



Board of Trustees Business Meeting Minutes

January 24, 2023 - 6:30 to 8:30 PM via Zoom

Present: Becky Densmore, Jody Hanger, Jenny Hunt, Joe Finnerty, Becky Densmore, Karen Folk, Rev. Karen Bush, Adelaide Aime, Steve Herzog, Brian McDermott (Nick Pettey and Penné Beckett were unable to attend)

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

WELCOME/CHECK IN/CHALICE LIGHTING

- The Board did a tapping therapy (EFT) exercise with Rev. KB
- A chalice was lit with the following words: As we approach our agenda/let us remember that we are doing the work of the congregation./When we do the work of this congregation, we touch lives./When we touch lives, we change the world./May this chalice flame we now kindle remind us throughout our meeting of our ministry and our mission.
- The BOT Covenant was read by all members present
 - Resource: [2022-2023 Covenant](#)

The agenda for the evening was finalized with no changes.

CONSENT AGENDA

- Finnerty asked that the Wish List Policy Amendment be removed from the Consent Agenda and moved to the New Business portion of the meeting to allow for further discussion
- Aime had a small correction to the December 2022 Board minutes
- The Board received reports from the Associate Minister for Congregational Life, REE Manager, and the Director of Business Administration for the month of January.
- The Board received minutes from the 12/13/22 combined Business Meeting and Study Session.
- The Board received several items from the Operations Council:
 - Brian Franklin Consulting Agreement
Resource: [Executed Agreement](#)
 - Miguel Espinoza Director of Business Administration
Resource: [Offer Letter](#) (accepted)
 - Budget Amendment Policy (new)
Resource: [Budget Policy Recommended](#)
 - Wish List Policy Amendment (***moved to New Business***)
Resource: [Wish List Policy Recommended](#)
 - Safer Congregation Policy Amendment
Resource: [Safer Congregation Policy Recommended](#)

The consent agenda was approved with the wish list policy being placed under New Business.

ADMINISTRATIVE UPDATE

- Treasurer's Report for Monthly Financials
 - [Fiscal Summary – November 2022](#)
 - [Budget Modification Tally - November 2022](#)
 - [P & L – November 2022](#)
 - [Balance Sheet - November 2022](#)
 - Revenue is spot on, expenses continue to be low because of open positions
 - Aime created super early draft budget so Generosity Team could have a number to work with
 - Aime reminded the BOT that the settled search negotiation team could have to make complicated decisions quickly when the time comes



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- there are no changes since September to the Budget Modification Tally spreadsheet; Aime working on making the format clearer for next time
- another elevelte inspection is coming in spring or summer - will be up to \$6K expense that is not currently in the budget
- December financials not available yet because of accountant's January workload
- reached out to Kathy Vance (Financial Secretary) to find out if there are any functions that she or the trust committee might want to have done by a professional

Before proceeding to OLD BUSINESS, a discussion was held around the amended Wish List Policy

- Aime and Finnerty wonder why there is a wish list at all; all donated funds should go into a big pot - in agreement with Joe, all donated funds should go into a big pot; Folk agrees
- Hunt - things that come up in between the budget (like AV equipment ask)
- Rev. KB - staff is happy that there is a wish list, provides a shorter turn around than the budget, for visions and needs that are outside what their budget lines can handle
- Densmore - the wish list policy is strictly for staff when they see a need and they work tightly with the councils; feels that it is important for the staff to have a way to communicate needs they see for the church, plan for needs of the church that are outside the budget; maybe it just needs a new name
- Finnerty - shouldn't we create a reserve process to access the reserves for these projects
- Aime - already have a budget amendment process, if staff and council working together see an emergent need, go thru that process and use reserves
- Folk - perhaps Unexpected Emerging Expenses Policy? Feels it needs a little revision - the policy as written isn't clear that requests would need to go through Finance
- Folk offered to look at policy post Generosity campaign
- McDermott - make sure to include Tim Voelker and Jerry Carden since many of the items are property-related.

