

UUTC Board Meeting Minutes
January 24, 2017 @ 6:00pm

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

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 16.12.20 v3 was distributed to Board members prior to the January meeting. *A motion was made and seconded to approve the draft of the December minutes.* There was discussion and clarification of action taken by the Board regarding the Mission/Vision Task Force; Gary will compose an article for the newsletter to publicly thank the Task Force for their work. *The motion to approve the minutes was approved.*

Minister's Report: The January Minister's Report was distributed by email to Board members prior to the meeting; the report was accepted at the meeting. Ian discussed issues of concern around the culture and the anxiety he has observed during the last month. He provided an update on anxieties related to changes in the culture of Ministry Teams. He emphasized the importance of open and progress-oriented communication with the congregation and the need to create opportunities for people to engage and participate in achievable projects to help manage the anxiety associated with the Varsity Street properties. Finally, he indicated that he will be asking Teams to submit short monthly reports to him to track their work over time and to provide the opportunity to request help, if needed.

Treasurer's Report: The Treasurer's Report was emailed prior to the meeting. One correction was made to the December 2016 report: on page 2, under E. Property Acquisition Financials, the rate for the mortgage is fixed for 7 rather than 5 years. There was discussion of Revenue v. Expenses over time and the general status of our current finances. The Treasurer's Report was accepted.

Finance Committee: Tara McDonald shared the status of the budget process in which the committee is currently engaged.

Administration Committee: The AdCom Report for January was emailed to Board members prior to the meeting; the report was accepted. Kay summarized the points from the report: AdCom is currently doing the annual review of the Policy Manual; they indicated the need for a plan for the physical safety and risk management of UUTC's facilities; they indicated that, without a functioning Property Committee, two Task Forces should be established - one to create a plan for facilities safety and risk-management and a second to create policy related to management of the new Varsity Street properties.

Property Committee: There was no report.

Board Calendar Review:

Aug/Sept:

- Audit Report to Board postponed until January
- Stewardship preparation –Gary and Carol are currently seeking membership for the Stewardship Team to develop stewardship culture.

November:

- Parking Lot Contract – has been approved for 2017
- Snow Removal Contract – updated and signed for 2017
- Cancellation Notification Plan – updated with Administrator

January:

- Nominating process begins – slate for Annual Meeting is complete
- Minister evaluation – Gary will schedule review with Executive Committee
- Budget process begins – in process by Finance Committee
- Review of Policy Manual – in process by Administration Committee
- Review Chair/Leader Rotations – as a reminder, Board Sec will send email with attached monitoring documents to AdCom and Minister

February:

- Certification of UUA membership – with approval of redraft of Statement of Conscience, certification is complete
- Budget Report to congregation – Treasurer/Finance Committee has been alerted
- Preliminary Budget & Insurance Review – Finance Committee has been alerted
- Employee performance & salary reviews report – moved to February, since there are budget implications

Organizational Structure Revision: *A motion was made and seconded to revise the Terms of Service for Team Leaders in the Organizational Structure by adding the statement – “When a Leader steps down from a leadership role, (s)he will be ineligible to serve as a member of that Team for one year.” After discussion, the motion carried. The new language will be inserted on page 9 of the structure document, under Terms of Team Service as follows, in red text:*

“Terms of Team Service:

Team Leaders may serve in that role no longer than 3 years without a break in service of at least 2 years. *When a Leader steps down from a leadership role, (s)he will be ineligible to serve as a member of that Team for one year.”*

UUA Southern Region Visit Update: Gary is verifying a tentative date for a brief visit from Dawn Cooley (UUA Congregational Life Staff member) with Board members; should occur at the end of April. Will want to ask for her guidance in pursuing a Chalice Lighter grant.

Chalice Lighter Grant Application Update: Gary reported difficulty is acquiring the actual application form. He will ask Kristin Leesment for assistance in writing the grant application; Tara McDonald, who has past experience with the grant, volunteered to proof read the final application. Tara suggested discussing the grant with Dawn Cooley at our upcoming meeting with her.

Property Purchase Update: The purchase of Varsity Street properties was completed on January 19, 2017. Clean up of the grounds surrounding the buildings began 1/24/17; clean up of the interior of the buildings is being scheduled; professional contractors are going through the unoccupied buildings to assess possible issues to consider in decision-making going forward.

UUA Certification: The redraft of the UUA Statement of Conscience was emailed to the Board prior to the meeting. *A motion was made and seconded to approve the redraft of the Statement of Conscience. After discussion, including response from Congregants and Board member comments that the redraft greatly improved the SOC, the motion to approve passed.*

Donation Issues: Dave brought two donation issues to the Board for consideration.

1. An anonymous donation that specifies the money be used for Prison Outreach – the issue with this request is that there is no established Prison Outreach program at UUTC. *A motion was made and seconded to return the donation, with explanation, to the donor.* After questions and discussion with the Treasurer, *the motion to return the donation was approved.* Gary will send a note and return the donation to the donor.

