

**Westside Unitarian Universalist Church**  
**Board Meeting Minutes**  
**March 8, 2022**

The meeting was called to order at 7:09 pm. **Present:** Sue Anderson, Glenda Hood, Lauren Leising, Dwight Robarts, Daryel Sellers, Jeff Rodriguez, Dayna Tooley **Also present:** Eric Hart, Nicci Kennedy, Gene McKeon, Caroline Nixon, Dianne Nixon, Bob Vann, Janell Weaver.

**1. CONSENT AGENDA**

- A. February 8 minutes
- B. Committee Reports -- None

**ACTION:** Glenda Hood moved to approve the Consent Agenda. Approved and CARRIED.

**2. FINANCIAL REPORT: Dwight Robarts**

- A. We had a net loss for the month of February. However, Dwight noted that this is common for this time of the fiscal year. Many of our donors make their full donation at the start of the fiscal year. Consequently, our monthly contributions tend to drop off in the subsequent months.
- B. Dwight projects that we will be able to finish the fiscal year without having to use any of the Betty Sanders reserve fund, and perhaps even having a surplus.
- C. Overall, though February, we are about \$78,000 in the black, which is very positive. On the downside, a large part of this fiscal status is because we do not have a settled minister on the payroll.

**3. RELIGIOUS EDUCATION REPORT: Nicci Kennedy**

- A. CRE is excited to have resumed in-person meetings on Sundays. The focus so far has been on helping kids get reacquainted with the church and with each other.
- B. Reminder that the intergenerational campout will be March 25-27 at Mineral Wells State Park. All are welcome, and there will be a group-prepared meal on Saturday night March 26. Board members are encouraged to help promote the event.

**4. CONTINUING BUSINESS**

- A. Transition Team Update – Tanner Trask: The team interviewed a local candidate this week. The interview went well and there is tentative optimism about the candidate.
- B. Strategic Action Plan Task Force – Sue Anderson: Part of the February 27 service was dedicated to having members discuss their ideas and vision for the church. The team will

meet later in March to discuss their findings, and will submit the report as soon as feasible.

- C. Topic for monthly communication to congregation: The campout. ACTION: This Sunday, Nicci will make a video with some of the kids promoting the campout.
- D. Mortgage refinancing: Dwight solicited three banks about refinancing our loan: Simmons, American National and ChurchLoan.com. Simmons and American National declined to prepare offers. He said the main reasons the two banks declined to make offers was because our income is a little too low. Also, a substantial amount of our income comes from a small number of people who donate large amounts; this makes us as a higher-risk loan. ChurchLoan.com has made an initial offer of a 15-year mortgage at 4 percent. Refinancing at this rate would probably save us about \$600 a month. Dwight noted that going forward, we should strive to improve our giving amounts among the “smaller” donors. ACTION: Dwight will submit a formal offer from ChurchLoan.com for the next board meeting.
- E. New Security System – Eric Hart: The new system is now fully installed and ready to use. People will have to use a code to arm and disarm the system. He recommends doing an initial testing period with a limited number people having codes. There is concern about the number of building keys that are in circulation. Discussion is continued in New Business.
- F. Thermostats: New thermostats are installed throughout the building. Gene McKeon said he needs training on how to program them. ACTION: Eric Hart will meet with Gene to train him.
- G. New laptop for office administrator: Eric said the church can buy a very good laptop for about \$1,000. ACTION: Eric Hart will submit three laptop options that are within our budget. The board will make a choice at the April meeting.
- H. Filling open positions:
  - a. Office administrator: The current administrator, Dawn McGee, will be leaving, her last day is March 23. A candidate was chosen and had accepted the offer, but then withdrew because he was moving out of town. Dayna believes the pay is appropriate given the current duties of the position. There is an interview scheduled for later in the week with another candidate who looks to be very promising.
  - b. Contract minister: No other discussion.
- I. Streamline/dissolve committees: Tabled.
- J. Inventory of church assets: Nicci has made good progress making videos of our assets. The videos have been loaded on the Google drive in the board folder. ACTION: Nicci will continue to make videos as she can and keep us updated on her progress.
- K. Meetings with staff: Board members will be assigned to meet with, support, and evaluate each employee. Discussion on specific assignments was tabled.

