

WESTSIDE UU CHURCH
Board Meeting Minutes: December 14, 2021

Meeting was called to order by Dayna Tooley at 7:03 pm via Zoom. Board members present: Sue Anderson, Dwight Robarts, Jeff Rodriguez, Daryel Sellers, Aimee Stubbs. Also present: Mary Alice Cretsinger, Kim Hart, Nicci Kennedy, Tanner Trask, Janell Weaver.

2. CONSENT AGENDA

- A. [November 9 minutes](#) approval.
- B. January Plate Offering: Texas Refugee Services, Fort Worth. Suggested by Marc Hart and Sue Anderson.
- C. February Plate Offering: Journey 4ward. Local organization serving victims of violence, especially those who have lost a child through gun violence; <https://www.journey4ward.org/about-us> Feb 1-8 is National Gun Violence Survivors Week. Suggested by Kim Lucas Hart.
- D. March: Still assessing; will be presented at January meeting.
- E. April: SCAC - Twice yearly commitment as a member church of SCAC, South Central Alliance of Churches
- F. Proposal: I, Cindy Fountain, propose that the In-Reach Fund be the designated plate offering for the Christmas Eve service. I am proposing this as an individual church member, not as a member of the Social Justice Council.
- G. [Endowment Committee Report](#)
- H. [Membership Report 2021](#)
- I. [Strategic Planning Committee](#): Sue Anderson – She and Cindy Fountain are co-chairs of the committee. Other members are Dwight Robarts, Daryel Sellers, Rocio Sarmiento. Group has met twice so far and is still gathering data. They are considering holding a meeting or service where members can talk about their vision for the church.

Sue Anderson moved to approve the Consent Agenda. Seconded and CARRIED.

3. FINANCE REPORT: Dwight Robarts

- A. He is working with Bill Terry and Marc Hart to update balance sheet to reflect true value of our properties. Once corrected, it should add about \$200,000 to our balance sheet.
- B. He thinks we should look into the possibility of refinancing our mortgage while loan rates are low. The current rate is over 5 percent.
- C. The Endowment Fund needs to be updated as well. Once fixed, it should be worth about \$25,000 more than currently listed.
- D. Sue Anderson asked about Endowment being so heavily invested in bonds, and whether we might want it to invest a little more aggressively.
- E. 50 percent of members have given their pledge for the year, this figure is generally consistent with previous years.
- F. Our cash flow remains in the black. Given that we do not have a full-time minister and have few in-person attendees, he is comfortable with our situation.

G. \$6,000 of last month's restricted funds expenditure was an NTUCC grant for pastoral care, \$2,000 from the funds was used to buy equipment needed for the re-opening of the church.

4. RELIGIOUS EDUCATION: Nicci Kennedy

- A. She is planning a "Day of Service" for January 17. The day would focus on food insecurity in the community. The theme would be "Living with Intention."
- B. She wants to hold a series of meetings on Wednesday afternoons focusing on literature, including banned books.
- C. Some of the youth will work with adult church members to build a new food box/pantry for the church.

5. CONTINUING BUSINESS

- A. Reopening Task Force: Kim Hart – She thinks the "Hanging of the Greens" service went well. She also thinks that our risk-reduction procedures for in-person gathering are going well. Attendance at the Dec. 11 service was low, but it is only our second in-person service.
- B. Timeline for expansion of security funding – Tabled.
- C. Transition Team Update: Tanner Trask – The job posting is ready, and he will post it at his first opportunity on NTUUC, UUA and other job boards. He will provide a written summary which can be emailed to the group.
- D. Strategic Action Plan Update task force update (if any)
- E. Topics for board's next communication to congregation: 1) Update on Transition Team; Explanation of Sunday's video feed; 3) New start time in January 4) Fifth Sunday donations for CRE staff; 5) Welcome back to the building; 6) Link to YouTube video.

