

**Unitarian Universalist Church of Jackson
Board of Trustees Meeting
Tuesday, April 20, 2021**

Attendance

Past President: Eric Saulters-Wood

President: Stacy Callender

Secretary: David Morgan

Trustee: Bob Keller

Quorum Reached

Justin McCreary, Minister

Agenda

1. Opening Reading and Chalice Lighting
2. Covenant
3. Check-In
4. Approval of Reports
5. New Business Annual Priorities Update
 - A. Key Policy
 - B. 501(c)(3) Application
 - C. Building the Future
 1. Funds, Oversight, Architect & General Contractor
6. Annual Priorities Update
 - A. Internal & External Communication
 - B. Engage Members & Develop Leaders
 - C. Establish Infrastructure & Process
7. Process Observer Report Out
8. Extinguish the Chalice
9. Set Next Meeting

Opening Reading and Chalice Lighting

The chalice was lit at 6:42 p.m., beginning the meeting. Due to the current COVID-19 pandemic, members met using the Zoom video conferencing app.

Minutes, Treasurer Report; Minister's Report; Ministry Teams, Advisory Councils, and Task Forces Reports

Eric Wood motioned to approve the March 16, 2021 board meeting minutes as presented. David Morgan seconded. All members approved.

New Business

A. Key Policy: A draft of the board's key policy had been written and submitted to the board several weeks ago by Eric Wood via GroupMe, but was never commented on or approved by the majority of the board necessitating its addition to the meeting agenda. The board reviewed the written policy and revised it appropriately. The key policy was renamed the Building Access Policy. Eric moved to pass the revised policy. Bob Keller seconded. All present passed the motion.

B. 501(c)(3) Application: Eric is working on the form. He wasn't able to get easy access to financial records from the past 5 years. Patricia Ice has a MIRA connection who, is willing to help Eric correctly fill out the form for compensation. The 501(c)(3) filing fee is \$600. Non-profit status will allow the church to receive grants and other funding unavailable to it presently. David motioned for the board to approved the disbursement of the processing fee. Eric seconded. All present passed the motion.

Eric further motioned to transfer the funds for the processing fee from the Facilities budget item to Administration before payment. Bob seconded the motion. All present passed the motion.

C. Building the Future – Funds, Oversight, Architect & General Contractor: Currently, money set aside for the building fund is not being put in that partitioned fund as the board intended. Stacy Callender will contact Ranjan Batra to make sure the Budget Report is revised to reflect that.

Meanwhile, the Transition Task Force was dissolved. Living Our Values was given the task of building maintenance with Eric heading up Building & Grounds. However, a group to take charge of the remodeling/rebuilding project has yet to be formed. The group “Building the Future” will be made up of the B&G head, a board member, and other interested parties. Their responsibilities will be working with existing plans, the architect, and contractors to complete renovation of Heffner Hall along with any work needed on the ground. The group will also seek comment from the congregation to evaluate changing needs as work progresses. David motioned that the Building the Future group be formed, composed of a board member, the B&G head, and any interested members. Eric seconded the motion. All present passed the motion.

Eric motioned that the board send the current architecture firm a certified letter terminating the UUCJ's relationship with it and requesting the return of any CAD files associated with the project. In addition, the Building the Future group will be authorized by the board to find a new architect and contractor for the job. Those selections will be sent to the Board of Trustees for approval. David seconded the motion. All present passed the motion.

Annual Priorities Update.

B. Engage Members & Develop Leaders: Eric found an online class for leadership development from the UUA. The board could approve class tuition funds. There will be additional 4-week membership classes in March and August with one-day intensive membership workshops in May and November.

Board enters into executive session at 8:34 PM. Board leaves executive session at 8:49 PM.

Extinguish the Chalice

The chalice was extinguished at 9:00 pm. The next board meeting is scheduled for Tuesday, May 18, 2021.