

UUCL BOT Minutes – Monthly Meeting on May 27, 2021

Location: Online Zoom Meeting, 7:00 pm

Trustees Present: Carole Campbell, Fred Foster-Clark, Alan Jacobs, Kim Chappell, Brad Weaver, George Herr-Riser, Jonas Kauffman (Treasurer), Chris Steinbrecher (Trustee Elect)

Others Present: Reverend Israel Buffardi (Minister), Kay Welty (Personnel Comm.)

1. The meeting was called to order by Carole at 7:03 pm with chalice lighting and opening words.
2. Minutes from the March and April meetings were approved unanimously on motions from George/Kim.
3. Treasurer's Report (copy is attached). Jonas reported on the April financials. Income was \$2k under budget. Pledge receipts are running higher than expected and should come in at 100% of what was pledged or higher. Operating Fund balance is over \$200k. Stewardship totals (for FY21-22) are \$284k to date. **Fred made and Alan seconded a motion to approve the Treasurer's Report. The motion was unanimously accepted.**
4. Distribution of Funds. Jonas reported on two recommendations from the Dividends, Investments, and Trust (DIT) Committee. The first is to move a distribution from the Property Preservation Fund (\$23,400) to the Capital Reserve account. The second is to move a distribution from the MT Garvin Trust Fund (\$8,500) to the church's Operating Budget. These distributions are regularly done each year. **George moved Board approval for both actions. Alan seconded the motion, and it passed unanimously.**

The other DIT recommendation was to distribute funds stemming from the bequest of Ruth Van Horn that have been held in a temporary restricted account as follows:

- \$42,198 (the remaining amount that is at Board discretion after about \$17,000 was spent on building improvements in spring 2020) to the Capital Expenditures account.
- \$134,565 to the Property Preservation fund (per our bylaws).

Fred moved and Alan seconded Board approval for this third recommendation. The motion passed unanimously.

5. Personnel Committee. Reverend Israel reported that Brian Nguyen is leaving his position as COCC but will continue to help as both a volunteer and occasional consultant as needed. He has created a manual of best practices around Communication and has trained Kelsey Holl. Kay Welty and Reverend Israel presented the following issues for Board consideration.
 - a. Full Time Office Coordinator. The job description was introduced. Some elements overlap with COCC and Operations Manager positions. **This was approved on a motion from Alan/George.**
 - b. Facilities Manager. The job description was introduced. Hours may need to be flexible but should average around 15 hours per week. Need to have conversation about

boundaries of what gets done by Facilities Manager, by volunteers, and by hired contractors. **This was approved on a motion from Alan/George.**

- c. Waiver of UUCL Personnel Manual policy regarding employment of members. This item engendered considerable discussion. In the end, a straw poll supported having Reverend Israel fill the Facility Manager position on a temporary, six-month basis to see how having a church member in that staff position works out.
 - d. Coop Preschool. Issues of compensation and who makes these decisions have been raised. There is a need to develop a memorandum of understanding between the church and the Coop Preschool to clarify how we move forward together. A meeting will be set up with Carole, Darcy, Reverend Israel, Bev Geib, Sharron Nelson, and all the Coop Preschool staff to continue this dialogue.
 - e. Debriefing with Brian Nguyen. Kay reported to the Board on what she learned in her exit interview with Brian. Reverend Israel senses that the issues raised by Brian can be extrapolated to the generational issues that present a crisis for modern UU churches.
 - f. Kay expressed concern with Personnel Committee membership as all three current members will not be continuing beyond June 30th. Committee members have already asked three others whether they'd be willing to serve and none have accepted. The assistance of the Board was requested.
 - g. Kay reported that Lenore's hours and job description have changed slightly.
 - h. The Personnel Committee has recommended changes to simplify the calculation of PTO (Paid Time Off). In effect, these changes shift calculations from a fiscal year basis to being based on the employee's employment anniversary date and allowing an additional two months to use any accrued PTO hours. **Alan moved that these proposed changes to the PTO policy be accepted, Kim seconded, and all approved.**
 - i. In line with the above change, **Alan moved that Reverend Israel's contract be amended to allow that accrued PTO and study leave can be used through the end of August of the year of accrual. George seconded this motion and it was approved unanimously.**
 - j. Time did not permit discussion of another document shared by the Personnel Committee on confidentiality and roles relating to interacting with staff.
6. Reverend Israel reported that office staff would like to request several changes to the physical office space at the church to make it more functional and more welcoming. This would include some structural changes, new carpeting, and some new furniture. Reverend Israel wanted some guidance about the level of financial support he should expect. Fred suggested that the Board should be willing to spend up to \$20,000 for such changes, and most Board members seemed in agreement with this guideline.
 7. Reverend Israel needs to renew his preliminary fellowship with the UUMA which entails an evaluation by the Board, by the COM, and a self-evaluation in response to eight question areas, due by July 1. He will send the evaluation guidelines to the Board in the next few days

8. Board Committee members. **Fred moved that BB Farmer be appointed to the Walters Programming Committee. Kim seconded and all approved.** Kay Welty has been suggested as a Board appointed member for the Committee on the Ministry (COM) to join Stephanie Santiago and Sindy Pollard who are Reverend Israel's choices. **George moved to appoint Kay to COM, Alan seconded, and all approved.** Another Board appointment to COM is needed to complete the Committee.
9. The meeting was adjourned at 10:42 pm on a motion by George, seconded by Alan, and approved by all.

Respectfully Submitted by Fred Foster-Clark, Secretary

Attachment 1

May 2021 Treasurer's Report

Dear UUCL Board of Trustees:

Attached are the April 2021 financial statements which show an operating deficit of only \$2k, lower than is typical for the spring months. Just as occurred in March, proceeds from the Auction again boosted revenue for the month. On a fiscal year-to-date basis, our budget surplus now stands at \$106k—including the unexpected funds from the PPP Grant.

April's pledge receipts were \$18k, about \$3k above budget for the month. At this point in the year, we have received 91% of our expected pledge contributions. This puts us on pace to receive slightly more than was pledged for the fiscal year. This is a good sign that members and friends have continued to honor their pledge commitments, even during this year of pandemic, closed church, and virtual services! April's expenses came in \$3.5k under budget, leaving our YTD expenses \$67.5k under budget.

Our Operating Fund balance on April 30 stood at \$204k.

Please let me know if you have any questions or comments. Receiving questions prior to the BOT meeting will aid in advance preparation.

Respectfully submitted,

Jonas Kauffman