

Unitarian Universalist Congregation of Columbia

FINAL MINUTES Board of Trustees Meeting, May 18, 2022.

Attendance

Pat Mohr (President*)

Deb Matherly (President-Elect*)

Beth Ann Rocheleau (Secretary*)

Ginny Verne (Treasurer*)

Rod Brown (*Ex Officio* as Past President)

Linda Brennison (*Ex Officio* as Finance Chair)

Jonathan White, Emilio Perez-Jorge, Caroline Eastman, Jean Capalbo, Tiffany Rushton (Trustees)

none (Guest(s) -- continuously, briefly or intermittently)

*Executive Committee

Call to Order: Pat Mohr called the meeting to order at 6:33 p.m.

Chalice Lighting: Pat Mohr lit the virtual chalice

Covenant: Pat Mohr led the Board Covenant

Motion to Approve Agenda: motioned, seconded, approved

Motion to Approve Prior Meeting Minutes: motioned, seconded, approved

Motion to Approve Consent Agenda with Treasurer, Financial Statement, and Committee Reports: motioned, seconded, approved

BUSINESS ADDRESSED BETWEEN MEETINGS

Between the April 2022 BOT meeting and the May 2022 BOT meeting the following occurred:

1. The Board voted to accept the recommendation of the Leadership Development Committee that the following slate be submitted to Members for approval at the May 29, 2022 Annual Meeting:

President Elect – Marc Drews

Secretary -- Karen Brown

Trustees – Regina Moody, Nancie Shillington-Pérez

Endowment Fund Committee, new members -- Jim Kimbler and Tim VanDenBerg

Leadership Development Committee, new member -- David Bryan

2. The Board voted to accept the recommendation of the Leadership Development Committee that the following change to our By-Laws be submitted to Members for approval at the May 29, 2022 Annual Meeting:

The Leadership Development Committee (LDC) recommends the following changes to the By-Laws, proposing that we link the size of our Board to the number of members in our community.

If the number of UUCC members is 200 or more, the LDC identifies three candidates.

If the number of UUCC members is less than 200, the LDC identifies one at-large candidate to present to the congregation for vote.

The number of members on January 1 of each odd year is used as the basis.

3. The Board voted to accept the 2022/2023 Annual Budget recommended by the Finance Committee, and the summary budget was posted and emailed to members in advance of the May 29, 2021 Annual Meeting as is required. (Please see note under New Business, Budget.)

OLD BUSINESS

Sunday Lock-Up Assignments

Secretary reported these dates to Joan Watterson at the request of the Board on May 18 at 7:56 p.m.

May 22: Ginny Verne

May 29: Jean Capalbo

June 5: Jonathan White

June 12: Deb Matherly

June 19: Ginny Verne

June 26: Linda Brennon

July 3: Deb Matherley

July 10: Pat Mohr

July 17: Emilio Perez-Jorge

NEW BUSINESS

Budget

The Board approved setting the BOT Discretionary fund at zero, reducing the budgeted pledge revenue by \$1,951, and approved the final budget as so amended. President, President-Elect, Finance Committee Chair, and Treasurer agreed to work up a motion to be presented at the annual meeting to address the fact that the annual budget required amendment between the time the summary budget was provided to members, and the date of the annual meeting. The Finance Committee Chair agrees to communicate these decisions to the bookkeeper.

Leadership Development Committee

The Board approved a \$395 expenditure for the registration fee required for the Music Director to attend the AUUMM Conference, as part of the previously approved work of the Music Director toward earning the UU Music Leadership Certification.

Finance Committee

The Board asked the Finance Committee to review policy and recommend modification to policy to address our process around budget development. Example 1: It may be prudent to insert a step in the process that allows entry and reconciliation of the (close to) final draft budget into ACS as a means of reconciliation and that this step happen before the Board is asked to vote on the budget. Example 2: It may be prudent to develop a budget calendar for the process where committees are asked to back up their processes to an earlier time. One example discussed was the desirability of starting annual salary reviews earlier than happens at present.

Secretary Policies

The Secretary agreed to share the template used for minutes, together with steps around distribution of minutes, with the new Secretary and President-Elect as these may be used to develop a formal policy around minutes and distribution in the early part of the new fiscal year. One item to address is the desirability of including the bookkeeper in the process at an earlier stage. (Note: these May 2022 BOT meeting minutes are built from the current template.)

For Next Meeting Agenda

-- Strategic Planning

-- Bob and Keitha Whitaker's move to Georgia will require their committee positions to be filled by others.

Action Attendees are asked to record for themselves and follow up on items they agree during the meeting to do. To reduce the number of things that may fall through the cracks Secretary will make every attempt to capture items like the following in the minutes, and attendees are encouraged to prompt the group as may be necessary to get follow-up items recorded in the minutes together with the name of the person who agreed to accept the task.

Reminders

Annual Budget Review Meeting will be held on Friday, May 27, 2022 at 7:00 p.m.

Annual Meeting of the Congregation will be held immediately following the Sunday service on May 29, 2022.

PLEASE NOTE ANNUAL MEETING DATE CHANGES, above

June Board of Trustees meeting: June 15, 2022

Chalice Lighter for June 15, 2022 meeting: Caroline Eastman

Adjournment: The meeting was adjourned at 7:45 p.m.