

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

Board of Trustees Business Meeting Minutes
October 26, 2021 (6:30-8:30 pm)
via Zoom

In attendance: Becky Densmore, Jody Hanger, David Gross, Jerry Frye, Penné Beckett, Brian McDermott, Lan Richart, Jennifer Ellis, Mick McEnroe (guest), Rev. Karen Bush (KB)

Meeting called to order at 6:30 p.m.

Chalice Lighting and Ministerial Offering - Rev. KB - reading from our hymnal

May we be reminded here of our
highest aspirations,
And inspired to bring our gifts of
Love and service to the altar of humanity.

May we know once again that we are not isolate beings
But connected, in mystery and miracle, to the universe,
To this community and to each other.

The agenda for the evening was finalized with no changes.

Consent Agenda

- The Board received reports from the Consulting Minister, the Associate Minister of Congregational Life, the Director of Congregational Administration, the Consulting Director of Religious Exploration and Engagement, and the Coordinator of Religious Exploration and Engagement.
 - Densmore noted, as did others, the suggestion from Rev. Fritsche that staff be allowed paid time off on occasional Sundays for those who are regularly scheduled to work on Sundays. Densmore has followed up with Personnel about the issue.
- The Board received the approved minutes from the 8/24/21 BOT Business Meeting from Jody Hanger
- The Board received minutes from the 9/14/21 BOT Combined Business Meeting and Study Session
- The Board received minutes from the 9/28/21 BOT Business Meeting from Jody Hanger

The consent agenda was accepted unanimously without revision.

ADMINISTRATIVE UPDATE/REVIEW

- Consulting Minister Update for October - Rev. KB
 - meeting with staff makes her job easy - they are all healthy professional persons; KB is doing worship planning, pastoral care, and one-on-one meetings with staff every week
 - Hanger - How is Sally doing? KB responded that she is well, but grateful that she is not handling both jobs
- Oral Report on Monthly Financials for September 2021 - Lan Richart
Resources: [A Layperson's Guide to Understanding UUCUC Finances](#)
[Summary Report SEPTEMBER](#)
[SEPTEMBER Financials.xlsx](#) -
 - We are 25% of way through the year

- Pledge income for September was \$33,176 - somewhat down from average but they fluctuate from month to month
- \$34, 160 in total income (normal budget for a month is \$46,000),
- \$51,171 in expenses
- Net income was down but have monthly supplemental funds over the course of the year (\$5154/month in trust, grants, set asides)
- \$127, 949 in YTD pledges - a little above budget so far
- Plate collections down by \$2700 for the year so far
- Expenses are only 20% of budgeted amount
- We are up in operational income for the year
- \$17,100 has been donated specifically to paying down the mortgage so far
- Ellis asked - what is meant by service auction income not realized until spring 2022? Richart responded that any service auction income happening now is really from last year's auction for FY20-21. [Spring 2022 Auction proceeds will go to this year's budget.]

OLD BUSINESS

- **Action/Discussion:** Balancing the Budget

MOTION: Based upon the Finance Committee's recommendation of proposed budget reductions, the BoT approves the proposed cuts as outlined in the spreadsheet.

Resource: [FY 22 Possible Budget Modifications](#)

- Densmore - Jerry Frye, Chris Hannauer, Penné Beckett, and Lan Richart met with her after Ellis reminded us that the McMahan fund was available.
 - The cuts are actually more like adjustments based on last year's actual expenses
 - Richart had them look at minister expenses that hadn't been used before Rev. Caplow went on leave (not what was set aside per agreement with Rev. KB)
 - Hanger asked whether people impacted have been informed; Densmore responded not yet and took that as an action item
 - McDermott - Are the elevette repair expenses included? Denmore - we didn't know about those expenses when we had the discussion.
 - McDermott - will need to look at budget for church maintenance, repairs would use up the entire budget
 - Richart - there is money in the accessibility line
 - McDermott - there is also a broken window
 - Frye suggested that we move discussion to another meeting - the elevette repairs on are a one-time expense
 - Densmore asked that Frye put together proposal with Richart about rebalancing

Frye moved to accept motion as written; Richart seconded. Vote was unanimous. The motion to accept the budget reductions to cover the cost of Rev. Karen Bush's services as outlined in the FY 22 Budget Modification spreadsheet passes.

