

Unitarian Universalist Church of Urbana-Champaign
309 W Green Street, Urbana, Illinois
Board of Trustees Business Meeting Agenda
April 26, 2022 - 6:30 to 8:30 PM via Zoom

Present: Becky Densmore, Jody Hanger, David Gross, Lan Richart, Brian McDermott, Jennifer Ellis, Adelaide Aime (incoming Treasurer), Penné Beckett, Chris Hannauer (just during budget discussion)

Not in attendance: Jerry Frye, Rev. KB

Meeting called to order at 6:34 p.m.

Chalice Lighting/Ministerial Offering: did a quick check-in with all attendees

The agenda for the evening was finalized without revision.

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 3/22/22 BOT Business Meeting

Discussion around staff reports

- McDermott: unaware that she was also working FT job - noticed that Sally was working with her to balance priorities
- Ellis: would like to get more information re: the health and status of the REE program, noticed that Jenny Hunt was stepping down from lead role and that lay leadership seems thin.
- Densmore: will see if Rose can come to a future study session; knows that REE is currently one Sunday a month with all ages in a single classroom.

ADMINISTRATIVE UPDATE

- Treasurer's Report for March 2022 Monthly Financials - Lan Richart
Resource: [Summary Report MARCH](#)
[MARCH Financials.xlsx](#)

Highlights

- another pretty good month; Richart has also looked ahead and we should have at least an average month in April
- \$44,781 in pledge income - a little higher than average,
- \$27K in other donations - mostly due to mini campaigns
- expenses were \$61,953 in expenses, \$10,000 more than usual
- net income was \$10,317 for March
- YTD income is \$433,528 - a little ahead of schedule (75.8% of budgeted income)
- YTD expenses are \$431,027 in expenses - a little below expected (69.1% of what was budgeted)
- YTD \$28,304 has been paid on mortgage principal
- \$4,680 was received in March for Assoc Minister setaside
- Partner Churches each received \$2,000 and Refugee Center got \$2,285.
- Mortgage is currently \$20,241.

Discussion around Treasurer's Report

- McDermott: did AV Team get the \$15,000 they were asking for?

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- Richart: \$12,000 latest estimate from preferred installer plus \$2500 on new computer to help handle the new setup
- Densmore: as of last Friday, the donated amount was just a little bit shy of the \$15,000; with money from the extra ask we will be able to give the staff COLA raises!

OLD BUSINESS

- **Action/Discussion:** Interim Minister Details
 - Transition team and board support update - Becky Densmore
 - Sam Beshers is chair of the transition team
 - Adelaide Aime noted language wasn't clear in the agreement about some things - she will work with transition team on it; will be ready to vote on at May 25th business meeting
- **Action/Discussion:** Mediation Committee Process Improvement (Becky Densmore)
 - Densmore heard back from Virginia Brubaker and Gail Schiesser regarding next steps for Mediation Committee (see Mediation Committee Guidance below)
Resources: [Congregational Documents](#) (scroll to Bylaws - Article XII)
[COSM Board Proposal](#)
[Mediation Committee Guidance](#) (4.6.22 email response from Gail Schiesser and Virginia Brubaker)

Discussion:

- McDermott sees next steps to be the development of a board policy and process re: mediation; their email made sense; policy should be in policy or operations manual and be a resource for board and/or staff members

- **Action/Discussion:** Nominating Committee Update (Brian McDermott)
Resource: [Nominating Committee proposed Bylaws revisions-Mar.22](#)

Discussion:

- will get some information sessions out before the annual meeting;
- ½ positions for board are filled already; plenty of candidates left to ask;
- Nominating Committee and delegates for GA need to be filled
- Committee is not trying to get delegates as they are dealing with so many other open positions
- Gross will write a short news article about GA to get interest up
- McDermott: we do have \$750 in leadership funds to help with registration costs

- **Action/Discussion:** Settled Minister Search Team (All)
Resource: [Ministerial Search Action Plan](#)
[The Settlement Handbook | UUA.org](#)
[Checklist for Congregational Boards Engaging a Settled Ministry Search](#)

Discussion:

- Densmore: was painful on Sunday to try to get more responses during Fellowship hour; doesn't know if we are close to the hoped-for 20% yet
- Board thinks we should just go ahead no matter what; trends have emerged; have to move forward

