

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

Date: July 17, 2017, 6:00 PM

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

Secretary: Tammy Ellison.

Meeting Called By: Jennifer Paetzold-Garcia, Co-President.

Members Attending: Jennifer Paetzold-Garcia, Co-President; John Grigsby, Co-President; Karen Gottovi, Treasurer; Tammy Ellison, Secretary; Patricia Forrest; Bill Singleton; Bob Holm; Don Smith.

Absent: Barbara Wolk; Sue Graffius, DRE

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

Guests: Marvin Fineman

**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) Reports
  - a) Consensus reports: Treasurer's reports for June and the Minutes from the Board, dated June 29, 2017. The reports were approved as amended with the inclusion of Rev. Cheryl M. Walker's report.
- 3) Board Officer designation
  - a) In the June meeting the Board voted to have Jennifer Paetzold-Garcia and John Grigsby serve as Co-Presidents. After discussion the board unanimously approved to return to the more traditional President/Vice President offices with Jennifer Paetzold-Garcia serving as President and John Grigsby serving as Vice President.
- 4) Calendaring for 2017-2018
  - a) The Board agreed on the following dates for this term:
    - 9/9/2017 BOT retreat
    - 10/15/2017 Board/Congregation conversation
    - 12/10/2017 BOT make coffee/greeters/snacks/setup/cleanup/ushers
    - 1/21/2018 Board/Congregation conversation
    - 1/28/2018 Congregational meeting - if needed
    - 3/11/2018 BOT make coffee/greeters/snacks/setup/cleanup/ushers
    - 4/??/2018 BOT will do the service sometime in April, date TBD
    - 4/29/2018 50th Anniversary Celebration
    - 5/20/2018 Board/Congregation conversation with budget
    - 5/22/2018 Notify congregation of upcoming annual meeting
    - 6/3/2018 Annual meeting

- b) Typically BOT meetings will be on the 3rd Monday of the month, however due to holidays the BOT meeting will change in January from 1/15 to 1/22; and in February from 2/19 to 2/26.
- 5) The Board designated which month we each will serve as Worship Associate, specific dates will be determined with Rev. Cheryl as appropriate:

Sept. 2017	Jennifer
Oct. 2017	Bill
Nov. 2017	Pat
Dec. 2017	John
Jan. 2018	Tammy
Feb. 2018	Bob
March 2018	Don
April 2018	Karen
May 2018	Barbara

- 6) UUNews - BOT member to monitor:

- a) Don Smith and Bob Holm will assume the role of mailbox moderators, along with Rev. Cheryl, for approving and forwarding emails submitted for distribution via UUNews and UUBulletinboard. Rev. Cheryl will do the necessary technical setup, she will send Don and Bob the procedure document.

- 7) Retreat Agenda & Goals

- a) The Board's Retreat will be on Saturday, September 9 at the Reserve at Mayfair from 8:30-5:00. We'll have a potluck breakfast from 8:30-9:00; we'll have sandwiches brought in for lunch.
- b) In preparation for the retreat everyone should have read chapters 1-5 of " Governance & Ministry " by Dan Hotchkiss.
- c) Topics for the retreat:
- i) Review covenant and mission, make any changes.
  - ii) Stewardship conversation, how the board can help.
  - iii) Policy outline, prioritizing pieces to work on.
  - iv) Begin on top priority policy.
  - v) We need a policy for board meetings and guests. How the BOT establishes an agenda, how meetings are conducted, rules pertaining to visitors, how emergent visitor issues are addressed.
  - vi) Board Education - Organizational structure of the church; various groups/committees and who leads them, how does one get involved if they want to be involved? How does one submit communication for website, Sunday bulletin, and calendar? What else?

- 8) Unfinished business:

- a) John is in the process of getting a credit card from Coastal Bank, which is the same bank that holds the mortgage. It's important that we have that credit card soon, before Rev. Cheryl leaves for her August vacation.
- b) Karen won't be here on 8/7 when checks need to be signed. John and Jennifer can also sign checks.

9) BOT Calendar

- a) The next scheduled meeting will be:
  - i) September 9: BOT Retreat
  - ii) September 18: full Board Meeting.
  - iii) There will be no Board Meeting in August.

