

UUTC Board Meeting Minutes
May 23, 2017 @ 6:00pm

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

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 17.04.25 was distributed to Board members prior to the May meeting. A motion was made and seconded to approve the draft of the April minutes. The motion to approve the minutes passed.

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

- 4/26/17 Dave made a motion to authorize the creation of checking accounts for the Scholarship, Sponsored Projects, and Charitable Giving Funds, and the closure of the Settled Search checking account (after a minister is voted in). Ben seconded the motion. After Dave responded to Carol's questions, the motion was approved 4/27/17.

Rationale - To separate Sponsored Projects, Scholarship, and Charity Giving monies from the operating budget requires setting up checking accounts for each of these funds. The advantages to setting up the funds are clear reporting of expenditures versus income for the operating fund [which is the congregational approved budget account], and clear reporting of expenses vs. donations/income for the Varsity Project, Sponsored Projects, Charitable Giving, and a fiscally necessary separation for the Scholarship fund. There would be no charges to set up these accounts - no check expense because all withdrawals will be electronic.

- 5/1/17 Dave made a motion to authorize repairs of the HVAC system not to exceed \$3500. Kay seconded the motion. The motion was approved 5/1/17.

Rationale - The compressor on the Carrier pump (2008 model) serving the sanctuary was locked up and the crankcase heater broken; Mac Hearing and Air provided a quote of \$3223.16 to replace the compressor.

- 5/6/17 At the written request of the ARE Team to the Board, Dave Roberts made a motion that Dave Hunter be permitted to lead ARE for an additional year. Cantey seconded the motion. The motion was approved 5/6/17.

Rationale - This is an exceptional time of transition for the congregation.

Maintaining stability in areas where there is outstanding leadership should be excepted over the rules, when the will to serve is present and everyone is in favor.

The Board revisited the 5/6/17 email vote (see above), which allowed an exception to the UUTC Organizational Structure regarding term limits for Team leaders. After a discussion about the quick email decision, without providing time for debating the issue, Dave made a motion to reverse the decision and to follow the Terms of Team Service requirements established in the Organizational Structure of UUTC; Cantey seconded the motion. After a lengthy discussion, the motion was approved unanimously. Gary will call Dave Hunter to advise him of the decision by the Board.

Minister's Report: The May Minister's Report was distributed to Board members prior to the meeting and copies were available; the report was accepted.

Ian shared his final thoughts on his service to and his hopes for UUTC, and he wished the Congregation well.

The Board responded to Ian with a unison oral reading of "How Could Anyone?" by Libby Roderick.

Treasurer's Report: The Treasurer's Report for April 2017 was emailed prior to the meeting. The Treasurer's Report was accepted. Several items of discussion in the report required action by the Board.

1. Carol made a motion to authorize Dave to use the Line of Credit for the repairs necessary to bring the Varsity properties to useable standard, including HVAC ductwork on #46, and to authorize the Treasurer to pay all contractors as invoiced for those repairs. Ben seconded the motion. The motion carried.
2. Carol made a motion to name Andrea Flores as the first recipient of a scholarship from the Scholarship Fund for fiscal year '17-'18. Dave seconded the motion. The motion was approved.
3. Dave made a motion to authorize the renewal of the Line of Credit with Entegra Bank; Carol seconded the motion. The motion was approved.
4. Dave made a motion to enter into a maintenance agreement contract with Roess Mechanical to service our HVAC system; Carol seconded the motion. After a brief discussion, the motion carried.
5. Dave made a motion to increase the Internet speed by one level with Comporium; Wayne seconded the motion. Discussion included the monthly increase in cost and the need to replace old cable that may be causing issues with upload and download speed. After discussion, the motion was approved.
6. Dave moved to add a VANCO module to ACS; Wayne seconded the motion. Dave explained that adding the module would reduce the time-consuming process required of the bookkeeper to enter VANCO data into ACS and suggested that the cost of doing so would be offset by the reduction in time required by the bookkeeper. Initial cost of the module is \$600, with a monthly fee of \$30 thereafter. Approval of the motion at this time will allow Dave to prepare for implementing use of the module for the '17-'18 fiscal year. After discussion, the motion was approved.

Finance Committee: There was no report from the committee. Dave reported that Alison Marlett has agreed to chair the Finance Committee. The incoming President and Pres.-Elect are tasked with appointing committee chairs and chairs-elect during their tenure.

Administration Committee: Kay shared that AdCom had submitted a May report to the Board regarding proposed revisions to the Policy Manual. The Board approved AdCom's proposed "March 23, 2016 - Version 5 Final" document, with one exception. In lines 113 and 114, the Board would delete ", as necessary," so that lines 113-114 would read, "The "Safe Congregation Plan" shall be reviewed and revised annually." AdCom intends to incorporate two previously approved policies (Endowment Fund policy and Signage Display policy) and submit a Version 6 Draft for consideration at the Board's June meeting.

Property Committee: There was no report.

Board Calendar Review:

June: Adopt 2017 Edition of Policy Manual

June/July: Authorize new bank signatories and make bank accounts signature changes

Oxford House: Carol made a motion to sign a rental agreement with Oxford House for lease of #74 Varsity Street; Dave seconded the motion. After a brief discussion, the motion was approved unanimously. With this agreement, modifications to #74 Varsity Street will have to be made. To this end, Dave made a motion to authorize a change in the floor plan to suit Oxford House needs and to use our Line of Credit to pay for the remodel expenses; Wayne seconded the motion, and the motion was approved.

