

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

Board of Trustees Combined Business Meeting and Study Session Agenda

May 10, 2022 - 6:30 to 8:30 PM via Zoom

Present: David Gross, Jody Hanger, Becky Densmore, Jennifer Ellis, Adelaide Aime (incoming Treasurer), Rev KB, Lan Richart, Mona Shannon (Chair, Generosity), Chris Hannauer (Chair, Finance), Brian McDermott, Penné Beckett (joined at 7:09p.m.), Dave Sharpe (Chair, Personnel - joined at 7:30p.m.)

Absent: Jerry Frye

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

Chalice Lighting/Ministerial Offering (Rev. KB)

- “A person will worship something, have no doubt about that. We may think our tribute is paid in secret in the dark recesses of our hearts, but it will out. That which dominates our imaginations and our thoughts will determine our lives, and our character. Therefore, it behooves us to be careful what we worship, for what we are worshipping we are becoming.” — Ralph Waldo Emerson
 - Let’s acknowledge that we are cutting our Social Justice budget by so much and recommit ourselves to social action in other ways, KB is challenging the staff and she will be the role model

OLD BUSINESS

- **Action/Discussion:** The Board of Trustees moves to enter into a duly announced, and specially called Business Meeting

Hanger moved to accept motion as written; Ellis seconded. Board agreed unanimously to enter into Business Meeting.

- **Action/Discussion:** Advance 22-23 Budget to Congregation (Budget Prep Taskforce - Chris Hannauer, Dave Sharpe, Adelaide Aime, Mona Shannon)

Resource: [Proposed 2022 - 2023 Budget](#)

Discussion around proposed budget

- Highlights from Aime
 - \$18,240 in pledge increases from additional ask (possibly renewing) plus \$5800 in probable one time donations
 - had deficit of \$3500 dollars in previous version of budget
 - with additional funds was able to do a 3% COLA (Cost of Living Adjustment) raise for staff
 - through communication with Rev. KB, restored some funds to Child Care budget lines and increased AV Tech hours from 9.25 to 15 hrs/wk.
 - decreased Membership Coordinator position from 15 to 10 hrs/wk while position is open
- Hannauer: still \$1100 in the red, but should be easy to come up with that difference using minor readjustments in budget lines
- Aime: proposed that Facilities Manager not get a COLA raise because he received raise April 1 - would make up the deficit - Board agreed to leave it in after discussion
- Rev. KB: Tanja Hodges requested that budget lines be added for the CrUUners and Children’s Choir - no funds needed, but just a way to further differentiate the music budget lines

Board of Trustees Combined Business Meeting and Study Session Agenda

May 10, 2022 - 6:30 to 8:30 PM via Zoom

MOTION: The Board of Trustees approves the addition of budget lines for the CrUUners and Children's Choir to the proposed 22-23 UUCUC budget.

Ellis moved to accept the motion as written; McDermott seconded. Motion carried; vote was unanimous.

Further Discussion:

- Hannauer: should be noted that the \$5800 in one time donations *is not* in the budget; holding as a hedge against possible shortfalls and future deficits (e.g. \$29,000 deficit coming in FY24)
- It was decided to lower the REE Coordinator professional expense line to \$2600 so that some dollars could be put back into social justice lines. This can be revisited in the future as Coordinator progresses through certification process
- McDermott expressed concerned that church won't have a certified Professional as part of REE program
- Richart: \$4000 would make a huge difference in the Social Action Council's mission; budget undervalues it right now
- Board contingency line taken down to \$800 from \$1000
- \$200 from board contingency put into staff development and recognition
- agreed to leave in the Facilities Manager COLA - agreed that midterm adjustments to salary are tricky and to recommend to Personnel that they be on the budget cycle in the future

MOTION: Based upon the Budget Preparation Team's recommendations in collaboration with the BoT, the Board hereby approves the draft budget to be advanced to the congregation for approval during the Annual Meeting.

Gross moved to adopt the proposed budget (FY23_ DRAFT_Budget_ver K_ApprovedByBOT_2022-05-10); Hanger seconded.

Further discussion:

- McDermott wanted assurance that the one time donations not included in the budget would be tracked; BOT will be looking at reserves in September. Shannon said they could be used for future deficit
- Thanks to the Herculean efforts of the budget team!!

Motion carried unanimously - the BOT approved the draft budget to be advanced to the congregation for approval during the Annual Meeting on June 5, 2022.

