

Unitarian Universalist Church of Urbana Champaign
309 W Green Street, Urbana, Illinois

Board of Trustees Business Meeting Minutes
July 27th, 2021 (6:30-8:30 pm)
via Zoom

In attendance: David Gross, Jody Hanger, Becky Densmore, Lan Richart, Jennifer Ellis, Mick McEnroe (Guest), Jerry Frye, Brian McDermott, Michele Grove, Interim Director of Religious Education (Guest - Presenter), Penné Beckett

Meeting called to order at 6:38 pm

Chalice Lighting/Ministerial Offering: Davis Gross offered a portion of a poem about sailing

The agenda for the night was finalized with no changes.

Consent Agenda

- The Board received reports from the Associate Minister, the Interim Director of Religious Education, the Director of Congregational Administration, and the Director of Facilities
- The Board received minutes from the 6/22/21 BOT Business Meeting from Jody Hanger

Consent agenda was accepted.

Review/Update

- no oral report from Lead Minister - on study leave/vacation in July
- Oral report on Monthly Financials June 2021 from Lan Richart
 - Monthly financial reports not completed at time of meeting - delays due to end of year complexities and bookkeeper vacation
 - Overall, June was a little soft on income (below average) and expenses were up a little. The church ended June a little bit in the red - 98.5% of budgeted income came in, spent 109% of budget. There were generous donations to mortgage paydown (13K) and to associate minister setaside (10K)

OLD BUSINESS

- **Action:** Amendment to approved motion from June 22nd BOT Business Meeting.
 - Background: revised wording needed to mirror current wording in the church constitution.

MOTION (Revised):

- Board directs that any restricted gifts of \$5000.00 or less in value for the purpose of reducing principal on the church mortgage are accepted automatically by the Board.
- The Treasurer is requested to monitor the principal balance and report to the Board so that timely communication with the congregation about such generosity can occur.

Gross moved to accept revised policy; Ellis seconded. Vote was unanimous; the revised gift policy regarding donations to the mortgage paydown was accepted.

NEW BUSINESS

- **Action/Discussion:** Safer Congregation Policy (Michele Grove, Interim Director of Religious Education)
 - Michele Grove gave the backstory of policy. There was a policy already in place - her evaluation was mostly cleanup work. Worked with Church Mutual Insurance and their third party background check company, Trusted Employee. Church Mutual is cutting-edge on safe congregation policies, the revised church policy mirrors Church Mutual's recommendations. Necessary forms are now streamlined and can be filled out online. Per Trusted Employees, reference checks are no longer needed - background checks are sufficient. Background checks are to be completed every year instead of every three years.

- Densmore asked if there would be a budget impact on more background checks. Grove says current budget of \$300 was never fully used. McDermott asked if new RE staff meet current criteria of drivers having to be over 25 to drive children and youth. Grove was sure they did, but should be checked. Hanger asked if link to updated policy was correct; Grove said yes - any comments were resolved, and will be renamed Safer Congregation Policy.

MOTION: On the recommendation of the interim Religious Education Director, the BoT moves to adopt the [Safe Congregation Policy for Supervision of Children and Youth](#) and directs staff and volunteers to immediately operationalize it.

McDermott moved to accept the revised and updated Safer Congregation Policy for Supervision of Children and Youth; Beckett seconded. Vote was unanimous; motion carried and the Safer Congregation Policy was accepted.

Grove left the meeting at 7:04 pm.

- **Action/Discussion/Update:** Formation of the Church Authority task force - one of the Strategic Plan initiatives that is the responsibility of the Board
 - Strategic Plan Activity: Assess our church's management and decision-making structure, given our growth from a pastoral to a program sized congregation
 - McDermott is working on a draft charge with Densmore and Jenny Hunt; presentation and topic of discussion to come at Board retreat.

- **Action/Discussion:** Gift from Michele Grove

MOTION: On behalf of the congregation of the Unitarian Universalist Church of Urbana-Champaign, the Board of Trustees graciously accepts the generous gift of artwork specifically donated by Michele Grove, interim Director Religious Education and Exploration, to enhance the new church library's ambiance. The board is especially appreciative of her generosity and service these past three years.

Frye moved to accept the motion as written; Gross seconded. Vote was unanimous; Motion to accept artwork from Michele Grove accepted.

- **Action/Discussion:** 2021 - 2022 [Strategic Action Plan](#)
 - DRAFT MOTION: At the recommendation of the Strategic Planning Task Force, the BoT moves to accept the Strategic Action Plan as presented to guide the work of staff and volunteers in the 2021 - 22 church year.

