

Unitarian Universalist Congregation of Columbia

MINUTES Board of Trustees Meeting, Oct 18, 2023 (approved Nov 15, 2023)

Attendance

Marc Drews (President*)

John Logue (President-Elect*)

Karen Brown (Secretary*)

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

On Zoom: Jeanette Walton (Treasurer*), Deb Matherly (Past President**), Ginny Verne (Finance Chair**)

Not Present: Johnny Matchett

Visitors: Michele Currie (Bookkeeper), Tom Clements (Personnel Committee Chair); also around 3pm: Danielle López (Charleson UU), Bethany Storlazzi (CYRE Committee) and Jonathan White (CYRE Committee Chair) joined in.

*Executive Committee; **Ex Officio

Call to order

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

Chalice lighting

George read *Blessed are Those*, by Rev. John Buehrens (from the UUA Tapestry of Faith curriculum, *Building the World We Dream About*, by Mark Hicks). Karen 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.

APPROVALS

Accept the agenda

John moved to accept the essence of the September 2023 agenda (seconded, carried).

Approve the minutes

Nancie moved to accept the July 2023 minutes as amended (seconded, carried). George moved to accept the September 2023 minutes as amended (seconded, carried).

Consent agenda

John moved to accept the Consent Agenda, including Recent Committee Reports (seconded, approved). Nancie moved to delay accepting the updated financial reports (seconded, approved). Regina noted that she would like to find a way of showing appreciation to the people who facilitated the recent Chubon Estate sale, perhaps by sending a letter.

UPDATES

From the President

Marc emphasized the importance of taking time to personally thank the many CYRE folks who are doing so much for CYRE, when we see them.

Treasurer's report

Jeanette (Treasurer) reported that CYRE has used 0% of the budget, but everything else seems to be on track, financially. Nancie shared that CYRE has decided which playground equipment to purchase and now needs to clarify how to proceed in arranging payment(s). Michele (Bookkeeper) said she would need to receive an invoice and a request form for the deposit check, and then another request form for the balance due, once the equipment has been installed.

Minister's report

Rev. Robinson reported that the SCUUJA conference was very successful, and the Caring Committee has been very active. Bill Dolley will be out for a little while, and CJ is ready to step in for him.

A conversation with the UU Charleston's Director of Community and Faith Development

Danielle López, Director of Community and Faith Formation for the Unitarian Church in Charleston, SC, joined the meeting over Zoom. Danielle described how her role has expanded from an exclusive focus on children and youth to now include faith development for all ages, welcoming newcomers and helping them get their needs met, community development, and community outreach.

Administrative Updates [Note: These updates supplement the monthly committee reports to the board]

- Regina (Building & Grounds Committee Liaison) – The final date for Security Grant expenditures is June 30, 2024, and there are a lot of moving parts to tend to. Things will be fast and furious due to many uncontrollable delays along all steps of the process of acquiring the bollards and getting someone to install them. The Board may need to make critical decisions on short notice in the upcoming months.
- John (Caring & Hospitality Committee Liaison) – The Committee is trying to sort out what information can be shared in the eblast about parishioners.
- Nancie (Children & Youth Exploration Committee Liaison) – The tentative date for the Christmas Pageant is Dec 17. CYRE has a great team that is working very well together. The second half of an OWL training is coming up in the second week of November. The Youth CON meetup is coming up at The Mountain. Nancie is planning on finding a recording secretary for the CYRE committee, to alleviate some of the burden on the Chair (Jonathan White). John mentioned there is another large dead Oak tree looming over the playground that B&G is looking to take down.
- Deb (Denominational Connections Committee Co-Chair) – The Co-chairs are working on a letter to send to the UUA asking for support in working out disagreements members of the congregation have regarding the proposed changes to Article II.
- Ginny (Finance Committee Chair) – Because so many people are having difficulty understanding the July fiscal year with regard to their pledge and pledge status, the Committee is exploring the possibility of changing over to the calendar year (for pledging only, not bookkeeping). Ginny was not sure if board approval is needed, but she would like the board's blessing to conduct a congregational poll in November. Karen asked if the pros and cons could be explored by the FC and provided for this poll. George said that the FC could make its proposal and state its reasons, but had no obligation to present reasons not to do it. Several members of the board affirmed approval for a poll without a vote.
- Nancie (Leadership Development Committee, Board appointee) – With regard to the UUCC101 class the LDC was charged with organizing, Nancie reported that the dates are tentatively set for Jan 21 and Jan 28, 2024 in the Library. The LDC will need funds for refreshments, and may have a give-away, thank-you raffle. Each session is planned to last one hour, the first to explain the structure of the UUCC and how committees and chairs fit into the bigger picture. The committee is working on a logo for the project. A progression for the natural development of committee leadership will be described (from member to chair), and an online inventory used to identify specific talents individuals might offer. Karen suggested changing the name of the training, perhaps something with "leadership training," to minimize confusion with various new member orientations and education programs. Nancie also reported the LDC is working towards finding an additional member for the LDC, preferably one who can serve as chair. To expedite the appointment, the board will need to vote electronically on the recommended candidate.
- George (Membership Committee Liaison) – The Committee met in early September and made plans to welcome people at social hour, including setting up the brochure table. The Committee conducted a Visitor Orientation on Sept 24. George said he hoped to also have a more intensive introduction to UU in the future. Nancie and Karen shared about the New UU program previously used. Karen said she could share the program they used, adapted from the UUA curriculum. Regina wondered who is charged with getting the *UU World* sent to new members. Karen said it was likely the Administrator. George said that he started receiving his copy right away – that process seems to be working.
- Tom Clements (Personnel Committee Chair) – Regina asked how the PC gets informed about board decisions relating to personnel. Tom reported that the Committee does not routinely receive updates, but it needs to know what the board decides in a very timely manner. Normally the committee liaison would do this. Though Rev. Robinson was previously serving as liaison, informally, he said he is no longer serving in that capacity due to the inherent conflict of interest, with him also supervising staff. Karen suggested that part of the Secretary's minutes could include a line at the bottom to indicate

