



UU Church of Urbana-Champaign

Build community. Seek inspiration. Promote justice. Find peace.

309 W Green Street, Urbana, Illinois

Board of Trustees Business Meeting Minutes

September 27, 2022 - 6:30 to 8:30 PM via Zoom

Present: David Gross, Jody Hanger, Adelaide Aime, Jenny Hunt, Joe Finnerty, Steve Herzog, Karen Folk, Penne Beckett, Becky Densmore (arrived later in the meeting because of family emergency)

Not available: Rev. KB (on vacation)

Meeting called to order by Jenny Hunt at 6:33 p.m.

WELCOME/CHECK IN

- Gratitude Question: Name one thing that brings you joy!

CONSENT AGENDA

- The Board received reports from the Associate Minister for Congregational Life and the Director of Business Administration.
- The board received minutes from the 8/23/22 BOT Business Meeting.
- The board received a revision to the Employee Handbook about Staffed Planned Absences on Sundays via the Operations Council.
- The board received a proposal for Good Havens to serve as our Safety Planning Consultant at a cost of \$1350 via the Operations Council.

Discussion around consent agenda:

- Aime requested that the Good Havens proposal be removed from the consent agenda and be its own agenda item because of the dollars involved.

The consent agenda was accepted with the revision that the Good Havens proposal would be discussed separately.

The agenda for the evening was finalized with the revision that the Good Havens proposal would be added as a separate agenda item.

OLD BUSINESS

- Budget Adjustment:
 - Action/Discussion: The Ops Council approved the proposal to be added to the consent agenda but wanted to be certain that the BoT took action as it relates to our budget to cover the \$1350 proposal cost. To this end, it is recommended the board contingency fund be adjusted to cover the amount that will be paid for with a portion of the property tax refund (from the demolition of the High Street house).

MOTION: The BOT will add additional funds to the board contingency fund to cover the cost of the Good Havens safety plan proposal and any additional costs that may arise throughout the year. These additional funds will come from the real estate tax refund.

- Resource: [Good Havens Proposal](#)

Aime moved to accept the proposal; Beckett seconded.

Discussion around motion:

- Aime explained that money could come from the interest on CDs which would be available on 6/30/22.



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- Finnerty said it was the understanding of the Operations Council that the money from the real estate tax refund (\$4700) would go into the budget as the Board contingency fund and some of this money would be used for safety plan costs.
- Finnerty suggested that expenses less than 1% of the budget need not be voted on
- Aime offered that she and Mona Shannon could come up with a draft procedure for budget adjustment approvals
 - the BOT can amend budget up to 5% per year without congregational approval
 - they can work on procedure about communicating that information (part of what the BOT is supposed to do)
 - need a place to put the list of budget adjustments - the contingency fund might be the best way to keep track of changes

The motion was passed unanimously; the Board contingency fund will be supplemented with the property tax refund.

ADMINISTRATIVE UPDATE

- Treasurer's Report for August Financials - Adelaide Aime
 - Fiscal Packet—[August 2022](#)
 - General Ledger—[August 2022](#)
 - Text of Presentation on Cash Reserves—[Sept 2022](#)
 - Text of Presentation on Year-End Accounting including Surplus or Deficit—[Sept 2022](#)
 - [Budget Adjustment Tally sheet](#)
 - Aime will no longer keep track of Rev. Sally's salary on the fiscal summary since it stays the same
 - Aime added line to keep track of unbudgeted income over \$500.
 - Expenses were low in August because of the personnel changes happening
 - Finance Committee approved buying CDs and the interest will go into the operating checking account
 - Aime noticed that our land and building values aren't a part of spreadsheet - looking into having it assessed - should be a part of our assets.
 - Gross asked if Aime knows the dollar value of insurance - Aime will find out
 - Budget Adjustment Tally Sheet so far:
 - Transition Team Funds (\$2000) - approved
 - Social Action Increase (3700) - approved
 - KB training (UUA says it has to come out of church budget, not professional expenses) - the BOT needs to make a motion to allocate funds for her training - the Finance Committee can figure out where it will come from.

OLD BUSINESS

- Board Goals:
 - During the BoT retreat, we discussed the board's focus for the 22 - 23 church year.

MOTION: The Board accepts the 2022 - 23 goal statement and action items as delineated in the resource document linked below. (Title of document: 2022-2023 Board goals draft ver 5)

- [Resource: 22 - 23 Board Goals](#)

Hunt moved to accept the motion as written; Finnerty seconded. The motion to accept the BOT 2022-23 goal statement and action items passed unanimously.



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NEW BUSINESS

- Treasurer Transition:
 - Action/Discussion: Our Treasurer has initiated the process to change the "ownership" of the church's QuickBooks account from the previous treasurer (Jerry Frye) to our new treasurer (Adelaide Aime). One of the documents that is required is a set of approved BoT minutes initiating the change. This BoT action will ensure the financial oversight transition continues smoothly.

