



# UU Church of Urbana-Champaign

Build community. Seek inspiration. Promote justice. Find peace.

309 W Green Street, Urbana, Illinois

## Board of Trustees Business Meeting Minutes

March 28, 2023 - 6:30 to 8:30 PM via Zoom

**Present:** Penné Beckett, Jody Hanger, Jenny Hunt, Becky Densmore, Joe Finnerty, Rev. Karen Bush (KB), Nick Pettey, Karen Folk, Steve Herzog,

**Not Present:** Adelaide Aime

Meeting was called to order at 6:31 p.m.

### WELCOME/CHECK IN/CHALICE LIGHTING

- Rev. KB led the Board in a breathing exercise
- The BOT Covenant was read by all members present
  - Resource: [2022-2023 Covenant](#)

The agenda for the evening was finalized with no changes.

### CONSENT AGENDA

- The Board received reports from the Associate Minister for Congregational Life, REE Manager, and the Director of Congregational Administration for the month of March.
- The Board received minutes from the 2/14/23 Combined Study Session and Business Meeting and the 2/28/23 Business Meeting.
- The Board received a modification to the current Excess Reserves Policy
  - [Reserve Disposition Policy Proposed](#)
- The Board received offer letters for Autumn Haskins (Office Assistant) and Cate Calac (Director of Congregational Administration) for their information.

#### Discussion around consent agenda:

- many thanks to the staff for their great reports
- Hunt asked if specific bylaws needed to be referenced in Reserve Disposition Policy? Language was added for clarity.
- For clarity it was noted that the Finance Committee does not determine the excess reserves amount, just provides the Board with calculations and recommendations; the revised policy puts the impetus on the Finance Committee to initiate the process with the Board.

### ADMINISTRATIVE UPDATE

- Treasurer's Report for Monthly Financials - Adelaide Aime
  - Fiscal Summary – [February 2023](#)
  - Budget Modification Tally - [February 2023](#)

### OLD BUSINESS

- Transition Team (T-Team) Status and Update: (Rev. KB)
  - Action/Discussion: A standing agenda item to support Rev. KB as she and the T-Team lead our interim work
    - has coached the team thru 1 service a month for the year
    - May 14 is last service and there are two more meetings
    - Ended up working beautifully to have the search team working at the same time
    - Preview of some final comments:
      - “ivory tower othering” - church gives money but shies away from deep relationship with other communities in town
      - physical building just needs to be torn down - build something green, beautiful, and accessible



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- KB will end her contract a month earlier to help with budgeting for the next minister. Her last paid day will be May 31; last day with meetings will be May 21
- She is available to be Rev. Sally's backup until new minister starts in August, and to be a resource and support for the staff during that time

Hunt moved to enter into Executive Session; Hanger seconded.

Executive Session began at 7:22 p.m.

Hunt made motion to end the Executive Session; Pettey seconded.

Executive Session ended at 7:34 p.m.

### OLD BUSINESS (cont'd)

- Board Goal and Activities Status and Update: (All)
  - Action/Discussion: During the September Board meeting, we adopted a single goal focused on our church's culture. This is a standing agenda item to ensure we continue working toward its actualization. We also participated in sharing individual thinking surrounding what the church looks like in the future. Results are linked below in the resources. The Council of Shared Leadership Spring Gathering (April 1) is being designed to further our thinking about the future of UUCUC as we reach for a new normal. Additional information will be reported as it is made available.
    - Resource: [22 - 23 Board Goals](#)
    - Resource: [New Normal Thinking](#)
  - Hunt will be doing a SOAR (Strengths, Opportunities, Aspirations, Results) analysis at Council of Shared Leadership meeting on April, then take what the Councils say, what the Board says, and look at the strategic plan to see where matches are to form future direction
- Generosity Campaign Status and Update (Karen & Jenny)
  - Action/Discussion: The 22 - 23 BoT is taking a leadership role in the support of a robust Generosity Campaign, ***Leap to the Future: Reconnect and Deepen Our Community***. This is a standing agenda item for the co-chairs, Karen Folk and Jenny Hunt to report on progress and provide them with a mechanism for continued Board support. The board wishes to thank each and every person who had their hand in the generosity campaign. Without you, there would not have been a budget to prepare and we are entirely grateful for their efforts and leadership!
    - Resource: Generosity Campaign Results = \$524,000 as of March 28, 2023
  - Hunt commented that
    - with Aime's work, what we have to work with is larger than that because of auction and other monies
    - extra ask went out letter was marvelous
    - she has been busy talking to those she knew were waiting to see if there would be a special ask for Sally, keep fingers crossed!
    - Keep positive! We are going to get what we need to do what we want. Let's get ready to celebrate!
  - Densmore asked Cate (DCA) to have the phoenix put in the Rose Window
  - Folk - Mona Shannon needs to be thanked! Talked to her almost every day for the last month; helped Densmore with the extra ask letter.
- Church Home