relevant committee chairs that are sent a copy of the draft minutes (and serving as a reminder for the Secretary to do this). Tom asked where the official copy of the Employee Manual is kept. The answer is, the Administrator keeps all official documents. George stated that, except for placement in archives, all out-dated policy documents should be destroyed. Karen asked if the Employee Manual could also be kept online for easy reference. Answer: Yes.

- George (Publicity Committee Liaison) – The Publicity Chair, Emilia, will need to step back and be less active with the Committee for a while. Others will be needed to do most of the work. George and Emilio are helping. Marc emphasized that we want to maintain a consistency in wording and look with UCC publicity.
- Deb (Social Action Committee Liaison) – The SAC is busy preparing for the PRIDE Parade on October 20.
- Karen (Technology Services Liaison) – Karen reported she needs to follow up on calling people about helping with managing the sound and online streaming of Sunday services. Cyndi (Administrator) has written a detailed proposal for moving to an online ACS Member/Friend directory system. This would allow individuals to sign into their own accounts online, and control what information is shared in the directory. Other benefits include that the directory would always be current with the most recent information and would allow individuals to view their recent pledge history. Directories can still be printed, as needed. People who prefer to not have an online account can simply opt out. Cyndi has conducted a trial run and would like to try it with the board before a possible congregational rollout. Karen will send the board a copy of Cyndi's proposal. Board members informally agreed that Cyndi could move forward with testing it on the board whenever she is ready. A question was raised as to whether moving to the online system was a decision the board should make, or even weigh in on, or whether it was entirely in the purview of the Administrator to decide. Regina said she thought this was a matter of some consequence that the board should decide.
- Marc (re: Worship Committee) proposed that for the next annual meeting on June 4, 2024, he would like to ask Linda Brennon (Worship Committee Chair) to allow the board to plan and conduct the worship service, to celebrate the highlights from the year, so this does not need to be condensed into the President's Report given during the congregational meeting. There could then be a brief break after the service, and refreshment before the congregational meeting begins.
- Marc noted (re: Young Adult Subcommittee) that Janae and Laura had volunteered to co-chair the Young Adult Subcommittee.

OLD BUSINESS

Motions before the board

On September 20, 2023 the Board approved the Personnel Committee's proposed amendment of the Employee Handbook's policies on holidays to replace the New Year's Eve holiday with the Friday after Thanksgiving, modify language about how part-time employee's holidays are allocated, and to include a statement about how holidays falling on a weekend are taken. Regina moved to approve the policy changes as amended and written below (seconded, carried). This second reading adopts the new policy as follows:

"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

Friday after Thanksgiving

Christmas Day

Hourly employees regularly scheduled to work at least 10 hours or more per week are eligible for holiday pay. If eligible employees are required to work on a holiday, they generally will be granted another day off. If a holiday falls on a Saturday, the employee may take the previous Friday off; if the holiday falls on Sunday, the employee may take the next Monday off. Eligible part-time employees are paid for the number of hours they are normally scheduled to work for one day in their work week."

NEW BUSINESS

None

Extinguish chalice and adjourn

The November meeting will be held over Zoom. George extinguished the chalice, while inviting us to the light from this candle and meeting into our lives. The meeting adjourned at 5:03pm.

The information below is not part of the formal minutes.

Karen Brown (Secretary) emailed "draft1 to president" of minutes to the President on Oct 19, 2023.

Secretary submitted "draft1 to board" of draft minutes to Board, Minister, Administrator, Bookkeeper, and the Personnel Committee on Oct 21, 2023.

Secretary submitted "draft2 to board" of draft minutes to Board, Minister, Administrator, Bookkeeper on Nov 10, 2023.

Secretary submitted board-approved final copy to board, Webmaster, Administrator, Bookkeeper and Personnel Committee Chair on Dec 13, 2023.