

UUFC Board of Trustees Minutes April 18, 2021

Rev. Christina Branum-Martin Opening Words: “The path of awakening is not about becoming who you are. Rather it is about becoming who you are not.” Albert Schweitzer

Check in, Members Present: Holley Ulbrich, Dave Sanders, Derek Wilmott, Michael Elder, Suzy Marcus, Martha Alexander and Rev. Christina Branum-Martin

Approval of March Minutes: Dave made the motion to approve as amended, Michael seconded. Minutes were approved at 12:13 pm.

Michael, Monthly Financial Report:

March Financial Results

The first two months of the year were heavy on income and light on non-staff expenses. In March income fell below expense and that trend will likely continue through most of the rest of the year. This was to be expected because our budget was built around the infusion of funds from the federal PPP program. It remains of strategic importance for 2022 and beyond that we increase revenue while controlling expenses. One option that is being considered in conjunction with the Planned Giving Committee is using Endowment funds to pay off the Mortgage and thus reduce annual operating expenses by \$8,647.00. The current balance on the Mortgage is \$47,299.00.

Founders’ House Porch Project and Required Code Upgrades

In March, the Financial Council was notified by the Building Committee Chair that fairly extensive foundation and “life safety” work had to be done in order to comply with the city building code for commercial property. The board approved budget for the project was \$15,246.04. The contractor (Rich Walker) has indicated that the additional expense incurred to meet Code standards, includes materials (\$4,221.91) and labor (\$6,600.00) for a total of \$10,821.91. In retrospect the building Committee should have paused the work when it became apparent that significant additional work would be required. However, the long process of moving this project ahead, the initial unknown scope of work and the belief that the code issue had to be dealt with, contributed to the decision to continue work without seeking approval.

In early April, the Financial Council met with Rich to review the chronology of events and the additional work that has been done. Even though key

steps in the communication and approval process were missing, the general sense of the Financial Council is that the work was done and the contractor should be reimbursed. Ultimately, the decision to approve the additional amount of \$10,821.91 rests with the Board. If the Board approves payment, it is suggested that Planned Giving be asked to utilize appropriate Endowment Funds for that purpose. (In the future the need for extra funds needs to be approved prior to work being done.)

April 18, 2021 Board Meeting: Michael moved and Dave seconded that the board approve paying the contractor for the additional work with completion being no later than August 30, 2021. The Board approved.

Online Contribution Processing System

The transition of our online processing of contributions from PayPal to VANCO began on April 1st. The Finance Council has contacted members who had automatic reoccurring payments of the need to discontinue those with PayPal. The Council worked with Del Kimbler on the wording for the information concerning the benevolence organizations, that the Fellowship supports. The Financial Council welcomes input from members on how the new system is working and suggestions for possible improvements.

Fund Raising

The Fundraising Team is auctioning a week stay this fall at the home of Jane McLamarrah and Michael Kohl on Pawley's Island. The auction will begin on April 25th and end on May 2nd. The minimum bid starts at \$750.00. The Second vacation home auction will be later in the year if the Canadian border opens up.

Employment Agreements

The Personnel Chair and the minister in consultation with the CFO are developing revised employment agreements for existing staff and our new part-time Communication Assistant. The focus is to update and provide consistent language and terminology which will ultimately be included in a future Personnel Policy revision.

Rev. Christina, Minister's Report:

She will be at the Transitional Ministry Conference the last week of April.

She will hold a parking lot service May 30th.

She will be out of town from June 15th-20th for her first week of summer vacation.

She will take the remainder of summer vacation from July 12th -August 15th.

Rev. Dillman Sorrells will step in to provide pastoral care on a contract basis during the summer weeks when Rev. Christina is on vacation.

Holley, President's Report:

Kathy Crain and Cindy Lee have agreed to serve on the Safety Team.

Dave, Past President's Report:

The nominating committee which also includes Derek, Sarah McNeill and Rhonda Powell will be looking to replace Susan Clay on the Planned Giving Committee. Board members offered suggestions.

Derek, President Elect's Report:

Derek and Rev. Christina were unable to meet with Elizabeth Branstead about the employment agreement. A goal is to update hours worked so they are not working more than we are paying for. Derek has submitted a draft of **Employment Letter of Agreement, UUFC-Communications Assistant**. In June Rev. Christina will provide an update on all employees.

Suzy, Council of Committees Report:

Wednesday, May 19th there will be a Re-Entry meeting.

Rev. Christina and Michael have discussed ways to encourage people to come to C of C meetings. Michael expressed the need for each member to report what they have been doing.

Old Business:

1. Response to goals from committees-Holley reported that she has received a few responses and is trying to get more.
Final six month interim report from the board has been sent to the UUA.
2. Recommended bylaws changes incorporating changes recommended by last month's board meeting have been made and are ready for the June congregational meeting.

New Business:

1. Recommended change to BOT May 23rd meeting (Meet at 12 Noon. Secretary, Martha will leave at 1:30 pm to attend the Greenville Symphony.) Members agreed. Avoids Memorial Day weekend and a parking lot service.

2. Building cleaning day July 10th Lots of rooms need cleaning, library needs work. RE room is a mess. It was suggested that there be additional work-days in August. There will need to be a special place for children.
3. Parking lot service out-gathering May 30th.
4. Congregational Meeting June 13th: Discuss status for re-opening. We are now in Phase 1. Discuss place for unvaccinated children. Discuss and vote on bylaws changes
5. RE Planning for fall
6. Response to goals request

Other New Business:

1. The cost of Audio Visual equipment has been donated.
2. The fire ring near Founders' House was funded by donations. Fire ring gatherings starting May 1st will be limited to ten people. Sign ups required. Bring chairs, food for yourself, not to share, and meet at 7 pm.
3. Rev Christina, Derek, Sarah McNeill, Holley and Dave are helping to lead/facilitate CAPER, "Living the Pledge Workshop" Saturdays May 8th and May 22nd 9 am-4 pm with breaks for lunch and two other breaks

Martha moved and Dave seconded to adjourn.
The meeting was adjourned at 1:19 pm.

Respectfully submitted,
Martha Alexander