

Unitarian Universalist Congregation of Columbia

MINUTES Board of Trustees Meeting, Sept 20, 2023 (approved Oct 18, 2023)

Attendance

Marc Drews (President*)

John Logue (President-Elect*)

Karen Brown (Secretary*)

Board Members: Regina Moody, Nancie Shillington-Pérez, Susan Legacy, George Johnson, Rev. Stephen Robinson (Minister**), Deb Matherly (Past President**)

Not Present: Johnny Matchett, Jeanette Walton (Treasurer*), Ginny Verne (Finance Committee Chair**)

*Executive Committee; **Ex Officio

Call to order

Marc (President) called the meeting to order shortly after at 2:30pm. The meeting was held in-person at the church and online using Zoom. There were several internet connection and audio issues during the meeting, and no table mic, which prevented those attending online (Rev. Stephen, Deb Matherly, Karen Brown) from participating throughout the meeting.

Chalice lighting

Karen shared a reading from the hymnal, *Beauty is Before Me* (#682), while Marc lit a virtual 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.

APPROVALS

Accept the agenda

Nancie moved to approve the September 2023 agenda as amended (seconded, carried). Marc said he will email a copy of the revised agenda after the meeting.

Approval of minutes

Karen (Secretary) emailed the July minutes with proposed amendments shortly before the meeting. To provide time for adequate review, these will be considered at the next meeting.

Consent agenda

John moved to accept the Consent Agenda: Recent Committee Reports (Att. B1), Revenues & Expenses (Att. C1), Restricted Funds (Att. C2), Balance Sheet (Att. C3). (seconded, approved)

UPDATES

From the President

Marc thanked the Caring Committee for working out the details to facilitate the start of the Ganong piano concert series. Now that Anna (Music Director) is back from maternity leave, she will be overseeing this. Regina noted that the board needs to be kept apprised of decisions in how this sort of fundraiser, in which a portion of the funds is paid to the artist or musician, is handled.

Treasurer's report

Jeanette (Treasurer) was not present.

Minister's report

Rev. Robinson (Minister) shared that UUCC is very happy to have Anna back at work. Most of the staff have been sick recently, but everything seems to be working well. Everyone is looking forward to the upcoming Fall Festival.

Letters of Agreements (LOAs)

Rev. Stephen reported that the Personnel Committee (PC) has worked out a process for reviewing and updating LOAs in a timely manner. This procedure is being documented so it can guide the work of future PCs. The PC has taken on the responsibility of conducting staff and CYRE-related background checks. The PC is subscribing to the DocuSign app to provide greater online security and confidentiality during vetting processes. On behalf of the PC, Rev. Robinson said he was presenting the proposed updated LOAs to the board for approval. Marc noted that the formal staff review process will begin in January to provide information needed for updating LOAs in the Spring, so this will be completed before the pledging and budgeting process. George moved for the board to approve the LOAs (seconded, carried).

Committee updates from Board Liaisons

Children Youth and Religious Exploration Committee (CYRE) Liaison. Nancie reported that approximately half of the OWL program has been completed for the nine students participating. The art component may be the biggest draw for the kids, themselves. Parents have been very involved. The children spent much of Friday, Saturday and Sunday morning at the church. The CYRE Committee meeting had the largest attendance it has had in a long time. The project to upgrade the playground is coming along. Parents were encouraged to take their children to an outing to play on the various options on display at the store. Jonathan (CYRE Chair) has been working on putting together a job description for hiring a new DRE. Nancie will provide further information at the next board meeting.

Denominational Connections (Co-Chair). Deb Matherly requested that Liaisons shared that the UUA General Assembly events will be available online for viewing through Dec. 30.

Green Sanctuary Committee Liaison. Susan reported that the Committee plans to set up information tables for Sustainable Sundays, and to create a display for events hosted by Sierra Club, Gills Creek, and a plant walk along the Saluda River.

Susan noted that the leader of the Covenant of UU Pagans (CUUPS) asked her whether CUUPS could hold off-site activities under the umbrella of UU - *Pagans in the Park*, and she was not sure of the answer. The relationship between UUCC and CUUPS was discussed, and the answer was, yes, as a program group of the church, CUUPS can use the UUCC banner and resources for this sort of activity.

Membership Committee (MC) Liaison. George said several newcomers to UUCC are helping to greet people on Sunday mornings.

Building and Grounds (B&G) Liaison. Regina reported that a large tree that had fallen in the playground area was removed, and a broken glass in a sanctuary window replaced. The premium for the security grant-required insurance has now been paid. The installation of bollards project is moving forward.

Technology Services Committee (TS). Karen shared that David Roof (TS Chair) said the committee needs more volunteers to take turns managing audio and video during Sunday Services. Board members offered suggestions for recruiting volunteers.

Administrative updates

Marc stated that we needed to get an update from Cyndi (Administrator) about the status on Confidentiality and Conflict of Interest forms Attachment F). (Note: Zoom was not operational for this discussion.)

OLD BUSINESS

(Note: Zoom was not fully operational for much of this discussion below. These minutes are pieced together with help from Marc's extensive notes other board members present.)