10) The meeting was adjourned at 8:00 PM.

NEXT MEETING: September 9, 2017.

**\* ACTION ITEMS AND DEFERRED TOPICS**

From June Meeting:

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

Future Action

- Develop Bylaw amendment to require Trustees to attend a minimum number of meetings and to be subject to removal from the Board if they miss too many meetings.
- Develop a Bylaw amendment to the Endowment Policy to make the management and access to the existing endowment more flexible.

## ***MINISTERS REPORT – BOARD MEETING 07-17-2017***

Attended Ministry Days and General Assembly in New Orleans. I was honored to preach the Service of the Living Tradition.

I have been informed that the company which currently hosts our website will be going out of business due to ransomware hacks to their computers. Fortunately we were not affected by the hack but as it is a small business that cannot withstand these attacks, the owners have decided to shut down.

The effect on us is two fold:

- We need a new site for the actual website (uucwnc.org)
- We need a new site for our emails, including our distribution lists.

We have move our website to another more established company. (Our current provider is working on options for us that will be as close as possible to our current costs). We will not move the old domain, but establish the new domain name on the new host site. We are planning for a period of time when both are active.

The “real” email addresses can also move to the new host using Microsoft Outlook 365 (this will also give us the latest versions of the Microsoft Office Suite).

The problem is our distribution lists, uunews, ubulletinboard and board. We are looking at several options to replace these lists. The idea of listservs is outdated and we may need a new way of communicating to the congregation.

I have accepted the invitation to join the Professional Advisor Group (PAG) from the Pastoral Care Department of New Hanover Regional Medical Center. I will be working with their Clinical Pastoral Education team to help their Chaplain Residents in their formation.

Elizabeth Terry has volunteered to head the 50<sup>th</sup> anniversary celebration team.

The sanctuary will be power washed on July 30<sup>th</sup>. We will need the help of the congregation to remove everything from the Sanctuary and the Foyer (Narthex). And to replace it later in the week.

Braxton Simmons will be leaving UUCWNC to take the job of the Assistant to the DRE at the Eno River congregation. We are in search for a new person to do the weekly cleaning,

Planning next year’s worship schedule and collecting end of year data such as attendance (it’s up from last year)

I will be on vacation from 8/7 – 8/31 and then I will be attending the UK Minister’s Association annual meeting from 9/1 – 9/6.

Respectfully submitted,  
Rev. Cheryl M. Walker

**DLRE Report to the Board  
July 2017**

No report, as there is no summer RE.

Unitarian Universalist Congregation of Wilmington  
June 30, 2017 TREASURER'S REPORT

Total Revenue for June \$22,240	Revenues Year-to-Date \$256,338
Total Expenses for June \$16,841	Expenses Year-to-date \$225,964
Net for June \$5,399	Net Year-to-date \$30,374
PNC Operating Cash Balance \$7,930	Change from prior month \$213

Remarks for the monthly results:

Our net income for June was \$5,399. Last June (2015), our net was (\$633), so this year's financial result for June is up \$6,032 vs. last year. Our income last month vs. the budgeted income of (\$29) was mainly due to a final surge in Pledge payments and timing differences in insurance payments.

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 FULL fiscal year 2017:**

1. Pledge income is about \$21,437 behind what is expected for the year. The accounting for pledge income must be checked, as some congregants have reported that the pledge payments they have made do not tally with our Icon records. It also behooves us to examine past year's collections vs. pledges to discern if there is a pattern that should be accounted for in setting future budgets.
2. A comparison to prior results at the bottom of the Balance Sheet shows that our overall financial net worth increased about \$37,986 year to date. This is more than our \$30,374 gain for the year, mainly due to our having refinanced more than we needed to by about \$5,000 and our having charged the Provision for Future Sabbaticals as a current expense instead of as an allocation of Reserves. This accounting will be correctly done starting in FY2018.
4. Coastal Bank new mortgage closed on May 9. We refinanced not only the prior mortgage balance, but also our estimate of the closing costs. We overestimated closing costs, so we received more in loan proceeds than expected.

Treasurer Action items for June BoT meeting:

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

Respectfully submitted,

Marvin D. Fineman, Treasurer