DRAFT MOTION: The BoT approves the Worship Committee's request to provide \$317 from the Carolyn McMahan Memorial Trust Fund to help defray costs associated with recorded sermons.

Resource: [Request from Worship Committee](#)

Ellis moved to accept motion; Beckett seconded.

- Frye asked if we need to make a motion in regards to things like this; Densmore responded that it is a way to inform congregation that the funds are being distributed; McDermott agreed and said it was part of the original wording of McMahan fund
- Richart - Where are the other two requests from the other two committees?
- McDermott suggested that the BoT could authorize the transfers without being asked. Frye agreed. Suggested friendly amendment to pre approve the McMahan funds for leadership training reimbursements.
- Ellis - What happens to funds if they don't get used? Frye - they won't come out of the fund still until they are requested. They will stay in the fund if they are not needed.
- Densmore - will send a note to Walt about how we are using some money to help cover costs during minister consultant time while Florence is on leave

AMENDED MOTION:The BoT approves the Worship Committee's request to provide \$317 from the Carolyn McMahan Memorial Trust Fund to help defray costs associated with recorded sermons. The board also authorizes funds for REE programs of \$830 and \$1000 for leadership training.

Vote is unanimous; motion to approve the Worship Committee's request for \$317 passes unanimously with the friendly amendment of preapproval for any REE leadership training reimbursement requests because of budget adjustments.

- **Action/Discussion:** Staff Covid Vaccination Policy

DRAFT Motion: Based upon the guidance and recommendation of the Personnel Committee, the BoT approves the Covid Vaccination Policy and directs immediate execution upon the BoT majority approval.

Resource: [Covid Vaccination Policy v3.0](#)

- Denmore shared that Ellis had good comments before the meeting particularly around the exemption request.
- Ellis - There should be a form from the church that the employee fills out to request an exemption and on what basis - either for health or religious reasons. A physician note could be submitted by the employee as part of health exemption request. There is a legal problem with how the policy is worded now. It needs to be wordsmithed and then submitted to someone with expertise in the field for review. Do we need an attorney to look at it?
- McDermott - Did Personnel already have someone look at it? Is there guidance from the UUA available?
- Gross will take our comments back to Personnel - they are meeting on Monday. BoT would like to know more about how policy was developed.
- McDermott - issue around religious exemption is valid point since we are a church. Can we come up with draft wording to give back to them, and see what they can do with it?
- There were also questions about reporting a positive test - to whom? where does the information go?
- Motion was tabled until we get some clarification from Personnel.

NEW BUSINESS:

- **Discussion/Action:** Strategic Plan Task Force Update and Church Priorities Recommendation

MOTION: Using the recommendations of the Strategic Planning Task Force, the BoT moves to approve the broad church goals to help guide resource planning for the 2022 - 2023 church year.

Resource: [22-23 Church Goals Proposal](#)

- Densmore praised the work of the committee.
- Goals for FY 22-23 are as follows:
 - Live and express our values of accessibility and inclusion to ensure that our physical space and staffing reflect and align with our visions. (Goal 3 and Goal 5)
 - Re-imagine and re-envision how UUCUC creates community through worship, spiritual development and learning, and Religious Exploration and Engagement programming for all ages post pandemic. (Goal 1 and Goal 4)
 - Continue support to expand and deepen our theological diversity in worship and music and our commitment to inclusion, anti-racism, and multiculturalism. (Goal 2 and Goal 3)

McDermott moved to accept the motion as written; Hanger seconded. Vote was unanimous; motion to approve the Strategic Plan Task Force suggested goals for the 2022-2023 church year..

- **Discussion:** 2021 - 2022 Trustees Handbook

Resource: [Draft Trustees Handbook 21 - 22](#)

- McDermott - noticed that bylaws are out of date (number of BOT members was incorrect);
- Hanger - Beckett's name spelled wrong

- **Discussion:** Heins' gift

Resource: [Arthur Heins Family Thank You Letter](#)

