

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

Date: March 28, 2017, 6:08 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; Bill Singleton, Secretary; Don Wood, Acting Treasurer; John Grigsby; Roxie Morison; Barbara Wolk.

Absent: Marvin Fineman, Treasurer; Jennifer Paetzold-Garcia.

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

Guests: Scott and Margaret Armstrong

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: Minister's, DRE's, and Treasurer's reports for February and the Minutes from the Board, dated February 28, 2017. The reports were approved as written.*
- 3) Replacement of Treasurer
 - a) The Board unanimously voted to approve Don Wood to serve as Acting Treasurer until Marvin Fineman is able to return.
- 4) Annual Budget
 - a) Don Wood led a review of the draft annual budget prepared by the Finance Committee. It is a "Thriving Congregation" budget that is based on a net 14.1% increase in income. The Board agreed with the draft budget. Rev. Cheryl will prepare a Program Budget for the Stewardship Campaign and for the Annual Meeting. The detailed budget will be available at the Meeting for those that ask for a copy.
- 5) Stewardship
 - a) Margaret Armstrong outlined the preparations being made for the Stewardship Campaign and Stewardship Dinner. The dinner will be held April 15, at which Board members and others will serve as table captains and encourage discussion of giving to the congregation.
- 6) Auction Report
 - a) Scott Armstrong gave the Board a summary of the financial results of the February Auction as \$15K net.
- 7) Nominating Committee
 - a) Jessica developed a standard application form to be used for both candidates for the Board and for the Nominating Committee.
 - b) We discussed the dates for vetting and reviewing the candidates to insure that a slate of three candidates is ready so that the Board can list them and their biographies in the materials for the Annual Meeting.
- 8) Board Led Worship Service
 - a) Eden reviewed the draft Order of Service for the service on April 2 that will be conducted by the Board.

9) By-Law Revisions

- a) A team of Roxie, Eden and Rev. Cheryl will work on by-law revisions to be proposed at the Annual Meeting, including the following topics:
 - i) Nominating Committee
 - ii) Treasurer – duties and status relative to the BOT
 - iii) BOT Officers - job descriptions

10) BOT Calendar

- a) The next scheduled meetings will be:
 - i) April 20: the next Working Session.
 - ii) April 25: the next Board Meeting.
 - iii) May 18 will be the May full Board Meeting due to members' travel plans.

11) The meeting was adjourned at 8:37 PM.

NEXT MEETING: April 20, 2017.

*** ACTION ITEMS AND DEFERRED TOPICS**

From February 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.

From March Meeting:

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

MINISTER'S REPORT – BOARD MEETING 3/28/2017

Our new administrator, Julie Burcham, is working out very nicely. In addition to the experience she brings with her from other congregations, she is conscientious, dedicated and very pleasant. She has come up to speed quite nicely. We will work out a schedule for Julie to be here on Sunday every other month so the congregation gets to know her and she gets to know the membership.

Worked with the Finance Committee to produce the first draft of the budget. Thanks to Marvin for putting together the budget for the rest of the team to review. It has been submitted to the Board for their perusal.

Met with Margaret Armstrong to map out a plan for this year's Stewardship campaign. Given the time and attention dedicated to the Auction, the campaign will be starting later than usual. We are planning an intense short period of time to solicit pledges for next year. The Board, which has the ultimate fiduciary responsibility, will be asked to participate in the campaign.

Met with Jessica and Bob Holm to discuss ways in which we can streamline the process of communicating events via multiple channels, UUNews, OOS, Beacon, etc... We will continue our discussions to find ways to make it easier. Presently we are exploring putting a form on the website that would allow people to enter data once and have it automatically propagated to the appropriate people.

We have not progressed on moving the email to the new domain name. The new name uuucwnc.org, is active. As I was working both as minister and administrator until Julie came aboard I have not had the time to attend to this matter.

This was a busy travel month as March usually is. I was in Albuquerque for the UUMA Board meeting for a week, followed closely by the UU Religious Professional of Color gathering in Baltimore.

Respectfully submitted,
Rev. Cheryl M. Walker

DRE Report to the Board

March 2017

March attendance:

March 5: 19

March 12: 14 (Snowstorm)

March 19: 28

March 26:

February 2017 weekly average (through March 19): 20

Our Classroom Open House was a success, with great comments from attendees. We learned some lessons and will put them into effect for the next one!

Our Annual Easter Egg Hunt will take place 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. The congregation is invited to come and watch the fun!

We’ll hold the opening of the second Annual RE Art Show on April 30. This year’s theme is: LOVE IS LOVE IS LOVE! We’re looking forward to seeing what our students submit!

Wilmington Pride Youth Group is still going strong, with weekly meetings here at UUCWNC. We generally have 8 to 12 youth attendees. In our next meeting, Rev. Cheryl will be part of a faith-leader panel with Rev. John from MCC, and Rabbi Paul from the Temple of Israel, and we’re very much looking forward to this!

In Adult Programs, our ongoing offering, the Wilmington Progressive Book Club, continues to meet on the 2nd and 4th Wednesdays of each month at 6 pm in Dobkin Hall. We’re currently reading/discussing/viewing: *I Am Not Your Negro* by James Baldwin.

Jimmy Reeves’ presentation of the first 3 episodes of *The Human Universe* have had 25 to 34 people attending. The last two episodes will be presented on April 4 and 18.

Membership will be holding **Welcome! Classes** on April 30, May 3 and May 7.

We will be determining next year’s programs very soon, and will also be looking for teachers for the 2017-2018 school year. We’ll also be looking for assistance during the summer.

Respectfully submitted,

Sue Graffius, DLRE

Unitarian Universalist Congregation of Wilmington
February 28, 2017 TREASURER'S REPORT

Total Revenue for February	\$26,986	Revenues Year-to-Date	\$142,604
Total Expenses for February	\$19,826	Expenses Year-to-date	\$140,397
Net for February	\$7,160	Net Year-to-date	\$2,027
PNC Operating Cash Balance	\$18,392	Change from prior month	\$7,224

Remarks for the monthly results:

Our net income for February was \$7,160. Last February (2015), our net was \$599, so this year's financial result for February is up \$6,541 vs. last year. Our income last month vs. the budgeted income of \$146 was mainly due to the booking of most of our Auction income (over \$14,000 so far).

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 eight 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. 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 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 \$??? year to date. This is due mainly to three months of positive financial results.
4. Our mortgage refinancing is going very well. Coastal Bank has indicated that they will offer us a new mortgage, pending the result of an appraisal to be done soon. Fortunately, our current lender has agreed to carry the loan beyond the due date for a while, so we are not in default on our current mortgage.
5. The appraisal mentioned above will provide us with current market values for our buildings and land, which will improve the accuracy of the Balance Sheet considerably.

Treasurer Action items for March BoT meeting:

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

Respectfully submitted,

Marvin D. Fineman, Treasurer