

**Unitarian Universalist Congregation of Wilmington
Board of Trustees (BOT)
Meeting Minutes, February 2018**

Date: February 26, 2018, 6:00 PM

Location: Unitarian Universalist Congregation of Wilmington, 4313 Lake Ave., Wilmington, NC 28403.

Secretary: Tammy Ellison.

Meeting Called By: Jennifer Paetzold-Garcia, President.

Members Attending: John Grigsby, Vice President; Karen Gottovi, Treasurer; Tammy Ellison, Secretary; Bill Singleton; Bob Holm.

Staff: Rev. Cheryl M. Walker (Ex-Officio).

Absent: Patricia Forrest; Barbara Wolk; Don Smith; Sue Graffius, DRE.

Guests: Sylvia Quinn; Jessica Holm.

Agenda

- 1) Chalice Lighting and Reading of the Mission Statement and Board Covenant
Mission of the UUCW Board of Trustees: Ensure that the activities and resources of the congregation are effectively and efficiently directed toward achieving the mission of the Unitarian Universalist Congregation of Wilmington.
- 2) Guest: Sylvia Quinn provided the Board with an update regarding the 'Generous Life Team' (GLT). They are making great progress; the GLT has defined their mission and set goals. Several things are planned in the coming months to communicate with and engage the congregation, starting with an article in the March Beacon introducing the team. On two Sundays in March a member of GLT will be the worship associate. A reception for the congregation's top financial givers is being planned for March 25th, the BOT is asked to also attend this reception. The team and BOT will be making 'thank you' phone calls to each donor. Sunday May 6th will be 'commitment Sunday' when pledge cards will be distributed and collected as part of the worship services.
- 3) Guest: Jessica Holm provided the Board with an update regarding the Nominating Committee. Dot Hodder is the chair of the committee. The committee is seeking nominations for the following positions: a) the nominating committee, b) Board of Trustee members, c) Treasurer. Questionnaires have been developed for the various roles. The nominating committee consists of 6 people, each serving a 2 year term, with 3 people rotating out each year. The BOT consists of 9 people, each serving a 3 year term, with 3 people rotating out each year. The Treasurer is 1 person, serving a 1 year term with the option to server longer if willing. The nominating committee will communicate the process with the congregation via posters, UUNews, announcements in the order of service, and personal contact. Bill will forward the BOT roles and responsibilities from our draft policy manual to Jessica and Dot to help facilitate their conversations with potential candidates.
- 4) Reports

- a) Consensus reports: the Minutes from the Board, dated January 22, and the Minister's, DRE's and Treasurer's reports from February were approved.
- 5) Rev. Cheryl provided her initial draft of a new "Safety Procedures Manual" in which she addresses topics such as building safety, medical emergencies, fire emergency, intruder/active shooter and tornado emergencies.
- 6) The Fabulous 50 Silent Auction Fundraiser is off to a great start with 51 auction items. The silent auction will conclude on March 11. The posters will be reshuffled around the building next week to encourage congregants to browse more items. A big thank you to Kim and Bill Singleton and Barbara Wolk for their creativity and hard work.
- 7) March 11 the BOT will assist with Sunday services:
 - a) Make coffee - John
 - b) Greeter 1st service - Jennifer
 - c) Ushers 1st service - Jennifer & Pat
 - d) Greeters 2nd service - Karen & Bob
 - e) Ushers 2nd service - John & Bill
 - f) Flowers - Barbara
 - g) Snacks - ALL
- 8) BOT Calendar
 - a) The next scheduled meeting will be:
 - i) March 11: BOT assist with Sunday services
 - ii) March 12: BOT Exec. Committee Meeting
 - iii) March 19: full BOT Meeting
 - iv) Karen Gottovi will provide the March Beacon article.
 - v) Don Smith is the March worship associate.
- 9) The meeting was adjourned at 7:41 PM.

NEXT BOT MEETING: March 19, 2018.

*** ACTION ITEMS AND DEFERRED TOPICS**

From February Meeting:

- Tammy will submit the January minutes for publication on the web site, UUNews, and will post in Dobkin Hall.
- Bill will forward the BOT roles and responsibilities from our draft policy manual to Jessica and Dot

Future Action

- Develop a Bylaw amendment to the Endowment Policy to make the management and access to the existing endowment more flexible. This item has been referred to the Finance Committee before being taken up by the BOT.