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NEW BUSINESS

- **Action/Discussion:** 2022 - 2023 Budget
 - ask for additional funds is ending April 30
 - some confusion about who makes decisions about what to do with extra dollars
 - Chris Hannauer clarified that Finance Committee will make adjustments and new budget will be available next week
 - any thoughts that the Board has should be communicated to him
 - Aime will coordinate with Densmore to set up budget sessions
 - Aime professed thanks to Densmore and KB for making final ask
 - \$10,000 came in over just two days
 - Ellis would like to see some money going to Welcoming Congregation budget line - doesn't feel right at \$0

- **Action/Discussion:** Governance Assessment MOU (Becky Densmore)
Resources: [UUA Draft MOU Governance Assessment](#)
[Shared Compiled Feedback on Draft MOU 4.25.22](#)

Update:

- Densmore sent Board feedback to David Pyle and is waiting to hear back

- **Action/Discussion:** Annual Meeting Agenda (Jody Hanger)
Resource: [Draft Call letter and agenda Annual Meeting 2022](#)

MOTION: At the recommendation of the technical planning team for the Annual Meeting, The Board of Trustees hereby sets the time to begin at 12:00 PM on Sunday, June 5, 2022.

Ellis moved to accept motion as written; Beckett seconded. Motion to start the annual meeting at 12:00p.m. on June 5 carries unanimously.

No other feedback was offered at this time.

GRATITUDE PRACTICE

- Card Shower Recipient(s): Brian Franklin, Juan Camacho, Sally Fritsche

NEWS FROM THE FIELD

- Accessibility (Church Facilities) Taskforce - David
 - no report
- Church Governance Taskforce - Brian
 - no report
- Committee Council - Penné
 - nothing going on at the Council level, but all the committees are busy
- Covid Advisory Taskforce - Brian
 - in ad hoc status
- Finance Committee - Lan
 - committee met last week
- BoT Special Projects - Jennifer

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- no report
- Immigration Justice Taskforce - Lan
 - met and affirmed covenant; gave 10 \$100 gift cards for necessities to unaccompanied minors project
 - SAC (Social Action Council) will use “team” terminology instead of “taskforces.”
- Personnel - David
 - no report
- Racial Justice Project - Jerry
 - Jerry absent - no report
- Strategic Planning Taskforce - Becky
 - Karen Folk in the middle of getting a report done on things that are being done at church and how they relate to strategic plan
- Other
 - Membership met and planning a potluck for the whole church on Sunday, June 19th - asking to have it at church instead of at Crystal Lake Park

ACTION ITEMS

- Review New
 - Densmore will follow up with KB regarding REE Program Status
 - McDermott will include info about the proposed removal of the Mediation Committee to his congregational info sessions
 - Becky will add a discussion of the mediation process to the July 2022 study session agenda
 - Gross will write an eNews article about being a delegate to the General Assembly
 - Densmore and Adelaide Aime will organize congregational info sessions using McDermott’s template from last year
 - Hanger will adjust Annual Meeting agenda to put Budget, Election of Officers, and Search Team announcement to the beginning
 - Densmore will work with Brian F. on an Annual Meeting attendance survey
- Review Old
 - KB will connect with Brian Franklin about reaching out to former renters (DONE)
 - Densmore will talk with McDermott and then Mona Shannon about the budget concerns/spending pause; then provide an update to the congregation (DONE)
 - McDermott will let the Nominating Committee know that the Board approved the revisions to bylaws (DONE)
 - Densmore will work with Brian Franklin to get letterhead for the tax-exempt affidavit (DONE)
 - Densmore and KB will work on getting a stole made for Rev. Caplow (DONE)
 - Densmore will send out a Zoom link for a tactical meeting re: the settled minister search team formation (DONE)
- Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients
 - All - will make sure (when the time comes) that the final interim minister agreement matches what is in the approved budget
 - Hanger will start talking with Tech Team about annual meeting (In Progress)
 - Do we owe money to Jennifer for Florence’s gift card?
 - Rev. KB will continue developing her transition team as requested by the BoT (In progress)

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- Sam Beshers, Kathleen Robbins, Pat McClard, Anne Newman, Jim Hannum; training in late June
-how to help the team development; planning a retreat
- Board will make a covenant with KB about working with her (in progress - will do with transition team)
- FUTURE DATES:
 - a) May 3, 2022 - BoT Study Session SST Discussion - Part 2
 - b) May 10, 2022 - Combined Business Meeting and Study Session
 - c) June 5, 2022 - Board reception at 4 p.m. - 6 p.m. at Riggs - after Annual Meeting
 - d) June 19, 2022 - All Church potluck

Meeting was adjourned at 8:14 p.m.