

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

Board of Trustees Business Meeting Minutes  
**March 22, 2022 (6:30-8:30 pm)**  
via Zoom

**In attendance:** David Gross, Jody Hanger, Lan Richart, Becky Densmore, Rev KB (in “on call” status after Welcome), Brian McDermott, Jennifer Ellis, Penné Beckett

**Absent:** Jerry Frye

Meeting called to order at 6:33 p.m.

**Chalice Lighting/Ministerial Offering** - Rev. KB

Centering Thoughts and Practice

- KB spoke about how our church is grieving in so many different ways. She lit a chalice for our congregation - we have difficult choices ahead like so many other communities. It is okay that there aren't obvious answers - we will find our way. We have brilliance, goodness, love and commitment and light.

The agenda for the evening was finalized with no changes.

**CONSENT AGENDA**

- The Board received reports from the Lead 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 Exploration and Engagement
- The Board received minutes from the 2/22/22 BOT Business Meeting

**ADMINISTRATIVE UPDATE**

- Treasurer's Report for February 2022 Monthly Financials - Lan Richart  
Resource:

[Summary Report FEBRUARY  
FEBRUARY Financials.xlsx](#)

- Church had strong income and lower than usual expenses in February; we are 66.6% through the fiscal year.
- Received \$63,426 in pledges - , \$21,000 higher than average
- Income was \$23,000 higher than average - net income the highest we've had this year!
- There has \$340,474 in YTD pledge income
- Total income is 63.2% for the year ; total expenses are 58.5% for the year.
- Too hard to know if this is a cash flow realignment or whether it will carry through to the end of the year
- Balloon payment for mortgage next year has gone away because we were able to take down the remaining balance so much this year.

Discussion:

- over on church maintenance budget line because of elevelte repair - the request to VAHEST fund for replacement monies has been sent
- A/V budget expense line item has been added under Worship Hybrid A/V for \$15,000 in anticipation of funds from the mini campaign; falls within the 5% adjustment rule

**OLD BUSINESS**

- **Discussion:** Finance Committee Task Force Update - Brian McDermott

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- about \$25,000 in new donations and new pledges have come in; now looking at about a \$20,000 shortfall
  - concern from some on Finance Committee that Board hasn't tried to reduce the expense side enough - haven't made any changes in the budget to address the shortfall
  - Richart - feels optimistic about this year - more worried about next year
  - McDermott - also feels optimistic - doesn't recommend that we go in and tell other committees what is essential and what isn't
  - McDermott - support and promote the auction
  - maybe time we can start recovering rental income? KB will take that up with staff
  - communicate back to committees that they could let Board/Finance Committee know what portion of remaining budget they might spend
- **Discussion:** Annual Meeting - Jody Hanger
    - keep Gail Schiesser in the loop
    - in communication with Brian Franklin - he is sending out request to committee chairs with a deadline of early May
    - phone voting apps an idea?
  - **Discussion/Action:** Interim Minister Details - Becky Densmore
    - KB has already started working on her transition team - in process
    - Transition team will take the lead on putting together the interim agreement - word with Board on the details

**MOTION:** The Board of Trustees moves to delegate the development of the Interim Minister agreement, including the scope of work, to Rev. KB's transitional team with a timeline for this board to take action on the draft agreement no later than May 24, 2022 (the last BOT Business Meeting of the church year).

Resource: [Board Search Checklist](#)

Resource: [Interim Minister Agreement](#)

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

**Further Discussion:**

- KB - people are tired and stressed - they want to know the scope of the commitment
- Richart - friendly amendment to make date in motion the last business meeting in May (change reflected above)
- McDermott - make sure the final approved compensation matches the budget items

Motion carried unanimously.

- **Discussion/Action:** Mediation Committee Process Improvement - Becky Densmore

**MOTION:** Based upon the recommendation of the Council on Shared Ministry, the Board of Trustees moves to advance a Constitution amendment to remove references related to the Mediation Committee, including the congregation's need to take action on committee members' appointments and/or nominations.

Resource: [Congregational Documents](#) (scroll to Bylaws - Article XII)

Resource: [COSM Board Proposal](#)

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

Motion carried unanimously.

#### NEW BUSINESS

- **Action/Discussion:** Next Steps to Initiate a Settled Minister Search Team (All)

**MOTION:** Based upon the majority of congregation feedback collected, the Board of Trustees moves to initiate the UUA Settled Ministry Search process beginning the 2022 - 2023 church year.

Resource: [Feedback Data: 3.11.22 Report](#)

Resource: [Ministerial Search Action Plan](#)

Resource: [The Settlement Handbook | UUA.org](#)

Resource [Checklist for Congregational Boards Engaging a Settled Ministry Search](#)

Gross oved to accept the motion as written; Beckett seconded.

#### Further Discussion:

- Densmore spoke with Sharon Dittmar from MidWest UUA Regional Office - she made clear that the UUA is not standing in our way and will do whatever they can to support us; when asked, Dittmar will share what recommendation the UUA gave us and that we went a different direction

The motion to initiate a settled minister search process carried by a majority with one negative vote.

