



CEDAR LANE

WHERE **LOVE** WORKS

CLUUC Board of Trustees Meeting Minutes
May 16, 2023

Attendance

Officers: Bob Essink (President), Sandy Dawsey (Secretary), Sandy Stalzer (Treasurer), Nancy Janssen (Assistant Secretary),

At-Large Members: Sandy Shaw, Stephanie Williams, Marilyn Emery

Absent: Roger Santodomingo (President-Elect), Jack Rodgers (Assistant Treasurer), John , Dunn, Eduardo Hernandez, Nancy Floreen, Mmamohau Narasimhan

Staff: Abhi Janamanchi (Senior Minister), Jennifer Morley (Executive Director)

Guests: Diane Yaunches, Greg Falcigno, Maryann Dillon

Opening

The meeting began at 7:15 pm. Bob Essink read the Vision/Mission statement and Sandy Dawsey read the Board of Trustees' Covenant.

Consent Agenda

Sandy Dawsey asked if there was any discussion of the Consent Agenda. There was none. Sandy Shaw made a motion to approve the Consent Agenda, and Marilyn Emery seconded it. *All in favor.*

AIM MOU

Diane Yaunches reviewed the history of the partnership between Action in Montgomery (AIM) and the Cedar Lane UU Congregation, a very active collaboration which currently has a core group of 16 Cedar Lane congregants. Three years ago, AIM and CLUUC signed a 3-year MOU stating the contributions of each party, and the current proposal (Appendix D) is for a 3-year renewal of this MOU. This MOU obligates CLUUC to contribute \$5,000 each year to AIM, \$2500 of which comes from the Social Justice Committee's allocation in the church operating

budget and the rest comes from the proceeds of four Share The Plate offerings during the year. Sandy Dawsey made a motion to approve the new AIM MOU as submitted, and Marilyn Emery seconded this motion. *All in favor.*

Board Policy Manual Revisions

At the last Board meeting on April 16, Greg Falcigno presented the Governance Committee's recommendations for changes in the Board Policy Manual, which was last updated in 2019. Board members were given the past month to review these changes (Appendices E-1 and E-2). After a short discussion, Stephanie Williams made a motion to approve the new, revised Board Policy Manual, and this was seconded by Marilyn Emery. *All in favor.* After the vote, Greg also brought up the fact that neither the 2019 version nor the new 2023 version of the Manual included any policy on approving loans to staff members, and he thought that such a policy should be included in the Manual. A discussion ensued about what that policy should be: should all loan approvals need a vote by the Board, or should loans below a certain amount be approvable by the Senior Minister and the Executive Director (together) and loans above that amount require Board approval, etc. This question was deferred for discussion at the June Board meeting.

Approval of General Assembly Delegates

As of this date, eight CLUUC members have volunteered to be delegates at the upcoming UUA General Assembly (Appendix F). Sandy Shaw moved that all eight of the members listed in Appendix F be confirmed as GA Delegates, and Stephanie Williams seconded this motion. *All in favor.* Additional members may volunteer before the next Board meeting in June, and will need to be confirmed by the Board at that time.

Construction Change Order Policy

Maryann Dillon presented the Construction Task Force's recommendation for a policy to govern change order approvals during the ongoing church renovation. She explained that there are two kinds of change orders, one originating from the general contractor relating to changes that absolutely need to be done (eg. removing additional asbestos that was not anticipated in the original contract), and one that we, the congregation, originate relating to optional changes that we would like to have done (eg. changing the flooring material in the sanctuary). She said that contractor-originated change orders have to be approved (we have no choice), but congregation-originated change orders are optional, and there should be a Board-approved policy regarding when these latter change orders can be approved by the Construction TF and when they must be approved by the Executive Committee. The Construction TF's proposal (Appendix G-2) is that individual elective change orders < \$20,000 be approvable by the CTF, but individual elective change orders > \$20,000 and total elective change orders > \$100,000 should need to be approved by the Executive Committee. After this presentation, Stephanie Williams made a motion to approve this construction change order policy, as written in Appendix G-2, and Marilyn Emery seconded this motion. *All in favor.*

Construction Task Force Update on the Renovation

Maryann Dillon reported that the construction is progressing as expected. She said that we have used ~25% of the \$414,340 contingency budget so far, which is to be expected since most of the “surprises” (like additional asbestos in the walls) that require contractor-generated change orders are found during the first (demolition) phase of the construction. She said she should have reliable figures on how much additional funding we will need to raise to complete the construction and buy the furnishings at the June Board meeting.

Report of the Executive Committee on a loan for Rev. Abhi

Bob Essink reported that the Executive Committee and Rev. Abhi had both approved the language of a loan document for the \$35,000 loan to Abhi that was previously approved by the Board. The dates of the loan will be inserted when the loan is needed.

Report on Member Engagement Outreach

Jen Morely reported that about two-thirds of the 57 families targeted in this outreach have now been contacted, and the feedback from these families has been valuable for the church staff. She said that such outreach needs to be done on an ongoing basis.

Additional Revenue Priorities

Bob Essink reported that eight priorities for raising additional revenue have been chosen, and teams are being formed to evaluate the feasibility of and expected revenue from each of these proposed activities.

Financial Reports

Jen reported that the public phase of the 2023 Generosity Campaign (for pledges for the 2023-2024 church year) is now closed. She said that in the last 10 days of the Campaign, when a \$32,500 1-1 match was offered for new pledges (including increases in pledges already given), \$86,000 in new pledges (not counting the matching money) was received. At this point, total pledges (not counting the matching money) are \$746,000, which is about where we were at this time last year. Last year, about \$100,000 in pledges came in after the end of the public phase of the 2022 Generosity Campaign, so if this happens again, we will reach our budgeted goal of \$850,000 again this year. It is now time for the Board to begin contacting those who have not yet pledged for this year, to maximize these “after the Campaign” pledges.

There will be a virtual Congregational Budget Workshop, led by Jen, Sandy Stalzer and Bob, on Sunday May 22 at 7:00 pm to explain and answer questions about the proposed 2023-2024 Operating Budget. All Board members are encouraged to be present.

Planning for the June 4 Annual Congregational Meeting

Bob reviewed the Agenda for the Annual Congregational Meeting (Appendix L), which will be held virtually on Sunday, June 4 at 1:00pm. All individuals assigned responsibility for a section of the program have accepted to perform their task(s). As required by the Bylaws, the meeting Agenda, the minutes of the past two Congregational Meetings, the proposed budget for 2023-2024, and short introductions to the individuals nominated by the Nominating Committee for new Board or Nominating Committee membership will be sent to the congregation, in the eNews and in an eBlast, at least 10 days before the Congregational Meeting. While this meeting will be all virtual, there may be an in-person rehearsal in the Chapel before June 4 (date and time TBD).

Closing

The meeting adjourned at 8:45 pm.