- Announcement is planned for the 11/4/21 eNews
 - Resource: C.3.4. Special Gift Acknowledgement:
 - *Bequests: Acknowledged with a letter prepared by the office administrator and signed by the minister. Bequests are also acknowledged in The Uniter.*
- Densmore - Heins family donated \$20,000 - funds received like this go into a general trust fund at Busey Bank
- Densmore - there will also be an announcement in eNews for Walt McMahon this week thanking him for his additional donation to the McMahon Fund; next week will be Heins announcement
- Densmore is working on gift spreadsheet and follow up - everyone is hyper aware about making sure timely thank-yous are sent

GRATITUDE PRACTICE

- Card Shower Recipients: **Herb Heistand** for helping with little repairs - suggested by Cindy Loui. He answers the call every time someone needs help; **Dave and Anne Sharpe** for always helping out - grounds care, Personnel, Dave leads mindfulness class online, Anne makes all the name badges

NEWS FROM THE FIELD

- Accessibility Task Force (David Gross)
 - David Gross and Wendy Graves met with architect, received proposal - firm declined ramp idea because we would never meet code without a real elevator. A ramp and elevator would need to access both floors. A second proposal with another firm is underway.
- Church Governance Task Force (Brian McDermott)
 - not a lot of activity yet, hoping to schedule first meeting for November
- Covid Advisory Taskforce (Brian McDermott)
 - very busy, proposing adjustments to opening guidelines, November 6 and 7 listening sessions coming up
 - subgroup working on what a hybrid service look like; Rev. Sally taking a lot of leadership
 - next meeting November 3
- Finance (Lan Richart)
 - things on the radar include gift recognition and process, operational manual, recommendation on decisions for budget challenges for next year
- Gift Policies Review and Recommendations Special Project (Jennifer Ellis)
 - had a meeting with Mona Shannon who provided detailed notes looking a different pieces of the process; meeting again later this week to find a path forward and make sure something dependable is in place
- Immigration Justice Taskforce (Lan Richart)
 - November 28 worship service bringing in some guest speakers; Emma's Revolution will perform (voice duo); service will feature reflections on why people come to America focusing on Latin America
- Personnel (David Gross)
 - no report, the committee is meeting on Monday
- Racial Justice Project (Jerry Frye)
 - Rev. Sally most recent sermon about CRT had a lot of input from RJP ; there was a talkback afterwards with 15-20 folks in attendance - felt like it was a success
 - panel discussion coming up soon (planned day) Nov 17 on teaching racial justice in CU schools
- Strategic Planning Taskforce (Becky Densmore)
 - goals for 22/23 church year created; on hiatus until January 2022
- Shared Offering (Jennifer Ellis)
 - process of determining next year's recipients is happening now
 - new website has been created ; very easy to submit ideas for organizations
 - deadline is November 14 to submit ideas; meeting to choose the organizations is November 21, 2:30p.m. on Zoom
 - This year's recipients cannot be included for coming year; organizations can be renominated every other year
- **ACTION ITEMS**
 - Review New
 - Denmore to send email to REE team (Jenny Hunt, Rose St. Clair, Adrienne Summerlot) about changes to REE budget lines and that they can request money from the McMahon fund to cover expenses if needed.
 - Gross will take the BOT's recommendations and concerns re: the COVID 19 Vaccination Policy back to the Personnel committee for refinement
 - Densmore will make changes needed to the 21-22 BOT Handbook
 - Densmore will send Pam Richart an invitation to the November study session to talk about the Social Action committee
 - Frye and Richart will come up with a plan for covering the elevette repair costs
 - Densmore will publish change in November and December BOT meeting dates in the eNews
 - Review Old

- Hanger to establish database/spreadsheet containing Board motions, working with Brian Franklin if needed (In Progress- December study session)
- Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients
 - Work with COSM to conduct a study session together in the fall, and address the issue of the Mediation Committee (tabled until January 2022 on BoT's recommendation)
- FUTURE DATES:
 - a) Study session with DCA for BoT training on the use of UUCUC Dashboard (November 2021)
 - b) Study Session with Accessibility Taskforce to provide guidance on next steps to continue forward march of a fully accessible building (December 2021)
 - c) Study session with Gift Giving Policies and Procedures review team (January 2022)
 - d) Study Session with COSM to resolve issue surrounding Mediation Committee (February 2022)

OTHER BUSINESS

- McDermott asked about possibly adjusting the meeting dates for November and December
 - November business meeting rescheduled to November 16th
 - December 14 will be both a study session and business meeting

Meeting was adjourned at 8:10p.m.