



UU Church of Urbana-Champaign

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309 W Green Street, Urbana, Illinois

Board of Trustees Business Meeting Agenda

July 26, 2022 - 6:30 to 8:30 PM via Zoom

Present: David Gross, Jody Hanger, Becky Densmore, Karen Folk, Adelaide Aime (arrived late because of conflicting commitment), Penné Beckett

Not Available: Joe Finnerty, Jenny Hunt, Rev. KB

Meeting called to order at 6:36 p.m.

Welcome/Check in

- Question from the Gratitude card deck: Who brings out your playful side?

The agenda for the evening was finalized with no changes.

CONSENT AGENDA

- The Board received reports from the Associate Minister for Congregational Life, the Director of Business Administration, the Consulting Minister for Religious Exploration and Engagement, and the Coordinator of Religious Education and Engagement. The Interim Minister will report orally during the BOT Business Meetings instead of submitting a written report.
- The Board received minutes from the 6/28/22 BOT Business Meeting.

The consent agenda was accepted.

ADMINISTRATIVE UPDATE

- Treasurer's Report for June Monthly Financials - Becky Densmore (for Adelaide Aime)
 - Our accounting firm on vacation and wasn't able to get year-end numbers done
 - Nothing to be concerned about - Lan Richart (former treasurer) and Adelaide think we will finish the year as expected
 - Expenses were up in June because staff made purchases; revenue was down - not unexpected.

OLD BUSINESS

- **Accessibility Study Report**
 - Action/Discussion: In FY 21, we commissioned (\$9100) Reifsteck Reed & Co to provide the church with guidance on costs and plans to ensure our church provides justice at home. We have received this report and it's time to begin diving into the information rich document. Now that we have this information, how shall we proceed to notify the congregation of the report availability?

Resource: [Accessibility Report \(7.22.22\)](#)

Discussion:

- Gross comments
 - make it available to everyone, but without any BOT comment or recommendation; put as a link on the website.
 - numbers do not include repairs to REE wing, sprinkler system, HVAC, no guarantee of being in code
 - Examples of accessible churches abound in the area - Copper Creek in Champaign, UU in Bloomington, IN and Springfield, IL
- Densmore - we will look more at Accessibility during the Board retreat



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A motion was presented to enter into Executive Session.
Gross moved to accept the motion, Folk seconded.

Executive Session began at 6:58 p.m.

Hanger moved to end Executive Session; Gross seconded.

Executive Session ended at 7:34 p.m.

OLD BUSINESS (CONT'D)

- **Rev. KB and BoT Covenant**

- Action/Discussion: Rev. KB and the Board are working toward a covenant to help codify how we will be in relationship with each other. Please refer to the resource which includes Rev. KB's elements she desires to be included. The BoT should add any additional promises that we want included. A Board affirmation motion will be requested during the July 26, 2022 regular business meeting.

■

MOTION: I move the Board of Trustees and Rev. KB enter into the covenantal agreement as delineated below.

- Aime moved. Gross seconded.
 - Resource: [Rev KB and BoT Covenant](#) (draft)

Aime moved; Gross seconded.

Discussion:

- Just a note that Folk added a point about active listening and Aime clarified the wording around confidentiality.

The motion carried unanimously; the Board accepted and entered into covenantal agreement with Rev KB for this interim year.

- **Operations Manual**

- Action/Discussion: A discussion to determine how best to address the outdated Operations Manual. It is 200+ pages and they are difficult to navigate (there are no page numbers) and much of the included information does not currently reflect how we operate. How does the board wish to proceed? Should this belong to our Governance Taskforce to address this?

Resource: [Operations Manual](#)

Discussion: Densmore and Hunt both believe that this belongs with the Governance Taskforce. A separate policy manual should be a part of this revision. Aime added that there is a fiscal portion to the manual that Boards don't need to be involved in, but then there are necessary fiscal things missing. Densmore - policy manual is more permanent and can be printed, but operating procedures should be in electronic format. Both should be clearly communicated to the congregation and easy to find.

