

UUCOV Board of Trustees

Minutes of January 13, 2022 Meeting

Call to Order

- President, Pamela Palmer called the meeting to order at 9:35 a.m.
- Chalice Lighting & Opening Words were offered by Reverend Khleber
- Members present: Pamela Palmer, Jack Head, Dave Lyon, Ken Boysworth, Steve Leapley, Serena Cannarelli, and Claire Harrison. Also present, Reverend Khleber Van Zandt.
- Check In
- Thank you notes – none identified at this time

Approval of Minutes

- Minutes of December 16, 2021 Board of Trustees meeting approved as distributed via email.

Response to Reports & Correspondence

- President's Report – Agenda acts as report
- Vice-President's Report – Jack Head reported Coordinating Council met on January 4th and submitted minutes via email. Reported that various committees continue to be working on developing goals.
- Minister's Report - Reverend Khleber distributed his monthly report via email. Identified Board members to do welcome and announcements for the next three Sunday services. New Member Sunday is scheduled for January 23rd. Reverend Khleber again reiterated his willingness to speak with any contracted and/or interim minister filling the pulpit or considering coming to UUCOV in the months ahead.
Discussion followed related to Reverend Khleber's final service with us on January 30th. Pam spoke of asking all past Board presidents to join her when the pulpit is handed back to the congregation. With rising numbers of Covid cases being reported, question was raised as to whether it might be necessary to consider closing the campus. It was agreed metrics would continue to be monitored and followed but at this time it is not felt to be necessary to consider closure.
- Treasurer's Report – Dave Lyon submitted the Treasurer's monthly report for December and the Bookkeeping monthly and year-to-date reports via email. Dave reported the W-2s have been mailed to staff and that the year-end donation statements to members and friends will be going out next Tuesday or Wednesday. Additional funds have been received from Mariette Glover's estate and the Sunday donation to Good Samaritan was close to \$1,000 when matched. Dave also warned that January's water bill is going to be very high as there was a leak in the line that caused high water usage. Repairs have been made.

Interim Minister Search

- We will not have an Interim Minister starting in February and will be having various contracted and guest ministers until such time as an Interim Minister is identified and comes on board. The importance of establishing the following committees and positions was discussed and agreed upon:
 - Committee on Ministry – The three members having agreed to serve on this Committee include: Ginny Chappelle, Bill Reynolds, and Barbara Smith. Motion was made by Pam Palmer and seconded by Steve Leapley to establish Committee on Ministry naming the above three referenced individuals to serve on it. Motion passed unanimously. Reverend Khleber will set up a meeting with committee members for orientation.

- Personnel Committee – There has not been an active Personnel Committee in some time and it is recommended that one be reactivated. Claire Harrison and Steve Simon have both agreed to serve on the committee and a third individual needs to be identified. Board recommended several individuals with personnel experience to approach about serving on this committee. Pam will contact them to ascertain their interest and willingness to serve.
- o Acting Chief of Staff – Pam proposed that the new President and Vice-President assume this role. Steve noted that Dave Lyon had assumed this function when Reverend Khleber was on sabbatical and is most familiar with the duties and responsibilities of the various staff positions. Following discussion, the motion was made by Steve Leapley and seconded by Claire Harrison to name Dave Lyon as Acting Chief of Staff. Seven in favor with Dave Lyon abstaining as he was nominated for the position.

Annual Meeting Preparation

- o April 1, 2022 Through March 31, 2023 Annual Budget - Dave distributed proposed FY'23 annual budget. Finance Committee met yesterday to review and approve budget as distributed to the Board today. Following discussion, the motion was made by Claire Harrison and seconded by Serena Cannarelli to accept the budget as presented. Motion passed unanimously.
- o Nominating Committee – The Nominating Committee has completed its work and has submitted the proposed slate of Board of Trustees, Officers, and two Nominating Committee members to the Secretary to post with notice of annual meeting. The Board acknowledges receipt of the proposed slate and extends its appreciation for its work to the Nominating Committee.
- o Report from the Bylaws Committee – The Bylaws Committee has completed its review and its proposed amendments to the Bylaws. Format in which they were submitted does not clearly indicate proposed changes and revisions. Jean Spitzer will be contacted requesting that the proposed Bylaws be submitted in usual and customary manner for distribution to the Congregation.
- o Report from Social Justice Committee – The list of five proposed designated charities for the monthly Sunday offering was submitted. Number has been increased from four to five and question of whether RIP Medical Debt should be included was discussed. Several Board members expressed concern of this not being a local organization and these medical debts oftentimes already having been written off. Board recommends to Social Justice Committee not including this organization in its proposed designated contributions for FY'23.

Interaction with the Greater Community

- o Hands Up – Pam and Linda Underwood have a meeting scheduled for tomorrow with the Laurel Community Center to discuss the status of this program. If it is not being undertaken, request will be made that the \$20,000 in contributions from the Congregation be returned.
- o Family Promise – There is not sufficient information at this time to discuss. Tabled until such time as status of the program and direction going forward is clearer.

Old Business

- o Interim Minister Team – Jack reported that UUA intends to get back to the Team after the first of February. As of the beginning of April, interim candidates will be able to begin speaking up about their interests. As Jack is being nominated as President of the Board of Trustees for the coming two years, consideration needs to be given at this time to replacing him as a member and chair of the Interim Minister Team. Several members were suggested, and Jack agreed to approach them as to their interest in serving on the Team. It was further agreed that it is this

Team versus the Board who should be conducting the initial vetting of prospective interim ministers.

Other Business

- Exit Interview with Reverend Khleber – Benefits of conducting an exit interview with our departing Minister was discussed. Claire will schedule a time to meet with Reverend Khleber.
- Ratification of January 6, 2021 Board Votes Taken – The following actions taken at our Executive Committee meeting also attended by a majority of the Board were ratified unanimously:
 - Hiring of Edward Haynes as AV Technician
 - Holding a special congregational meeting on January 16th for the purpose of bestowing the designation of Minister Emeritus on Reverend Khleber.
- Motion was made by Steve Leapley and seconded by Pam Palmer to again this year fund three NACA (Nokomis Area Civic Association) summer camp scholarships totaling \$1,000. Following discussion, the motion passed unanimously.
- The question of who needs to be assuming what are considered sexton responsibilities following Sunday services such as bringing in the outdoor chairs and locking up the sanctuary was raised. Steve will speak with Bill Dowling, Chair of the Campus Team, about it.

Adjournment

There being no further business, the meeting was adjourned at 11:40 a.m.

Next Meeting

- Next scheduled meeting of the Board will be held Thursday, February 10, 2022 at 9:30 a.m.

Respectfully submitted,

Claire Harrison, Secretary