

UUTC Board Meeting Minutes
August 22, 2017 @ 6:00pm

Present: Carol Moore, Peter Mockridge, Dave Roberts, Kay Webb, Cantey Carpenter, Brigid Fox, Wayne Smith, and Rev. Ilene Tompkins-Gillispie

Welcome, Check-In, and Opening Words: The meeting opened with a check-in with all present, a reading of portions of the Board Covenant by Carol, and opening words by Cantey. Following the opening words, the Board discussed and agreed to change the time for future Board meetings to 5pm, beginning with the September 26, 2017, meeting.

Approval of the Minutes: A draft of the Board Minutes 17.07.25 was distributed to Board members prior to the August meeting. A motion was made and seconded to accept the minutes. The July minutes were accepted as written.

Executive Committee Report: Notes from an August 3, 2017, Executive Committee meeting were emailed to members prior to the meeting. Peter made a motion to accept the report and have it included in the August minutes. Dave seconded the motion, and the motion was approved. The report follows:

Board President, Carol Moore, requested that the Executive Committee and other interested Board members meet with Rev. Ilene on August 3, 2017, at 6pm to discuss the Board's proposed response to Rev. Erika Hewitt concerning her visit to UUTC as guest speaker on July 16, 2017. Those attending the meeting were Carol Moore, Peter Mockridge, Kay Webb, Wayne Smith, and Rev. Ilene.

After discussion, the consensus was to allow Rev. Ilene to communicate our concerns directly to Rev. Hewitt. Further, we agreed that the Board and Ministry will collaborate to develop policy and procedural changes that clarify UUTC's expectations for guest speakers/ministers. The meeting adjourned at 7pm.

Minister's Report: The Minister's Report from Rev. Ilene was emailed to members prior to the meeting. The report was accepted. Rev. Ilene highlighted meetings she has had with various committees, teams, and individuals during the past month and shared that these meetings have been productive. She shared that worship themes and topics have been planned for the remainder of the 2017 church calendar and other scheduling for the church year is well underway.

Treasurer's Report: The Treasurer's Report for July 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 that he has contacted a local firm to conduct an outside financial review of UUTC that, likely, will take place in October; he will advise the Board when details are finalized.

A discussion item that required Board action involved the disposition of two memorial gifts. Dave explained that two checks have been held for a month by the bookkeeper, awaiting disposition, but the Finance Committee will not be meeting until September. Peter made a motion to deposit the two memorial gift checks into the Sponsored Projects Fund. Cantey seconded the motion, and the motion was approved. Carol will send acknowledgements and thank you notes to the donors and to the honoree's family.

Administration Committee: There was no report from the committee. Peter Mockridge shared that committee member Susanne Rolland has offered to provide the Board with a written report documenting the committee's concerns with a proposed scholarship program/fund to assist in the Board's decision on the proposal.

Finance Committee: There was no report from the committee.

Property Committee: There was no report from the committee. Carol reported that Jim Hardy has resigned from the committee and that she has thanked him, on behalf of the Board, for his service.

Scholarship Program: The Board agreed to defer further discussion of the Scholarship Program until September; Susanne Rolland is to provide a report, on behalf of the Administration Committee, enumerating their concerns.

Gift Acceptance Policy: Kay emailed a proposed revision of the Gift Acceptance document to members prior to the meeting; the proposed revision clarifies the guidelines and procedures to be followed in accepting gifts made to UUTC. There was discussion about where the document, once approved, should reside – within the Board's Operating Guidelines, within the Finance Committee's Operating Guidelines, or both. Peter suggested that the document should be "owned" by the Finance Committee, since, by organizational structure and by policy, they are tasked with advising the Board on disposition of gifts to UUTC. Dave made a motion that the Finance Committee be the custodian of the Gift Acceptance Procedures and Guidelines; Cantey seconded the motion. After discussion, the motion was approved. Dave will send the proposed revised document to the Finance Committee for their consideration.

Naming Varsity Street Properties: The "Name that House! Spread our Heritage!" document was emailed to members prior to the meeting; it details the rules for a congregation-wide contest to name two of the Varsity Street houses with names that have a connection to UU history. A motion to approve the project was made by Dave and seconded by Peter; the motion passed.

Appoint New Committee Personnel: A document listing the current committee personnel, vacancies, and names of possible committee member recruits was emailed to the Board prior to the meeting. Brigid volunteered to contact possible recruits for Chair of the Property Committee. Peter volunteered to contact possible recruits for the Administration Committee.

Peter made a motion to revise the Organizational Structure of UUTC to have each Board committee recommend its own Chair-Elect to the Board for consideration by January of each year; Dave seconded the motion. After discussion, the motion was approved.

Kay shared an email from Alison Marlett, Chair of the Finance Committee, that recommends two individuals for Board approval to the committee: Lelia Graham (a Friend of UUTC and a former member of the Administration Committee) and Jayma McCann (a long-time UU who will need conditional approval pending her affiliation with UUTC as a Member or Friend). Jayma would not have voting rights on the committee until her affiliation with UUTC is completed. Rev. Ilene shared that she will be meeting soon with Jayma and her husband regarding UUTC affiliation. Dave made a motion to approve Lelia Graham and Jayma

McCann (conditionally) as members of the Finance Committee; Wayne seconded the motion. The motion was approved.

Board Calendar Review:

- Sept: Annual review of the UUTC Organizational Structure
Initial preparation for Stewardship Campaign
- Oct: Membership review

Peter made a motion to set the 2018 Annual Meeting date for May 20, 2018; Brigid seconded the motion. The motion was approved.

Rev. Ilene shared several dates that she is seeking Board approval for denominational leave; she would be absent on the following Sundays: January 21 – UUA Board Meeting in Knoxville, TN; May 8 – First Ministers’ Assembly; Jun 17 – General Assembly; and June 24 – Ministry Days. Dave made a motion to approve the dates for Rev. Ilene to attend the denominational meetings; Cantey seconded the motion. The motion was approved.

SUULE Report: Brigid and Peter shared some their experiences from SUULE, both positive and negative. After discussion, Brigid said she would recommend that the Board continue to send representatives to SUULE.

Memorial Gifts: Since the Board has referred the Gift Acceptance Procedures and Guidelines document to the Finance Committee for study and for possible recommendations regarding the disposition of undesignated memorial gifts, Carol suggested that we table further discussion of procedures for memorial gifts at this time.

New Business: Carol shared an email from a prospective UUTC Member/Friend, suggesting that we consider contacting the owners of the parking lot across from the sanctuary on South Broad Street to determine if it might be used for Sunday parking; such an arrangement would require the addition of a crosswalk across S Broad. This suggestion, which has been discussed in the past, will be shared with the Property Committee.

Carol recommended that the Finance Committee look into the specifics of the UUA Chalice Lighter Grant application.

Adjournment: Dave made a motion to adjourn; Kay seconded the motion. The meeting adjourned at 8:30pm.

Next Board Meeting: September 26 @5pm

Respectfully submitted,
Kay Webb,
Secretary