

UUTC Board Meeting Minutes
February 21, 2017 @ 6:00pm

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

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 17.01.24 v2 was distributed to Board members prior to the February meeting. *A motion was made and seconded to approve the draft of the January minutes. The motion to approve the minutes was passed.*

Email Votes: Three email votes occurred after the January meeting. The following votes were accepted for the record:

- 2/2/17 – Request from Administrator to make decision on two expenditures: (1) purchase of two Tyvek suits and 2 respirator masks and (2) \$500+ on painting the main sanctuary wall. In email discussion, it was pointed out that there were funds available for the purchase of the Tyvek suits and respirator masks in the Varsity Extension account, but there were no funds available in the budget for painting the sanctuary wall. A recommendation that we go forward with the purchase of Tyvek suits and masks but wait on painting the main sanctuary wall was approved by Board members Dave, Carol, Cantey, and Kay on 2/3/17.
- 2/3/17 –Received email from Dave re: Entegra Bank requires documentation that the Board has approved utilization of Entegra Bank credit cards for purchases for the Varsity Extension Project. Use of this credit card account strictly for purchase of material related to the Varsity Extension Project will make bookkeeping simpler.
2/4/17 – Kay Webb made a motion that UUTC apply for credit cards through Entegra Bank to be used for purchases for the Varsity Extension Project; designated users are Dave Roberts, Gary Kendrick, and R.K. Young. Dave Roberts seconded the motion. The motion was approved unanimously.
- 2/3/17 – Dave Roberts move to approve expenditures from the Varsity Extension Project funds account to complete the necessary renovations to 46 Varsity, based on bids received. Kay Webb seconded the motion.
After extended (2/3 -2/6) discussion of bids, Varsity fund balance, additional loan payment amount for March-June (while we have no rental income), and status of the operating budget, the motion was approved unanimously on 2/7/17.

Minister's Report: The February Minister's Report was distributed to Board members at the meeting; the report was accepted. Ian reported that a Stewardship Team has been formed and is planning an upcoming campaign; he had much praise for the positive culture of that Team. He informed the Board that he closed the Social Action Team in January after determining that the team was not working together to develop the congregation as a body. He said that, though there were some members who did not agree with the decision, it was received in a healthy way. He recommended that the Board set up a Task Force of people willing to work for a brief time to establish UUTC charities for the coming fiscal year and collect the promotional materials that will be needed to publicize the selected charities in ways other than from the pulpit. Finally, he shared that the Mission and Vision Task Force would like to be reformed to complete visioning, whenever the new settled minister arrives. Ian said that he would recommend that the Board give the members of the original Task Force first chance at membership when a Vision Task Force is formed.

Treasurer's Report: The Treasurer's Report for January 2017 was emailed prior to the meeting. Gary asked several questions for clarification. The Treasurer's Report was accepted.

Finance Committee: Bart Renner shared the status of the budget process in which the committee is currently engaged. He stated that members will work on the Finance Committee's Operating Guidelines as soon as they have the preliminary budget ready for Board consideration.

Administration Committee: There was no report from the committee. Kay stated that members are working on the annual review of the Policy Manual.

Property Committee: Gary reported that a Property Committee is being formed: Jim Hardy has agreed to chair, and Kevin Glenn and Joyce Pearsall have agreed to serve. At least two other members are being sought.

Board Calendar Review:

February:

- Minister Evaluation & Employee Reviews – in progress

March:

- GA delegate approval
- SUULE nominations
- Board Operating Guidelines review – Kay will email the document, with possible revisions in red text, to Board members before the March meeting. Carol will research UUA for procedural guidelines concerning a minister's resignation to incorporate into the Board Operating Guidelines.

February Congregational Meeting & Forum: Preparations for the 2/26/17 Special Congregational Meeting and the Ally Forum were discussed. Gary will lead the Congregational Meeting, which requires votes on previous minutes, the Mission Statement, and changes to the Bylaws. Carol Moore will moderate the Forum that follows.

Stewardship: The Stewardship Team consists of Carol Moore (Team Leader), Cantey Carpenter, Dave Roberts, Alison Marlett, Jim Null, Kristin Leesment, and Ian Maher. Carol reported that the Stewardship Campaign is scheduled for March 12-April 9 and will include a series of House Parties, brief personal messages from the pulpit, and a culminating Sunday service led by the Stewardship Team. To show support for the campaign and commitment to UUTC, all Board members agreed to increase their pledges for the coming fiscal year.

