

Unitarian Universalist Congregation of Columbia

MINUTES Board of Trustees Meeting, Mar 20, 2024 (approved April 17, 2024)

Attendance (Meeting held online)

Marc Drews (President*)

John Logue (President-Elect*)

Karen Brown (Secretary*)

Deb Matherly (Past President*)

Board Members: Regina Moody, Nancie Shillington-Pérez, Susan Legacy, Rev. Stephen Robinson (Minister**), Ginny Verne (Finance Chair**)

Visitors: Linda McLeod and Jim Kimbler (Ad hoc Committee to Review UUCS Rental Prices); Tom Clements (Chair, Personnel Committee)

Absent: Jeanette Walton (Treasurer*), George Johnson

*Executive Committee

Call to order

Marc (President) called the meeting to order at 2:30pm. The meeting was held online over Zoom.

Chalice lighting

Ginny lit the chalice and shared words from *Singing the Living Tradition* hymnal affirming women.

Covenant and check-in

We will treat each other as we would wish to be treated by listening to the opinions of all members with equal respect and responding in a kind and thoughtful manner.

APPROVALS

Accept the agenda

Nancie moved to accept the March 2024 agenda with a change in the order to allow Linda and Jim to speak early. (seconded, carried)

Approve the minutes

John moved to accept the February minutes as amended. (seconded, carried)

Accept the consent agenda

Deb moved to approve the March 2024 consent agenda (Recent Committee Reports, February Revenues & Expenses Reports, Restricted Funds; and Balance Sheets). (seconded, carried)

UPDATES

Affirmation of electronic e-votes since previous board meetings

LOA for DRE. On March 6th, by email communication, Karen moved that the board accept the ad hoc committee's proposed Letter of Agreement (LOA) for hiring a Director of Religious Education (DRE). During this meeting reported here, Nancie moved to affirm the e-vote to approve the Director of Religious Education (DRE) Letter of Agreement (LOA). (seconded, approved). The LOA will serve as the basis for advertising the DRE position, and will be further revised, as needed.

Tom Clements, Personnel Committee (PC) Chair, noted that some of the introductory and closing language of the LOA has since been amended, based on UUA recommendations. The position will be advertised through nearby UU congregations as well as other churches. People with other religious backgrounds will be considered. The PC is planning a May 1st application deadline, with the hope of hiring someone by July 1. Some UUCS members might be interested in applying. Marc thanked the Personnel Committee for all its hard work and efforts to find the best candidates.

Regina asked about plans for interviewing applicants. PC Co-Chairs, Melody and Tom, plan to screen candidates, and then form a committee of perhaps six people, to interview candidates. They will likely have CYRE representatives, and UUCC staff who the DRE will work closely with, such as the Music Director, who has expressed interest in participating in interviews.

Money Market transfers. On Monday, March 4th, by email communication, Jeanette moved that the UUCC treasurer be charged with maintaining a balance in the operating account in the approximate amount of one month's expected needs. Any additional funds are to be placed in the UUCC Money Market account until needed. During today's meeting being reported here, John moved to affirm this e-vote. (seconded, carried).

From the President

Marc thanked members of the Board and all who are helping our congregation meet its goals. He noted that on Sunday evening, Emilia Gunning, Publicity Chair, will be hosting a meeting with committees to share the many ways UUCC events can be promoted to increase our visibility in the wider community.

Treasurer's Report

Ginny (Finance Committee Chair) reported on behalf of Jeanette (Treasurer), who was out of town. Overall, UUCC income continues to exceed expenditures. Though we are three-fourths through the year, investment and rental earnings are at 90%. Overall expenses are at 54%, largely because we do not have a Director of Religious Education at this time, though money is budgeted for the position.

Finance Committee. Ginny (Finance Committee Chair) said she was pleased to report that, so far, UUCC has four new pledgers, and two returning pledgers. The Finance Committee (FC) plans to use each committee's financial request for the FY2025 budget planning. Due to extra cash on hand, she believes UUCC can sustain a deficit budget this year.