- L. Nominating Committee – Caroline Nixon: She asked how many members are needed for the committee, which typically has five members. Sue Anderson said that if necessary, she can proceed with fewer members. Caroline also asked how many directors will need to be replaced. In addition, Bob Vann said he needs at least one more person to serve on the Endowment Committee; he will give Caroline more detailed information. Lauren Leising and Aimee Stubbs are scheduled to rotate off the board, but they are permitted to continue on if they wish to. It was noted that the bylaws were previously revised so that Board now requires only five directors. There is a spreadsheet on the Google drive which lists previous board members. ACTION: Caroline will contact Lauren and Aimee to assess their interest in continuing to serve. The committee’s slate of nominees will be due by May 29.

## 5. NEW BUSINESS

- A. Auditor recommendations – Dwight: The Finance Committee recommends that the Board accept all of the recommendations from the most recent audit. Further discussion was tabled.
- B. Congregational Meeting – Marc: The meeting will be 12:30 p.m. Sunday, June 12.
- C. Security procedures: ACTION: Daryel will contact the ushers and greeters to review our security procedures. ACTION: In addition, Jeff will contact the Safe Congregation Committee Chair, and Pete Meador and Liz Campbell regarding their communication with the church.
- D. Sexton’s job description: Marc presented the current job description. Dianne Nixon stated she thinks it is very out of date. ACTION: Dwight moved to have Gene, Dianne, and Glenda meet to prepare an updated job description. They will strive to have it ready for the April meeting.
- E. Possible funding opportunity from Citizen’s Crime Prevention District program: The Board concluded that the church does not meet the criteria to qualify for these grants. ACTION: Dayna will contact Reed Bilz to let her know of the Board’s decision and thank her for bringing it to the Board’s attention.
- F. Reviewing Board Goals
  - a) Updating job descriptions: Tabled.
  - b) Council of Committees: Dayna has been working to communicate with the committee chairs. She hopes to have an in-person meeting with them sometime in the coming weeks.
  - c) Cultural Competency Training: Tabled.
  - d) Posting board minutes: It was noted that the minutes have not been posted on the website for several months. Jeff said he will send the minutes out for board approval before the end of the week. The goal is to have the approved minutes ready to include in the weekly email of the following week. ACTION Jeff will try to get caught up in posting minutes from the previous meetings.

- G. New pastoral care leader: The church has hired Betty Churchman to lead the Pastoral Care Team. ACTION: Lauren will email a brief biography of the individual to the office administrator, to be included in this week's congregation email.
- H. Building Keys: There is concern because of how many current—and past—members have keys to the building. Gene said we have about 42 keys in circulation. Dwight recommended getting the locks rekeyed and reissuing new keys to select individuals; Bob Vann said the cost of rekeying can be very prohibitive for our particular locks. ACTION: Management of the keys will be handled by Gene, the Building and Grounds chair (Dianne Nixon) and the board liaison to Building and Grounds (Glenda Hood). Glenda will schedule a meeting for them. Eric Hart will be asked to assist the group with learning how to use the access codes.
- I. Stewardship Campaign: Stewardship Sunday will be April 24. Discussion about a committee chair, theme, etc. was tabled.

**Adjourned at 9:18 pm.** Next meeting: 7 p.m. Tuesday, April 12.

## **LINKS**

[Treasurer's Report](#)

[Budget Percentage Report](#)

[CCPD non-profit funding](#)

[Review New Board Goals](#)

[New Office Administrator](#)

## **NEXT MONTH**

[Review New Board Goals](#) (next review June 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)