OLD BUSINESS

- 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

The team have three more services to plan using the comment from the cottage meetings to look for themes and places for growth last service will be May 14 with a celebration lunch after
- Generosity Campaign Status and Update (Karen & Jenny)
 - Action/Discussion: The 22 - 23 BoT is taking a leadership role in the support of a robust Generosity Campaign, ***Leap to the Future: Reconnect and Deepen Our Community***. This is a standing agenda item for the co-chairs, Karen Folk and Jenny Hunt to report on progress and provide them with a mechanism for continued Board support.
 - Resource: [Generosity Campaign Project Plan & Timeline](#)

Brochure is almost ready to go

Bea Betzner is back from a trip and eager to help - she has extensive background in fundraising reached out to Kelly Skinner (REE Manager) to see if YRUU would be interested in creating large graphic to measure incoming pledges

32 have RSVP'd for big donor celebration on February 4

Mona Shannon and Brian Franklin have been huge helpers

Rev. KB has asked that the Council chair videos be put into enews



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- Church Home
 - Action/Discussion: The Reifsteck Reed report our church received this past fall offered three possible options to upgrade our church in an effort to ensure those with mobility challenges can navigate our building. Knowing that accessibility is only one of the issues with our building, this agenda item affords the ability to begin to execute the board strategy and goal to help the congregation make informed decisions regarding how our church home is aligned to and reflects and supports our values, mission, and vision.
 - For Consideration: What question will we ask to help delineate the “church” from the physical plant? Let’s discuss in a special study session. When can we schedule? March 14, 2023 Study Session?
 - The big unknown is the new minister - financial implications won’t be known until April
 - The big question is HOW DOES OUR CHURCH BUILDING SUPPORT OUR MISSION?
 - Rev. KB - the March 26 service is dedicated to this topic
- Safety and Security Report
 - Action/Discussion: The board secured the services of Good Havens Consulting and the expertise of Dr. Trudy Good, principal owner and director. Dr. Good created a report and shared her findings with the Board during its January Study Session. The Board is tasked with next steps to ensure actions are taken to address key findings.
 - Resource: [Congregational Safety Assessment & Recommendations Report](#)
 - Resource: [Good Havens Presentation](#) (NOTE: Copyrighted materials)
 - Resource: [Action Items and Leadership Guide](#)
 - Densmore - thinking about what we do about people sleeping under eaves of church? need a policy about how to handle this situation.
 - KB - has already sent a letter to Social Action Council and they had a lot of energy around this issue at their last meeting, they are discussing if they want to consider this as a priority
 - Densmore - need a Safety and Security Team charter (Hanger offered to work on one)

NEW BUSINESS

- Nominating Committee
 - Action/Discussion: It is time to begin looking at the vacancies that will occur as a result of leadership shifts that will occur in the 2023 - 2024 church year. Current nominating committee includes: Penne Beckett, Jody Hanger, Becky Densmore, Peggy Patten, and Tim Temple. We need one additional at-large member according to our congregational documents.
 - Gail Schiesser (Moderator) has begun reaching out to convene the Nominating Committee a few names were tossed out as ideas for other members (Cindy Loui? Kathy Frizzell?)
 - Hanger - reminded Board that Clerk is not part of Nominating Committee per the bylaws someone is considering taking the Clerk position
 - the bylaws state that the Nominating Committee is okay with just two current Board members
- 2023 Congregational Meeting
 - Action/Discussion: It is important to ensure that we have established the annual meeting date well in advance so that critical tasks including budget preparation can be completed and communicated. To this end, the Moderator, Gail Schiesser, has been invited to the BoT February Study Session to identify a date. During the February Business Meeting, the board will take action.
 - Gail Schiesser has possible conflict with annual meeting date depending on when it is



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Settled Search Team has recommended that the ministerial call meeting and the annual meeting NOT be at the same time; vote on the new minister would be the second Sunday of candidating week (either April 23 or April 30); SST would handle the call meeting
Annual meeting can still be in June

- Financial Resources Priorities

- Action/Discussion: The Board has invited Brian McDermott, acting chair of the Finance Committee, to join this conversation as budget priorities for the 2023 - 2024 church year will be discussed.

- Resource: [23 - 24 Congregational Goals](#)

Densmore - Board's priorities lie with protecting staff, including the ministerial staff would love for Rev. Sally to remain at ¾ time; Folk said that we would need a 25% increase in pledges for that goal alone

Hunt - staff supports every mission of this church, cutting staff is cutting off nose of our vision

Aime - also no more one time funding - time to address the structural deficit

Densmore - would like to see a plan for the deficit - maybe we can attack it over a few years

Director of Religious Exploration and Engagement is still the long term plan; will need budget for the search, but much depends on the new minister

The voice of the Board is that we need a lead minister - we must first protect the ministerial package and then everything else follows

- Strategic Plan Extension

- Action/Discussion: On June 14, 2020 during the Annual Meeting, the congregation approved a five year strategic plan (2020 - 2025). While excellent progress has been made irrespective of the global pandemic, the Strategic Plan Monitoring Taskforce, led by Karen Folk, has agreed that the congregation would be well served by extending this plan by one year, ending June 30, 2026.

