CYRE interactions: Committee / subcommittee “ownership.** Nancie and Marc shared that Bethany Storlazzi has been the point person for organizing the Young Adult Group (YAG), in the past few years. Bethany would like to make the YAG an official part of the church. YAG does not properly fit under CYRE, and designating it as such is experienced as a bit of an insult to young adults. YAG has been included as a subcommittee of Membership Committee in the past, but that doesn't quite fit, either. Should YAG be a Program Group? Regina noted that Program Groups are expected to be self-funding, while Committees and Subcommittees are funded through the budget. Nancie said she thought that placing YAG as a subcommittee of the Adult Religious Exploration Committee (ARE) might be the best fit, but this needs to be explored with the ARE Committee. Nancie will follow up with Bethany and Rebecca Drennan (ARE Chair), and possibly bring a proposal to the August board meeting.
- (B) **Possible on-line directory and secure website section for members, staff, committee delegation.** Karen said she consulted UUCC website/publicity leaders and Cyndi (Administrator) and learned that the short answer is, “Yes, we can place a member/friend directory online and secure it with a generic website password, or its own password, or alternatively, we could have individual member login accounts where members can access the directory and control what information is displayed.” However, many people may not participate in a log-in system – and may be reluctant to have their contact information stored online. Karen suggested that we back up a step and ask, “What is the best way to share contact information, considering the costs, benefits, likelihood of people not wanting to share information online, and others not utilizing a log-in system at all?” We should also consider using the system used in the past – paper directories with pdf copies available by request or sign-up. Please see the more detailed report Karen emailed to the board today.
- (C) **Zoom administration update** – The Administrator oversees the annual renewal of Zoom accounts. Karen had suggested that the Administrator be responsible for maintaining the three email accounts (ie, passwords, password recovery) connected to UUCC's three Zoom accounts. Rev. Robinson reported that a new snag has arisen in that Zoom now requires 2-factor verification to log in to set up meetings. This could prevent multiple people from logging into the same Zoom account. Karen will look into this further. It might still be possible if email verification rather than text verification is used. The good news is that Cyndi (Administrator) has determined that, in terms of insurance coverage for church events, it does not matter whether UUCC Zoom events are hosted on private Zoom accounts, instead of church accounts.
- (D) **Insurance review** – Regina reported that the ad hoc insurance committee has determined that the Church Mutual insurance premium increase make sense, based on the increased value of UUCC property, and there is no benefit to changing companies. The committee recommends that UUCC go ahead and pay the premium.
- (E) **B&G (+staff)** – Regina (B&G Liaison) reported that B&G has insufficient information for following up on the Inflation Reduction Act (IRA). The Board suggested that this topic be passed along to the Green Committee for further review, if the committee is interested. Regina's investigation into the energy audit program found that, yes, infrastructure upgrades (window treatments, HVAC units) in the RE wing could be funded. However, first audits have to be conducted, which will cost money. It does not make sense to explore this further, since building renovations would not be based on such an audit, at this time.
- (F) **Ad hoc planning committee** – Marc proposed that the board stop moving forward with creating a Long Range Planning Committee, for now. Several potential leaders of the group have had life changes and new commitments that make them unavailable to commit sustained energy to planning and coordinating this project right now.
- (G) **New committee liaisons. Retreat.** Marc said he would like to focus on the three “rocks” at the retreat (building the CYRE program, the congregation, and the congregation's presence in the community).

Marc presented a list of proposed Committee Chair and Board Liaison appointments (Attachment E). Ginny moved to accept the board liaison appointments, with the amendment that Nancie would serve as the board appointed member of the Leadership Development Committee, not necessarily as chair (the LDC elects its own chair) (seconded, carried). Ginny then moved to accept the committee chair appointments Marc proposed (seconded, carried):

Board Liaisons

- Adult Religious Exploration – Marc Drews & Susan LeGacy
- Building & Grounds – Regina Moody
- Caring & Hospitality – John Logue
- Children & Youth Religious Exploration – Nancie Shillington-Pérez
- Denominational Connections – Karen Brown
- Finance – Jeanette Walton
- Green Sanctuary – Susan LeGacy
- Membership – George Johnson
- Social Action – Deb Matherly
- Technology Services – Karen Brown
- Worship – Johnny Matchett
- UUCS Staff – Marc Drews

Board Member Committee Appointment

- Leadership Development – Nancie Shillington-Pérez

Committee Chair Appointments:

- Denominational Connections – Deb Matherly, Co-Chair (2023-26 term)
- Finance – Ginny Verne (2021-24 term)
- Personnel – Tom Clements & Melody Smit (2022-25 term) ???
- Worship – Linda Brennon (2023-26 term)

Selection of meeting place and time & chalice lighters

George moved that the regular board meeting continue to be held on the third Wednesday of the month at 2:30pm at the church (seconded, carried). Marc noted that the CYRE classroom worked very well for the board meeting. Rev. Robinson said he has scheduled board zoom meetings for the rest of the year, and he would continue to provide the group meeting mic.

Chalice lighters

Nancie moved to approve the Attachment F chalice lighters schedule (seconded, carried):

Aug 16	John	Nov 15	Regina	Feb 21	Johnny	May 15	Deb
Sept 20	Karen	Dec 20	Nancie	Mar 20	Ginny	June 17	Marc
Oct 18	George	Jan 17	Susan	Apr 17	Rev. Stephen		

Extinguish chalice and adjourn

Marc and Jeanette extinguished the chalice. Ginny moved to adjourn (seconded, carried). Meeting adjourned 4:45 pm.

The information below is not part of the formal minutes.

- Karen Brown (Secretary) emailed 1st draft of minutes to the President on July 21, 2023.
- Secretary emailed Sunday Offering Coordinator and Administrator church lock-up assignments on July 24, 2023.
- Secretary submitted draft to Board, Minister, Administrator and Bookkeeper on July 24, 2023.
- Secretary submitted and draft2 to Board on Sept 20, 2023.
- Secretary submitted and draft3 to Board on October 11, 2023.
- Secretary submitted board-approved copy to Board, Webmaster, Administrator and Bookkeeper on Oct 19, 2023.