

UUTC Board Meeting Minutes
September 26, 2017 @ 5:00pm

Present: Carol Moore, Peter Mockridge, Dave Roberts, Kay Webb, Cantey Carpenter, Brigid Fox, Wayne Smith, Alison Marlett, Jim Null, and Susan Slocum

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

Approval of the Minutes: A draft of the Board Minutes 17.08.17 was distributed to Board members prior to the September meeting. With one correction noted, a motion was made and seconded to accept the revised minutes. The August minutes were approved as revised.

Email Votes: Two email votes occurred after the August 22, 2017 Board Meeting. The following votes were accepted for the record.

- 8/23/18 - Received an email request from the Administrator to approve expenditures on two items from the Sponsored Projects list. Cantey made a motion to authorize spending for two Sponsored Projects line items: a stereo microphone and a single PPA hearing assist receiver. Peter seconded the motion. The motion was approved on 8/23/17.
- 8/28/17 – Because the current 3x5 free Entegra safety deposit box can no longer contain all of the UUTC documents that should be stored off-site, Dave made a motion that we obtain the large Safety deposit box available at Entegra Bank, at a cost of \$100 per year. Cantey seconded the motion. The motion was approved.

Minister's Report: The Minister's Report for September was emailed to members prior to the meeting; Rev. Ilene was attending a conference in Maryland. The report was accepted. It highlighted meetings she has had with staff members, ministry teams, individual congregants, as well as individuals and groups in the wider community during the past month and shared that these meetings have been productive. She shared a social justice project idea that the Social Justice Task Force will be developing in the coming weeks.

Treasurer's Report: The Treasurer's Report for August 2017 was emailed to members prior to the meeting. A motion was made and seconded to accept the report; the report was discussed and accepted as presented.

During discussion, Dave shared what he had found in his queries to secure a firm to conduct an outside financial review. A limited number of individuals are credentialed and available to conduct financial reviews of non-profits. The cost for a review ranges from \$1500 (Financial Compilation) to \$5000 (Financial Review) to \$8000 (Audit). The Carland & Andersen firm will custom-tailor an intermediate review (between a Compilation and a Financial Review). Peter made a motion to engage Carland & Andersen for an intermediate financial review at a cost of \$4500, which includes compensation for the time required by UUTC's bookkeeper during the review. Wayne seconded the motion. After a discussion of options, the motion was approved.

Dave shared the need for an integrated time clock to better track hours worked by non-salaried staff members. He provided information on startup expense and shared that an individual member has committed to cover the cost of the startup expense with a donation in January 2018. Peter moved to approve an expenditure of \$3000 to install a time clock

integrated with current accounting software; Wayne seconded the motion. After a discussion, including the benefits of using a time clock rather than paper records to track hourly wages, the motion was approved.

Dave shared a request from the Administrator for an expenditure of \$414 to order 50 social justice signs through UUA. These signs will be sold for \$10 each to interested individuals to cover the cost; commitments for 35 signs have been received. The request was approved.

Administration Committee: A report by Susanne Rolland addressing the committee's concerns about the UU Scholarship Program Proposal (June 1, 2017) was emailed to members prior to the meeting. The report was accepted.

Peter, ex officio member of AdCom, reported that the 2017 Edition of the Policy Manual has had a final review by the committee; their suggested recommendations for non-substantive revisions for clarification will be sent via email to the Board for consideration.

Finance Committee: The committee's report was emailed to members prior to the meeting; the report was accepted. Chair, Alison Marlett, reviewed the report, highlighting three points: 1) a need to staff the Stewardship Team as soon as possible, 2) a need to encourage congregants to become Chalice Lighters, and 3) a recommendation to adopt a UUA initiative called "Wake Now Our Vision" on legacy giving. She then introduced Jim Null, who shared information about "Wake Now Our Vision". During Q&A and discussion, there was consensus that a Chalice Lighter campaign and the implementation of "Wake Now Our Vision" should be coordinated by the Stewardship Team, with support from Finance and the Board; also, there was consensus that the Stewardship Team should function year-round and encompass more than the annual pledge campaign.

Property Committee: There was no report from the committee. Dave made a motion to approve Margaret Kimble as Chair of the Property Committee; Cantey seconded the motion. The motion was approved. Carol thanked Brigid for her efforts in securing a Chair for the committee. One additional member is needed for Property.

