

UUTC Board Meeting Minutes  
August 23, 2016 @ 6:30pm

**Present:** Gary Kendrick, Carol Moore, Dave Roberts, Kay Webb, Cantey Carpenter, and Ben Potter. Wayne Smith was attending another event, on behalf of the Board.

**Welcome and Devotion:** The meeting opened with a welcome by Gary and a devotional reading by Cantey.

**Approval of the Minutes:** A draft of July 19, 2016 Meeting Minutes was distributed by email prior to the August 23 meeting. Motion was made and seconded to approve the draft of the July minutes. Motion passed.

Email vote occurring after the July meeting follows:  
8/7/16 - 8/11/16 - Approved the revised Ministerial Discretionary Fund guidelines dated 16.08.11.

**Covenant & SUULE Update:** Carol shared the emphasis placed on Covenant while at SUULE training. She discussed the meaning of covenant within UUTC, mentioned UUTC's Congregational, Board, and Staff Covenants, and suggested the importance of modeling our covenant with each other and the congregation.

**New Interim Update:** Rev. Ian White Maher will arrive in Brevard August 31, 2016. GMAC will be scheduling meetings for Ian during the first week in September to meet with staff and leadership. He will be welcomed and introduced to the Congregation during Sunday services on September 4, 2016.

**Treasurer's Report:** The July 2016 report was emailed prior to the meeting; the report was accepted. Dave discussed the need to add additional personnel to serve as backup in his absence for electronic access to accounts for cash management. A motion was moved, seconded, discussed, and approved to add President-Elect, Carol Moore, and Secretary, Kay Webb to the list of personnel with access to these accounts. Those with access for 2016-2017 include: Dave Roberts (Treasurer), Sue Gervais (Bookkeeper), Carol Moore (President-Elect), and Kay Webb (Secretary).

**Administration Committee:** There was no report.

**Finance Committee:** Dave reported meeting with the Finance Committee to identify leadership and new members for the committee. It was moved and seconded to approved Bart Renner and Tara McDonald as Co-Chairs of the Finance Committee; after discussion, the motion carried. It was moved and seconded to approve Paula Williamson as a new member of the Finance Committee; after discussion, the motion carried.

**Property Committee:** There was no report.

**Safe Congregation Update:** Carol reported on the work done to date on the Safe Congregation document. The Board determined to send the current version to Cantey Carpenter, Betty Kendrick, and Ben Potter for their comments and suggestions before bringing it to the Board for a vote on approval. Carol will send the most current revision to Board members.

**Board Operating Guidelines:** The document “Board OpGuide KW Draft 16.08.17” was emailed to members prior to the meeting. Kay highlighted the sections needing revision. After suggestions for revisions were accepted, the Board determined to:

1. make the accepted revisions to the document;
2. have Ben Potter propose a revision of the section on Settled Minister Task Force Formation;
3. present a final revised Board Operating Guidelines draft to the Board for approval at the September 27 meeting.

**UUTC Organizational Structure:** Gary handed a copy of the current (8/1/16) UUTC Organizational Diagram to each Board member and provided an explanation of the structure (developed at the Board’s request by the Administration Committee and adopted by the Board 5/14/15). He has been asked by GMAC to speak to the Congregation to address the need for this structure to support the growth of the Congregation as a program-size church and to emphasize the appropriate use of Committee and Team terminology.

**Beyond Categorical Thinking:** As part of the search for a settled minister, the Board has been asked to participate in a UUA recommended “Beyond Categorical Thinking” program, possibly October 1-2, led by the Settled Ministerial Search Task Force. More information to come.

**Other Operating Guidelines:** Proposed operating guidelines from the Aesthetics, the Events, the Grounds, and the Music Teams and from the Nominations Committee were emailed to members prior to the meeting. During discussion, Dave highlighted a particular procedure from the Grounds Team guidelines regarding the team’s budget that he would like to see included in all Team guidelines.

The Board accepted each of the five Operating Guidelines presented.

Further, the Board recommends that the following statement be added to all Team Operating Guidelines:

“The Team must contact the Board to seek approval of any extraordinary or unusually timed expenditure outside the Team’s annual budget.”

**Bike Rack:** At the request of the Administrator, the Board was asked to approve the purchase and installation of a bike rack on the UUTC grounds; this expenditure will come from the Sponsored Projects funds. It was moved and seconded to purchase a bike rack to accommodate 11 bicycles and to have it installed in the two-car parking area that faces Varsity Street. Discussion of the motion included the recommendation by the Grounds Team for the Varsity Street location; the recommendation from the Aesthetics Team for a loop style galvanized steel rack; the

fact that the company contracted to do the concrete repair work on the sidewalks in early September can install the rack; and the cost of various sizes of racks. After discussion, the motion was approved.

**Special Recognition:** A motion was moved and seconded to provide a gift certificate to the Administrator in appreciation for exemplary service to the UUTC Congregation. After discussion, the motion passed.

**Sponsored Projects Update:** Through the cooperative efforts of several members of the Congregation and with Charlie Williamson's connections with Whirlpool, a proposal to move forward with the purchase and installation of a stainless steel refrigerator, a gas range, a range hood and two dishwashers for the kitchen was introduced for approval. The motion to approve the expenditure for purchase and installation of the five appliances was made and seconded. Discussion included details of the UUTC Kitchen Project proposal submitted by Charlie Williamson; the additional financial contributions collected from the Men's Group and others to support the project; the need to move quickly to meet a rebate deadline of 8/31/16; and the fact that the expenditure will come from the Sponsored Projects fund, which is outside of the Annual Budget. After discussion, the motion to approve the expenditure from the Sponsored Projects funds to purchase and install the five appliances was approved.

**Next Board Meeting:** Gary suggested that we move the meeting time from 6:30pm to 6:00pm; members agreed. Next meeting - **September 27, 2016 @ 6pm**

**Adjournment:** Cantey provided closing words and the meeting adjourned at 8:15pm.

Respectfully submitted,  
Kay Webb  
Secretary