

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

Board of Trustees Combined Study Session and Business Meeting Minutes
December 14, 2021 (6:00-8:30 pm)
via Zoom

In attendance: Brian McDermott, Jody Hanger, Becky Densmore, Wendy Graves (special guest), David Gross, Jennifer Ellis, Rev. Karen Bush, Jerry Frye, Penné Beckett, Lan Richart (joined at 6:10), Mona Shannon (special guest joined at 6:26), Mick McEnroe (guest joined at 6:30)

Meeting called to order at 6:03 p.m.

Chalice Lighting and Ministerial Offering - Rev. KB

STUDY SESSION NOTES

- Brian Franklin, DCA, provided the Board with a video about the church dashboard; he is happy to provide coaching and mentoring if needed
 - Resource: [UUCUC Dashboard Navigation and Application](#)
 - Resource: [Dashboard Overview Video](#)
- Wendy Graves, Chair of the Accessibility Task Force provided Board with a detailed update regarding meeting with architectural firm; request for help from the Board regarding next steps
 - Task Force needs a budget to proceed
 - Church MUST face accessibility issues
 - Ellis and others suggested that maybe task force could approach university personnel or other resources; Graves said that the free resources she tried were not fruitful
 - Rev. KB suggested Bob Devine who did work on building for a former congregation of hers
 - Rev. Fritsche will be doing service centered around accessibility - part of educating the congregation

BUSINESS MEETING

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 Minister for Religious Exploration and Engagement, and the Coordinator of Religious Education and Engagement.
- The Board received minutes from the 11/16/21 BOT Business Meeting.

The consent agenda was accepted unanimously without revision.

ADMINISTRATIVE UPDATE/REVIEW

- Consulting Minister Update - Rev. KB
 - signed up with the UUA for two training modules, on the waiting list for another one
 - huge project with Florence's news to let congregation know
- Treasurer's Report for Monthly Financials - Lan Richart
 - November financials will be reviewed and included on January's agenda - numbers not available yet

OLD BUSINESS

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

MOTION: Based upon the guidance and recommendation of the Personnel Committee, the BoT recommends adoption of the Covid Vaccination Policy and directs its immediate execution upon the BoT majority approval.

Resource: [COVID Vaccination Policy](#)

- Densmore - thank you to Ellis's leadership in working with Personnel Committee
- Ellis - thank you thank you for being tolerant in raising issues and giving it the time needed; looks great; legality and inclusion issues resolved

Ellis moved to accept the motion as written; Gross seconded.

- McDermott - the document refers to Chief of Staff but that position is in flux - how do we handle? Should wording be changed to Acting Chief of Staff?
KB - any problems let the staff know
- BOT wordsmithed opening paragraph to add active date and changed the wording in section 8.

The motion to adopt the Staff COVID Vaccination Policy as amended passed unanimously.

- **Action/Discussion:** COVID Advisory Task Force

MOTION: The board approves the guidance offered by the COVID Task Force (CTF) as written in the proposal and reference guide referenced below (CTF Proposal to BoT November 2021 and Reference Guide for Covid Safety).

- Resource: [CTF Proposal to BoT November 2021](#)
- Resource: [Reference Guide for Covid Safety](#)

McDermott moved to accept the motion as written; Beckett seconded

- McDermott - the task force listened to congregation; church should follow public health guidelines (CU and Illinois) instead of the older reference guide (COVIDActNow.org)

The motion passes unanimously; the board accepts the new guidance from the COVID Task Force to follow CU and Illinois Public Health guidelines regarding in-person meetings and worship.

- KB - noted that COVID Task Force would like to move into an ad hoc state - they would like to deactivate from monthly meetings and meet as needed.
- McDermott - the Task Force will see how in-person meetings go in December and meet as a task force as usual in January; also will see how the staff feels

NEW BUSINESS

- **Action/Discussion:** Variance for use of Elevette prior to certification for operation

DRAFT Motion: The BoT appreciates the Worship Committee's efforts to meet congregation needs to be back together in person through the innovative Backstage Pass event as our first hybrid service. The Board agrees with the COVID Task Force (CTF) recommendations that the use of the elevette be allowed until inspection and certification. The board expressly requests that adequate training and supervision are provided for its safe operation and that no individuals are allowed to use the elevette while:

- 1) alone in the building and/or

2) competent users are on-site for assistance as needed.

