

UUCOV Board of Trustees  
Minutes of May 11, 2023 Meeting

Members present: Jack Head, Steve Leapley, Ken Boysworth,  
Pat Wellington, Bill Reynolds, Jean Sibbers and Barbara Buehring.  
Rev. Amy Petrie Shaw present.  
Opening words and Chalice lighting by Rev. Amy.

Guests present: Ellen Higdon, Bill Dowling. John Spitzer, Claire Harrison

Call to Order: Jack Head

Opening Words/Chalice Lighting: Rev. Amy

Process Observer: Rev. Amy

Committees Reporting Directly to the Board

By-Laws: no report

Chief of Staff: no report

Denominational Affairs: no report

Transition Team: no report

Personnel Committee: Claire Harrison, chair. The personnel manual hasn't been updated since 2015. Committee consensus on recommended changes has been reached. The UUA's new sample manual was used as a guide. The key changes are: (a) Expanded information on sex harassment; (b) New section on employee complaints; (c) Improved procedures regarding ADA issues; (d) Spelling out policies surrounding the hiring of members as staff; (e) Family medical leave; (f) Opened up evaluations to comments from members; (g) Liability issues when using equipment in the workshop; (h) Recommending that 25 percent of unused vacation be eligible to be carried over to the following year; and (i) One day open holiday to be added. The revised document will be reviewed by an attorney. Claire recommends that the personnel manual be reviewed annually. There was a recommendation that additional days off be given the last week of the year, from Dec 25 through Jan 1. The UUA recommends that sick leave include immediate family members. Parental leave was increased to 8 weeks. The right to suspend or terminate an employee for violating the law was added. A final version should be complete before the next Board meeting.

Health and Wellness: no report

Minister Search: no report

Strategic Planning: Bill Reynolds, chair. The final draft of their report should be completed next week. The report will include raw survey data, a summary, and demographic data. It will be presented to Coordinating Council and the Board and to the congregation in a Congregational Conversation. A copy of the report will be put in the library. The report will be made available to share with ministers in Search.

Stewardship: no report

*Business meeting called to order by Bill Reynolds at 10:06 am.*

A quorum was established by Board Secretary Barbara Buehring.

Approval of Minutes

Minutes of the April 13, 2023 Board of Trustees meeting were approved by email; motion to formally approve was made by Steve Leapley and seconded by Ken Boysworth. The motion passed.

Thank You Notes were sent to Brian King, the Willotts, and Ashlie Solgot. A Thank You note will be sent to Eddie Keffel for his work at the Maxine Barret service.

Correspondence-none

Treasurer's Report: Ken Boysworth's report was reviewed (emailed to the Board previously). A motion was made by Bill Reynolds and seconded by Jack Head to accept the report. Motion passed.

Unfinished Business:

- Linda Underwood will be invited to attend a Board meeting to discuss members vs friends. Pledging, active nonmembers should be asked if they can be listed as members to UUA. Ask them why they are not members? Who gets to vote? Ask Membership Committee.
- Discussion of breakfast and General Assembly service. Rev Amy will come back with a proposal.
- Wish list—the Finance Committee will discuss how to pay for it. Ask congregation for contributions to list; these can be things to do as well as items to buy. We could make a giving tree and put anything that's not in the budget on the tree. Define major and minor wishes, procedure for how things are added to giving tree—refer to Coordinating Council to come up with policy and procedure for this.
- A motion to add hurricane shutters for the sanctuary, driveway signage, boundary signage, and two paved handicapped parking spaces in front of Waters Hall to the Wish List was made by Steve Leapley, seconded by Pat Wellington. The motion passed.
- We can make the Board more transparent by establishing goals and sharing the four biggest goals with the congregation. Teams could build their goals to coordinate with the Board's goals. We can report to the congregation what progress toward these goals was made each month. The goals should be set according to the goals the congregation expressed during the strategic planning survey. Bill Reynolds will inform the Board of these at a Board retreat.
- Jack Head accepted Don Courtsal's resignation as Finance Committee chair and approved John Spitzer as the new chair. John will appoint members to the committee. John discussed the committee's proposed change to UUCOV's Policies and Procedures regarding the Endowment Fund. The Board needs to give approval for final signoff. The proposal was postponed until the next meeting to give Jean Sibbers and Ken Boysworth time to meet with John and get more information. A quarterly joint meeting between the Finance Committee and the Board was proposed. It was noted that it is important to get written documentation of where gifts should be applied.

New Business:

- A motion to add a second congregational meeting in the Fall was made by Jack Head and seconded by Pat Wellington. The motion passed. Voting could be conducted by Zoom. Rev. Amy and Kathy could make a YouTube video explaining how to do this. We need to find a way for members not able to use computers to vote.
- Article 2. Rev. Amy reported that the general feel of the congregation is that we don't like the proposed wording of Article 2, that we will vote No on these specific changes but are open to change. The general feeling of the congregation is against Principle 8. This is how Rev. Amy will instruct our delegates to GA to vote.
- Steve Leapley will meet with Annie Harrison and Linda Underwood to consolidate a list of teams and committees.
- What are we doing to renew welcoming congregation status (lgbtq). Put this on next month's agenda: Do we want to try to renew our welcoming congregation status?
- Rev Dennis's tour may reach our area in November. Coordinate with UU Sarasota..
- 25<sup>th</sup> anniversary committee—Serena Cannarelli will chair.
- QR codes could be added to the order of service to make donating easier. Ken will look into the cost of adding the QR option to our MyVanco services.

A motion made by Ken Boysworth to end the business meeting and seconded by Steve Leapley. Motion passed.

*The business meeting adjourned at 11:29 am.*

Chalice extinguished and closing words from Rev. Amy Petrie Shaw.

Next meeting will be Thursday, June 15, 2023, 9:30 am.

Respectfully submitted,

Barbara Buehring  
Secretary