- **Action/Discussion:** Bylaws revisions to change BOT and NomCom articles - Brian McDermott
  - Bylaws changes to (1) align Bylaws with Board-recommended shift to 7 at-large members, (2) define ideal terms of office for at-large members and to define Board turnover, and (3) clarify NomCom responsibilities and duties, and ensure the NomCom article aligns with the BOT article in the Bylaws.

**MOTION:** The Nominating Committee proposes the attached revisions to UUCUC's Bylaws to the Board of Trustees, and recommends these be added to the Annual Meeting's agenda for approval by the Congregation.

Resource: [Nominating Committee proposed Bylaws revisions-Mar.22](#)

- Highlights:
  - Trustees will be elected in a rotational cycle; three in year A, and two in years B and C.
  - Board will consist of seven elected members plus the Clerk and the Treasurer
  - Five will constitute a quorum
  - McDermott will help provide information sessions for the congregation

McDermott made motion; Gross seconded. Motion carried unanimously.

- **Action/Discussion:** Property Tax Exemption Status (High Street) - Lan Richart
  - Resources: [Application for Exempt Status](#)
  - Resources: [Example of an Affidavit of Use](#)

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- When the High St house was demolished, the property was reassessed and the taxes went down, but but the church didn't apply for tax-exempt status on it, so we still have a tax liability on the land. Richart has the paperwork to apply and can follow through with the process. Motion is basically just for documentation.

**MOTION:** The board authorizes the Treasurer to complete and submit an Application for Religious Property Tax Exemption for the 310 W High Street property.

Beckett moved to accept motion as written; Ellis seconded. Motion carried unanimously.

**GRATITUDE PRACTICE**

- Card Shower Recipient(s)
  - Jessica Sempek and Anne Newman for their coordination of the recent new members event

**NEWS FROM THE FIELD**

- Accessibility (Church Facilities) Taskforce - David Gross
  - task force has not met - no report; personal experience - entry was successful because of hospitality; exit is harder - work to be done on culture around accessibility
- Church Governance Taskforce - Brian McDermott
  - no updates; next meeting in April
- Committee Council - Penné Beckett
  - New members event on Sunday was very successful - maybe a new tradition for the future? Culminated in ringing the bell and signing the membership book.
- Covid Advisory Taskforce - Brian McDermott
  - no news
- Finance Committee - Lan Richart
  - met last night; meeting during the first week of April for 1st draft of budget so it will be available for Board review on April 12 and then approval on April 26
- BoT Special Projects - Jennifer Ellis
  - draft letter to Florence in appreciation with gift card; will do presentation at April 17 service when she is there
  - Densmore and KB will look at having a stole made as a present from the congregation
- Immigration Justice Taskforce - Lan Richart
  - met about a week ago - developed covenant for group;
  - completed annual backpack project for unaccompanied minors which was the last expenditure for the year
- Personnel - David Gross
  - no report
- Racial Justice Project - Jerry Frye
  - no report
- Strategic Planning Taskforce - Becky Densmore
  - no report
- Other -
  - Service Auction - hybrid, scheduled for April 30th, will be "bring your own device"
  - Next steps for ministerial search

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- includes splitting up the directory of church members and making calls
- slate is put together by Board and approved by congregation
- special meeting March 29th from 6:30 - 7:30 p.m. to discuss

**ACTION ITEMS**

- Review New
  - KB will connect with Brian Franklin about reaching out to former renters
  - Densmore will talk with McDermott and then Mona Shannon about the budget concerns/spending pause; then provide an update to the congregation
  - All - will make sure (when the time comes) that the final interim minister agreement matches what is in the approved budget
  - McDermott will let the Nominating Committee know that the Board approved the revisions to bylaws
  - Densmore will work with Brian Franklin to get letterhead for the tax-exempt affidavit
  - Densmore and KB will work on getting a stole made for Rev. Caplow
  - Densmore will send out a Zoom link for a tactical meeting re: the settled minister search team formation
- Review Old
  - FROM STUDY SESSION ON 2-8-22: McDermott will work with Nominating Committee to generate recommended bylaws changes about increasing Board size by one at-large member - (DONE)
  - Densmore write eNews announcement about Rev KB's interim ministry (turned into congregational letter - DONE)
  - Everyone will reflect on budget priorities by Friday, 2/25 (DONE)
  - Hanger will make sure a representative from the Service Auction be at the COVID Task Force meeting in March (DONE)
  - Rev KB will communicate to Brian Franklin to send out offer letter to Tim Voelker (DONE)
  - Rev KB let Brian F. know that the BOT approved mobile app proposal and that Membership Comm will pay to get it up and running (DONE)
  - McDermott will communicate to BOT's approval of the mini campaign for A/V equipment to the Generosity Committee (DONE)
  - Beckett will let Ellis know that Rev Caplow is back in town (DONE)
- Review Ongoing/In Progress
  - All Board members will write card shower cards
  - Jody will send out the addresses for card shower recipients
  - Ellis will coordinate sending nursery gift card to Rev. Caplow along with the BoT's collective appreciation - April 17
  - KB will continue to put together and support transition team - recommended by her and accepted by the Board
  - Hanger will start talking with Tech Team about annual meeting (meeting in the next week and a half - working on finding a date)
  - Board will make a covenant with KB about working with her on development

**FUTURE DATES**

- Settled Search Tactical Meeting - March 29
- Study Session on Budget - April 12

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Meeting was adjourned at 8:40 p.m.