



309 W Green Street, Urbana, Illinois

Minutes of the Board of Trustees Business Meeting

May 24, 2022 - 6:30 to 8:30 PM via Zoom

Present: Becky Densmore, Karen Bush, Jody Hanger, Lan Richart, Brian McDermott, Jennifer Ellis, Rev. KB, Jerry Frye joined at 7:04 p.m.

Not in attendance: David Gross, Penné Beckett

Meeting called to order at 6:39 p.m., but no business was conducted until a quorum was reached at 7:04 p.m.

Chalice Lighting/Ministerial Offering (Rev. KB)

In this the final meeting of this time, this space,
these our friends with such tasks as we have shared....
In the days and weeks ahead,

May each of you intentionally face the beauty
Welcome each new day
Mindful of the intimacy of all things.

May each of you fill your cup with what is important to you
Even if it is just a portion of your cup.
Remember the sacredness of this life
Of our lives
Of your life

Deserving of sacred rest, sacred play, healing, and ceremony.

Remember to nourish yourself as a spiritual act
For you are worthy of your heart, love, and attention.

As we light our evening chalice
May we come into this shared space from a deep place of peace and love.

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 4/26/22 BOT Business Meeting and 5/10/22 BOT Combined Business Meeting and Study Session

ADMINISTRATIVE UPDATE

- Treasurer's Report for April 2022 Monthly Financials - Lan Richart
Resources: [Summary Report APRIL](#)
[APRIL Financials.xlsx](#)
 - April was fairly positive
 - Pledge income was \$47,065 - about \$5,000 more than average
 - Expenses were \$46,817 - average is \$51,970, so expenses were down.



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- YTD income is \$432,320 which is \$11,000 over what was budgeted for this time in the year
- Expenses are only 76.6% of that budgeted for the year
- May is looking a little light, but we are in a healthy place at this point.
- CU Schools Foundation got \$2015 as the April charity.
- Our mortgage balance is \$18,019.
- The reserves calculation now is about \$60,000 - but we won't look at it until September.

Discussion

- Densmore thinks that we did get the tax exempt status for the High St. lot, but Brian Franklin is double checking. It is unusual in that it seems to be a one year status for the parcel.

OLD BUSINESS

- **Action/Discussion:** Interim Minister Housing Allowance and Agreement - Rev. KB
Resources: [Board Search Checklist](#)
[Interim Minister Agreement](#)

MOTION: The BoT approves the Interim Minister Agreement as advanced by the Transition Team who worked closely with the Personnel Committee and representatives acting on behalf of the Board to develop for board consideration and action.

McDermott moved to accept the motion as written; Richart seconded. The motion to approve the Interim Minister Agreement was carried unanimously.

Discussion around motion: *Happened before there was a quorum for the meeting. The motion was not voted on until there was a quorum.* Some wording changes in the agreement happened with Richart's help:

- Rev. KB has elected out of all benefits
- language changed around authority to hire, discharge, etc. - everything needs to be approved by the Board (including staff compensation).
- changed 4 weeks of vacation and 4 weeks of study leave to simply 8 weeks off
- other small editing changes made to wording for clarification

MOTION: The Board of Trustees affirms Rev. Karen Bush's desire to designate a \$30,000 housing allowance to be reported to the IRS. The Treasurer is requested to make the necessary adjustments to the budget to accommodate this allocation.

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

Discussion around motion:

Richart confirmed for McDermott that the money is already in the proposed budget - just a matter of how it is divided up.

The motion to approve Bush's request for \$30,000 of salary to be designated as housing allowance passes unanimously.

- **Action/Discussion:** Governance Assessment MOU



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MOTION: The Board of Trustees hereby moves to enter into a Memorandum of Understanding (MOU) with the Unitarian Universalist Association to conduct a governance review and assessment according to the terms and timeline included within the document.

- Resource: [UUA Draft MOU Governance Assessment](#)
- Resource: [Shared Compiled Feedback on Draft MOU 4.25.22](#)
- Resource: [MOU Governance Assessment \(Revised 5.20.22\)](#)

Hanger moved to accept the motion as written; McDermott seconded. The motion to enter into a Memorandum of Understanding with the UUA to conduct a governance review and assessment carried unanimously.

Densmore indicated that the assessment could start as soon as June.

- **Action/Discussion:** Staff Recognition

MOTION: The Board of Trustees joins the Personnel Committee in offering our sincere appreciation to the staff of UUCUC. The BoT therefore moves to provide a cash bonus of \$250 ($\$250 \times 9 = \2250) for each staff member in recognition of their incredible service and commitment this past year to continue to move our mission forward. The board directs \$2717.08 to be added to the Staff Recognition expense line to cover this cost.

