



Board of Trustees Combined Business Meeting and Study Session Minutes

December 13, 2022 - 6:30 to 8:30 PM via Zoom

Present: Adelaide Aime, Jody Hanger, Becky Densmore, Jenny Hunt, Nick Pettey, Steve Herzog, Joe Finnerty, Penné Beckett, Rev. KB, Karen Folk

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

WELCOME/CHECK IN/CHALICE LIGHTING

- The BOT did a body meditation/breathing exercise with Rev. KB
- A chalice was lit and the BOT Covenant read by all members.
 - Resource: [2022-2023 Covenant](#)

The agenda for the evening was finalized with no changes.

CONSENT AGENDA

- The Board received reports from the Associate Minister for Congregational Life, REE Manager, and the Director of Business Administration for the month of December.
- The board received minutes from the 11/22/22 BOT Business Meeting.
- The board received a new [Video Surveillance Policy](#) from the Facilities Manager and the Operations Council.

Discussion around consent agenda:

- Positive shout out to Rev Sally - she invited the youth group members to attend the Pathway to Membership class taking place in January
- Finnerty asked about cameras - two have been installed per staff report

ADMINISTRATIVE UPDATE

- Treasurer's Report for Monthly Financials - Adelaide Aime
 - [Fiscal Packet– October 2022](#)
 - [General Ledger– October 2022](#)
 - CD purchase finally went through - more tricky than expected
 - Aime did an excess cash reserves assessment - the BOT will see it in January
 - expenses low because of staff openings
 - Aime has to prepare formal budget amendment in January which formalizes all of the small changes made in the last 6 months - just changing formats, not making decisions at this point
 - Aime recommended not to redirect unspent funds
 - Aime changed some of the ways some accounts are tracked on the general ledger - specifically those that are highly confidential (Minister discretionary spending and Settled Search team); working on policy to state changes
 - Aime working with ministers around discretionary account; they are living our mission by using funds to really help congregants in sticky situations

OLD BUSINESS

- Staffing - Becky Densmore
 - Action/Discussion: The BoT needs to address the impact of Brian Franklin's resignation. As such it is recommended we move to Executive Session.
 -

MOTION: I move the Board enter executive session to discuss confidential personnel related matters.

Finnerty moved; Hunt seconded.



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EXECUTIVE SESSION began at 6:54 p.m.

MOTION: I move the Board end its executive session.

Folk moved to accept motion as written; Finnerty seconded.

The vote was unanimous; the Executive Session ended at 8:05 p.m.

OLD BUSINESS (CONT'D)

- Staffing (cont'd)

MOTION: I move to empower the Personnel Committee to initiate a job search in January 2023 to recruit a person for either a Director Business Administration or Director of Congregational Administration title, aligning to salary expectations of \$55K.

Beckett moved to accept motion as written, Folk seconded.

Hunt abstained from the vote. All other votes were in favor. The motion to initiate a job search for the administrator position in January passed.

MOTION: I move the Board contracts with Brian Franklin to serve as a consultant and perform essential administrative functions, including the evaluation of the administrative work of the church and training functions with details to be fleshed out within a contract.

Hunt moved to accept the motion as written, Beckett seconded. Vote was unanimous; the motion to contract with Brian Franklin passed.

- Settled Minister Compensation Package
 - Action/Discussion: The SST is working diligently to complete the congregational record by the UUA timeline (December) to launch our official search for candidates to serve as our settled minister. A part of this process is including our BoT approved minimal financial compensation package and submitting our draft for the next settled Lead Minister's Agreement.
 - Resource: [UUA Settlement Handbook](#) (Negotiation Team begins page 70)
 - Resource: [UUA Compensation Worksheet Template](#) (Calendar page 73)
 - Resource: [UUA/UUMA Recommended Ministerial Agreement Template](#) (Calendar page 73)
 - Resource: [UUA guidance](#) (voting members = 328)
 - Resource: [Settled Minister Compensation Package](#) (BoT approved 11.22.22)
 - Resource: [Settled Minister Compensation Spreadsheet](#) (Final to be submitted 12.14.22)

MOTION: I move to accept the Settled Minister Compensation Spreadsheet (**UUCUC Ministerial Compensation_Wksht_VER 2__12-8-22**) as presented.

Discussion around motion:

- Folk - clarification around retirement - the UUA recommends a base + match)
- Aime - the spreadsheet reflects what we do for all our employees - a 10% contribution

Finnerty moved to accept the motion as written; Hunt seconded. The vote was unanimous; the motion to accept the Settled Minister Compensation Spreadsheet passed.



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MOTION: I move to approve the Lead Minister agreement as developed by the Negotiation Team with broad feedback by the Executive Committee which is linked below.

- Resource: [Settled Lead Minister Agreement](#) (Final to be submitted 12.14.22)
- Resource: [Change Control Agreement Form](#) (Final to be submitted 12.14.22 - *Records the changes of the initial UUA agreement template to reflect what UUCUC intends to offer*)

Discussion around motion:

- Aime - BOT needs to be prepared to pay a lot more than \$90K
- Shout out to Aime for all her work on this!

Hanger moved to accept the motion as written; Pettey seconded. Vote was unanimous; the motion to accept the Settled Lead Minister Agreement passed.

- Transition Team (T-Team) Status and Update: (Rev. KB)
 - Action/Discussion: A standing agenda item to support Rev. KB as she and the T-Team lead our interim work
 - Resource: [T-Team Members](#)
 - Resource: [Interim Minister Agreement](#)
 - Resource: [Rev KB and BoT Covenant](#)
 - Meeting every other week for 2 hours
 - having deep conversations around the notes from the cottage meetings
 - leading a Sunday service once a month
 - Sunday Soups and Deep Discussions coming soon - Adult REE working with team on this project
 - Densmore asked if BOT could see settled search survey data. She will reach out to SST.

