

**Unitarian Universalist Congregation of Wilmington**  
**Board of Trustees (BOT)**  
**Meeting Minutes, February 2017**

Date: February 28, 2017, 6:00 PM

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

Secretary: Bill Singleton.

Meeting Called By: Eden Avery, President.

Members Attending: Eden Avery, President; Patricia Forrest, Vice President; Marvin Fineman, Treasurer; Bill Singleton, Secretary; John Grigsby, Roxie Morison, Jennifer Paetzold-Garcia, Barbara Wolk.

Absent: Tammy Ellison, Rev. Cheryl M. Walker (Ex-Officio)

Staff: Sue Graffius: Director of Religious Education (DRE).

**Agenda**

- 1) Chalice Lighting and Reading of the Mission Statement  
*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.
  - a) Consensus reports: Minister's, DRE's, and Treasurer's reports for January and the Minutes from the Board, dated January 24, 2017. There was brief discussion on the progress in finding a bookkeeper, which is expected to happen after tax season, and progress in renegotiating the mortgage. The reports were approved as written.\*
- 2) Policy Work
  - a) There was general approval of the policy manual outline that Bill had transcribed from the December work sessions.
  - b) The Board reviewed the policy approach for the Nominating Committee. Pat will resend it to Jessica to use at the kick off meeting of the Committee.
  - c) Eden asked Bill to set up Google Drive folders to allow the Board to access and contribute to policy documents as they are developed. Jennifer said she would teach the Board how to use the Drive at the March meeting.
  - d) The Board discussed:
    - i) The application the Nominating Committee should use for both Board and Nominating Committee candidates.
    - ii) Eligibility for the Committee candidates and whether the requirements should be included in a By-Law amendment at the June Congregational Meeting.
    - iii) That there should be a Policy Manual and a Procedures Manual. The process the Nominating Committee should follow in inviting candidates and vetting them should be in the Procedures Manual.
  - e) Eden asked for volunteers for a team to begin drafting updated Roles and Responsibilities of the Board and its Officers. Jennifer, John and Roxie volunteered to be the writing team. However, detailed discussion of this will be held at the March meeting.
- 3) Board Worship Service
  - a) The Board will conduct the worship service on April 2. The roles each member will play were talked about. Members volunteered for different parts of the order of service.
- 4) BOT Calendar

- a) The next scheduled meetings will be:
  - i) March 23: the next Working Session.
  - ii) March 28: the next Board Meeting with a review of the first Budget draft.
  - iii) April 2: the Board Worship Service.

5) The meeting was adjourned at 8:15 PM.

NEXT MEETING: March 28, 2017.

**\* ACTION ITEMS AND DEFERRED TOPICS**

From January Meeting:

- Bill will submit minutes for publication on the web site and will post in Dobkin Hall.
- Marvin will post the Treasurer's report in Dobkin Hall.

For March Meeting

- Clarify and specify the role and duties of a BOT member and the BOT officers.

## MINISTER'S REPORT – BOARD MEETING 2/28/2016

I hired a new administrator, Julie Burcham, who started on 2/21. Julie has previous experience as an administrator for other churches, in different faith traditions (Methodist and Presbyterian). I am very excited to welcome her aboard. Her hours will be significantly different from Jennifer's. She will be in the office Tuesday through Friday 9am to 2pm. She's coming up to speed well.

We held two memorial services this month, Thelma Worksman's on 2/11 and Jay Johnson's on 2/18. I want to express my thanks to the Caring Committee for their efforts in providing the receptions and a special note of gratitude to Diane Halley for the music. Diane brought her special care to each of the services which made them special to the families.

Our attendance has been higher than usual over the last three months, especially in the second service. We will track this trend to see if it is sustained or a momentary reaction to the Presidential election.

Worked with Auction Team to assist them in producing the catalog and loading data into their software. Many thanks to the Auction Team under the leadership of Diane Miller and Scott Armstrong for their dedication to this congregation and the many hours they spent to ensure that we had a successful auction.

The Auction was held on the 25<sup>th</sup> and from the preliminary reports the gross amount raised was 13K. This is less than hoped for and may impact next year's budget.

Worked with our Treasurer, Marvin, to produce the year tax statement. Corrected statements as needed.

Taught the class *This I Believe*. There were 14 participants who completed the class and wrote their credo statements. The participants and I spent 5 weeks together exploring their beliefs on various topics. As usual it was a very exciting class. Many thanks to our DRE, Sue Graffius, for her help in setting up the class, providing materials and making sure everything ran smoothly. I could not have offered the class without her assistance.