- **Board Vacancy**

- Action/Discussion: The congregation afforded us the opportunity to add one more board member for a total of 9 voting members. We need to appoint the individual to fulfill this two year term.



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MOTION: I move that Steve Herzog be appointed to the Board of Trustees to fulfill a two-year term, ending upon the conclusion of the 2024 Annual Meeting.

Gross moved to accept the motion as written, Folk seconded.

Motion carried unanimously; Steve Herzog was welcomed on to the Board of Trustees.

- **Safety and Security**

- Action/Discussion: Given the rampant gun violence sweeping our country, it is of critical importance UUCUC identify and implement a safety and security plan for Sunday mornings and throughout the week to ensure staff and volunteers remain safe and secure. The board requested Adelaide to reach out to a consultant. Currently waiting for a proposal from [Good Havens](#).

Resource: [Safety GUURU Webpage](#)

Resource: [Emergency Plan \(draft 4.16.19\)](#)

Discussion: Aime reported that Good Havens is not available until after Labor Day. Densmore added that the current plan is reactive and doesn't include anything about an active shooter; she believes a proactive plan will better serve the congregation. She is hoping to reconstitute a safety taskforce to work with the consultant.

- **Mediation Taskforce Charter**

- Action/Discussion: Gail Schiesser has agreed to lead the Mediation Taskforce. She has asked the board to consider modifications to the Charter to ensure the taskforce has full authority to design the replacement picture for mediation here at UUCUC.

MOTION: I move to modify the Mediation Taskforce Charter Goal's section as listed below in v2.0 version.

- Resource: [Mediation Taskforce Charter](#) (v1.0 approved June 28,2022)
- Resource: [Mediation Taskforce Charter](#) (v2.0 Goals section modified)

Gross moved to accept motion as written, Beckett seconded.

Motion carried unanimously; the revised Mediation Taskforce Charter was accepted.

NEW BUSINESS

- **Rev. Sally Fritsche - Agreement Renewal**

- Action/Discussion: Rev. Sally has a letter of agreement that will be expiring August 31, 2022. UUCUC desires to extend the agreement through 2023 and the BoT will also need to take action to affirm her desired housing allowance.

- Resource: [Rev. Sally Agreement](#) (proposed)

- Resource: [Associate Minister Congregational Life Job Description](#)

MOTION: Based upon the Personnel Committee's recommendation and Rev. Sally's input, I move to extend Rev. Sally Fritsche's agreement through June 30, 2023.

Aime moved to accept the motion as written; Beckett seconded. The above motion was amended to include the correct date of June 30, 2023. The motion carried unanimously; Rev. Sally Fritsche's employment agreement was extended.



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MOTION: I move the Board of Trustees affirms Rev. Sally Fritsche's desire to include the amount of \$31,308.00 to be reported to the IRS as a housing allowance.

Aime moved to accept the motion as written; Folk seconded. The motion carried unanimously and Rev. Sally Fritsche's desired amount will be reported to the IRS as a housing allowance.

- REE Future
 - Action/Discussion: There is a great deal of angst happening within the congregation and specifically within the RE&E parent, volunteers, and staffing community. Lara Breeze-Troyer has offered to take a leadership role to help determine REE next steps.
 - Resource: [Slide Deck used for Congregational Session \(7.20.22\)](#)

No further discussion was needed at this time.

