BOARD OF TRUSTEES MEETING MINUTES

April 6, 2021 on Zoom due to Covid-19

Duties: *READING - **Cecil**; BLOG - **Ryan**; TIME-KEEPER - **Judy**;*
*PROCESS OBSERVER - **Karen**; CHALICE LIGHTER - **Clyde***

OUR OPEN AND WELCOMING CONGREGATION CONNECTS HEARTS, CHALLENGES MINDS, AND NURTURES SPIRITS, WHILE SERVING AND TRANSFORMING OUR COMMUNITY AND THE WORLD.

In attendance: Julie Stoffels; Michael Beech; Cecil Bennett; Ryan Williams, President; Clyde Hardin, Vice President; Karen Dill; Laurel Amabile, Clerk; Rev. Mark Ward, Lead Minister. Guest presenter: John Bates.

GREETINGS AND CHECK-IN'S **Meeting convened at 6:14 PM**

OPENING WORDS AND CHALICE LIGHTING - *Cecil*

REPORTS AND REVIEWS

- **Leadership Coverage Plan - *Clyde***
  - The July Leadership Coverage Plan (Addendum 1) presented was discussed and affirmed the aspect of compensation for the Acting Executive. The Board will vote on the final proposal in May after more details for coverage have been worked out and presented.
- **Interim Search Update - *Ryan***
  - Process is underway and going well and on schedule with the prescribed UUA timeline.

PROPOSED BUDGET DISCUSSION Presented by Rev. Mark Ward

- **Executive Limitations Monitoring Report**
- **Expense Assumptions**
- **Budget Projection**
  - After some discussion about the proposed budget, we approved the proposed budget so that it can now move through the next steps in the budget process. This will include a budget hearing open to the congregation. Final approval will be by the congregation as part of the Annual Meeting.

CAPITOL PLAN **7:25** Presented by John Bates

- **Capital Budget**
- **Brief**
- **Capital Facilities Assessment**

Recommendation #1: Clyde moved that the Board adopt this Capital Facilities Assessment for summary presentation as part of the Budget Hearing and include it on the agenda for the Annual Meeting for discussion. Cecil seconded. The Board approved.

As to Recommendation #2: The UUCA Board should acknowledge that Campus Development funds will be used by the Executive to develop a UUCA "Strategic Plan for Facilities" with the help of a creative, professional consultant to help prioritize spending.

CLOSING READING AND CHALICE EXTINGUISHING - *Cecil*

A short Executive Session was held.

Meeting Adjourned 8:05 PM

NEXT BC MEETING- Tuesday, April 27, 2021 **NEXT BOARD MEETING - Tuesday, May 4, 2021**

Addendum 1

Progress Report from Board Subcommittee on the Executive Role during July 2021

for 6 April 2021 Board Meeting

The Board subcommittee (consisting of Clyde, Laurel, Michael) formed at the Board's 2 March 2021 meeting was tasked with coming up with a recommendation for how UUCA should handle the expected absence of anyone formally in the role of Executive during the time between Rev. Mark Ward's retirement (end of June) and the arrival of the Interim Minister (beginning of August).

Summary of subcommittee's activities:

- Spoke directly with Linda Topp, Claudia, and Mark about their takes on what to do for July
- In process of consulting other resources (e.g., UUA, Region, District) for relevant info
- Met several times to discuss info received, created draft recommendation for Board action
- Believe draft is essentially complete, with a few details left to fill in (noted below)
- Subcommittee plans to bring fully-formed recommendation to Board after details filled in, probably in May, latest June

Summary of recommended Board action for July Executive absence:

- Make Linda Topp Acting Executive (AE)
- AE fulfills all roles of the Executive, except:
  - Not responsible for directing worship activities
  - Not responsible for directing pastoral care activities
  - Must coordinate with Board Council in unexpected situations with significant implications
- Worship will be directed by Worship Committee
- Pastoral care will be under authority of AE but performed by Pastoral Visitors and/or contracted ministerial staff* (TBD)

Question for Board

- Subcommittee and Board Council both agree that Linda should be compensated* for the additional effort in assuming AE role – what does the Board think?

* Subcommittee and Mark are consulting other resources for recommendations for remuneration for both AE and contracted ministerial staff