

UUTC Board Meeting Minutes
December 20, 2016 @ 6:30pm

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

Welcome, Check-In, and Opening Words: The meeting opened with a welcome by Gary, a check-in with all present, and a reading by Cantey.

Approval of the Minutes: A draft of the Board Minutes 16.11.15 v3 was distributed to Board members prior to the December meeting. In an email vote, a motion was made and seconded to approve the draft of the November minutes. The motion was approved.

November Email Votes:

- 11/18/16 – Motion to approve the Settled Minister Search Task Force’s revised Letter of Call and Ministry Agreement (which follows the UUA model contract) was made by Cantey and seconded by Wayne. After some discussion and, with the understanding that the contract is a negotiable document, the motion was approved on 11/21/16.
- 11/20/16 – Motion to approve the November 15, 2016 version 3 of the minutes was made by Dave and seconded by Carol. By 11/22/16, the motion was approved unanimously.

Minister’s Report: The December Minister’s Report was distributed by email to Board members prior to the meeting. Included in the report:

- Praise for the 12/11/16 Special Congregational Meeting as well as excellent pre-meeting communication of the financial issues and opportunities related to purchase of the Varsity Street properties
- Praise for the 12/11/16 Forum –Being an Ally for Those at Risk. An excellent first step, the non-anxious presentation allowed people with differing opinions to feel heard without being judged. Ian recommended following up on the list of suggestions drafted by the LGBT group to see if there are issues where the Board might wish to provide leadership and support; he suggested that a task force might provide guidance in the next steps.
- Team Meeting night is guiding Teams to define their functions in terms of working to fulfill the congregation’s mission; Ian may schedule some one-on-one Team meetings to provide guidance in understanding this process. This examination of function has indicated that some Teams are “over-functioning” and some new Teams may need to be created.

Treasurer’s Report: The November 2016 report was emailed prior to the meeting; the report was discussed and accepted.

Dave reported on discussions with CPA, Claudia Hawkins, regarding whether rental income earned on adjoining property purchased for future use by UUTC may be considered unrelated business income and subject to tax and on whether the newly purchased property will be exempt from property taxes. At Ms. Hawkins recommendation, Dave will make an appointment with the Transylvania County Tax Administrator to find out if this property would qualify for a property tax exemption.

Dave made a motion to retain Claudia Hawkins as our CPA for issues related to the Varsity Street properties; Cantey seconded the motion. The motion was approved.

Finance Committee: There was no report from the committee.

Gary shared that Peter Mockridge and Jim Null have agreed to serve on the Finance Committee. A motion was made and seconded to accept Peter Mockridge and Jim Null as members of the Finance Committee; the motion was approved.

Administration Committee: There was no report from the committee.

Kay, liaison to AdCom, reported that Charlie Williamson has agreed to serve on the Administration Committee. A motion was made and seconded to accept Charlie Williamson as a member of the Administration Committee; the motion was approved.

Kay reported that AdCom has revised the Policy Manual to include a new policy (II. 6. Safe Congregation Plan); this policy was recommended by AdCom and approved by the Board at the October 25, 2016 meeting. A motion was made and seconded to approve the revised Policy Manual (16.11.30 v3); the motion carried. This latest version will be filed with the Administrator and uploaded to the Board's Page on the UUTC website.

A motion was made and seconded to request AdCom to look at safety issues related to the physical facilities and make suggestions and policy recommendations for Board consideration. During discussion, it was noted that UUA recognizes the "Safe Congregation Plan" to be related to protecting individuals from abusive behavior. Safety issues related to physical facilities should be a separate document. After discussion, the motion was approved.

Property Committee: There was no report.

Board Calendar Review:

Aug/Sept:

- Audit Report to Board postponed until January
- Stewardship preparation – Team needs to be reactivated; Gary and Carol will seek membership for the Stewardship Team to develop stewardship culture.

October:

- Membership Review – Membership Team and the Administrator continually coordinate a review of the membership roll
- Annual employee reviews – reviews will be moved to March

November:

- Parking Lot Contract – Bd Sec made application to County Commissioners 11/8/16
- Snow Removal Contract – Contact Chair of Grounds Team for update
- Cancellation Notification Plan – has been updated with Administrator

January:

- Nominating process begins – alert Nominations Committee
- Minister evaluation – alert Executive Committee
- Budget process begins – alert Finance Committee
- Review of Policy Manual – alert Administration Committee
- Review Chair/Leader Rotations – alert AdCom/Board/Minister

February:

- Certification of UUA membership – alert Bd Pres, Treasurer, Secretary/Admin
- Budget Report to congregation – alert Treasurer/Finance Committee

- Preliminary Budget & Insurance Review – alert Finance Committee
- Employee performance & salary reviews report – moved to March

In reference to the review of leadership rotation, there was a discussion on revising the UUTC Structure Document to require that Committee Chairs and Team Leaders who are rotating off their leadership roles must leave that Committee/Team for a period of one year before being eligible to return as a member. Until current Structure Document language is studied, a motion on this issue was postponed.