Performed many of the administrator's tasks while we were in search including the weekly order of service and ordering supplies. It gave me a new appreciation for the work done by the administrator in the limited number of hours available.

Hired Delthea Simmons to do the Sunday cleaning. The sexton we had hired no longer wanted this part of the job but will be available to fix things on an as needed basis.

Respectfully submitted,

Rev. Cheryl M. Walker

## DRE Report to the Board

February 2017

February attendance:

February 5: 41

February 12: 17

February 19: 25

February 26: 28

February 2017 weekly average: 28

We sent 75 Valentine's Day cards to members and friends...we enjoyed making them and we hope everyone enjoyed receiving them!

We're holding a Classroom Open House on March 19<sup>th</sup> after the first service. Congregants should go and grab a cup of coffee and treat and bring them to the classrooms to see what we've been learning/doing. Students and teachers will stay in the classrooms to talk with the visitors and to interact with them.

We plan to hold our Annual Easter Egg Hunt behind Dobkin Hall, weather permitting, on April 16. The teens will set out the eggs during class time, and the younger kids will "search" for them after the worship service ends.

We'll hold the opening of the second Annual RE Art Show on April 30. We're meeting to discuss the theme today.

Wilmington Pride Youth Group is still going strong, with weekly meetings here at UUCWNC.

In Adult Programs, our ongoing offering, the Wilmington Progressive Book Club, continues to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month at 6 pm in Dobkin Hall. We're currently reading/discussing: *The Populist Explosion* by John Judis.

Jimmy Reeves facilitated the first session of *The Human Universe* on Feb 21, with 30 people attending. This is a 5-part BBC program, offered on alternating Tuesdays, at 7 pm in the Sanctuary.

Social Action is presenting *Listening in Color* in March. In April, we'll try to offer *Harvest the Power* again.

We are still short several teachers, with the most critical need in the 2<sup>nd</sup>-3<sup>rd</sup> grade class. We only have 2 teachers, so they are needed each Sunday, with no weekends off. I am using substitutes to help, but they would be much better served to have a consistent 3<sup>rd</sup> teacher. Please let me know if you know of anyone who can help!

Respectfully submitted,

Sue Graffius, DLRE

Unitarian Universalist Congregation of Wilmington  
January 31, 2017 TREASURER'S REPORT

Total Revenue for January	\$16,858	Revenues Year-to-Date	\$117,535
Total Expenses for January	\$16,082	Expenses Year-to-Date	\$121,237
Net for January	\$776	Net Year-to-date	(\$3,702)
PNC Operating Cash Balance	\$11,168	Change from prior month	\$3,014

Remarks for the monthly results:

Our net income for January was \$776. Last January (2015), our net was \$2,194, so this year's financial result for January is down about \$1,418 vs. last year. Our income last month vs. the budgeted deficit of (\$761) was mainly due to a delay in making retirement benefit payments. Had those payments been made timely, our net for the month would have been \$41.

Generally, monthly results should not be given much weight, as swings can be pretty wild due to the nature of the church year and variability in dates that bills are paid.

Highlights for the first seven months of the fiscal year:

1. Our seasonal variation in income is greater than our seasonal variation in expenses, which is why we encourage regular monthly giving through an automatic pay option. We cover deficits through draws on the reserve account. With so many congregants now contributing their pledges through their banks' online bill pay feature, perhaps next summer draws on the reserve account will be fewer.
2. Our fundraising activities (especially the Auction raffle and Second Sunday Soup) are showing results, which has reversed our deficit position. In setting out future monthly budgets, the Treasurer should, to the extent possible, take into account that fundraising usually does not begin to show major results until November/December.
3. A comparison to prior results at the bottom of the Balance Sheet shows that our overall financial net worth increased about \$8,224 year to date. This is due mainly to two months of positive financial results, an increase in the Endowment Fund market value and significant reduction in the mortgage liability balance.
4. Our mortgage refinancing is going well so far, but closing will be beyond the March due date. Fortunately, our current lender has agreed to carry the loan beyond the due date for a while.
5. As we refinance our mortgage, we will obtain current market values for our buildings and land, which will improve the accuracy of the Balance Sheet considerably.

Treasurer Action items for February BoT meeting:

- Post printed Treasurer's Report for January in Dobkin Hall
- Post modified Treasurer's Reports to a communication medium

Respectfully submitted,

Marvin D. Fineman, Treasurer