MOTION: Acting upon the guidance from the Strategic Plan Monitoring Taskforce, I move the Board to extend the current congregational approved strategic plan by one year, ending June 30, 2026.

- Resource: [5 Year Strategic Plan](#) (approved 2020)

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

Vote was unanimous; the motion to extend the current strategic plan by one year passed.

GRATITUDE PRACTICE

- Card Shower Recipient(s)
 - Miguel Espinoza - new DBA
 - Peggy Patten - Hospitality

NEWS FROM THE FIELD

- [Congregational Life Council](#) - Nick Pettey
 - Rev. Sally - working to get someone in leadership
 - Hunt added that a couple of people have indicated interest - one has health issues in the way right now, other one hasn't decided yet
- Governance Taskforce - Jenny Hunt
 - Hunt - it was decided that VAHEST belongs under the Social Action Council umbrella
 - looking at other congregations' policy/procedure manuals for comparison
- [Operations Council](#) - Joe Finnerty and Karen Folk



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- [Ops Council Process](#) (Adopted 10.25.22)
- everything humming along
- [RE & E Council](#) - Steve Herzog
 - nothing new, but met with Kelly Skinner (REE Manager)
- [Social Action Council](#) - Penné Beckett
- [Worship Council](#) - Rev. KB
- [UUCUC](#) Strategic Planning (Monitoring) Taskforce - Karen Folk
 - gathering information from all the council leaders, goal is to have progress report for February Board meeting

ACTION ITEMS

- Review New
 - Jody will connect MR and Adelaide via email about music-specific monies available (DONE)
 - Karen and Becky will look at wish list policy for refinement (post generosity campaign)
 - Becky will send an email to the Ops Council about further wish list policy revision and refinement - current policy still in place until then (DONE)
 - Becky will reach out to Pam Richart of the Social Action Council re: possible hospitality of displaced/homeless persons. REE will have to be included in any planning, actions around this topic. (DONE)
 - Jody and Steve will draft a charter for a Safety and Security Team in time for February Business meeting.
 - Becky will look into finding an additional at-large member for the Nominating Committee.
- Review Old
 - Folk will run the idea of extending the strategic plan past the Strategic Planning Monitoring Taskforce (DONE)
 - Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients
 - Aime will check on the dollar value of the church's insurance and report back (In Progress)
 - got the relevant section of policy , but needs further info from Miguel - wants to leave him alone for a while

FUTURE DATES

- Rev. Sally Vacation - January 23 - 28, 2023
- Leadership Circle Appreciation Event - Saturday, February 4, 2023 (Board members requested to attend at KB's home from 4:30 to 7:30 PM)
- Rev. Sally Vacation - February 6 to 12, 2023
- Becky Vacation - February 11 to 18, 2023
- Rev. KB Vacation - February 13 to 19, 2023
- BoT Study Session - February 14, 2023 (BoT study sessions on the 2nd Tuesday of each month at 6:30 PM)
- Executive Committee - February 22, 2023 (1:00 to 3:00 PM)
- Jenny Vacation - February 22 to March 3, 2023
- BoT Business Meeting - February 28, 2023 (BoT business meetings on the 4th Tuesday of each month at 6:30 PM)
- Rev. KB Study Leave - March 6 to 13, 2023
- Rev. Sally Vacation - March 20 to 29, 2023



UU Church of Urbana-Champaign

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- Candidating Week - April 23 - April 30, 2023
- Rev. KB Vacation - April TBD (Needs to be aligned to Candidating Week)
- Rev. Sally Study Leave- April TBD
- Rev. KB Vacation - May TBD
- Rev. Sally Study Leave - May TBD
- Saying Fare Thee Well to Rev. KB as our Interim Lead Minister - June 4, 2023
- Rev. KB Vacation - June TBD
- Rev. Sally Study Leave General Assembly - June 17 to 30, 2023

Meeting was adjourned at 9:01 p.m.