NEW BUSINESS

- Children's Choir Pilot Project
 - Action/Discussion: The Executive Committee has sponsored a project in which Operations Council affirmed to provide seed money to relaunch the Children's Choir. This action is aligned to our [congregationally approved 5 year strategic plan and supports our nine visions](#) we wish to attain. The proposal is linked below for BoT consideration.

MOTION: I move the Board of Trustees approve the pilot project as recommended by the Operations Council, reallocating anticipated costs of \$3,830, to support reenergizing and reestablishing the Children's Choir.

- Resource: [Pilot Project Proposal](#)

Hunt moved to accept the motion as written; Finnerty seconded.

Discussion around motion:

- church does not have money to increase MR's hours to 14/week at this time, but money saved by not hiring a Membership Coordinator is being used for the pilot project.
- speaks to our strategic plan, and may help revive the children's choir - some past volunteers may be ready to get involved again

Vote was unanimous; the motion to approve the Children's Choir Pilot Project passed.



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- Dental Premiums Reimbursement
 - Action/Discussion: The Personnel Committee recommended in 2018 that the board take action to approve paying 100% of the dental policy for all staff, families, and spouse/partner. While the board did not take direct action at that time, the Personnel Committee included this information in the Employee Handbook in which the board reviews annually. Thus, indirectly, the board did approve this as a policy. This issue rose to the forefront through the development of the draft agreement and compensation package for our future settled minister. After careful review and examination, the Personnel Committee recommended to maintain the practice as in terms of cost they were negligible, but in terms of the price if we were to lower our contributions, they could be long reaching. Beyond this it is absolutely crucial we take in account the practices of a major employer such as the University as we develop our benefits packages. To this end, we are completely in alignment with the U of I with the current 100% dental policy coverage. As such, the Operations Council affirmed we should continue our practice of paying 100% of the dental premium policy.
- MOTION:** I move UUCUC continues its practice to pay 100% of the dental premium for all staff, their spouses/partners, and their dependents.
- Resource: [Personnel Committee Recommendation](#)

Finnerty moved to accept the motion as written; Folk seconded. The vote was unanimous; the motion to continue paying 100% of the staff's dental premium passed.

GRATITUDE PRACTICE

- Card Shower Recipient(s)
 - Pat Nolan - nominated by Penné Beckett - for taking over food pantry, doing a great job!
 - AJ Herzog - food pantry

NEWS FROM THE FIELD

- [Congregational Life Council](#) - Nick Pettey
 - Hunt - working on finding a chair - has a meeting with Sally tomorrow
- Governance Taskforce - Jenny Hunt
 - December meeting cancelled - meeting on January 15; working asynchronously in the meantime
- [Operations Council](#) - Joe Finnerty and Karen Folk
 - [Ops Council Process](#) (Adopted 10.25.22)
 - it's working well
- [RE & E Council](#) - Steve Herzog
 - nothing new
- [Social Action Council](#) - Penné Beckett
 - meet tomorrow night - looking at alignment with the strategic plan
- [Worship Council](#) - Rev. KB
 - Theresa Benson (the new chair) and KB meeting soon
- [UUCUC Strategic Planning \(Monitoring\) Taskforce](#) - Karen Folk
 - looking forward to hearing from the Councils and committees on strategic plan alignment; report due to the BOT at end of January
 - sent out a request to the taskforce to extend the plan - there may be a motion coming in January

ACTION ITEMS

- Review New



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- Densmore will ask the cochairs of the Settled Search team for information collected from their congregational survey and notes from the cottage meetings (DONE already)
- Densmore will notify Kathleen Holden of the Board's decision to move forward with a search for a new administrator (DONE already)
- Rev. KB will follow up with MR and Rev. Sally about the additional funding for a pilot Children's Choir program
- Densmore and Aime will negotiate a contract with Brian Franklin.
- Review Old
 - Densmore will get a deck of Gratitude Cards to Nick Pettey (DONE)
 - Hanger will send email to Anne Sharpe to get BOT name badges for Steve Herzog and Nick Pettey (DONE)
 - Hanger will send email to Brian Franklin to make sure Nick has access to BOT folders on Google drive (DONE - thanks, Becky)
 - Densmore will follow up with Rev KB about creating conversations around church building (DONE)
 - Densmore will let Kathy Vance know that we approved the disbursement of Nan Ehrlich funds (DONE)
 - All will register for one session of "Leaning into Our Faith" (DONE)
 - Herzog will follow up with Kelly Halcom and Lara Breeze-Troyer about REE/Ops Council relationship (DONE)
- Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients
 - Folk will run the idea of extending the strategic plan past the Strategic Planning Monitoring Taskforce (In Progress)
 - Aime will check on the dollar value of the church's insurance and report back (In Progress)

FUTURE DATES

- BoT Combined Study Session/Business Meeting - December 13, 2022
- BoT Study Session - January 10, 2023 with special guest, Dr. Trudy Good - Good Havens Consulting (BoT study sessions on the 2nd Tuesday of each month at 6:30 PM)
- Operations Council - January 12, 2023 (Ops Council meeting on the 2nd Thursday of each month at 4:00 PM)
- Executive Committee - January 18, 2023 (ExCo meetings on the 3rd Wednesday of each month at 1:00 PM)
- BoT Business Meeting - January 24, 2022 (BoT business meetings on the 4th Tuesday of each month at 6:30 PM)
- Leadership Circle Appreciation event, Rev KB, January 21 (Sat) 4:30-6:30 p.m. Board members requested to attend. Note: Event now scheduled for Feb 4th.

Meeting adjourned at 9:19 p.m.