Densmore gave a little background: this action plan is to help guide the Board and Planning Task Force for this year; all the items in the action plan were pulled directly from Strategic Plan. McDermott has concerns about details - who is going to carry out these action items. Densmore indicated that it is not the Board who needs to decide that. McDermott expressed concern about Lead Minister's responsibilities - have they been trimmed to reflect her reduced schedule? Densmore replied that Lead Minister was in the meetings to develop the Strategic Action Plan. Brian had lots of comments on strategic plan which were good - use those notes. Plans for coming year as opposed to accomplishments. McDermott wonders who will work on Social Action Committee items because the Committee is lacking a leader. Densmore indicates that this is the plan; not Board's worry as to what/how items are carried out. Task Force role is to help Board monitor progress. Densmore said that there is a leadership gap right now - people are very tired; they (Lead Minister Caplow, Densmore, and Karen Folk) didn't want to landlock committees to the document - the action plan is living, and the idea was just to get things moving this year. Complete Strategic Planning Task Force will meet in September to begin to set priorities for 2022-23 church year. Densmore: do we need a vote to accept the plan? Gross says the congregation already

voted; Richart agrees - wary of Board micromanaging. The Action Plan is simply a subset of strategic plan to make it manageable. The board elects to not take action. Motion is tabled.

- **Action/Discussion:** 2021 - 2022 Personnel Budget Approval
 - DRAFT MOTION: Based upon the 2021 - 2022 staffing plan as devised with broad input from the Personnel Committee and UUA guidance, the BoT approves the salary adjustments as outlined in the [Personnel Budget spreadsheet](#).
 - i) Resource: From Study Session provided by Dave Sharpe, Personnel Committee Chair: [DCA Change in Budget FY22 Resource](#)
 - ii) Resource: [RE Salaries Spreadsheet](#)
 - iii) Resource: [Adrienne Summerlot Offer Letter](#)
 - iv) Resource: [Rose St. Clair Offer Letter](#)
 - v) Resource: [Benjamin Hanson Offer Letter](#)

Frye, Densmore, and Dave Sharpe (Personnel) met to discuss all the changes. Frye said that by a very rough estimate potential savings this fiscal year is possible. Rehiring of Brian Franklin will cost us a little. Brian will start Frye would prefer to until Lead Minister returns so she can give us some insight and direction. Frye said we will come in under budget; numbers were okay to rehire Brian Franklin. Motion is tabled - not ready for discussion yet.

- **Action/Discussion:** Rehiring Brian Franklin

MOTION: Based upon the Personnel Committee's Director of Congregational Administration search team, the BoT supports the decision to rehire Brian Franklin effective August 2, 2021 at a salary of \$55,000. This decision includes a continuation of previous retirement benefits to commence upon immediate rehire date.

- Resource: [Brian Franklin Offer Letter \(draft\)](#)
- Resource: [UUA Retirement Plan Guidance Document](#)
 - i) **10.8.5 Retirement:** Any employee who is at least 18 years of age and works 1,000 hours per year or more is eligible to participate in the UUA Qualified Defined Contribution Retirement Plan IRS 401(a). The church makes a **10%** contribution. Employees may make additional tax deferred contributions. Contributions are invested within choices offered by the Plan. Employees may start retirement contributions immediately upon hire. Additional information and resources are available from the Office of Church Staff Finance at the UUA.

Densmore gave background: church matched Brian's current salary in order to rehire him; still within range of UUA guidelines for the position (\$48,700 - \$57,000) Church is getting a seasoned person; he stayed involved in helping Zoe during the past year. His level of expertise and the critical role of the Administrator warrants new salary. McDermott wonders if Brian Franklin's membership in the church is an issue - potential conflict of interest; Densmore will follow up with Dave Sharpe from Personnel. Ellis wondered if Franklin is aware that he will now be supervising other employees; Frye indicated that current job description (updated a month ago) was attached to offer letter. Frye and Ellis are interested in study session to discuss employee turnover issues. Richart and Ellis interested in exit interview process; Densmore will investigate current procedure. Densmore knows there is a defined process for professionals managed by the UUA, but not sure about other staff. BOT interested in seeing results of exit interviews.

Dave Sharpe expects Brian Franklin to work 10 hours/wk from 8/2 - 8/16 in the evening to keep the office running.

Beckett made motion to support rehiring of Brian Franklin as Director of Congregational Administration; Richart seconded. McDermott made friendly amendment to refer to offer letter for details. Amendment accepted.

MOTION (Amended): Based upon the Personnel Committee's Director of Congregational Administration search team, the BoT supports the decision to Brian Franklin effective August 2, 2021 as per the offer letter. This decision includes a continuation of previous retirement benefits to commence upon immediate rehire date.

Vote for amended motion is unanimous; motion to support the rehiring of Brian Franklin is carried.