- Resource: *(Background per Brian McD. email 12.8.2)* Worship is planning the first in-person/hybrid Sunday worship, scheduled for December 19th. Tim Voelker, Director of Facilities, reported that the repairs have been completed on the elevette, but the certification/re-inspection of the Elevette is not yet scheduled at this time and can not be guaranteed to be completed by December 19th. *(He is actively trying to have that happen, and we can remove this from the agenda if we get certified before the 14th.)*

- McDermott - this issue was discussed at COVID TF meeting: the elevette is repaired but not certified, it was requested that we use elevette with experienced supervision. It would be in use for meetings at church, service on December 19, the processing meetings about Florence's resignation that were held last Sunday, but it was decided at the CTF meeting that it had to be a board decision
- Gross - opposes this recommendation, the legal liability is through the roof, strongly thinks this is wrong
- KB - in the interests of being transparent, she wanted Gross (and others) to be able to come to the meetings about Florence on Sunday if they wanted to; she was coming from a place of love - she didn't want anyone shut out, realizes that insurance is important
- Densmore - Tim (Dir of Facilities) is really trying to get the elevette working fast
- KB - no estimate of when the phone will be fixed
- Richart - risks are minimal and liability enormous
- KB - was really just interested in having available temporarily for the "heartbeat" moment about Florence's leaving, not for December 19
- Ellis - phone was repaired, but now the problem is that it doesn't call the right people?
- Frye - ginormous risk

MOTION WAS TABLED - The Board doesn't want elevette used without certification

- **Action/Discussion:** Acceptance of Lead Minister's Resignation

MOTION: On behalf of the congregation, the BoT accepts the resignation of Rev. Florence Caplow effective January 3, 2022 due to health-related reasons.

Resource: [Congregation Announcement](#)

- McDermott moved to accept the motion as written; Frye seconded

Vote was unanimous; motion to accept Rev. Florence Caplow's resignation as Lead Minister of UUCUC effective January 3, 2022 passed.

- Ellis - felt she missed a moment during last meeting with Rev. Caplow to say how much she has meant; would like to take a moment to recognize her many gifts
- Densmore - she was teaching us to the very end (reference to Rev. Caplow's last sermon); she will be missed very much.
- Ellis - will coordinate sending Rev. Caplow a plant on her last day in January

- **Action/Discussion:** Consulting Minister Agreement Amendment

MOTION: The BoT approves the amendment to the Consulting Minister Agreement expressly developed to extend Rev. KB's time with UUCUC as well as formalizing her leadership responsibilities.

- Resource: [Consulting Minister Agreement](#)
- Resource: [Draft Consulting Minister Agreement Amendment](#)
- Resource: [Budgetary Impact Analysis](#)

Gross moved to accept the motion as written; Richart seconded.

Board decided to move into Executive Session because of the discussion of compensation.

McDermott made a motion to do so and Ellis seconded.

EXECUTIVE SESSION discussion

Beckett made motion to leave Executive Session; Richart seconded.

The vote is unanimous (minus Frye); the motion to accept the amendments to the Consulting Minister Agreement passed.

- **Discussion:** Interim Ministerial Process
 - Minister Support Task Force - the purpose is to lead the UUA process for an interim minister should it be determined to proceed in this direction
Resource: [Review taskforce members](#)
Resource: [Interim Ministry](#)

- **Action/Discussion:** Anne Erlich Bequest - Proposal to accept the \$150,000 gift

MOTION: Based upon the guidance of the Generosity Committee, a subcommittee of the Finance Committee, The Board of Trustees hereby accepts the unrestricted bequest from Anne Ehrlich in the amount of \$150,000, and requests that the Financial Secretary deposit such funds in an unrestricted sub-account within the Trust Fund accounts, separate from the investment accounts.

- NOTE: The motion listed above was provided to the chair from Generosity as a recommendation. Additional explanation was provided by Mona Shannon as well: "This money shall not be included in the balance used to calculate the income of the General Trust Fund, but shall be held until a decision is made on the ultimate use of the funds. After a decision is made, the money will be disbursed accordingly. Placement of this bequest in this fund shall not restrict the future use of the money."
- Shannon - practice is that all bequests go into the General Trust Fund - only place to put things long term right now

McDermott moved to accept the motion as written; Ellis seconded.

- McDermott - BOT also has responsibility to bring before congregation for final acceptance
- Shannon - money will stay in the temporary fund until congregation accepts

Vote was unanimous (Ellis not available for vote); motion to accept the Erlich bequest of \$150,000 passed.

- **Action/Discussion:** Gifts Acknowledgment and Donor Recognition Policy

MOTION: The Board approves the Dec. 14, 2021 revision of C.3.4 Gifts Acknowledgment and Donor Recognition Policy and requests that the Director of Congregational Administration amend the Operational Manual accordingly. Future changes in this policy can be made by the "Gratitude Team" in accordance with this policy. The Board appreciates the efforts of the Gratitude team to implement these changes.

