

## **UCCI Executive Committee Meeting**

February 19, 2021 Video meeting

**Attendance** Glenn Svetnicka, Tiffany Ludwig, Marian Wiese, Tom Bayer, Paul Black, Kevin Haass, Carol Merriman, Wendy Dallman; guest Hannah Lanser, Wegner audit manager

### **Opening**

Glenn Svetnicka opened with a First Nations reading and prayer.

### **Audit Presentation**

The audit was presented by Hannah Lanser, a Wegner audit manager. UCCI has a loss of \$154,609 for 2020. Cedar Valley was added to inventory and adjustments. Weaknesses found were monitoring controls over cash disbursements and monitoring internal controls systems. Deficiency found was the monitoring controls over cash receipts. Best practice recommendations are to develop a credit card policy and evaluate scholarship award process. Examples of easy fixes are that Executive Director's credit card charges should be reviewed by someone on the Board and having two people, instead of one currently, opening mail. Some recommendations have already been implemented.

It is to be celebrated that Camp AweSum has paid their debt to UCCI. Right now UCCI owes Camp AweSum.

It would be beneficial to the Executive Committee to periodically check the Liquid Unrestricted Net Assets.

Thank you to Marian Wiese for her work on this. It was appreciated that Wegner gave us doable recommendations to our weaknesses.

### **Presidential Ponderings on Partnerships**

Policy/Governance model

Executive limitations defined-Evaluate the authority level for Executive Director to be able to sign more of the operational documents. The Executive Director has no authority to sign for the organization according to Paul Black. Legal documents should go through Board and signed by Board president. Action: Kevin and Paul look at by-laws for definition of roles of Executive Director and Board. They can make recommendations for any changes.

SBAR approach-This is used to prepare for big decisions to give Board background information before making decisions. Examples were given of SBAR use.

Situation

Background

Assessment

Recommendation

SBAR can go to Executive Committee and make recommendations to Board for information or action.

Paul Black proposed the SBARs motion for \$400,000 and FSA motion be sent to the Board and have electronic vote by March 5. Consenses by Executive Committee. These actions are needed to finalize the audit report.

Executive Director 2020 Review/2021 Goals and Objectives

Evaluation/review is in the process. Software partners have programs we will start using related to evaluation/goals monitoring and marketing. This year's review was done by the Executive Committee. Going forward we could include a 360 model. A policy will be developed in the future.

### **Consent Agenda Items**

Minutes of November 2020 Executive Board

### **Updates**

UCCI continues to monitor pandemic response using CDC guidelines. Hopefully staff will be vaccinated by June 1. Forty people were at Moon Beach last weekend, so they are implementing protocols, including creating a bubble and wearing masks. Rapid test will hopefully be readily available by summer camping season. Staff is comfortable with cleaning and food service standards. A conservative approach to reopening is being taken.

### **Financial**

#### **Debt**

- \$911,000 Cornerstone @ 5.125% (P&I) matures 12/21
- \$500,000 WCUC @ 3.5% (interest only at 3.5%) matures 12/26
- Small Business Association PPP II \$214,000 was received for 1/21

#### **Development**

“Keeping the Fires Burning” matching gift campaign reached \$700,000. This Has not been announced yet, as another donation is still in the works.

Contributing partners

- WCUCC \$135,000 support was received 2/1/21
- Winnebago Presbytery pledged \$6,000 for 2021
- Milwaukee Presbytery pledged \$2,000 for 2021
- Camp AweSum fundraiser amounts are yet to be determined. The Jig Saw Run is scheduled for May 1, 2021, and the Golf Fore Kids golf outing is scheduled for June 3, 2021.

The land sale committee of six has been working. None of the members want to sell land, so this is being taken seriously. They are looking at which parcels make more sense to sell. A neighbor of Moon Beach is interested in a parcel on Little St. Germain.

Moon Beach insurance claim of \$82,192 finalized. All roofs will be inspected to insure there isn't any damage.

Cornerstone line of credit isn't needed right now, but will be good to have. It is pending resolution of Executive Director's authority. Committee confirmed we should continue with a LOC.

2021 spending plan includes minimum expenses first quarter so far.

Staffing/Succession Planning

Team reorganization plan 2021- A chart was shared to visually outline positions.

Board

2022 Slate of officers- Looking ahead we will need a Vice President for next year.

2022 Open positions – We might want to look at whether the Conference Chair should have an automatic position on UCCI board. The Conference is represented by the Conference Minister. UCCI has voice but not vote on Conference Board.

2021 Executive Director's Priorities

Development

PC Adaptive change

CA Expansion

Next meeting TBD

Full Board meeting March 19, 2021

Respectfully submitted,

Wendy Dallman  
Secretary

Action

<b>Action</b>	<b>Who</b>	<b>Due</b>
Review by-laws power of Executive Director	Kevin Haass, Paul Black	Next meeting
Send motion to Board	Glenn Svetnicka/Tiffany Ludwig	Week of Feb. 22, 2021
Vote on motions	Board	March 5, 2021