

UUTC Board Meeting Minutes
February 27, 2018 @ 5:00pm

Present: Carol Moore, Peter Mockridge, Dave Roberts, Kay Webb, Cantey Carpenter, Brigid Fox, Rev. Ilene, and Alison Marlett

Welcome, Check-In, and Opening Words: The meeting opened with a check-in by Carol and a reading by Brigid.

Approval of the Minutes: A draft of the 18.01.23 Board Minutes was distributed to Board members prior to the February meeting. A motion was made to approve by acclamation the January minutes as distributed; the January minutes were approved.

Email Vote: One email vote occurred after the January 23, 2018 Board Meeting. The following vote was accepted by acclamation for the record.

- 01/30/18 – Carol sent an email to Board members regarding whether or not to include two proposed Congregational Study/Action Issues (CSAIS) on the Agenda for General Assembly in June. The question is whether to include, not include or register no response to UUA’s two proposed CSAIS – 1) “Undoing Intersectional White Supremacy” and 2) “Dismantling Intersectional Oppression”. Cantey made a motion to **include** only the CSAIS “Undoing Intersectional White Supremacy”. Wayne seconded the motion. The motion was approved on 01/31/18.

Minister’s Report: The Minister’s Report for February was distributed to members at the meeting. The report was accepted. Rev. Ilene highlighted the excellent work and progress of the Social Justice, the Stewardship, and the Loving Hearts teams. She named personnel needs for several ministry teams; efforts to staff team and committee positions continue. She updated the Board on final plans for her formal installation on April 13, 2018, at the Lutheran Church of the Good Shepard and for her 2018 professional and personal travel plans. She shared goals for congregational development for the 2018 church year, including reexamining Chalice Circles, starting Circle Suppers, implementing minister-facilitated goal-setting and progress-checking in staff supervision, and staffing a Personnel Team. She will be leading a UU history course as an ARE offering.

Treasurer’s Report: The Treasurer’s Report for January 2018 was emailed to members prior to the meeting. A motion was made to accept the report by acclamation as presented; the report was discussed and accepted.

Dave reported that the outside financial review by Terry Andersen is scheduled for February 28, 2018.

Two discussion items in the report required Board action.

1. Dave made a motion to approve the renewal of UUTC’s Line of Credit through Entegra Bank for the next fiscal year; Peter seconded the motion. After a brief discussion, the motion was approved.
2. Dave requested Board approval for a revision to current Treasurer’s Guidelines regarding electronic payments. Peter moved to accept the recommended change: “Approval of all electronic payments by the Treasurer or an authorized Board member where the payment is payroll, routine budgeted expenditures, or the result of a Board approved action is permitted without regard to the amount. Paper checks in amounts exceeding 1.0% of the

current budget require 2 authorized signatures.” Cantey seconded the motion. After discussion, the motion was approved. From this discussion, Peter recommended that the Board refer future changes to processes in the Treasurer’s Guidelines to the Administration Committee for consideration.

Administration Committee: A report from the committee was distributed to Board members prior to the meeting. The report recommended new policy regarding the UUTC Memorial Garden. As liaison to AdCom, Peter presented the report and made a motion to approve the proposed memorial garden policy. Dave seconded the motion. With one minor, non-substantive edit, the policy was approved as edited and reads as follows:

VI. Property

I. UUTC Memorial Garden Policy. Recognizing and celebrating that the UUTC building and grounds are special and sacred places for UUTC Members and Friends, UUTC shall make available a final memorial in the Memorial Garden.

1. The Memorial Garden shall be the only area in which memorials are placed. Memorials are limited to (a) a permanent, personalized memorial leaf on the Tree of Life, and (b) memorial services.
2. Written permission from the Minister (or designee) must be obtained before a memorial is placed.
3. The scattering or interment of “cremains” in the Memorial Garden is prohibited.
4. Fees may be charged for the installation of permanent memorials at the determination of the Board, who will set the fees.
5. Exceptions to this policy are approved in writing by the Minister.

Finance Committee: Alison Marlett, Chair of the Finance Committee, reported that the work on a preliminary budget proposal for 2018-2019 is well underway. She shared that the committee has expressed some concern regarding the pledge income stream.

Property Committee: Kay reported that she received an email (2/6/18) from Chair, Margaret Kimble, stating that the committee has secured a fifth member; they are recommending Lisa Sheffield for approval by the Board. Kay made a motion to approve Lisa Sheffield for membership on the Property Committee; Peter seconded the motion. The motion was approved unanimously.

Advisory Council: As liaison to the Council, Carol reported on recent discussions. She reported that the Council had concerns that there was no budgeting of funds for sabbatical leave. Dave explained that, for funds to accrue from year to year, a fund account for sabbatical leave would have to be established. Peter moved to have the treasurer establish a Sabbatical Fund Account; Kay seconded the motion. The motion was approved.

Approval of GA Delegates: Carol reported that those accepting positions as UUTC delegates for General Assembly are Brigid Fox, Alison Marlett, Carol Moore, and Susan Slocum. Kay made a motion to approve these four Members as our credentialed delegates; Dave seconded the motion. The motion was approved, with one abstention.

Dave made a motion for UUTC to cover the cost of registration to allow RK Young to attend the ProDays sessions for administrators during General Assembly; Peter seconded the motion. The motion was approved, with one abstention.

Board Calendar Review:

Minister and employee reviews – Executive Committee will meet March 8 @11AM at Dave’s house to review minister’s contract

Annual review of Board Operating Guidelines – Kay will send Board Guidelines with proposed revisions to members prior to March meeting

Annual Meeting – May 20; 1st Budget Forum- May 3@6PM; 2nd Budget Forum- May 5@2PM

Adjournment: A motion was made and seconded to adjourn; the motion was approved. The meeting adjourned at 7:10pm.

Next Board Meeting: March 27 @5pm

Respectfully submitted,
Kay Webb,
Secretary