Motions before the board

A. Approval of Laura Miller to Finance Committee

On August 13, 2023, Ginny Verne (Treasurer) requested, by email, that the board appoint Laura Miller to serve on the Finance Committee. Votes cast by email between August 13 - 21, 2023 approved the request. (carried)

B. Proposal to include Young Adult Committee as a subcommittee to the ARE.

The Adult Religious Exploration Committee (ARE) submitted a motion to approve adding a Young Adult Committee as a subcommittee of the Adult Religious Exploration Committee, as described below. (carried)

Young Adult Committee – The Young Adult Committee should consist of a Chair and two or more Members or Friends of the Congregation. The Committee shall:

- (i) support the congregation’s mission and help young adults find support, inspiration, and connection to our congregation,*
- (ii) implement, oversee, and evaluate the programs, activities, and events for young adults*
- (iii) provide support for our congregation’s religious exploration programs.*

C. FY243 Board Goal – Nancie moved to approve the following board goals (seconded, carried):

The FY24 Goal of the UUCC Board of Trustees will strengthen our support and care for the congregation. We will do this by:

- *encouraging, supporting, and strengthening our **CYRE and programs for families** by which we promote life-span growth and learning and opportunities for service for all ages;*
- *implementing practices that demonstrate our **gratitude to our members, friends, and community**, including placing an emphasis on welcoming as an important element for nurturing and increasing membership;*
- *building and increasing our **leadership capacity** and pool of potential committee chairs and Board members by recruiting and creating opportunities for emerging leaders; and*
- *increasing our **visibility in the wider community** by promoting the work of our committees and through activities which communicate and promote our UUCC mission.*

NEW BUSINESS

(Note: These minutes are pieced together with help from others, due to technical Zoom interruptions as well as the Secretary leaving the meeting early.)

Motions to Support FY24 goals

Marc reported that, in order to assist the Board in accomplishing its goal to strengthen our support and care for the congregation, he will encourage Committees to include in their monthly reports the strategies they are taking to support the actions listed in the goal statement.

A. Motion for committee-appointed liaisons to the Publicity Committee

To further the goal of increasing UUCC visibility in the wider community, Marc proposed that each standing committee and program group appoint a member to serve as a member of the Publicity Committee to help coordinate publicity and promotion of events, programs, and activities, while strengthening the collaboration between committees and groups. (John Logue so moved, seconded, carried, with Regina abstaining.)

George, in his role as liaison to the Membership Committee, will serve as Liaison to the Publicity Committee. Regina noted that it would be important to include the Website and the Webmasters in the conversation.

B. UUCC 101 class

Marc recommended that, to further the Leadership Development Committee’s (LDC) charge of “providing ongoing leadership development of both existing and prospective leaders,” that the LDC develop, coordinate, and host a “UUCC 101” offering to members of the congregation in order to build our pool of UUCC leaders. This one-time event or series of classes would be completed by the last Sunday in January 2024. (John Logue so moved, seconded, carried)

FY24 Finance Committee calendar

The Finance Committee submitted the following schedule in preparation for our Annual Congregational Meeting slated for June 2, 2024.

- January 3 Budget request forms sent to committee chairs
- March 20 Due date for budget request submissions
- April 21 Congregational discussion of proposed budget
- May 1 Executive committee meets with Finance Committee for approval of budget
- May 15 Final approval of budget by Board of Trustees
- June 2 Annual Congregational Meeting

Proposal for ad hoc Committee on Bylaws Review

Marc proposed that an ad hoc Committee on UCC Bylaws Review be created to examine the Bylaws and make recommendations for updating or amending them. The committee would include two Board members appointed by the President, each of whom would suggest an additional member for approval by the Board. He said this initiative is not intended to be a wholesale revision of the bylaws, last undertaken in 2011, and subsequently amended. The timeline for accomplishing tasks would be established by the committee. The following persons are to be appointed to the committee: George Johnson (chair), Regina Moody, Linda Brennon, and Sandra Merritt. Susan moved that the ad hoc Bylaws Review Committee be created as outlined above. (seconded, carried)

Motion presented by Personnel Committee to amend Employee Handbook's policy on holidays

The Personnel Committee submitted a motion to change the Employee Handbook's paid holiday schedule so New Year's Eve is replaced with the Friday after Thanksgiving as a paid holiday. A second request is to include a statement that holidays falling on Saturdays will be taken on Friday, while holidays falling on Sundays will be taken on Monday. (seconded, carried) [Note: A second reading is required for adopting policy changes.]

Extinguish chalice and adjourn

Marc and Karen extinguished the virtual chalice. All moved to adjourn at 4:25 pm.

The information below is not part of the formal minutes.

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

Secretary emailed 2nd draft of minutes to the President on Sept 26, 2023.

Secretary emailed 3rd draft of minutes to the President on Sept 29, 2023.

Secretary emailed 4th draft of minutes to the President on Oct 2, 2023.

Secretary submitted draft1 to Board, Minister, Administrator and Bookkeeper on Oct 3, 2023.

Secretary submitted draft2 to Board, Minister, Administrator and Bookkeeper on Oct 11, 2023.

Secretary submitted board-approved final copy to board, Webmaster, Administrator and Bookkeeper on Oct 19, 2023.

Secretary also submitted a copy of the minutes, as approved on Oct 18, to the Music Director, Adult Religious Exploration Chair, Young Adult Coordinator, and the Personnel Committee Chair