Varsity Extension Update: Gary reported that renovations continue at 46 Varsity Street; the house should be ready for March 1st occupancy. He shared that, after discovering that the attic of the blue house is full of debris, another dumpster will be ordered for cleanout of property refuse. He suggested that the Board consider offering Patti McFarland the option of UUTC hiring a moving van to move the remainder of her belongings in the grey house to her new house, with the understanding that after the designated moving date, whatever is left behind will belong to UUTC. *Dave made a motion to allow Gary to approach Ms. McFarland with a proposal to move her, at UUTC's expense, up to \$3500, by March 31, 2017, with the understanding that, after March 31, whatever remains on the property belongs to UUTC. The motion was seconded. After discussion of pros and cons of the proposal, the motion carried.*

Sponsored Projects Update: The cabinetry ordered for the foyer is to be installed before the end of February. Relocation of the electrical and gas lines to prepare for the installation has been completed. This expenditure will deplete the Sponsored Projects fund.

Accounting Discussion: Gary reported that he and Carol have had discussions about how to clarify financial reporting to the Board. Dave will meet with Joanna Bliss to determine how best to present a monthly financial report to the Board so that members can make decisions with a clear understanding of current financial status. Dave reported that he and Sue Gervais continue to work toward separating various Funds (i.e. Varsity Extension Project Fund, Sponsored Projects Fund, Minister's Discretionary Fund, Endowment Fund) from the General Operating Budget.

SUULE: Carol shared that she feels the Board should provide financial support to send UUTC leaders to SUULE for leadership training each year. There was discussion concerning the benefits of sending representatives to SUULE and to General Assembly; the consensus was that the SUULE experience was more beneficial to UUTC culture. Dave shared that there will be money included in the budget to support UUTC attendees to SUULE.

Recommendations from Aesthetics: Kay reported on two issues that came from the Aesthetics arm of the Facilities Team.

- A policy proposal addressing what and how materials may be displayed on walls, windows, doors, etc. was recommended for Board approval - The Board felt that the proposal was a blend of policy and procedure and felt it inappropriate to make a decision on a portion of the proposal. Some members took issue with one of the bullet points in the proposal. *The Board decided to return the proposal to the group, providing them an explanation of concerns, and to ask them to present the policy statement for reconsideration by the Board.*
- A suggestion for the Board to consider came out of a discussion about the strengths and weaknesses of UUTC signage. The Board may wish to consider pursuing a request of the DOT/City/County to a) ask for a traffic light at Varsity & Broad, with a pedestrian crosswalk across Broad St. or b) ask for a painted walkway across Broad St. with "Yield to Pedestrians" signage. Either of these options would be in conjunction with a request to park, on Sunday only, at the parking lot across Broad Street from UUTC. Either of these two measures would help slow traffic in front of UUTC, making our signage more effective, would help address parking issues, and, possibly, would enable us to apply for a variance to code because we have provided for more parking than we would likely need. This would allow us to keep all three small houses to use as we see fit. *Due to time constraints, the Board tabled the issue, making no recommendation.*

Endowment Policy: Gary informed the Board that there are Congregants willing to include the UUTC Endowment Fund as a beneficiary in their wills if they are assured that use of Endowment Funds must have Congregational approval. Gary suggested that this assurance may require a new Board policy. Dave will do some research to determine whether this is the case already, and, if so, where the policy is stated.

Worship Team Request: Based on comments from Sunday service attendees that there is insufficient sharing time during the coffee time between services, the Worship Team has recommended that the early service begin at 9:15AM rather than 9:30AM. *A motion was made and seconded that the time for the early service be changed to 9:15 AM-10:15 AM,*

beginning the first Sunday in April. After a lengthy discussion, the Board decided to accept the recommendation of the Worship Team and voted in favor of the motion.

GMAC Request: The Council (GMAC) has suggested that a UUTC brochure be developed and made available at the Chamber of Commerce to increase our visibility in the community. The issue was discussed at length. Ian will work with RK to create a sample brochure for consideration at the next Board meeting or by email. Other suggestions for increasing UUTC visibility and sharing our mission were discussed, including participation in the White Squirrel Festival and what a UUTC booth might look like. This idea will be pursued further.

UUA Southern Rep Meeting: A meeting with Rev. Dawn Cooley is scheduled for Monday, April 24th at 3PM. Those Board members who are available are encouraged to attend. Rev. Cooley can provide guidance in our Chalice Lighter Grant Application.

Candidate Week: The week that the selected candidate for our Settled Minister will be visiting is April 29 – May 7. The candidate will meet with Board members at a dinner meeting, either April 29th or 30th, at the home of Gary Kendrick. The candidate will be in the pulpit on April 30th and on May 7th and will meet with various groups during the week. There will be a Special Congregational Meeting to vote to call the candidate, following the May 7 service.

Spring Gatherings: The UUA Spring Gathering for our region will be held April 7-9 in Charleston, SC. Anyone interested is encouraged to attend.

Next Board Meeting: March 28, 2017 @ 6pm

Adjournment: The meeting adjourned at 8:30pm.

Respectfully submitted,
Kay Webb
Secretary