Minister's report (including staff update)

Rev. Robinson conveyed gratitude and thanks to the committees who worked on updating the rental agreement. He thanked the Finance Committee for getting the pledge drive kicked off so well, and for its work with the Worship Committee (WC) with the "This I Value" speakers on Sunday morning. He feels that these efforts have increased willingness to invest in UUCC. Marc gave thanks to the Worship Committee for remembering Women's History Month so well. Ivy did a great job with her service; Rev. Michelle Robinson will be speaking on Sunday coming up. There is great energy around the CYRE Program. Bill Dolley (Sexton) and Rev. Stephen recently measured the playground equipment area for the purpose of installing mulch. He thanked the Personnel Committee for its staff appreciation efforts, and for celebrating staff in the Sunday Service (March 17). Rev. Stephen expressed his gratitude and excitement for having so many people involved and committed to the congregation.

Highlights and Additions to Committee Reports

- Marc asked Liaisons to nudge chairs to submit committee reports.
- CYRE Committee – Nancie reported that the playground is being mulched; an Easter Egg hunt is planned, with a craft activity involving using up the stash of crayons. She noted there is an overabundance of donated craft supplies and that CYRE needs a procedure for vetting proposed donations before receiving them.
- LDC – Nancie reported that the LDC is exploring how to best support the IT needs of the congregation. The Technology Services Committee (TCC) believes that the role of the IT chair has morphed into the need for a technician that has two separate skills: (1) networking, communications & computer and (2) sound and video technician. With such a specified skill set and the demands of the position, the LDC is considering the possible need to pay a stipend of \$6,000/yr. Such a person could make \$50-\$75/hr outside the UUCC. Michele earmarked up to \$6,000 in the coming year's budget for that possibility. Deb has emailed the UUA for information and guidance.

OLD BUSINESS

Music Directors' retirement support FY24

At its February meeting, the board approved a motion "to award the Music Director a temporary salary increase of up to \$2000, to be paid in one lump sum, to cover the pension amount the board negotiated with her, including employee payroll

taxes. This amount will be paid on March 12, 2024.” The actual amount needed was \$2154.45, to include the employee’s contribution to retirement. Nancie moved to amend the amount of this payment to \$2154.45. (seconded, carried)

NEW BUSINESS

UUCB Rental Agreement

Linda McLeod explained proposed changes to the rental agreement. She noted that the ad hoc Rental Agreement Committee went ahead and posted signs in the church to remind renters: no food in sanctuary and where the fire extinguishers are. The last page of the agreement is what is given to every renter. The renter will have already signed it, but another copy is provided on the day of the rental for check-off purposes. Jim Kimbler (Chair) researched what the rental fees are at 10 other churches for comparison purposes. Linda thanked Lis Turner, Jim Kimbler, Cyndi Alexandre, David Roof, and Bill Dolley for their assistance in updating the agreement.

In further discussion, board members suggested that the committee be asked to determine whether current contracts allow for rates to be increased on July 1, and if so, to have ongoing rental rates increased (with notice) as of July 1. However, any new rental agreements signed April 1, or later, would follow the new UUCB Rental Agreement stipulations. The board discussed considering what would happen if UUCB was unable to fulfill some part of the agreement, and whether any mention of this needed to be included.

Nancie moved to approve the draft UUCB Rental Agreement with a few suggested edits. (seconded, carried) The board suggested that current contracts be honored as is until July 1, but that any new rental agreements signed on April 1 or later would follow the new UUCB Rental Agreement stipulations.

Extinguish chalice and adjourn

Ginny extinguished the chalice and read from the hymnal. To worship God is nothing other than to serve the people. Marc adjourned the meeting at 4:17pm.

The information below is not part of the formal minutes.

Karen Brown (Secretary) emailed “draft1 to president” of minutes to the President on March 22, 2024.

Secretary submitted “draft1 to board” to Board, Minister, Administrator, Bookkeeper, and the CYRE, PC, and Ad Hoc Rental committees on March 28, 2024.

Secretary submitted “draft2 to board” of draft minutes to Board, Minister, Administrator, Bookkeeper, and the CYRE, PC, and Ad Hoc Rental committees on xx 2024.

Secretary submitted board-approved final copy to Board, Minister, Administrator, Bookkeeper, Webmaster, and the CYRE, PC, and Ad Hoc Rental committees on May 20, 2024.