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- Action/Discussion: The Reifsteck Reed report our church received this past fall offered three possible options to upgrade our church in an effort to ensure those with mobility challenges can navigate our building. Knowing that accessibility is only one of the issues with our building, this agenda item affords the ability to begin to execute the board strategy and goal to help the congregation make informed decisions regarding how our church home is aligned to and reflects and supports our values, mission, and vision. The Study Session included time to determine our way forward. To this end, the board decided to take formal action to include a non binding, advisory question to the annual meeting agenda to help ascertain a majority of the congregation's desire. Data collected by the SST on our Congregational Survey was inclusive as 49% believe our physical plant does not meet our current needs, 30% believe that it does, and 20% have no opinion.

**MOTION:** I move the BoT provides leadership to administer a survey using the advisory question (with edited criteria as needed) to provide clarity and will report results as soon as they are available.

- Resource: [Advisory Question](#)
- Resource: [Congregational Survey Results](#) (scroll to p. 14)
- Resource: [Reifsteck Reed Accessibility Report](#)

- Densmore will take lead on this; no execution plans yet
- question from the Congregational Survey needed to be narrowed to two options so that we don't have such a high percentage of "no opinion" on the building; need to provide Building and Grounds and Board with guidance
- if the info is ready, results could be reported at the Annual Meeting, add an agenda item to discuss results
- Folk noted that the original congregational survey had 220 responses with very hard work and we should not expect the same high number of responses; usual good response rate for surveys is 50%
- Folk thinks there are clarifications that need to be made to the question criteria.

Folk moved to accept the motion as written; Hunt seconded.

Motion to administer a survey around the advisory question regarding building functionality carried.

**NEW BUSINESS**

- Hospitality Policy Taskforce: Unhoused Guests
  - Action/Discussion: As economic conditions worsen, our staff are seeing increased incidents of our unhoused neighbors using the church's properties both during the day and overnight. UUCUC does not have clear guidance and/or a policy to guide staff in their next steps. In at least one scenario, there are a number of mornings where our facilities manager has had to clean up from the night's excess. Ensuring the inherent worth and dignity of all must be of primary concern as well as maintaining boundaries and balance to assure staff safety. The board engaged the Social Action Council for their input and is appreciative of their guidance and feedback. They have advised the following:
    - "The Board should place a call for an interim task force to form a policy for unhoused guests on the premises. Hopefully, it would include congregants with expertise in mental health and substance abuse.
    - SAC supports the interim policy (non-emergency call to the policy), until such time as a more comprehensive plan for unhoused guests is developed. And,
    - SAC appreciates the opportunity to review the policy (and provide input if appropriate), to be sure that it is consistent with the mission of the church as it relates to social action and justice."



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To this end, the board seeks to create a taskforce charged with providing a recommended policy for UUCUC to adopt and guide staff and lay leaders to respond to unhoused neighbors on its properties.

**MOTION:** I move to create an Unhoused Hospitality Policy Taskforce charged with the responsibility to create a recommended policy to respond to unhoused neighbors seeking sanctuary as outlined in the charter linked below.

- homeResource: [Unhoused Hospitality Policy Taskforce Charter](#)

Hanger moved to accept the motion as written; Finnerty seconded.

The motion to create an Unhoused Hospitality Policy Task Force carried.

- Ministerial Search Fees
  - Action/Discussion: The church has received an invoice of \$500 to remit to the UUA for one-half of the \$1000 fee which has been assessed as a result of using the settled search process. The Treasurer has requested we approve paying this fee and noted that funds to pay it will come from additional funds the church has acquired since the beginning of the fiscal year. On behalf of UUCUC, the Board of Trustees offers deep appreciation to the UUA for its guidance and support throughout our liminal time and settled minister search process.

**MOTION:** I move the Board of Trustees to approve the payment of \$1000 in the 22-23 church year to the UUA for its service and assistance while using the settled search process.