Resource: [Personnel Committee Proposal](#)

Resource: (BOT minutes December 2021: Finance Committee could not find the resources and the board agreed to table to revisit at the end of the year.)

McDermott moved to accept motion as amended (adding in the exact amount to be covered); Ellis seconded.

Discussion:

- Money coming from the fact that we are under budget as a whole for the fiscal year
- McDermott, Richart - there is more income than expenses right now
- McDermott suggested that we could increase the staff recognition budget line by \$2422.17 to cover the additional expense (there is \$294.91 in there now)
- reminder that excess reserves (money from the budget left over after the fiscal year) won't be looked at until September

Motion to recognize staff with a one time \$250 net bonus carried unanimously.

NEW BUSINESS

- **Action/Discussion:** Transition Team Interim Ministry

- Background: According to the UUA guidelines for Interim Ministry, the Board appoints the Transition Team. Rev. KB was empowered to develop her team and worked closely with the Board Chair to discuss team construct. The church members who affirmed their service are included in the draft motion.

MOTION: The Board of Trustees moves to appoint Sam Beshears, Kiri Fagen-Ulmschneider, Jim Hannum, Anne Newman, Karla Peterson, and Kathleen Robbins to serve as distinguished and highly valued members of the Transition Team under the leadership of Rev. Karen Bush.

McDermott moved to accept the motion as written.; Richart seconded. The motion to appoint and affirm the members of Rev. Karen Bush's Transition Team carried unanimously.



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GRATITUDE PRACTICE

- Card Shower Recipient(s):
 - REE Volunteers and employees - Jenny Hunt (RE Council Chair), Terri Fredrick and Matt Burack (OWL Facilitators), Carol Veit and Cindy Ingold (Children), Paul Kaiser and Julie Laut (Youth), Rose St. Clair, Priscilla Kron, Millie Davis, Sally Anderson (Adult)

NEWS FROM THE FIELD

- Accessibility (Church Facilities) Taskforce - David Gross
 - Densmore: architect and building key people have met and the building study is underway
- Church Governance Taskforce - Brian McDermott
 - Jenny Hunt stepping up to chair, McDermott will remain a member of committee
- Committee Council - Penné Beckett
- Covid Advisory Taskforce - Brian McDermott
- Finance Committee - Lan Richart
 - for the coming year - the need to plan ahead to sustain finances for the future; big challenges coming
- BoT Special Projects - Jennifer Ellis
- Immigration Justice Taskforce - Lan Richart
- Personnel - David Gross
- Racial Justice Project - Jerry Frye
- Strategic Planning Taskforce - Becky Densmore
- Other
 - finding new leadership for committees whose chairs are now on the search committee can reach out for help per message to them from Densmore
 - McDermott - Nominating Committee still looking for one BOT candidate and one Nominating Committee candidate
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ACTION ITEMS

- Review New
 - Richart will adjust the budget to account for staff bonuses and communicate with Brian Franklin to adjust payroll
 - Densmore will communicate with staff about bonuses
- Review Old
 - McDermott will include info about the proposed removal of the Mediation Committee to his congregational info sessions (in progress)
 - Becky will add a discussion of the mediation process to the July 2022 study session agenda (In progress)
 - Densmore and Adelaide Aime will organize congregational info sessions using McDermott's template from last year (DONE)
 - Densmore will work with Brian F. on an Annual Meeting attendance survey (DONE)
- Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients
 - Hanger will coordinate Annual Meeting logistics (In Progress)
 - Board will make a covenant with KB about working with her (In Progress)

FUTURE DATES

- a) June 5, 2022 - Annual Meeting (Hybrid) 12:00 PM



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- b) June 5, 2022 - Board Reception for Incoming and Outgoing BoT, and extended operations leaders plus your spouses/partners/maybe/it's complicated/person/plus 1 (Rigg's 4:00 to 6:00)
- c) June 14, 2022 - Combined Business Meeting and Study Session 6:30 PM
- d) June 19, 2022 - Time? PotLuck for Church
- e) July 15 - 16, 2022 - Transition Team Retreat
- f) August 19 - 20, 2022 BoT Retreat (David and Claudia Gross Home)

Meeting was adjourned at 8:27 p.m.

FINAL WORD FOR THE RECORD

from Rev. KB and applauded by all: Becky was chair during a precarious, sensitive time in our church's history - almost post-war in nature. Thank you, Becky, for being our leader. It could not have been anyone better!