

UCCI Board Meeting

March 19, 2021 Video meeting

Attendance Paul Black, Kevin Haas, Carol Merriman, Tom Bayer, Tiffany Ludwig, Marion Wiese, Glenn Svetnicka, Wendy Dallman, Ben Lentini, Julie Garber, Nathan Litt, Ashley Nolte, Franz Rigert, Kythie Boyd, Lance Smith, Paul Karch, Julie Jennings, guest: Hannah Lanser, Wegner Audit Manager

Opening

Tom Bayer led us in a reflection.

Audit Presentation

Hannah Lanser, Wegner audit manager, presented highlights of the audit to the Board. Overall net loss for 2020 was \$154,609. 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 create a list of internal controls with documentation, develop a credit card policy, and evaluate scholarship award procedure.

Currently about one quarter of operations is funded by debt.

Everything recommended by Ms. Lanser has either been implemented or in the process of being developed.

Consent Agenda Items

- Minutes of December 2020 UCCI Board Meeting

- Minutes of February 2021 Executive Committee

- Minutes on Executive Committee Motions

 - Correction: Executive Committee date was February 19, 2021.

Minutes accepted as corrected.

- Debt Snapshot

 - \$911,000 Cornerstone @3.125% (P&I) matures 12/21

 - \$500,000 WCUCC @ 3.5% (Interest only) matures 12/26

 - Small Business Association PPP II \$214,000 awarded 2/2021

- Development Snapshot

 - Contributing Partners

 - WCUCC -\$135,000 Support received 2-1-21

 - Winnebago Presbytery \$6,000 pledge

 - Milwaukee Presbytery \$2,000 for 2021

 - Fundraisers

Jig Saw Run is cancelled but will have virtual component.
Golf Fore Kids outing is 6/3/21. They have contributed \$30,000
this year.

UCCI Board Responsibilities

See action chart at the end of the minutes. Due April 1, 2021.

After this meeting Tiffany Ludwig will send a link to background check and conflict of interest sheet.

New website document portal demo.

Tiffany showed us the Board section of the UCCI website. She will send passwords to us after this meeting. After April 1 all Board information will be sent to us via executivedirector@ucci.org email.

Board communication/follow-up plan – Board needs to help promote camps and forward social media, etc. to get our word out.

Updates/Discussion Topics

Pandemic response UCCI is asking staff be vaccinated with Johnson & Johnson vaccine as soon as possible. Moon Beach will house one family one cabin, Cedar Valley will house one family one room, Pilgrim Center houses in congregant pods. UCCI is taking a conservative approach to opening to protect everyone. Requiring COVID test 48-72 hours before coming to camp for participants and staff who are against getting vaccinated.

By-Law review

It is recommended that UCCI policies be reviewed by the Executive Director unless a substantive change or new policy is needed. This does not need to be in the By-Laws.

Paul Black reviewed the by-laws and made suggested revisions, much of it wordsmithing. New change: Article 6 Powers of the Executive Director. It will be posted for Board review and then an electronic vote will take place after 20 days.

WCUCC Board President Seat- It was suggested the WCUCC Board president have voice but not vote on the UCCI Board. The UCCI President has voice but not vote on the WCUCC Board. Paul Karch felt this is appropriate.

SBAR- stands for Situation, Background, Assessment, Recommendation. This is a tool for communicating need to others in a concise format, providing necessary information.

2021 UCCI Priorities

Development is more than fundraising. Programs, sale of land, volunteers, etc. What are we missing? It is everyone's responsibility.

PC "Adaptive Change"- Pilgrim Center is a youth camp in summer, but it is a retreat center most of the year. We need to tap into Green Lake community to promote partnerships. Chapel will be a learning center as well as spiritual space.

Camp AweSum Expansion- Youth camp was cancelled for this summer, but a camp for their graduates will be held the end of July. Participants will be able to help us transition youth camp to Pilgrim Center. A sensory area is going into the lower level of the lakeshore building. The "Camp AweSum" philosophy of accepting others where they are, knowing we are all doing the best we can at any given moment, will be implemented at all sites.

As a Board, individuals, how are we going to support what the leadership team is doing?

Spending Plan April-June – We have 25% of the reservations we had at this time in 2019, which was our goal. Pilgrim Center just opened youth camp registrations March 1. Sites are going to have to increase staffing to get camps prepared for opening but hiring will be contingent on registration numbers. All sites need to hire cooks. Those monies that were held by UCCI for registrations made last year before closing were listed as liabilities for 2020 and will be moved to income in 2021 as they register.

WCUCC- Franz Rigert thanked UCCI leadership for the way they navigated these tough times. Most churches who were not in distress have made it through, making adapted changes. WCUCC is mostly remote, with staff coming in part time. The annual meeting is coming up: Powered by Generosity. Andrew Warner and Franz Rigert are in developmental stages of a conference campaign focusing on leadership training, grants.

Other/No Staff Huddle

Essential workers will get respite April-end of year at all 3 sites if room is available, like it does for clergy. There is a suggested donation but scholarship is available.

No Staff Huddle: What is happening behind the scenes: working on developing a job description for Executive Director. 2020 review of Executive Director job performance is in the process. A comparative salary is being looked into.

We should hear from the directors of each site periodically so the Board gets to know them and their sites. Rotating meetings at the different sites again, post-pandemic is desired.

Closing Prayer

Next Meeting June 4, 2021 11am – 1pm Zoom

Respectfully submitted,

Wendy Dallman
Secretary

Action	Who	Due
-Sign/return Covenant -Sign/return Conflict of Interest -Complete background check -Update profile photo/bio	All Board members	4/1/21
Email document site passwords Post By-Law revisions	Tiffany Ludwig	After meeting
Vote on By-Laws	All Board members	20 days after posting