GRATITUDE PRACTICE

- Card Shower Recipient(s)
 - Planned Parenthood - 302 E Stoughton St Champaign 61820 (reproductive rights)
 - Rev. KB

NEWS FROM THE FIELD

- Congregational Life Council - David Gross
 - Haven't met, but he did connect with Sally
- Operations Council - Joe Finnerty and Karen Folk
 - Still need a chair
- RE & E Council - Steve Herzog
- Social Action Council - Penné Beckett
 - The most recent meeting was all about the smaller budget line and the letter sent to Becky
- Worship Council - Rev. KB
 - She will be in the pulpit on August 21 in pulpit - maybe at the farm?
- Strategic Planning (Monitoring) Taskforce - Karen Folk
 - Working on annual report
 - Realizing that they need to bring church goals to the BoT soon
- Other
 - Aime talking with stewardship consultant - going to recommend the financial strategic planning section of the strategic plan to connect with all the other sections. How do we pay for things sustainably is a big question. Hoping that Finance can take a first look in August and then the full BoT will see recommendations after that.
 - Mona Shannon has resigned as Generosity Chair
 - She has written a job description
 - Beckett will follow up with her about potential replacement ideas

ACTION ITEMS

- Review New
 - Densmore will work with Brian Franklin on how to best disseminate the accessibility assessment architectural plans to the congregation.



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- Densmore will follow up with Wendy Graves/Accessibility Taskforce to let them know that they can take the lead in moving the accessibility plan forward, helping congregation to reach decision about next steps
- Hanger will let Steve Herzog know that we voted him in as a board member and she will let Brian Franklin know as well.
- Densmore will follow up with Gail Schiesser about Mediation Taskforce Charter and invite members to join the taskforce.
- Finnerty and Folk will come up with some potential names for Operations Council chair.
- Beckett will follow up with Mona Shannon about potential names for Generosity Chair or CoChairs.
- Densmore will schedule an ExCo meeting to plan out the BoT retreat agenda.
- Review Old
 - Hanger will follow up with Tim Voelker and Jerry Carden about A/C situation (DONE by Densmore - not a worry yet)
 - Hunt will talk with Rev. KB about REEs staff reporting - could have a wider focus (in progress)
 - Densmore will add time for finance discussion (Aime to lead) to BoT retreat agenda (DONE)
 - Aime will let Rev. KB know about word clarity issue around confidentiality in BoT draft Covenant (DONE)
 - Densmore will talk with Brian F. about getting the new changes made to Operations Manual; Brian can then forward revised information to Rev. Pyle for governance assessment (DONE)
 - Densmore will contact Chris H. - how's the search for a new Finance Chair going? (DONE)
 - Hunt will handle communication about Committee Council name change (let Brian F. know, send email to current list, and write eNews article) (DONE)
 - Densmore - will start to identify Mediation taskforce members and leader (in progress)
 - Aime - will contact friend who consults with churches on safety plans (DONE)
 - Densmore - will ask Rev. KB if she has any safety plan resources (DONE - answer is No)
 - Densmore - will have Brian F. send draft safety plan to Rev. Pyle (DONE)
 - Aime - will send out address for Norway church for gratitude practice (DONE)
- Review Ongoing/In Progress
 - Becky will create an infographic for eNews regarding congregants updating their Breeze profiles (she will work with Brian Franklin). (in progress)
 - Update: She and Brian are reaching out to Shared Leadership and completing group profile and then asking team members and leaders to fill out profiles.
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients if needed
 - Board will make [a Covenant with KB](#) about how we will be in relationship with her, our Interim Lead Minister with plans to affirm this during July business meeting (DONE)
 - Board members will [add elements](#) they wish to see in their Covenant with each other with plans to finalize our promise to each other during the August Board Retreat (In Progress)
 - Board members will add [suggested board goal\(s\)](#) for discussion and finalization during our August retreat (In Progress)
- FUTURE DATES:
 - TBD - Transition Team Retreat (POSTPONED)
 - August 9, 2022 - BoT Study Session
 - August 19 - 20, 2022 BoT Retreat (David and Claudia Gross Home)
 - August 23, 2022 - BoT Business Meeting
 - September 17, 2022 - Council of Shared Leadership Retreat (10 - 2 at the Church with lunch provided)



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Meeting was adjourned at 8:33 p.m.