6. NEW BUSINESS

- A. Jared Kinnison Memorial Youth Fund: Dwight – Discussion about the purpose of the fund. Nicci has spoken with Jared's mother, and she believes there is at least \$2,000 in verbally committed funds. Daryel asked about the potential problem of other members wanting memorial funds for their loved ones. Mary Alice Cretsinger noted that the common practice is to collect the funds first, and then decide where to allocate them. Dwight moved to accept gifts in Jared's memory and restrict those gifts to the Youth Fund. Seconded and CARRIED.
- B. Clean up of "stale" funds: Dwight – He has identified 10 funds, each with a relatively small amount of money, for which there are questions about their purpose or continued value. The total value of the funds is about \$15,000. After discussion, Dwight moved that several of the funds be reallocated. Seconded and CARRIED. Details about each fund are provided below.
- C. Membership Committee - Pete Meador plans to step down as Chair in June, a replacement will be needed.

- D. Pastoral Care Team - Kelly Flanigan has resigned as chair of the pastoral care team for various reasons. Brenda McKeon will fill the role. Kim Hart is joining the team.
- E. Endowment Committee needs one more member.
- F. Findings of Financial Audit 2020-2021: Key issues include 1) Inadequate oversight of expenditures; 2) Failure to reconcile bank statement each month; 3) Lack of inventory of assets. The audit team made a number of recommendations to tighten finances. Key one was to have the Treasurer bonded, which is in the by-laws. The findings and action steps will be discussed at the January meeting.
- G. Contributions for childcare staff – Nicci noted that there is no allocation in this year’s budget for childcare staff. CRE staff has stated that compensating trained childcare staff is a way to show our workers and our families that they are valued part of the Westside community. The CRE committee moves that the offering for the fifth Sunday of each month be designated for current and future childcare staff until such a time we can add those positions to our annual church budget. Seconded and CARRIED.
- H. CRE has made a motion that beginning on January 2, we move the start of the church services to 10:30 a.m. Seconded and CARRIED.
- I. Cindy Fountain requested to rename the Social Justice Sack Lunch Fund to the Social Justice Project Fund. Approved.
- J. Office administrator staffing – to be discussed at the January meeting.

STALE FUNDS REALLOCATION PLAN		
Fund	Amount	Action
Julie Cecil Ordination Fund	\$84	Distribute to Julie
Church Auction Revenue	\$2,316	Investigate and report back to board
Church Mutual Reimburse	\$1,062	Allocate to Building Reserve Fund
Evenings at Westside	\$109	Allocate to Social Committee Fund
Leadership Development Fund	\$410	Retain
Music Director	\$11,000	Investigate and report back to board
Red Fawn Support Fund	\$145	Send to Red Fawn
Social Committee Fund	\$216	Retain
Thanksgiving Baskets	\$37	Allocate to food pantry box
Youth Trip to Boston	\$13	Allocate to food pantry box

Adjourned at 9:15 p.m.

NEXT MONTH

[Review New Board Goals](#) (next review March 2022)

BACK BURNER

- Insurance and Wind and Hail Rider--looking into an alternate insurer-end of year
- Reviewing policy and procedures: Marc
- Safe Congregation Request for Lock - Paulson--back burner
- Update on Robert's Rules of Order revision: Marc and Aimee
- 25th Anniversary Celebration: Postponed until safe to gather
- Cultural Competency Training
- Digitizing Documents/Getting Oral Histories/Protection of Documents-2018
- Naming Opportunities Task Force Recommendations (for donations of lots of money or memorials)

LINKS

[Treasurer's Report](#)

[Annual Budget Percentage Report](#)

[Revenue and Expenses](#)

[Statement of Financial Position](#)

[DLRE Report](#)

[Time change proposed by CRE](#)

[2020-2021 Audit Report](#)

[Audit Documents Still Needed](#)

[Sample Monthly Report](#)

[Reimbursement Form](#)