

UUTC Board Meeting Minutes
June 20, 2017 @ 6:00pm

Present: Gary Kendrick, Dave Roberts, Kay Webb, Cantey Carpenter, Ben Potter, Wayne Smith, Brigid Fox, and Peter Mockridge. President-Elect Carol Moore was out of the country at the time of this meeting.

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 17.05.23 was distributed to Board members prior to the June meeting. The May minutes were accepted as written.

Email Votes: One email vote occurred after the May meeting. The following vote was accepted for the record:

6/6/17 Kay make a motion to authorize the Treasurer to use the Line of Credit, up to \$18,000, for the repairs necessary to bring the Varsity properties to useable standard, including HVAC ductwork on #46 and the construction of a fourth bedroom at #74, and to authorize Dave to pay all contractors as invoiced for those repairs. Dave seconded the motion. The motion was approved on 6/6/17.

Rationale - Two previous motions re: use of Line of Credit for Varsity properties (4/25/17 and 5/23/17) restricted the use of the funds and may not cover the additional costs required after the Oxford House proposal was approved. The \$18,000 would be the maximum to borrow for putting #46 and #74 in rent-able condition as soon as possible. The funds would cover: Roofing repairs to #74 including drywall repairs; additional bedroom, electrical #74; gutters #74; and misc items preparing for occupancy; HVAC work on #46 - needed to reduce strain on heat pump (\$2600-\$3000); window screens and plumbing repairs at #46. The \$18,000 should also cover roofing repair to #52 (must be done prior to mold remediation.)

Treasurer's Report: The Treasurer's Report for May 2017 was emailed prior to the meeting. The Treasurer's Report was accepted.

Gary reported that GMAC shared concerns about the lack of fulfillment of the '16-'17 pledges and wondered how this issue might be approached. Dave advised that UUTC pledges are non-binding, and, historically, collection of outstanding pledges has been discouraged. After discussion, the consensus was for Gary to write an article for the newsletter to encourage congregants to fulfill their pledges for the current fiscal year.

Gary reported that a congregant had made a significant donation to the '16-'17 operating budget. Dave stated that this donation will be very helpful in covering unexpected maintenance expenses.

Several items noted for discussion in the Treasurer's Report required action by the Board; these actions are recorded below in the order that they appeared in the Agenda.

Finance Committee: There was no report from the committee.

Administration Committee: Peter Mockridge presented recommendations from the committee regarding 1) the Policy Manual, 2) the proposed Gift Acceptance Guidelines, and 3) the proposed Scholarship Guidelines.

1) Policy Manual - Kay made a motion to accept AdCom's proposed revisions of the Policy Manual (v6 draft), to be titled Policy Manual – 2017 Edition; Wayne seconded the motion. The motion was approved. This action completes the annual review of the Policy Manual by AdCom and provides an all-black 2017 Edition for the '17-'18 Board.

AdCom recommends that the Signage Displays policy (VI. K. – p8) be revisited by the Facilities Team and the '17-'18 Board. Their concerns relate to the current wording and to clarity of enforcement responsibility. As written, if strictly enforced, children's work may not be displayed in classrooms without prior approval.

2) Gift Acceptance Guidelines - Dave presented a proposed "Gift Acceptance Policy" for Board consideration. Peter noted that the proposal is a mix of policy and procedures. After discussion, the Board agreed to do some editing to clarify policy vs. procedure and to incorporate the revised guidelines into the Board Operating Guidelines.

3) Scholarship Guidelines - Dave presented the proposed "Scholarship Program" guidelines and provided background on the need to establish a Scholarship Fund and Scholarship Program guidelines. During discussion, Peter Mockridge noted that the proposed Scholarship Program was essentially procedure rather than policy, but added that a simple policy statement regarding an established Scholarship Program could be written to include in the Policy Manual. Further, he stated the concerns from the Administration Committee on the issue. Member comments indicated the need for some revision to the proposed guidelines. After lengthy discussion, Ben made a motion for the Board to ask for a legal review of the Scholarship Program Guidelines; Dave seconded the motion. The motion was approved. Once the guidelines are approved, they will be incorporated into the Board Operating Guidelines.

Property Committee: There was no report from the committee.

Board Calendar Review:

July: bank accounts signature changes

Aug/Sept: audit report to Board – no audit report will be made at this time; an outside financial review is planned and in the budget for the '17-'18 fiscal year

Oxford House Update: The Administrator emailed Board members an update of work in progress to complete the Oxford House requirements for #74 Varsity Street. The goal is to have the house ready for occupancy by July 1; painting the exterior of the house may happen after occupancy.