2. An anonymous donation that specifies the money be used for Sponsored Projects and/or the Varsity Street properties – Dave shared the desires of the donors. He provided bids for two proposed Sponsored Projects as well as the dollar donations already designated for the Varsity Street properties. With these options in mind, *a motion was made and seconded to use a portion of the donation to fund one of the Sponsored Projects options (cabinetry for the foyer), with the remainder of the donation to go to Varsity Street property improvements.* After discussion, *the motion was approved.* Gary will send a thank you note to the donors.

Resolution re: tax-exempt status: Dave explained that, as a religious organization, UUTC will not be required to pay UBIT provided the recently purchased properties are converted to exempt use within 15 years; this intent needs to be stated in Board minutes. *It was moved and seconded that the Board of Trustees of Unitarian Universalists of Transylvania County intend to convert 46, 52, and 74 Varsity Street properties in Brevard to church-related tax-exempt usage within five years of the purchase date.* During discussion, Dave explained that, if the conversion to tax-exempt usage has not been achieved at 5 years after purchase, we must submit a plan for converting the properties to exempt usage within the next 10 years. If the plan is rejected, we must begin paying UBIT from that point; should we complete the conversion to tax-exempt usage, the IRS will refund any taxes paid. After discussion, *the motion was approved.*

Proposed Revision of Policy Manual: Dave proposed a revision to the Policy Manual (16.03.23 v3) Section V Item 2 Discretionary Monies (lines 263-266). *It was moved and seconded to replace lines 263-266 with the following:*

***2. Discretionary Monies:** Any entity receiving an allocated budget may elect to spend such budgeted funds as need arises. While discretionary monies are expected to be spent at a rate proportional to the progress of the fiscal year, exceptions require notification to the Treasurer and the Finance Committee. Exceeding the designated budget by more than 10% will require approval by the Finance Committee and/or Board.*

The motion was approved.

GMAC Request: The Council (GMAC) has requested that its current members be allowed to remain in place for another year to provide continuity for the new minister. Under current Organizational Structure, each member serves a 1-year term, with a maximum of 3 consecutive terms allowed. No member of the current Council has served 3 years, so it is appropriate for all members to remain on the Council. It was noted that, currently, there is no structure in place for rotation; there should be. If all members leave after three years, there will be no continuity. The Board would welcome suggestions from GMAC as to how they would like handle rotation, so that there is continuity going forward.

LGBTQ Logo Usage: Ian shared that a UUA-approved LGBTQ logo, which incorporates the UUA chalice, will be added to the UUTC website. Gary shared a printed copy of the logo with Board members.

Next Congregational Meeting & Forum:

The next Special Congregational Meeting is scheduled for February 26, 2017, after the second Sunday service. This meeting requires notification at least 14 days in advance of the meeting date, with the notice to include time and location, contain an agenda and text of any resolutions to be considered. Since absentee voting is allowed for this meeting, an absentee ballot must accompany the notification. The meeting agenda will include adoption of previous Congregational Meeting Minutes, adoption of UUTC Mission Statement, and adoption of Bylaw Changes. This meeting requires a quorum of 30% of the Membership for any vote to take place. Adoption of minutes and Mission Statement require simple majority; adoption of Bylaw changes requires 2/3 majority (in person and by absentee ballot).

Allies Forum #2 will follow, immediately after the Congregational Meeting adjourns. The notice for this forum shall include time and location and the subject matter to be discussed. No quorum is required and no votes may be taken.

Living Wage Rate Changes: With 2017 changes in the Just Economics' living wage rates, Dave made the following recommendations so that these increases will be considered in the budget process. Both recommendations were approved.

1. Beginning July 1st, 2017, the Board will add retirement benefits, according to UUA standards, to the Administrator's compensation.
2. Beginning July 1st, 2017, the Board will increase the hourly wage rate of childcare minor workers by \$.50 per hour and increase the hourly wage rate of the Childcare Supervisor by \$1.00 per hour.

Minister's Compensation: Dave shared that the Finance Committee had recommended a cash bonus for Ian for exemplary ministry. *A motion was made and seconded to provide Ian with housing at 46 Varsity Street up to 4 months (March – June) with rent and utilities provided by UUTC plus a bonus of \$2000.* After a discussion of finances, the need for Ian to find housing by March 1st for the final months of his contract, and the requirements to make the house at 46 Varsity Street ready for occupancy, *the motion passed unanimously.*

Being an Ally for Those at Risk Update: Carol shared and summarized the notes from the Allies Task Force 2/7/17 meeting. The group has requested a second Allies Forum, which is scheduled for February 26, 2017. The group will continue to meet and make suggestions to the Board.

No Executive Session was required.

Next Board Meeting: February 21, 2017 @ 6pm

Adjournment: The meeting adjourned at 8:45pm.

Respectfully submitted,
Kay Webb
Secretary