Finnerty moved to accept the motion as written; Hunt seconded.

The motion to pay the UUA \$1000 for its settled search assistance carried.

- 23 - 24 Budget Impacts
  - Action/Discussion: As the board reviews the results of the Generosity Campaign, it is important for the board to provide guidance to the Finance Committee and Budget Prep Taskforce as they begin preparations to create the draft 23-24 budget to present to the board and congregation for adoption. To this end, the following proposed staffing plan has been developed to help guide budget planning.

**MOTION:** I move to adopt the FY 23-24 staffing plan to help inform resource planning.

- Resource: [Staffing Plan](#)

Beckett moved to accept the motion as written; Folk seconded.

The motion to adopt the FY 23-24 Staffing Plan to help inform budget planning carried.

### GRATITUDE PRACTICE

- Card Shower Recipient(s)
  - Marsha Clinard - for her 20+ years of service as Chair of VAHEST
  - Mona Shannon - Generosity campaign

### NEWS FROM THE FIELD



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- Elevator Speech (One minute or less and it's ok to say, "Pass," or "Nothing to report.")
  - [Congregational Life Council](#) - Nick Pettey
    - no new news
  - Governance Taskforce - Jenny Hunt
    - no new news
  - [Operations Council](#) - Joe Finnerty and Karen Folk
    - [Ops Council Process](#) (Adopted 10.25.22)
      - no new news
  - [RE & E Council](#) - Steve Herzog
    - looking forward to retreat coming up in April 22
  - [Social Action Council](#) - Penne Beckett
    - RJT to do a meeting with congregation about Books to Prisoners, no date yet
  - [Worship Council](#) - Rev. KB
  - [UUCUC](#) Strategic Planning (Monitoring) Taskforce - Karen Folk

### ACTION ITEMS:

- Review New
  - Densmore will let the Finance Committee know that we approved the new Reserve Disposition Policy; the Governance Task Force will make sure it gets archived in the correct places.
  - Densmore will ask Cate to do a tech assessment of the staff's equipment and put together a replacement plan.
  - The ExCo will put together a staffing plan re: summer supervisory support for Board action.
  - Bring snacks for April 1 Shared Leadership Council meeting (DONE)
  - Add to the New Normal Thinking spreadsheet if you haven't yet.
  - Folk will find out how long Marsha Clinard served as chair of VAHEST (DONE)
- Review Old
  - Densmore will create Google doc to enable virtual conversation about the "new normal" (DONE)
  - Rev KB will share her transition report during April business meeting (last day May 21)
  - Densmore will write eNews article for next week - the Board has all submitted pledges (DONE)
  - All - pledge by March 5! (DONE)
  - Folk will get a blurb in the Order of Service about the need for coffeehouse food contributions (DONE)
  - Folk will send confirmation/update about Board pledges to Hunt and Densmore in time for announcement during this week's service and for the eNews article (DONE)
- Review Ongoing/In Progress
  - All Board members will write card shower cards
  - Jody will send out the addresses for card shower recipients
  - Aime will check on the dollar value of the church's insurance and report back (In Progress - will report before end of the board year)
- FUTURE DATES:
  - Council of Shared Leadership Spring Gathering - April 1, 2023, 1:00 to 4:00 at the church (*BoT attending please bring pick-me-up-feel-good-whatever-you-want snacks!*)
  - Rev. Sally Study Leave - April 7 to 13, 2023
  - BoT Combined Business Meeting and Study Session - April 11, 2023  
(*New minister contract action and will have a first look at the draft budget*)
  - Service Auction - April 15, 2023
  - RE & E Council Gathering - April 22, 2023 from 11:00 AM to 5:00 PM
  - Candidating Week - April 23 to April 30, 2023
  - Rev. KB Vacation - April 23 to April 30, 2023



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- YRUU Team/Circle Planning Meeting (*tentatively planned for Sunday, May 7, 2023 from 4:00 to 6:00 PM*)
- Rev. KB Vacation - May 22-31
- Rev. Sally Study Leave - May TBD
- Saying Fare Thee Well to Rev. KB as our Interim Lead Minister - May 21, 2023
- Rev. KB Vacation - June TBD
- New BoT Organizational Meeting (Combined Study and Business Meeting) - June 13, 2023
- Rev. Sally Study Leave General Assembly - June 17 to 30, 2023

Meeting adjourned at 8:55 p.m.