

**North Texas Unitarian Universalist Congregations (NTUUC)  
Board of Directors Meeting**

**Zoom**

**February 13, 2021 | 10:04 AM – 12:10 PM**

**Board Members Present:** 12/15 members; Stacy Duryea, President

Westside	Carol Cappa, Vice President	Community	Sarah Reiling
Pathways	Mary McMahon, Secretary	Denton	Barb Rodman
1 <sup>st</sup> Dallas	Kevin Bolton, Treasurer	Horizon	Dennis Strouble
1 <sup>st</sup> Dallas	Ray Enstam	Longview	Tracy Webster
1 <sup>st</sup> Dallas	Jennifer Jennings	1 <sup>st</sup> Jefferson	David Winkowski (alt)
Arlington	John Blair	Red River	Marla Loturco
Oak Cliff	Sarah Ricke		

**Board Members Absent:** 2

Tyler Patricia Van Voorhees Sacred Journey Open

**Guest:** 0

**NTUUC Staff Present:** 3

Executive Director, Daniel Polk  
Webmaster, Scott Grey  
Assistant, Beth Ferree, Recording Secretary

Meeting called to order at 10:04 AM by Stacy Duryea.

**Quorum was present** (*1/3 members present is required – 5 members*).

**Consent Agenda:** December minutes and check-in for approval; Executive Committee Report; Endowment Committee Report; Budget Report; President’s Report; Executive Director Report were submitted and reviewed.

**The Minutes were approved unanimously.**

It was noted in the **Executive Committee Report** that Jennifer Jennings was unaware she was considered chair of the Strategy 3 team.

**Action Required:** Daniel will remove Jennifer’s name as chair.

**The Endowment Committee** noted it has grown by \$800,000 during the pandemic.

During discussion of the **Treasurer’s Report**, Jennifer pointed out that the balance should be representative of the date on which the report was written. She also suggested a percentage column to represent changes.

**Action Required:** Daniel will be provided an example of what a cash flow statement might look like and will speak with Rebecca about the timing of statements.

**Executive director’s report:** the lack of interest in the Groundbreaker’s classes has prompted Daniel to consider doing something different. The videos will be uploaded to YouTube instead.



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### Three Strategy Committees gave reports:

#### 1. **Using Resources** - Celeste, Ray, Carol

It was discussed that the paragraph on conflicts of interest be reworked as it is not always in the church's best interest to hire outside the congregation, but there should be parameters that allow for it when a member is the best fit. EEO strategies can be employed to look outside the congregation for potential candidates, even if it is filled internally. A straw poll indicated 7 were in favor of softening the language, while one abstained.

The purpose of the strategy teams was also clarified. The teams would be responsible for the guidelines and reports on the strategies while the implementation would take place later, not necessarily by the same people.

An amendment will be needed to vote for the \$10,000 grant limited to be eliminated, so the report needs to clearly state it as a suggestion with a redraft.

Guidelines for the grants may be needed so changes will be made to soften the language as to what the grants will be used for. A vote on this issue will be taken offline. Current guidelines can be viewed on the website. <https://www.ntuuc.org/dollars-cents/endowment-grants>

**Action Required:** Raymond will take on the edits.

#### 2. **Providing Training** - Barb, Mary, Dennis

Other topics discussed to be considered were racial equity, as well as tech and the future. Barbara and Daniel will amend to include the other topics as well as growth.

Although OWL was left off the report since there are no in-person events scheduled it will need to be included in the long-term report. It was pointed out that a long-term paragraph needs to be included that looks at this year, next year and a long-term action plan.

It was also noted that while NTUUC provides support for churches, community outreach is generally taken on by the churches themselves. However, a training around that topic might be considered. It was also noted that the focus may need to be broadened somewhat since it seems primarily faith focused.

#### 3. **Increasing Visibility** - Jennifer, Marla, Beth, Jessie

It was noted that there was a spreadsheet but no narrative. Nothing had changed since the last presentation, so the team focused on potential costs for doing what was planned. Tasks included how to get churches to communicate activities, opportunities and how to use Facebook as a tool Daniel will go back and be sure verbiage of the report aligns with any changes. It was suggested that more of the churches align themselves with Faith in Texas because their mission is largely multicultural.

Operations Spending approval amounts up to \$500 without approval. The President can approve between \$500 and \$2500 with anything over that requiring board approval. It was discussed that there need to be time limits for the non-budgeted items. It was suggested a separate line item be included for any amount over a budgeted item

A need for a policy was discussed for both budgeted and non-budgeted. At the moment two signatures are required for anything over the amount of \$2500 (which is an internal control)

**Action Item:** Daniel and Kevin will separate items and come up with a proposal to present

Revisit the 5% principle for grants and operations. Previously have used up to 5% for grants but do we seek to preserve the principle and grow the endowment for future projects and market Review:



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**Audit/Financial review-** it was decided no audit needs to be done unless NTUUC is applying for a grant, but it might be beneficial to have someone look at the operations bookkeeping for any guidance. There will be research done into the UUA procedures. These links were included in the chat for review:

<https://www.uua.org/files/documents/wujames/finreviewcongs.pdf>

<https://www.councilofnonprofits.org/nonprofit-audit-guide>

**Website:** It was agreed by the majority that the website needs a whole new design.

**Action Item:** A list of questions will be prepared by Sarah, Marla and John with Daniel and Scott being available to consult. They will have 4 weeks to come up with these questions.

### Upcoming Events and Meetings

- Virtual UUAGA June 23-27, 2021 “Justice-Healing-Courage” – register: [uua.org/ga/registration](http://uua.org/ga/registration)
- TBD Next Advocacy Day will be in Austin in 2021.
- New Day Rising Conference will be February 27<sup>th</sup> (<https://www.uua.org/leadership/events/new-day-rising-2021?fbclid=IwAR0RRZRloC0vFWBzVnf-z0kFsgzQNev0W5The8jRv7Cbttwd0bPBsXEqLcs>)

**Next meeting May 15th at 10:00 AM**

Meeting adjourned at 12:10 PM

Submitted respectfully, E. Beth Ferree, Recording Secretary



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