

## **UUCC BOARD OF DIRECTORS MEETING – Feb. 25, 2020 MINUTES**

3/22/2020: P. Stump, Board Secretary

Gene Heater, Mike Kercher, Caroljean Bongo, Camellia El-Antably, Phil Stump, Garth Shanklin (telephone), Bob Weinland, Lauren Danley (COSM), Rev. Hannah Villnave

The meeting was called to order at 6:02 pm. by Caroljean Bongo.

### **CONSENT AGENDA:**

- Approval of the Agenda for today's Meeting
- Approval of Meeting Minutes from Jan. 28, 2020 Board meeting
- Staff Reports and Committee Meeting Reports
- Treasurer's Report January 2020

Bob moved to approve the consent agenda and Camellia 2<sup>nd</sup>

Consent agenda was approved.

### **OLD BUSINESS AND UPDATES:**

- Karla Moore, Gordon Johns and Michael Perry were present to discuss changes in church format on Sundays.

Karla spoke about the concerns about the elimination of coffee hour. She spoke about the church being such an effect on the community over years serving as a Beacon to the community for 59 years. She said she had not been attending regularly but she said the group is wanting to understand about when this option was considered and how it was decided with the group being concerned about a smaller Committee making a big decision about church structure. She said the group is wanting the matter to be discussed with the Congregation and Reverend Hannah. Michael Perry has been attending since 1993 and Gordon Johns for 4 years. Karla has talked to Birgitt and others in the congregation. Karla was told that about 25 people are attending 2<sup>nd</sup> hour programs and that we are not serving many children during that time. The group wants to have copies of survey noting that other people expressed concerns in their surveys.

The Karla mentioned concerns about congregation vote on being a Sanctuary church and why a revote was necessary. They did not like the way the decision was made and how it was done. She had reservations of how the Sanctuary decisions was handle. Karla talked about all members being encouraged to pledge and the expenses paid to UUA for each member.

Caroljean Bongo explained how Members can give back in different ways; such as volunteering. Gordon Johns would like to see the social hour continue. He thought we need to think about classes. He said to do 3 different classes is a significant commitment and responsibility.

Michael Perry has been with Church through many ups and downs. He had been coming every Sunday. He talked about more people attending Coffee hour and not as many attending classes. He was surprised by the time change. Michael served on Welcoming Committee. Michael suggested doing some alternating between classes and coffee hour.

Karla Moore said the group wants to have the matter resolved by the end of March.

- Bike Rack – Mike Kercher made a motion to purchase the bike rack for \$175.98 under the budget 5.125.100 line item, Bob 2<sup>nd</sup>. There was some discussion of why this is considered building

maintenance and repair. The Board members discussed making the approval contingent on Mike Shonsey approving the expenditure as the Building and Grounds Chair. All Board members present voted Yes with the exception of Camellia abstaining. Mike Shonsey approved via e-mail following the meeting. Following the meeting the UUCC Bookkeeper informed the Board the actual cost of the bike rack with sales tax was \$186.51.

- Our new draft mission statement will be used to help introduce the pledge drive. Living Generously Kickoff is planned for the upcoming Sunday Service. Facilitators will help the discussions during the Kickoff.
- Gene reported all the Building Use & Grounds and Financial policies have been changed to new format. The Board is still reviewing the Building use policy with Rhonda reviewing the liability issues. Want to get Building Use Policy done and can add Liability forms later. The board has not yet approved the Building Use Policy pending liability inclusions.
- Micro-lending policy and legacy circle resolution are recommended for removal. Camellia moved to remove the 2 policies and Bob 2<sup>nd</sup>. All approved.
- Camellia had forwarded which financial policies are being recommended for review. She spoke about UUCC credit card reimbursement handling procedure. The Finance Committee will make recommendation about who will be signing to approving receipt reimbursements.
- The Board Members reviewed goals discussed during the 2019 Fall Retreat.
  - 1) Need to have a Financial Summit- in the planning stages
  - 2) Square away policies. In progress
  - 3) Review and revise UUCC's mission. In progress
  - 4) Complete a Building and Grounds (B&G) Master Plan- Mike to work on soon
  - 5) Finance pre-plan for extraordinary expenses; such as, a search committee, etc,
- Rev. Hannah said two Wake Now our Vision checks were received. A total of \$83k in match funds or 10% of planned giving will be received. Camellia and others talked about having a gift giving policy.
- Mike talked about the Building and Grounds Master Plan identifying future construction and repairs for the building and a timetable where these repairs / modifications may need to be done. The piping for the boiler may be a higher expense of building repairs in the future. Action item: Mike to start working on B&G Master Plan with help from other B&G Committee members.
- Camellia talked about starting to identify some purposes for the extra monies. The Board can give direction about how to handle to unrestricted funds; for example identifying reserves for different purposes: B&G and search, etc. The Church needs to understand and estimate liabilities going forward so reserve funds are available for future expenses. Camellia will consider and take these issues to the Finance Committee.
- Hannah had emailed a Summer Camp Finance report and program goals prior to meeting. The Board members can ask questions at next Board meeting after reviewing the report.
- The Board members talked about the Letter to the Board and the comments received from Karla, Gordon, and Michael at the beginning of the meeting. Camellia explained folks in the congregation did not understand that the second Sanctuary vote was done per our UUCC Bylaws method of allowing the congregation to request a meeting and second vote on an issue with 25% of UUCC member support.