- **Action/Discussion:** Settled Minister Search Team (All)

MOTION: Having heard from roughly 20 percent of the congregation through a formal nomination process, conducting a careful analysis of the 98 congregants nominated for consideration to serve, and directly confirming the acceptance of nominations, the BoT recommends the slate of seven individuals included within the Settled Minister Search Team [document](#) serve as our church's leadership throughout the settled minister search process. The Board requests these individuals to be advanced to our congregation for affirmation during the Annual Meeting, scheduled June 5, 2022. These individuals are: Wendy Graves, Chris Hannauer, Tanja Hodges, Pat McClard, Janet Revell-Barrett, Dave Sharpe, and Angela Urban.

Resources: [Settled Minister Search Team Nomination Process](#)
[The Settlement Handbook | UUA.org](#)[checklist](#)
[Checklist for Congregational Boards Engaging a Settled Ministry Search](#)

Board of Trustees Combined Business Meeting and Study Session Agenda

May 10, 2022 - 6:30 to 8:30 PM via Zoom

Gross moved to adopt motion as written; McDermott seconded. Motion to present the proposed search team candidates to the congregation at the Annual Meeting on June 5, 2022 carried unanimously.

- **Action/Discussion:** AV Tech Proposal for Technical Upgrades for Hybrid Service

MOTION: The Board of Trustees approves the AV Tech proposal submitted by Swinderman Engineering Services which was advanced and vetted by the AV Tech Team for the needed technical resources to help improve our overall hybrid worship experience.

Resources: [AV Tech Proposal Highlight](#)
[Swinderman Engineering Services Proposal](#)

Richart moved to accept motion as written; Beckett seconded.

Discussion:

- Gross felt that no improvements in Fellowship Hall was an oversight - leaves some folks dealt out
- Hannauer: totally open to improving experience, but the Tech Team felt with the time and energy they had that this was the best solution; will be able to allocate a nicer projector and have a dedicated laptop; bandwidth should be better with new system
- Densmore suggested a TV; maybe if sound lag was fixed with the new equipment we could the system sound in Fellowship Hall
- Hannauer: there are things we can try; we are aware that it's an issue, the cost would be much less and it won't be a 15K fix
- McDermott: would just encourage AV team to use any residual funds to look at Fellowship Hall fixes; the option of seeing service in Fellowship Hall could be area of growth
- Rev. KB: there are no words to thank Chris Hannauer; Steve Troyer and Chris have given beyond what they have to give; we are all so grateful
- Ellis: concerned that some will have issues with how it looks; maybe we could provide some info to the congregation to show ahead of time; Rev. KB offered to help with this

- **Action/Discussion:** Gift Policies Motions and Use of Ehrlich Funds for Presentation at Annual Meeting

MOTION: The Board of Trustees approves the Motions for gift policies and the use of Anne Ehrlich bequest as detailed and advanced by the Finance Committee and requests this information be advanced to the congregation for action during the Annual Meeting. This motion rescinds any motions passed earlier that may now be in conflict with this new guidance.

Resource: [Motions Gift Policies and Ehrlich Funds](#)

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

Discussion:

- Mona Shannon: things shifted due to feedback from the congregational information sessions; Todd Kinney and Karen Folk helped make wording more clear and worked on the policy for Unrestricted Bequests; everyone seemed okay with the proposed allocation of Ehrlich money

Unitarian Universalist Church of Urbana Champaign
309 W Green Street, Urbana, Illinois
Board of Trustees Combined Business Meeting and Study Session Agenda
May 10, 2022 - 6:30 to 8:30 PM via Zoom

Motion to advance the revised Gift Policies and Ehrlich Fund allocation to the congregation at the Annual Meeting carried unanimously.

- **Action/Discussion:** Review and Approve Annual Meeting Agenda
 - Per Brian Franklin: The Call Packet will be sent to the printers on 5.24 with an expected two-day turnaround time on 5.26 for information to be sent by the requisite 10 days prior to the meeting.

MOTION: Board approves the Agenda and directs the Clerk and the DCA to prepare the packet and distribute no later than 10 days before the scheduled Annual Meeting. (June 5, 2022)

Resource: [Draft Call Letter and Agenda](#)

McDermott moved to accept motion as written; Ellis seconded. The BOT approved the Annual Meeting Agenda unanimously.

The meeting was adjourned 8:39 p.m.