MINISTER'S REPORT FOR BOARD MEETING 02-19-2018

- Attended an Active Shooter training for houses of worship, with two member of the worship team, Thea Hagepanos and Pamela Waite.
- Began working on a Safety Manual which includes procedures for emergency and disaster situations.
- Continued working with Kim Singleton and Barbara Wolk on the Fabulous at Fifty Fundraiser.
- Met with the Generous Living Team, to plan a special service on May 6, which will be the highlight of our yearly canvass.
- Continued working with the DRE Search Committee. We have started brain storming about the position and how to advertise. We will rename the position to Director of Faith Development. We feel this better represents the position, and will help the congregation understand the depth of the position.
- Continued working on the conversion of the website. Our estimated time of conversion is mid-March. We will work on converting the email separately, as it is a separate function and very few companies host emails.
- I attended the UUMA's Institute for Excellence in Ministry, as President of the UUMA. Much of my time was spent dealing with the aftermath of the 2016 Berry Street Essay and the Board's decision to redact it due to potential legal action. I did attend a workshop for Minister's of Color and how we navigate the dominate white culture of Unitarian Universalism.
- Our Administrator, Julie Burcham, was out with a very bad case of the flu. In her absence I filled in by doing payroll, orders of service and distributing the Beacon.
- I was supposed to attend the HKOJ annual march in Raleigh, but unfortunately I was in a serious car accident (all people are okay) which precluded my participating.
- Participated in a seminar for students at Meadville-Lombard Seminary on Power and Authority in Congregations.
- I took a much needed staycation from 2/13 – 2/18.

Respectfully submitted,

Rev. Cheryl M. Walker

DLRE Report to the Board

February 2018

January/February attendance:

January weekly average: 14

February weekly average (through 2/18): 13

We sent out almost 60 Valentine's Day cards this year, made by the students and teachers.

The teens won't be designing the shopping bags this year as their schedules are too full. However, they have been attending Quest monthly, and will have a 2-part Quest for March and April. In March, the teens will select meaningful pieces of music to share/discuss with the adults. In April, the adults will select meaningful pieces of music to share/discuss with the youth. The conversation should be interesting.

In February, the 3rd-7th graders marched with UUCWNC in the MLK Jr. Day Parade, and on Feb 25, they will be staffing a Voter Registration and Information table between services! The "Horcruxes" (From Harry Potter - wrongs that need to be righted) involved were racism and voter suppression. The kids chose their social justice issues themselves and have been very involved in discussions and coming up with ways to counter their chosen Horcruxes.

Our Navigators Scouts Chapter 109 continues to grow! At the last meeting, we had 14 children, with several more planning to come to the next one. We meet on the 1st and 3rd Wednesdays of each month, and membership is open to children of all genders ages 5 through 18.

John Noll made two separate presentations (same material) to 28 participants (14 each session) on who Rumi was. Participants seemed to enjoy it.

I will be attending a LREDA (Liberal Religious EDucators Association) Webinar on Conflict Resolution Styles.

Respectfully submitted,

Sue Graffius, DLRE

Unitarian Universalist Congregation of Wilmington
JANUARY, 2018 Treasurer's Report

Total Revenue for Jan.2018 \$20,551	Revenues year to date \$133,176
Total Expenses for January \$16,852	Expenses to date \$135,764

Our net income for January 2018 was \$3,699. Last January we had a net loss of \$2,607. We are well within our budget. Year to date, we are only \$2,600 worth of expenditures over revenues, about the same amount as this time last year. Our office expenses are under budget.

Our current mortgage is with Coastal Bank. It closed last May. They have appraised the property at 4313 Lake Avenue at \$526,300. This apparently includes the church land and building. The other two lots on Spirea are not part of the mortgage, and have a separate appraisal. The principal owed on February 1 is \$146,505. We pay a total of \$1,214 with \$640.96 interest, and \$572.89. This breakout will change each month with the interest decreasing and the principal increasing. We thank John Grigsby for obtaining the report which also shows comparable values, and the amortization schedule. Rev. Cheryl has the report.

Our endowment fund with the UUA is now up \$10,000 to a total of \$67,891. I listened to the call last week.

We have a donor (pledger) who gives a gift of stock to the UUCW every year, usually in February. It has been averaging \$7500-7600 each year. Julie was not aware of the gift last spring, and the funds were left in the Schwab account where it earns interest. We discussed this issue in the Finance Committee meeting, and decided to leave it with Schwab for the time being. It will be easily moved to our PNC account when needed.

We also discussed the need for staff raises, a capital campaign for replacement of the RE building and fixing the driveway-parking area. These issues can not continue to be ignored.

Respectfully submitted,

Karen Gottovi, Treasurer