

UUTC Board Meeting Minutes
July 19, 2016 @ 6:30pm

Present: Gary Kendrick, Carol Moore, Dave Roberts, Kay Webb, Cantey Carpenter, Ben Potter, and Wayne Smith

Welcome and Devotion: The meeting opened with a devotional reading by Gary and a welcoming to new Board members.

Approval of the Minutes: Draft of June 21, 2016 Meeting Minutes were distributed by email prior to July 19 meeting. Motion was made and seconded to approve the draft of the June minutes. Motion passed.

Email votes occurring after the June meeting follow:

6/22/16 - Approved a motion for UUTC to present an oversized check showing the total donations to a representative of the Social Action cause each month as publicity for the generosity of the congregation.

7/1/16 - Approved sending a letter of support from UUTC for Asheville, NC, to become a potential refugee resettlement area. This does not commit UUTC to any financial support.

New Interim Status Report: Rev. Ian White Maher has accepted the Interim Minister position at UUTC. A motion to accept Rev. Maher as Interim Minister from September 1, 2016, through July 31, 2017 was made and seconded. After a brief discussion, the motion was approved. The contract, already signed by Rev. Maher, was signed by Pres. Kendrick and will be sent electronically to Rev. Maher by the Administrator.

Treasurer's Report: The report was emailed prior to the meeting; the report was accepted. Dave reported on his meeting with CPA Claudia Hawkins regarding UBIT tax questions; UUTC is exempt as a religious organization provided we do not exceed space rentals totaling more than 15% of our operating hours annually (468 hours).

The following motions were moved, seconded, discussed and approved:

1. Signatories for the Reserve Fund are the Executive Committee – President, President-Elect, Secretary, and Treasurer. Two members of the Executive Committee must sign for release of funds from the Reserve Fund.
2. A draft copy of Board Meeting Minutes, signed by the Board Secretary, may be used by the bank to approve the disbursement of funds from the Line of Credit.
3. Lead Teacher, Heather Layton, will receive a raise of \$1.50 per hour beginning August 1, 2016, and UUTC will provide 80% of the health care premium for the Administrator beginning October 1, 2016.
4. Include a 60-day Void requirement on all checks issued from the General Fund.

Administration Committee: A report from AdComm was emailed prior to the meeting; the report was accepted. A motion to approve the policy recommendations in the report (regarding scheduling authority for the UUTC facility and record retention) was made and seconded. After brief discussion the motion carried. These policies will be incorporated into the UUTC Policy Manual.

VI. PROPERTY

2. **Scheduling Authority for Facility.** Scheduling of space on the UUTC campus for any purpose may only be authorized by the Administrator or a designee.

The Record Retention policy, stated below, will be located at an appropriate place within the Policy Manual.

1. UUTC shall retain in perpetuity the original documents in the following categories:
 - a. Documents relating to the formation of UUTC that may have historical value
 - b. "The (Membership) Book"
 - c. Documents relating to the acquisition and disposition of real property
 - d. Documents relating to significant events in the life of the congregation
2. UUTC shall retain supporting financial documents, e.g., receipts and invoices, in physical form for the three previous calendar years and the current calendar year.
3. Any document pertaining to the life of the congregation that has electronic origin, e.g., newsletters, orders of service, minutes, should be stored in that format in perpetuity.

Finance Committee: There was no report from the Finance Committee, which currently has three members. It was moved and seconded to ask Bart Renner to serve as Chair and Tara MacDonald to serve as Chair-Elect for the '16-'17 term; the motion carried. The Board recommended that the Finance Committee be advised that there is an expectation that all members of the committee will make a financial pledge to support UUTC. Dave Roberts will meet with the committee to share this information.

Finance Committee Operating Guidelines: Proposed guidelines were emailed to Board members prior to the meeting. A motion to approve the guidelines was made and seconded. Following discussion, it was determined that the guidelines, as submitted, will require some revisions before approval by the Board. (The motion to approve failed.) Dave Roberts will meet with the Finance Committee to review the requested changes in their Operating Guidelines. The committee should resubmit their revised Operating Guidelines for Board approval.

Property Committee: There was no report.

Safe Congregation Plan: There was a discussion of the need for a Safe Congregation Plan to meet UUTC policy and insurance requirements. Dave obtained a plan, considered the "gold standard" from an Episcopal church, did some editing to "personalize" it for UUTC, and shared the edited version with the Administration Committee; he will touch base with the Administration Committee, requesting their input. At-Large Member Cantey Carpenter will look at the document for comment, as well. A Safe Congregation Plan needs to be in place by October 1, 2016, before the next insurance review.

Minister's Office Door: It was moved and seconded to install a window in the door of the Minister's office; the motion carried. Preferably, this would be accomplished with in-house labor and during July or August.

Get Out the Vote Grant: Gary applied for a \$500 grant from UUA to be used locally for encouraging voter turnout.

Sequencing of Sponsored Projects: A motion to approve the Sponsored Projects sequencing recommendations was made and seconded. After discussion, the Board voted to approve the recommended sequencing, with the addition of Name Tags as #16 on the list. With this addition to the list, Carol will ask the Membership Team to research the cost of professionally produced name tags for Members and Friends of the congregation. The

Board also recommends that a poster showing all recommended Sponsored Projects be created for display in the building.

Board Calendar: The Board Yearly Calendar was distributed by email prior to the meeting; it was approved with the following changes/additions:

*Budget Report to congregation will take place in February rather than January

*Annual review of the Board's Operating Guidelines will take place in March

*Annual review of UUTC Organizational Structure will take place in September

The Board Yearly Calendar will be incorporated in the Board's Operating Guidelines.

Discretionary Fund: A draft document, "Ministerial Discretionary Fund", was introduced for consideration. After discussion concerning setting guidelines and stating procedures regarding the Fund, the Board elected to do additional revisions before considering its adoption by email vote.

Adjournment: The meeting was adjourned at 8:30pm.

Respectfully submitted,

Kay Webb

Secretary