- **Action/Discussion:** Church Facilities Task Force

MOTION: Based upon information and recommendations from leadership of facilities, the board establishes a task force to provide recommendations for immediate critical needs:

- Church Space: solutions to ensure safety and well being of all?
- Elevette: replace or repair?
- Resources: [Jerry Carden Photo and Video - Elevette](#)
- Resources: [Jerry Carden Photo and Video - Trash/Party Site](#)

Densmore provided background: Elevette inspection failed; Pieces missing from gate and emergency phone does not work. Company that does the elevette inspection is also the only local company that repairs elevettes. Current bid is more reasonable than original, but bid is not detailed - Tim Voelker, Director of Facilities is following up. Also, beer cans and cigarettes found on church site. Densmore wants a study to find out what it would take to make building accessible and safe for all.

Gross said that is time to discuss junking the elevette. It's a terrible device - unreliable, only works with lots of help, impossible to latch door if you're in it. Our church is just about the last place in CU without a ramp. We are so far behind the curve. He is tired of seeing people leave because of mobility issues - he knows this has happened. Time to build a ramp!

Densmore agreed: we need space that is reflective of values, which we don't currently have. What would it take to make building accessible. A facilities task force could lead a findings study - perhaps grad student might be interested in conducting case study. Jerry Carden would like to be involved, but not to lead task force at this time. Tim Voelker is putting up some security lights and a surveillance sign (even though we don't have cameras at the moment). Another question from Densmore: Do we need security cameras?

McDermott suggested expanding task force to include accessibility issues such as ramp. Gross pointed out that special fundraising does work at our church - kitchen, boiler, etc. McDermott said that the church has \$10,000 in an accessibility fund if that would help get the ball rolling. Richart said that there are two parts to building issue: critical, immediate needs and long term accessibility and safety solutions.

Many friendly amendments to proposed motion.

MOTION (Amended): Based upon information and recommendations from individuals who are providing oversight and building management, the board establishes a Church Facilities Task Force to provide recommendations for immediate critical needs (elevette and building monitoring) in the short term and provide a preliminary report to the board by November 1, 2021. In the long term, the task force will provide an accessibility study and plan.

Frye moved to accept motion with friendly amendments for the establishment of a Church Facilities Task Force; McDermott seconded. Vote was unanimous; the motion to create a facilities task force carried.

- **Action/Discussion:** Signature Update: Signatories on bank accounts (*Adding Chair / Vice Chair to the checking/savings accounts and safe-deposit box.*)

MOTION: I (Becky Densmore) move that the Board approves the following changes of authorized persons per June 6th annual meeting elections and add Lan Richart as Treasurer signatory for each of seven accounts and safe deposit box administered for the church. Changes to be approved by this Board motion are as follows:

Board to approve the PNC account signatories be updated with the following authorized persons: **Becky Densmore**, Chair, Board of Trustees; **Penne Beckett**, Vice Chair, Board of Trustees; and to remove all previous officers (who have completed their terms or resigned) for the following accounts:

1. **PNC Minister's Discretionary Account**
2. **PNC Operating Checking (PNCOC)**
3. **PNC Operating Savings (PNCOS)**
4. **PNC Property Setaside (PNCPR)**
5. **PNC Sabbatical Setaside (PNCSTB)**
6. **PNC Health Insurance Setaside (PNCSTD) (Formerly Short term Disability Setaside)**
7. **PNC Associate Minister Setaside**

Board to approve the Busey Bank corporate resolution for the church safety deposit box be revised with the addition of **Becky Densmore**, Chair, **Penne Beckett**, Vice Chair; and the addition of Lan Richart, Treasurer. All other current signatories and provisions remain for the following: **Busey Bank Safe Deposit Account #XXXXXXXX for Box 4211.**

Frye made motion to approve the changes to the church signatory accounts; Ellis seconded. Vote was unanimous; motion carried.

GRATITUDE PRACTICE

- Card Shower Recipients this month: Summer RE leaders

NEW ACTION ITEMS

- Densmore will follow up with Personnel about the Brian Franklin employee church membership issue
- Densmore will follow up with Dave Sharpe about exit interview process
- Hanger will reach out to Michele Grove for complete list of Summer RE leaders and send out addresses to BOT

ONGOING/IN PROGRESS ACTIONS

- Rev. Caplow will follow up with Emily about Faithify campaign and get it set up (from 6/22/21)
- All Board members will write card shower cards
- Densmore and McDermott will work to produce a draft charge for the Church Authority Task force, as outlined in the Strategic Plan
- Work with COSM to conduct a study session together in the fall, and address the issue of the Mediation Committee by end of year.
- Personnel committee also requests a study session in early fall, to collaboratively planning for staffing in future between Chief of Staff, Board and Personnel Committee
- Look at surplus funds from RE department staff reallocation in September
- schedule study session to look at employee turnover issues

FUTURE DATES TO REMEMBER

- Board Retreat - August 7, 2021 (10:00 AM to 4:00 PM) Home/Backyard of David and Claudia Gross (1009 Galen Drive, Champaign, IL 61821)

All BOT members voted to adjourn the meeting. Meeting was adjourned at 9:00 pm.