Gary reported on a meeting he and Carol Moore convened with concerned neighbors of #74 Varsity Street. He stated that the neighbors left the meeting on a positive note. Based on discussions at this meeting, the Board took two actions:

1) Dave made a motion to designate the #74 Varsity Street house as tobacco-free, indoors; Wayne seconded the motion. The motion was approved. This restriction will need to be included in the lease agreement with Oxford House.

2) Dave made a motion to acquire a picnic table with Varsity Extension Funds for #74 Varsity Street; Ben seconded the motion. The motion was approved. The table will be placed in the yard as a designated smoking area.

Varsity Extension Project Update: The Administrator emailed a current Varsity Extension fund status to board members prior to the meeting. Expectations are that completion of the proposed renovations at #74 (grey), #46(yellow), and, hopefully, #52(blue) can be met with use of the line of credit (up to \$18,000).

GMAC: Gary reported that Brigid Fox and Jean Rowe are rotating off of the Governance/Ministry Advisory Council and recommended Susan Slocum and Becky Langerman to fill these vacancies. Both have agreed to serve. Dave made a motion to accept Susan Slocum and Becky Langerman as members of GMAC; Cantey seconded the motion. The motion was approved.

Committee on Ministry: Gary reported that UUA requires that UUTC establish a "Committee on Ministry" to support Rev. Ilene during her fellowshiping process. He stated that Bruce Kirkman, Jean Rowe, and Joanna Bliss have agreed to serve in this capacity. During discussion, Peter brought up the issue of UUTC's organizational structure regarding committees. According to our structure, committees are Board entities established to serve the Board. This group (called "Committee on Ministry" by UUA) has one purpose, which will end with the completion of Rev. Ilene's fellowshiping process. As such, it seems to function more as a task force serving the Minister rather than an on-going governance committee responsible to the Board. Peter suggested that the Board request that this group consider a title that does not include "Committee". Kay will discuss this issue, as well as guidance on possible welcoming rituals for Rev Ilene's first service, with Jean Rowe. Dave made a motion to accept Joanna Bliss, Bruce Kirkman, and Jean Rowe to serve as members of the group supporting Rev. Ilene during the fellowshiping process; Cantey seconded the motion. The motion was approved.

Private Donation Designation: A private donation by Scott Avery required disposition. Cantey made a motion to designate the Scott Avery donation for the Sponsored Projects Fund to be used for renovations of the vestibule; Dave seconded the motion. During discussion, it was noted that the donor did not specify how the donation should be used. The motion was approved.

Social Action Task Force: Gary shared with the Board on-going discussions regarding Social Justice outreach in the absence of the Social Action Team, which was dissolved at Ian White Mahar's directive. A Social Action Task Force, at Ian's direction, completed its task of determining the agencies selected by the congregation for charitable giving for the '17-'18 fiscal year. The Board recommends that an article be included in the next newsletter and in upcoming Orders of Service advising of the change in how checks are to be written when donating to selected charitable giving agencies. Checks should be written to UUTC, with the agency to receive the donation noted on the "memo" line. All donations to the monthly designated charitable giving agency will be deposited into an established Charitable Giving Fund, and UUTC will issue one check to that agency. This method will allow those who donate by check to receive a tax deduction for the donation.

Also at Ian's direction, Susan Slocum, in her capacity as Membership coordinator for the new members class, spoke with a core group of new members who indicated a strong

interest in Social Justice work. From this group, there are several candidates who are willing to serve on a Social Justice Task Force to assess possible directions for a singular Social Justice mission that would become a part of UUTC's identity; these suggestions could then be brought to Rev. Ilene as she convenes a new Social Justice Team. After discussion, the Board agreed to delay establishing a Social Justice Task Force and to await the arrival of Rev. Ilene, since this falls under the purview of Ministry rather than Governance.

Other Items:

Gary advised the Board that Dick Tucker is assisting with pastoral care during the month of June; Jean Rowe will assist the first week in July; and Earle Rabb will provide pastoral care for the remainder of July.

Gary welcomed newly elected members of the Board, President-Elect Peter Mockridge and Member-at-Large Brigid Fox, and thanked them for their willingness to serve UUTC.

The Board presented outgoing Board members, President Gary Kendrick and Member-at-Large Ben Potter, cards, thanking them for their devoted service to the Board and to UUTC.

Next Board Meeting: July 25, 2017 @ 6pm

Adjournment: The meeting adjourned at 8:00pm.

Respectfully submitted,
Kay Webb
Secretary