

**Rocky Mountain Conference UCC  
Regular Board of Directors Meeting via Zoom  
November 10, 2021**

**Board Members Present:** Sue Artt, Judy Baillie, Deborah Barnard, Lee Berg, David Bristow, Eleanor Downey, Mark Dutell, Wendy Kidd, Mark Long, Andy Nielsen, Karen Trainor, Ken Ingram, Shelly Dunham

**Others Present:** Erin Gilmore, Anthony Scott, Martha Jones

A regularly scheduled meeting of the Board of Directors of Rocky Mountain Conference UCC was called to order by Moderator Judy Baillie at 9:04 am on November 10, 2021, following a reflection by Eleanor. A quorum was established and the agenda was reviewed, corrected and accepted. The minutes of the regular meeting on October 14, 2021 were accepted as written. Check in followed.

**Board of Directors Goals – Continued Discussion**

Sue presented a revised chart of the Board goals and objectives. Following review of the goals and objectives, breakout groups were formed to evaluate each area to determine specific goals for that area, persons responsible, barriers, actions needed, measurement and assessment, and date for final reports. The groups met and reported back to the Board and each chair will submit a summary of their work.

- Conference Funding - Shelley
- Communication – David
- Lay Leadership/Connection/Training – Mark L.
- Tributary Fund/In the Mud Grants – Mark D.
- Visioning - Judy

**CONFERENCE MINISTER’S REPORT**

**Housing Allowances for 2022**

The Internal Revenue Service allows clergy to claim either a flat amount or a percentage of their salary as housing, which is exempt from some federal taxes. The IRS requires that the oversight board approve these allowances and document approval in their minutes in the year prior to the year the allowance will be taken.

MOTION (David/Andy) to approve housing allowance for conference minister and two associates for 2022 as follows:

Rev. Sue Artt	45% of salary
Rev. Erin Gilmore	\$25,000
Rev. Dr. Anthony Scott	\$50,000

The motion was approved unanimously.

## **Real Estate**

Sue informed the Board that the parking lot was sold and closed on October 22. With advice from the Finance Committee the sale proceeds of \$600,000 were placed in money market savings with First Bank. Parking is now at a premium, with a few spaces still allotted to the conference office. Sue apprised the Board of the status of other real estate negotiations and implications for the location of conference office operations.

Sue updated the Board on various issues related to the status of the property at 2500 South Sheridan, which is now under contract with a real estate agent.

## **Communications Director Position**

Sue informed the Board the Communications Director position will remain unfilled pending an evaluation of staffing needs and priorities. David Bristow has stepped in to help with communications and technology. Discussion followed.

## **OTHER STAFF REPORTS**

### **Data Management System**

With background and input from staff, the Board discussed the need for a data management system to support conference activities, especially with the implementation of the conferencewide Committee on Ministry (CWCOT). The Board considered the challenge of current data management needs, the inadequacy of current systems, the features and benefits of Salesforce, a new system being proposed by staff. Salesforce is currently being used by Tri-Conference (Iowa, Nebraska, South Dakota) and they have agreed to share their framework, which would facilitate implementation in our setting. This issue was brought to the Board because, while the expense was not included in this year's budget, the need for a change is emergent and lack of good data management could be a barrier to the success of the CWCOT. It was noted that there will be savings from not filling the Communications Director position.

MOTION: Upon motion and second, the Board unanimously approved investing up to \$6,000 to acquire Salesforce for the conference in the manner similar to the application with Tri-Conference.

### **Conferencewide Committee on Ministry**

Erin discussed plans for a special conference meeting tonight to approve changes to the RMC constitution and bylaws to effect a Provisional Conference Wide Committee on Ministry and approval of a nominating slate for the Committee.

### **Anti-Racism Work**

Anthony reported on anti-racism work in the conference. He discussed participation and the spectrum of survey responses. He is creating an Advent devotional booklet that will have an anti-racism lens, has created a video to invite engagement in considering the work. There will also be further resources provided for churches ready to be engaged. There will be more in-depth report at the next meeting.

### **Lunch Break**

Eleanor and Wendy did not attend the meeting in the afternoon. Andy departed at 1:30. The Board participated in an activity in naming and celebrating the strengths of the Board.

## **COMMITTEE REPORTS**

### **Task Force on Building/Asset Acceptance Policy**

Shelly discussed the recent sale of church properties in the conference and proposed formation of a task force to develop a policy to guide the due diligence around acceptance of real estate assets by the conference. She has agreed to lead the task force and Lee offered to serve. The Board expressed support for the idea and encouraged Shelly to proceed with composition of a task force, with members to be approved by Sue. Shelly asked Board members to refer individuals who have expertise in this area.

Judy suggested developing an informative piece to assist churches in exploring options when considering repurposing or sale of church property.

### **Finance Committee**

Shelly reported that we have 220 days of current assets on our balance sheet; most are investment accounts, a healthy position for a nonprofit. Income was close to budget. Expenses exceeded budget in part because of expenses related to 2500 S Sheridan and with hiring of the new Associate Conference Minister.

The Board discussed distribution of the proceeds from the sale of the parking lot.

MOTION: Upon a motion from the Finance Committee, the Board unanimously approved placing 10% of the \$600,000 proceeds from the sale of the parking lot, or \$60,000, into the conference checking account with the remainder to go into an investment account in the conference's current assets.

The Board discussed release of the second portion of funds to Tributary Fund grantees. Release of the additional funds was contingent on the sale of the parking lot (for liquidity) and successful completion of milestones by grantees. Mark D. is the lead on review of milestones with grantees in January.

MOTION: Upon a motion from the Finance Committee, the Board unanimously approved allocation of \$23,000 from the sale of the parking lot to be released to Tributary Fund grantees by June 30, pending grantees' completion of milestones.

Shelly discussed plans for developing the 2022-2023 budget: recommendations from groups regarding amounts needed in the budget, the need to review reserve accounts, the need to review percentages allocated to La Foret and the national portion of OCWM, the possibility of including discretionary funding to allow the Conference Minister to address needs that come up during the year.

### **Personnel Committee**

The Personnel Committee is finalizing two policies related to social media and infectious diseases, which will be brought to next Board meeting. Given feedback from the Board at the last meeting, the Personnel Committee recommends not conducting an evaluation of the Conference Minister this year. Meanwhile, the Committee will work on a process for evaluation, including a revision of the tool and a distribution model. The Board affirmed the plan to table the evaluation for this year. A suggestion was made that the Committee consider a 360 evaluation process that would include feedback back and forth between the Board, churches and Sue.

### **Nominating Committee**

The Nominating Committee will be working with Anthony on nominations for the Anti-racism Committee. They worked closely with Erin on nominations for the CWCOM. There was discussion of improvements in the nominating process.

### **Moderators Meetings**

Mark reported that the monthly moderators meeting continue. The association representatives are being used to help update the moderators lists. A recent meeting included Anthony in a discussion of congregational covenants. Mark discussed the support lay leaders are providing each other and encouraged Board members to attend the meetings periodically.

### **Next Meetings and Adjournment**

Board meeting schedule:

February 3, 9:00 – 3:00, Zoom

April 28, 9:00 – 3:00 (will decide on 2/3 whether in person or Zoom)

June 9, 3:00-5:00 (tentative)

June 9-11 – tentative Annual Celebration, electronic

Following a closing devotion by Karen, the meeting was adjourned at 2:40 pm, at which time the Board reconvened in Executive Session.

Respectfully submitted,

Martha Jones, Scribe