The Advisory Council (GMAC): Susan Slocum, a new member of the Council, shared her thoughts and suggestions on leadership development, including identification of potential leaders and development of leadership skills. She said that, with support from the Minister and the Board, the Council should begin to develop a plan for developing future leadership for both Governance and Ministry at UUTC. During discussion, it was suggested that we should transition away from the term "GMAC" in favor of "Advisory Council". It was noted that UUTC's Organizational Structure uses "Advisory Council" and "the Council" when referring to the Governance/Ministry Advisory Council. Susan's report was accepted with gratitude for her efforts.

Scholarship Program: The Board returned to a discussion of the proposed Scholarship Program, which had been tabled at the August meeting. During discussion, Dave pointed out that the Scholarship Fund account can not be closed until the end of the fiscal year. Considering the unresolved issues reported by Susanne Rolland in her AdCom Report and other concerns stated by several Board members, Peter moved that UUTC will neither accept nor disperse monies for higher education through the Scholarship Fund at this time. Brigid seconded the motion. The motion was approved.

Reports from General Assembly: In individual reports, Susan Slocum and Virginia MacDonald, our delegates to this year's General Assembly, shared their reflections on participating in GA. Their reports were emailed to Board members prior to the meeting. The reports were accepted for the recorded.

Board Calendar Review:

Oct: Application for tax-exempt status
Membership review

Dec: December Board Meeting date changed to Dec. 19 @5pm (if needed)

UUTC Organizational Structure Annual Review: A proposed revision of the current Organizational Structure document was emailed to members prior to the meeting for input. Proposed revisions were discussed and additional edits were made. A motion to adopt the UUTC Organizational Structure, as revised, was made and seconded; the motion to adopt was approved. Approved revisions will be made to the document and the new adoption will be shared with Board members, the Council, Committee chairs and Team leaders, as well as published to the website.

Facilities Team Report to Board: A 9/1/17 memo from the Facilities Team to the Board was emailed to the Board prior to the meeting. The memo proposed a revision to a current policy related to visual displays on UUTC property. After Board members suggested additional revisions beyond those already proposed, Dave made a motion to approve the revised policy and Wayne seconded the motion. The motion was approved. The following policy will replace the current policy found on p8, lines 273-277 of the 2017 Edition-v1 Policy Manual (June 20,2017). The adopted revision reads:

Any visual addition to surfaces facing common areas at UUTC must be recommended by a UUTC Team or Committee and approved by the Aesthetics Task Force or designee (UUTC Administrator). Visual additions include any signage, artwork, flyer, banner, or object, either temporary or permanent, to any interior vertical surface of common areas or elsewhere on UUTC properties. Visuals associated with ARE and CRE activities may be displayed in the designated display areas within classrooms, the nursery, and the connecting hallway. The UUTC Administrator may immediately remove any materials posted without approval.

Sponsored Project Request: A request from the Administrator to proceed with two priority Sponsored Projects was emailed to members prior to the meeting. Dave made a motion to approve authorization of work to construct recessed shelving and replace flooring in the nursery and to construct a table closet in the social hall, as funds allow; Peter seconded the motion. The motion was approved.

New Business: Carol reported on information from Jim Hardy related to an NAACP sponsored Drug Series to be held at UUTC in October. Jim 1) suggested that UUTC be included as a sponsor and 2) requested that his informational document (a copy was emailed to members prior to the meeting) be used for publicity. Carol shared that the decision to approve his requests falls to the Minister, as this is a ministry program, but the Board supports his efforts.

Dave reported that Rev. Shelley Webb, representing Sharing House, contacted him regarding the need for new members for the Sharing House Board. She stated that she

would like to have a UUTC member on their board and requested recommendations before November.

Carol reminded the members that the “Name that House! Spread Our Heritage!” contest is scheduled for October.

Carol reported on a request from Rev. Dawn Cooley, our UUA representative in our region, for a possible meeting to be scheduled during the weekend Nov 3-6. Carol will discuss with Rev. Ilene and follow up on the request.

Adjournment: The meeting adjourned at 8:00pm.

Next Board Meeting: October 24 @5pm

Respectfully submitted,
Kay Webb,
Secretary