Property Purchase Update: Closing date for the purchase of Varsity Street properties is scheduled for January 19, 2017.

Any due diligence activity by UUTC must take place by December 29, 2016; Gary will ask the Administrator to alert Building/Grounds/Aesthetics Team leaders that they may schedule a visit to the properties through Amy Pointer.

Dave made a motion to accept Entegra Bank as the lender for the purchase of the Varsity Street properties; Carol seconded the motion. After discussion, the motion was approved unanimously. The Board Secretary will prepare a letter for Entegra Bank authorizing Entegra Bank to serve as the lender for the property purchase.

Acquired Property Task Force: Gary will approach the Property Task Force members about taking on the role of a Property Committee of the Board to coordinate suggestions and recommendations about the acquired properties with the Building/Grounds/Aesthetics Team.

New Property Fund Account: Dave explained the need to open checking and savings accounts for managing the Varsity Street properties. A motion was made and seconded to permit Dave Roberts to open checking and savings accounts with Entegra Bank for the purpose of managing the acquired Varsity Street properties, with Dave Roberts, Carol Moore and Kay Webb as signatories on the accounts, and to permit Dave to move funds into the accounts. After discussion, the motion was approved unanimously.

The Board Secretary will prepare a letter for Entegra Bank authorizing Dave Roberts, Carol Moore, and Kay Webb as signatories for these new accounts.

New Computer for Staff: Dave reported that a new staff computer is needed in early 2017. A motion to approve the expenditure, up to \$1000.00, for a new staff computer and to designate R.K. Young and Mark Allison to look for an appropriate computer was made by Carol and seconded by Dave. After discussion, the motion was approved.

Sharing of Governing Documents: Kay reported on discussions with the Administrator regarding an efficient way to make Board governing and operating documents available to the congregation and to UUTC leadership in order to reduce the sharing of documents via email. By consensus, the Board agreed to designate the Board's Page on the UUTC website as the official repository for governing documents (Bylaws, Policy Manual, Organizational Structure, Safe Congregation Plan, etc.) as well as for Board Minutes. The Board Secretary and the Administrator will communicate the availability of these documents to the Congregation and to leadership via email and the newsletter.

UUA Southern Region Visit: Gary reported on an email contact received from UUA Southern Region Primary Contact, Dawn Cooley. Ms. Cooley wishes to visit UU Congregations in her district to provide support for efforts to fight for rights of conscience

and for the use of the democratic process in society. Gary will contact Ms. Cooley to schedule a Sunday visit and lunch with the Board.

Chalice Lighter Grant: Gary reported on the Chalice Lighters Grant, which was suggested by Jim Null. An application for the grant has been obtained; Gary will seek assistance and input from Ian, Jim Null and Kristin Leesmen in completing the application.

GMAC Request: Gary reported on GMAC's request to approve the most current Mission Statement, to delay visioning until the next minister is in place; and to release the current Mission/Visioning Task Force from their responsibilities.

The proposed Mission Statement (adopted by Task Force on 10/28/16) reads:

Our Mission, as a welcoming, inclusive community acting from love, compassion and respect is:

- *To support individual spiritual journeys*
- *To promote social, economic and environmental justice.*

Dave made a motion to accept the October 28, 2016 Mission Statement wording for approval at the next Congregational Meeting; to postpone further visioning activity until the next minister is in place; to release the current Mission/Vision Task Force from further duties. Cantey seconded the motion. After discussion, the motion was approved. Gary will convey this decision, with the Board's thanks, to Task Force leader, David Warinner.

Being an Ally for Those at Risk Update: Carol provided an in-depth review of the results from the 12/11/16 Forum – Being an Ally for Those at Risk, including proposed ideas having strong agreement, shared concerns, and individual comments.

In response to the Forum results, Dave made a motion to add a visible rainbow symbol to the existing UUTC sign as soon as possible; Cantey seconded the motion. After discussion of this action as a first step and possible next steps, the motion was approved.

Carol will write an article for the newsletter summarizing the Forum and steps the Board is taking in response. The Administrator is investigating code requirements for constructing a Wayside Pulpit.

Welcoming language to be included in the UUTC Transylvania Times church news article will read as follows: *"The first guiding Principle of Unitarian Universalism is the inherent worth and dignity of every human being. UUTC welcomes all—persons of various ages, races, gender identities, sexual orientations, theological and political beliefs, socio-economic status, educational backgrounds, abilities and ethnicities."*

Staff Recognition: A motion was made by Cantey and seconded by Dave to approve an expenditure of funds for Staff Recognition for Ian Maher, R.K. Young, Heather Layton, Sue Gervais, Trisha Powers and Annie Burgess. The motion was approved.

Next Board Meeting: January 24, 2017 @ 6pm

Adjournment: Before adjournment, Cantey read a closing prayer. The meeting adjourned at 8:45pm.

Respectfully submitted,
Kay Webb
Secretary