During the Oxford House discussions, it was noted that:

1. Fisher Realty was approved as the rental management company selected to represent UUTC with our rental properties.
2. Teams representing UUTC will approach neighbors of #74 Varsity to let them know about the Oxford House plan. Ben Potter and Gary Kendrick will solicit additional UUTC Members to make visits to the surrounding neighbors.
3. The United Way will donate \$1000 toward furnishing an Oxford House.
4. A list of needed items to furnish #74 Varsity will be compiled and a management system put in place before publicizing a request for items to be donated.

Varsity Extension Project Update: An update to the Varsity Extension Project fund status was emailed to Board members prior to the meeting. With a balance of just over \$4000 in the fund, it was noted that the Line of Credit must to be used to complete the needed renovations at #46 and #74 Varsity Street properties.

#46 Varsity needs: 1) Install new window screens. 2) Paint exterior doors. 3) Complete the HVAC ductwork replacement.

#74 Varsity needs: 1) Repair roof leak. 2) Repair kitchen ceiling damage resulting from leak. 3) Install mini-blinds and assorted fixtures. 4) Remodel to add fourth bedroom, including associated electrical changes. 5) Remove/clean gutters, install fascia, re-install gutters. 6) Pressure wash and paint exterior of house, as needed. 7) Repair damaged window locks.

Arcadia Power Initiative: UUTC has signed an agreement with Arcadia Power Initiative. The church Administrator is working with the bookkeeper to initiate the link that will allow UUTC to act as an Arcadia Power group. This will allow individuals to sign up with Arcadia Power, through UUTC's link, providing UUTC with a \$30 reward for each new sign-up.

SUULE Representatives: Gary reported that Peter Mockridge and Brigid Fox were approached and have agreed to attend SUULE this summer. Carol nominated Peter Mockridge and Brigid Fox as UUTC's representatives to SUULE; Cantey seconded the motion. The motion was approved unanimously. After discussion of available funds in the budget, Carol moved for the Board to pay the registrations fees for both delegates from the '16-'17 budget and to provide a full scholarship for Brigid Fox. Cantey seconded the motion, and the motion was approved.

Ally Forum Results: A copy of the 2/28/17 Ally forum results was distributed to Board members prior to the April meeting, but, due to time constraints, the results were not discussed at that meeting. Carol reviewed the results and highlighted the points of consensus:

1. UUTC should consider conducting a program using UUA Post-Welcoming Congregation study materials.
2. The rainbow symbol on UUTC's front sign should be enlarged.
3. There is a need to study and act on safety issues in our building.
4. Delay further discussion of displaying a rainbow flag to involve the new settled minister.

Charitable Giving for 17-18 Report: A summary of the results of a Congregational survey regarding agencies to receive charitable giving from UUTC was distributed to Board members prior to the meeting. Given the results, Dave made a motion to approve the following as UUTC's Charitable Giving agencies for fiscal year '17-'18: 1) Sharing House, 2) The Haven, 3) Bread of Life, 4) Pisgah Legal, 5) The Children's Center, 6) SAFE, 7) Backpack Buddies, 8) Muddy Sneakers, 9) Augustine Literacy Project, 10) Minister's Discretionary Fund, and 11) UUSC. Carol seconded the motion, and the motion was approved. The month designated for each agency will be determined in consultation with the Administrator and the Treasurer. It was noted that, in the coming fiscal year, the charitable giving to each selected agency will go through UUTC, with each agency receiving one check issued by UUTC.

Gift for Ilene: Carol made a motion to provide a wedding gift of \$500 to Rev. Ilene and Dustin, on behalf of the Congregation. Cantey seconded the motion. After a brief discussion, the motion was approved. Dave will provide a check to Carol, who will send to Ilene and Dustin in an appropriate card.

Vision Transylvania Community Leadership Program: Carol shared with the Board that Bruce Kirkman had approached her with the suggestion that UUTC sponsor Rev. Ilene for the Vision Leadership Program and with his offer to fund the registration fee. She summarized the program and the time commitment that the year-long program entails. Dave made a motion for UUTC to sponsor Ilene for the Vision Transylvania Community Leadership Program; Ben seconded the motion. The motion was approved unanimously. Carol will contact Rev. Ilene to see if she is willing to participate in the program.

Membership Team Request: Carol shared a request from the Membership Team. During June and July, while we will be without a minister, the Membership Team would like a representative of the Board who is willing to meet or make contact with anyone who requests "Coffee with the Minister" on the Welcome Card. Cantey volunteered to serve in this capacity.

Other Items to Address: It was noted that the Board would need to elicit volunteers to assist with pastoral care during June and July. Suggestions of people to approach for this task included Dick Tucker, Earle Rabb, and Peg Hall.

Gary shared that he will be sending thank you notes to Dan and Jane Carter for the use of their house by Ilene during candidate week and to Isabel Lynch for her work on the Nominations Committee.

Next Board Meeting: June 27, 2017 @ 6pm

Adjournment: The meeting adjourned at 8:20pm.

Respectfully submitted,
Kay Webb
Secretary