MOTION: The BOT moves to transition the ownership of the QuickBooks account from Jerry Frye to Adelaide Aime who is our current congregational approved Treasurer.

Gross moved to accept the motion as written; Beckett seconded. The motion to transfer the ownership of the Quickbooks account to Adelaide Aime passed unanimously.

- Funds for Interim Minister training
 - Action: Rev. KB let the Executive Council know that the UUA informed her that her interim minister training expenses should come out of the church budget and not from her professional expenses.

MOTION: The Board moves to spend \$2100 for Interim Minister training.

Finnerty moved to accept the motion; Hunt seconded. The motion to allocate \$2100 from the church budget for interim minister training passed unanimously.

GRATITUDE PRACTICE

- Card Shower Recipient(s)
 - Lara Breeze-Troyer and Kelly Halcom for their REE work

NEWS FROM THE FIELD

- [Congregational Life Council](#) - David Gross
 - no report; no chairperson yet
 - Hunt will meet with Sally when she gets back from her trip what can best serve her
- Governance Taskforce - Jenny Hunt
 - meets again October 9
 - some things to consider that came out of the shared leadership church retreat
 - a lot on hold until we get info from Rev. David Pyle
 - Hanger added that she, Randy Locke and Brian McDermott are looking at the operations manual - what should go, what can be saved.
- [Operations Council](#) - Joe Finnerty and Karen Folk
 - [Ops Council Process](#) (DRAFT)
 - met yesterday about an item, the system worked as should - some things needed a second look
 - they feel good about progress
 - Folk working with Brian Franklin on a form/checklist for submitting proposals
 - no chair yet, but Densmore as interim chair gives them a chance to work the kinks out, make adjustments
- [RE & E Council](#) - Steve Herzog
 - came up with job description for a position to replace REE Coordinator - what is needed in the immediate term; no job title or salary yet



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- next step is advertising
- Densmore offered that the Ops Council can meet before 10/14 if needed to get approval going
- [Social Action Council](#) - Penne Beckett
 - every team is BUSY DOING!
 - Pride Parade is coming up
 - Immigration Justice is working on things that need to be presented to Board surrounding hosting families at the church without displacing the youth from their gathering places
 - very excited about additional funds - got split up how they wanted
 - Mike on Reproductive Justice - having trouble getting help
 - all the other teams are strong
- [Worship Council](#) - Rev. KB
 - Densmore noted that Rev. KB recruited Theresa Benson as Worship Council chair during COSL (Council of Shared Leadership) retreat
- [UUCUC](#) Strategic Planning (Monitoring) Taskforce - Karen Folk
 - no news yet - did meet a couple of weeks ago
- Other - Hanger mentioned REE/Ops Council relationship
 - Herzog offered to follow up with Kelly and Lara to make sure they understood why REE is not part of Ops Council

ACTION ITEMS

- Review New
 - Identify a Generosity Chair and at least 3 new team members (all hands on deck)
 - Tanja Hodges, Mona Shannon, Jocelyn are on committee
 - need motivational cheerleaders!
 - Aime will check on the dollar value of the church's insurance and report back
 - Aime will follow up with Good Havens about contract
 - Herzog will follow up with Kelly Halcom and Lara Breeze-Troyer about REE/Ops Council relationship
 - Aime will call Windsor of Savoy about meeting space for study session
 - Hanger will email Kathleen Holden about meeting space at ClarkLindsey for study session
- Review Old
 - Densmore will draft a letter from the Board to the Building and Grounds Advisory Group re: our concerns about our building being considered for historical preservation. (DONE)
 - Beckett will let the SAC know about the additional funding the Board passed. (DONE)
 - Densmore will work with Brian Franklin to set up a Doodle poll for a meeting of the strategic plan monitoring group (for the week of September 12th) (DONE)
 - Densmore will write an eNews article about this year's church goals and that the group will be meeting to come up with next year's - wrap in board goals (will do this week)
 - Aime will invite the Finance Committee to the September BOT study session. (DONE)
 - Hanger will look into holding the October study session at the Champaign Public Library. (DONE - nearly impossible!)
- Review Ongoing/In Progress
 - Becky will create an infographic for eNews regarding congregants updating their Breeze profiles (she will work with Brian Franklin). UPDATE 7.26.22: New plan of action to ask groups to update Group Profiles and ask their teams to update their individual profiles. (In Progress)



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- All Board members will write card shower cards
- Jody will send out the addresses for card shower recipients

FUTURE DATES

- September 22 to 28, 2022 - Rev Sally Vacation
- September 25 to October 1, 2022 - Rev KB Vacation
- October 1, 2022 - Pride Fest
- October 2, 2022 - Crop Walk for Hunger
- October 15 - 22, 2022 - Becky vacay

Meeting adjourned at 8:09p.m.