Garth wants this to be handled to be a reflection about Community and the shared attributes and connections of the Congregation. We need to be strong with our connections. Garth heard that a sense of Community was missing or taken away from the members. Fellowship is vital to the church and its function. They have a sense of weakened Community. There is sense of urgency about this.

Rev. Hannah said there were no anonymous surveys and individual surveys were to be confidential. She could summarize the process and determine a way in which the numbers can be provided to the Congregation. There has been a hunger for adult faith development which this new system is addressing. She mentioned that 48 survey response were received by approximately 60 attendees, this is an abnormally high sample rate and should be a good representation of the second hour experience. A committee was formed that reviewed discontinuing, modifying, or continuing the new format. The committee drove the process to develop the survey, complete survey, and analyze results. How could we handle this situation differently?

- Action Item 1- There needs to be discussion with COSM relating to this topic about how we address this to the Congregation and the responsibility. A discussion about responsibilities relating to programming and who ultimately has authority to make final decisions. How do we connect with each other and our democracy through this experience? This will be presented to COSM by Lauren and Rev. Hannah at the next COSM meeting.
- Action Item 2- A smaller group made up of Rev Hannah and a few people from the Board and COSM will discuss the options to move forward and reach out to the people who sent the Letter of Concern to the Board.
- Gene presented the technology report. He said Tamra and Mary determined how to handle the e-mail newsletter distribution. He said there is a need to extend wireless to the basement.
  - Action Item - Mike and Gene will try to test the current network capabilities to determine if wireless extenders are needed to provide appropriate coverage throughout the church, or if current gear can be relocated inside the building.
- Mike said a projector costing \$1,192.52 was recommended. Camellia moved to buy projector with flash fund drive monies collected during the Service Auction. Gene 2<sup>nd</sup>. The motion was approved. Following the meeting the UJCC Bookkeeper informed the Board the actual cost of the projector with sales tax was \$1,267.77.
  - Action Item – Mike will get the projector installation scheduled for the coming weeks.

#### NEW BUSINESS:

- Lauren talked about where COSM is at with their goals. She explained that Share-the-plate is with a new Team. They are completing a guide for ministry groups. Luanne will be forming Circle dinner groups.
- The food items from the 2/8/2019 leadership retreat will be split. Budget Line 5.160.135 (Board expense) and 5.160.145 (COSM expense).
- Camellia made a motion to approve the \$300 increase due to a Charter's (telephone & internet) rate increase (5.120.120). Bob 2<sup>nd</sup>. All Board members present approved except Gene, who did not approve.
- Hannah's Letter of Agreement – Compensation & Benefits wanted to inform the Board that the UUA and UUMA have come out with a new draft letter of agreement. There are some minor and some major differences with the one we have been using. Also, it is time to renegotiate Hannah's

agreement. C&B is wondering who should be in charge of reviewing the letter of agreement. The Board requested that C&B review it and make recommendations as to what should be done.

- Mike reported on the meeting about the bookkeeper situation. At this time, there is no one we can hire. Joey Van Shaik and Andrea Heater have agreed to continue doing it for now. They would like to have more people in the congregation who are trained and able to fill in if they want to travel. They definitely would like to see a paid person in place as well. LDT will begin reaching out to members about assisting with the bookkeeping duties. People with an interest in finance, but more specifically some knowledge about technology and its use is more desirable. The commitment will be approx. 5 hours per week, split up amongst the team as they best see fit.
- Passwords for the office lockbox and safe have been shared with Andrea Heater since she will be acting in a bookkeeper role for the foreseeable future.
- The board congratulated Rev Hannah on her second renewal of her Preliminary Fellowship
- Camille Furtney filed the 2019 Membership count to UUA. The count was 123 members at UUCC.
- In the interest of time, discussion about the Personnel Handbook will be postponed until March board meeting.

Camellia moved and Mike 2<sup>nd</sup> that the Board go to Executive Session at about 8:15 PM. Executive session was held to discuss personnel issues.

Board adjourned following the Executive Session.

**Important Dates:**

Next Board meeting – March 24, 2020