- Resource: [C.3.4 Gifts Acknowledgment and Donor Recognition Policy](#)
- Mona Shannon - looked at the people actually doing the work; step in the right direction after consultant said no one was working on saying receiving and saying thanks

Beckett moved to accept the motion as written: Richart seconded.

- McDermott - there are constitutional requirements regarding congregation accepting large gifts - idea is to send thank you right away even if cong hasn't accepted it yet?
- Shannon - yes, idea is to say thank you right away as long as there is communication

Vote is unanimous; the motion to approve the 12-14-21 revision of C.3.4 Gift Acknowledgement and Donor Recognition policy passes without revision.

- **Action/Discussion:** Partner Church and UU Utility Fund
 - What do we do as the congregation has voted to provide ALL December offerings to the Partner Church Fund if we collect (per Rev. Sally's preference) for the UU Utility during Christmas Eve Service.
Action: Who on the board will review this policy and make a recommendation: 1) amount to be donated to the Partner Church and 2) where in the budget do we find the funds to cover?
 - Densmore - Are we concerned; we want to make sure we do diligence with partner churches
 - Richart - Board doesn't have to make decision tonight; can see what is collected

MOTION: The board moves to approve a special collection for the UU Utility Fund during the Christmas Eve Service that will run from 12/23/21 through 12/31/21.

Beckett moved to accept the motion as written; McDermott seconded.

Vote was unanimous; the motion to approve a special collection during the Christmas Eve service for the UU Utility Fund passed.

GRATITUDE PRACTICE

- December Card Shower Recipients
 - Robert J. Jones - Chancellor of University of Illinois (December)
 - Anne Newman - chair of membership, previous service puppet show
 - Rev. Florence Caplow

NEWS FROM THE FIELD

- Accessibility Task Force - David Gross
Wendy Graves was eloquent this evening regarding the issues
- Church Governance Task Force - Brian McDermott
first meeting Dec 18 in person at church
- COVID Advisory Task Force - Brian McDermott
no news
- Finance Committee - Lan Richart
deeply involved in talking about bylaws and acceptance of restricted and unrestricted gifts - recommendation to the Board coming in January
- Gift Policies Review and Recommendations Special Project - Jennifer Ellis
worked with Mona as seen by the policy revision this evening
- Immigration Justice Task Force - Lan Richart
hosted Afgan family at the church and it went smoothly; more likely to come now that we have established relationship with Refugee Center for emergency shelter; working on getting youth involved
- Personnel - David Gross
celebrating the approval of the vaccination policy
- Racial Justice Project - Jerry Frye
no news
- Strategic Planning Task Force - Becky Densmore

on hiatus

ACTION ITEMS

- Review New
 - Richart to speak with Finance Committee about the \$9100 for an architectural consultation - any funds in setaside?
 - KB will facilitate a virtual introduction between Wendy Graves and Bob Devine (contractor)
 - McDermott will share news about elevette motion and approval of new COVID guidelines with COVID Task Force
 - Ellis will see about sending a plant or flowers to Rev. Caplow on January 3
 - Board will make a covenant with KB about working with her on development
 - Richart will let Board know how much was raised during December for Partner Church and make agenda item if needed
 - KB will let Sally know about Board's decision re: special UU Utility Fund collection and get with Brian Franklin to get it working
- Review Old
 - Frye and Richart will come up with a plan for covering the elevette repair costs (looking at VAHEST funds/grant - IN PROGRESS)
 - Hanger will provide a proposed method to archive BoT policies and action items for reference and review and easy retrieval (DONE)
 - Ellis will provide specific feedback to the Personnel Comm regarding BOT's concerns about proposed staff COVID vaccination policy (DONE)
 - Densmore will let Personnel Comm know about BOT decision to table staff bonus discussion until May based on Finance Comm recommendations (DONE)
 - Richart will attempt to trace how PPP funds were spent (in progress)
 - McDermott will send UU Utility Fund special collection details to KB (for OOS service - not needed)
- Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients

FUTURE DATES

- a) UUA exit interview data collection (January 10, 2022 from 6:30 to 8:00)
- b) Study session with Gift Giving Policies and Procedures review team (January 11, 2022)
- c) Study Session with Nominating Committee to review smaller BoT size and recommendations for new board 22 - 23 (February 8, 2022)
- d) Study Session with COSM to resolve issue surrounding Mediation Committee (March 8, 2022)

OTHER BUSINESS

KB - no possibility of hybrid service on January 16?

Densmore - will have to let it go; no certain date for certification of elevette

KB - will share news with Worship Committee

Ellis - we do have a study session on the 11th, maybe we could discuss then?

- where is the money; how can the Board help; what is the plan

Densmore - her last response to Steve Troyer was that the Board needs to see something (e.g. equipment costs, etc.)

Meeting was adjourned by all present at 9:47 p.m.