

**WESTSIDE UNITARIAN UNIVERSALIST CHURCH  
BOARD MEETING MINUTES: OCTOBER 12, 2021**

1. The meeting was called to order by President Marc Hart at 7 pm via Zoom.
  
2. Board members present: Marc Hart, Glenda Hood, Lauren Leising, Dwight Robarts, Jeff Rodriguez, Daryel Sellers, Aimee Stubbs, and Dayna Tooley. Absent: Sue Andersen. Also present: Janell Weaver, Tanner Trask, and Kim Hart.

**3. CONSENT AGENDA:**

- A. The September minutes were approved.
- B. Resolution to change who can sign checks: Read at opening of board meeting:  
The board of Westside Unitarian Universalist church in Fort Worth Texas, authorizes Dwight Robarts, Westside Treasurer, to direct Simmons bank to remove from the church's checking account all current signers except Dwight Robarts, and then add Marc Hart, president of the board, and Dayna Tooley, vice president of the board, as authorized signers on the account.

Dwight moved to approve the consent agenda. The motion was seconded and CARRIED.

**4. REPORTS**

- A. Financial Report: Dwight Robarts
  1. Dwight has been working to correct our Statement of Financial Position, which probably has some accounting errors. Bill Terry has been assisting in reviewing and correcting the statements. Dwight said our actual financial position is stronger than what is being reported on the statements. Once Bill has concluded doing a reconciliation, Dwight will submit a new report.
  2. The Revenue and Expenses Report shows we currently have about a \$26,000 surplus. This is about \$10,000 less than last year, but overall it is satisfactory. The budget is helped by the fact that we are not paying a minister's salary.
  3. We have been late on paying our credit card three times, largely due to issues with the mail. Dwight plans to visit Simmons Bank to set up automatic payments.
  4. Dwight discovered that we have been failing to give our weekly plate offering to the designated recipient organization. He will disburse the funds to the appropriate agencies and has been working with Mary Cretsinger to implement a process to correct this going forward.
  
- B. Religious Education: Nicci
  1. Nicci was not present. Marc presented her report. There were no questions or concerns from the board.

## 5. CONTINUING BUSINESS

### A. Surplus funds: Dwight

1. We have a little over \$11,000 in surplus funds available from FY 2020. Dwight presented various options for how to use this money: 1) Purchase video editing equipment; 2) Cover the unpaid plate offerings mentioned in the Financial Report; 3) Do needed maintenance work on the building; 4) Contribute the money to the Endowment Fund; 5) Allocate it to the Reserve Fund or 6) Allocate the funds to be used by the Safe Reopening Task Force to buy equipment and supplies to be used to prepare the church to reopen from COVID closures.
2. After discussion, Aimee moved to accept the recommendation of the Finance Committee, allocating approximately \$1,300 to the Safe Reopening Task Force, to be used at their prudent discretion. Seconded and CARRIED.

### B. Reopening Task Force: Kim Hart

1. Kim presented the Pandemic Gathering Covenant. She said we are on target to hold a “soft” reopening on Oct. 17. This will be a “watch” party where people can watch the Zoom service projected on our screen. The event will include a variety of restrictions. She noted that the New York Times, which regularly reports on COVID risk levels around the country, has slightly downgraded Texas’ risk level. She is very confident that the safety protocols the Task Force has put in place will greatly minimize the risk of infection among the attendees. A deep-cleaning of the church will be done this week.
2. Jeff moved to accept the Pandemic Gathering Covenant. Seconded and CARRIED.
3. Dwight moved to accept all of the Task Force’s recommendations, including the proposed soft reopening on the 17<sup>th</sup>. Seconded and CARRIED.

### C. Decide on date and time for Board Retreat – Marc

1. The retreat was tentatively scheduled for Saturday, Nov. 6. It will be held virtually, without having a representative of the Southern Region attend.

### D. Expansion/upgrade of the church security system – Kim

1. Kim shared a presentation summarizing our various security challenges. She is recommending we buy new a security service. The equipment and service she is recommending will cost approximately \$1,600.
2. The board intends to accept these recommendations, pending a proposal from Dwight on which funds will be used to pay for the equipment.

### E. Bill Terry has recommended that the board give the following people authority to perform background checks: Dawn McGhee (office manager), Nicci Kennedy (DLRE) and Caroline Nixon (Safe Congregation Chair). Dwight made a motion to accept the recommendations. Seconded and CARRIED.

### F. Right Relations Council -- Marc

1. The council previously requested guidance on whether to have them continue in their current role, or expand their responsibilities to handle other disagreements among church issues.
2. The board does not want the Council to expand their role. Instead, we will have the members prepare a communication which will explain their role and call

attention to the Disruptive Behavior Covenant. This will be sent out in the Westside Weekly. In addition, a member of the Council member may speak during a service; they also may do a video. Lauren will contact the Council to initiate the various steps.

### **New Business**

- A. Approved the purchasing of a new laptop for the DLRE (Nicci). Approximate cost \$1,000.
- B. Monthly board communication to congregation: Glenda and Jeff will coordinate with Nicci on approximately October 19 to make a video discussing how the soft reopening went and encouraging people to attend future events.
- C. Updates to Strategic Plan: Tabled for board retreat.
- D. Report from the Audit Team: To be discussed in Executive Session at the November Board Meeting.
- E. A webinar on “Non-Anxious Presence” is coming up. The fee to gain access is \$50, and we can have a maximum of 10 attendees. Dayna will work on setting it up.
- F. Review Current Board Goals: Tabled until board retreat.

**Adjourned at 9:20 P.M.**

### **LINKS**

[Options on where to deposit the \\$11,398.49 surplus](#)

[Treasurer's Report](#)

[Annual Budget Percentage Report](#)

[Revenue and Expenses](#)

[Statement of Financial Position](#)

[DLRE Report](#)

[Presentation for DVR Security System](#)

[Strategic Action Plan](#)

[Audit Findings](#)

[Link to the new laptop being considered for the DLRE](#)

### **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 – Scott Paulson

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)

**TO: The Westside UU Board**

**Subject: A Recommendation about what to do with the FY 2020 surplus**

Board Members,

The members of the Finance Committee make the following recommendations regarding the use of the surplus funds from FY 2020.

1. We purchase the computer and software Nicci needs to efficiently and effectively record, edit, and produce visual media for Westside. \$1,529.00
2. We spend \$1,868.00 to deal with the plate offerings we failed to send on to the beneficiaries in FY 2020.
3. Of the remaining money, we put 50% in the Building Reserve Fund. Yesterday, Dianne Nixon spoke to me about "dark clouds," which includes two AC units living on borrowed time, issues with the building shifting, some issues with some tile and the need to re-carpet the glass classroom and the minister's office.
4. Divide the remaining money three ways.
  - a. Building maintenance, to deal with Covid related issues or other re-opening issues (such as the additional security cameras).
  - b. The Endowment Fund
  - c. The general Reserve Fund (currently at over \$53,000.00).