

UUCOV Board of Trustees

Minutes of January 14, 2021 Meeting

Call to Order

- President Pamela Palmer called the meeting to order via zoom at 9:30 a.m.
- Chalice Lighting – Reverend Khleber
- Check In
- Members present: Pamela Palmer, Dave Lyon, Ken Boysworth, Steve Leapley, Nancy Janssen and Claire Harrison. Also present, Reverend Khleber Van Zandt. Quorum present. Jack Head planning on joining meeting when able.
- Thank you notes – none identified

Approval of Minutes

- Minutes approved as distributed via email.

Monthly Reports & Correspondence

- President's Report – No written report distributed. Agenda includes current key issues and items for discussion.
- Vice-President's Report – Jack emailed minutes of the January 5th Coordinating Council meeting.
- Minister's Report – Reverend Khleber distributed his report via email. Discussion of our covenant and what is included in terms of Sunday service being under the control of the Minister. Dave spoke of that clearly being the intent and the Board voiced its support and agreement.
- Treasurer's Report – Monthly Treasurer's report was sent via email. Dave reports that pledges for the current fiscal year are on line with projections. Issue of the question raised as to the authorization of expenditures related to the augmentation of our audio-visual system has been resolved by the Finance Team's allocation of \$12,000 from our Capital Fund account. Dave reports year-end tax statements have been sent to staff. Letter asking for targeted donations for AV improvements went out to select group of individuals who have contributed to special projects in the past. Thus far, \$600.00 has been contributed. The Proposed Budget for FY'22 forwarded to the Board for review will be taken up as agenda item later in this meeting.

Where Are We Going? – Planning in a New Normal

- Closed Captioning for the Sanctuary – Ken reported his understanding of closed captioning already being available on YouTube and via streaming. In regards to having closed captioning available live in the sanctuary, Reverend Khleber has not been able to discover any simple solutions. Pam believes Zoom offers the option of closed captioning but further research is needed. Pam and Ken agreed they would explore this jointly. Ken's understanding is that establishing an audio induction neck loop system for the sanctuary would require extensive work and would be costly. Reverend Khleber suggested further options be explored and that we should continue doing everything possible to improving systems for better access for all interested in being part of our community.
- Jack Head joined us. Jim Beckstrom, along with Jack, presented the findings of the Task Force related to their review of business and web-based systems. Task Force members in addition to Jack and Jim include Charlene Pratt. A power point presentation of the work related to the research conducted and venues explored was presented and discussed. Moving forward, two

options exist – we can either hire a professional or look at doing the work ourselves. UUA recommends WordPress Breeze church software systems. Dave asked whether system offers capacity for Calendar, Happenings, and Connection. Jack said these would fall under Breeze financial section. What is not clear at this point is how Powerchurch information would interact with Breeze. Issue related to maintenance of multiple membership lists was also raised.

Key decision needing to be made at this time is whether to proceed with changes and improvements to our system utilizing an outside professional consultant or whether to have a member(s) take the lead role in these efforts. Given the changing technology, some training and support would be needed if we choose to proceed in these efforts utilizing internal resources. Following discussion, the motion was made by Dave Lyon and seconded by Steve Leapley to form an ad hoc Smart software team led by Jack Head and to pay for tutoring totaling up to \$500 for the team. There being no further discussion, the motion passed unanimously.

Question was raised as to whether there have been any discussions with Karen Griffin related to our making changes to our current web-based system. Reverend Khleber reported that there had been an initial conversation and stated there is a current contract for services she is providing.

- Task Force to Improve Accessibility to Chancel – Pam reported Task Force consisting of Bill Dowling and Richard Palmer are not moving forward with recommendations related to this undertaking until technical improvements to audio-visual systems are completed.

Nominating Committee Report

- Steve Leapley reported the Nominating Committee had completed its work and submitted submitted slate of candidates for its one open position on the Board and two elected positions for next year’s Nominating Committee. Following was submitted by Janet Knudsen, Secretary for the Nominating Committee:

Serena Cannarelli for two-year term Board of Trustees

Nancy Janssen and Mark Murray to serve on the Nominating Committee

Claire Harrison has agreed to serve a second three-year term as Secretary Board of Trustees

Jack Head has agreed to serve full two-year term as Vice-President Board of Trustees

The motion was made by Jack Head and seconded by Pamela Palmer to accept the proposed slate of candidates as presented. Motion passed unanimously.

Policy and Procedures Changes & Reorganization

- Following discussion of motion made by Pamela Palmer and seconded by Jack Head of adopting changes as proposed in October, it was agreed this item be tabled to our next meeting.

Classification of Member/Friend/Visitor Designation

- Salli Clarke, our Office Administrator, currently designates category assigned. Over the years, this has caused challenges in an number of areas. Given definition/designation of “member” and “friend” is included in our ByLaws, the Board is referring this issue to the By-Laws Committee. No recommendation or action at this time.

April 1, 2021 through March 31, 2022 Budget

- The Board adjourned into Executive session at 11:15 a.m. to discuss personnel-related compensation and resumed the Board of Trustees meeting at 11:35 a.m.

- Dave led further discussion of the proposed budget with focus on areas of notable change on the expense side of our operational budget including: “Denominational Dues” of \$14,456 reflecting amount to continue being an honor congregation; “Telecom” expense of \$3,000 reflecting increased cost now that WiFi capacity exists in all three buildings; \$10,000 in “Technology” line expense for AV and IT upgrades. Income side remains consistent with the current revised budget for the current year with exception of \$9,000 increase in pledges and addition of \$7,000 under Fundraisers which for the current year had been zeroed out. Motion made by Steve Leapley and seconded by Ken Boysworth to approve the balanced budget as presented for submission to the Congregation. Following discussion, the motion was unanimously approved.

Next Meeting

- Next scheduled meeting will be held Thursday, February 11, 2021 at 9:30 a.m. via zoom.

Adjournment

- There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Claire Harrison, Secretary