

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

Date: May 18, 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; Bill Singleton, Secretary; Don Wood, Acting Treasurer; Jennifer Paetzold-Garcia, Marvin Fineman, Treasurer; John Grigsby; Roxie Morison, Barbara Wolk.

Absent: Tammy Ellison.

Staff: Rev. Cheryl M. Walker (Ex-Officio); Sue Graffius, DRE.

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 April and the Minutes from the Board, dated April 25, 2017. The reports were approved as written.*
- 3) Minister's Housing Allocation: Rev. Cheryl requested, and a motion was made to reallocate her housing allowance; to let her reduce it and put the difference in her salary. The motion passed unanimously.
- 4) Mortgage Refinancing and Church Credit Card
 - a) Don reviewed the successful refinancing of the church's mortgage with Coastal Bank on May 9. This included a payment to the church of the closing costs.
 - b) Coastal Bank will issue the church a credit card with a credit limit of \$3,000 subject to approval by the Board. A motion to accept the credit card and credit limit was made and unanimously approved.
- 5) Stewardship and Pledges
 - a) The congregation is down \$21K on fulfillment against the \$194K pledge total for the 2016-2017 fiscal year.
 - b) A total of \$165,286 in pledges had been received for the 2017-2018 fiscal year. In Rev. Cheryl's experience this will mean that the final pledge total will be \$175K – \$180K. This final range will put the budget about \$50K down from the “thriving congregation” level.

- c) The Finance Committee will meet after Memorial Day to finalize the budget, including any additional pledges that come in. Eden will email the members to encourage them to return their pledge cards or email their pledge amounts to the office.
 - d) The final budget will be emailed to the Board by the Finance Committee. The Board will vote by email to approve it so that it can be presented to the congregation at the Annual Meeting.
- 6) Maintenance
- a) Building and Grounds will have to spend \$7,000 to replace the air conditioning unit in the Annex. Because this will be more than 10% of their budget the Board has to approve the variance. The Board unanimously voted to approve going over the budget as needed to replace the unit.
- 7) Nominating Committee
- a) Pat gave an update on the Nominating Committee's work to find and vet three candidates for the Board and candidates for the Nominating Committee.
- 8) Annual Meeting Agenda
- a) Eden discussed the agenda for the Annual Meeting and the materials for the attendees.
 - b) The materials will include:
 - i) The Budget: in line item and program formats.
 - ii) A ballot for the Board candidates.
 - iii) A ballot for the Nominating Committee candidates.
 - iv) A ballot for the three candidates for president of the UUA.
 - v) A ballot for the final four candidates from the Motto Contest.
 - c) The check-in will be done by the Board before and after the single service that Sunday.
- 9) Minister's Letter of Agreement
- a) Rev. Cheryl distributed copies and noted items she wanted to change in her letter of agreement. These included:
 - i) Updating the letter for the new church name, changing Fellowship to Congregation.
 - ii) Section 2.3.3 — changing “responsible for all worship services” to include “services for which the Minister has given responsibility” so that she can delegate the pulpit to others as needed or appropriate.
 - iii) Section 2.7.1 — to clarify that the Minister is chief of staff for the church, without requiring consultation with the Board.
 - iv) Section 2.7.2 — to indicate that the Minister provides staff evaluations and is responsible for hiring and firing of staff as necessary.

v) Section 2.7.3 — an addition, which specifies that “The Minister and the Board will jointly decide on compensation of church staff.”

b) The Board unanimously approved the changes to the Minister’s Letter of Agreement.

10) New Board Orientation: Pat reviewed her plan to invite the new Board members to attend the June meeting and to give them a Board Manual, a copy of the Policy Manual Outline, and a copy of the Roles and Responsibilities of Trustees and Officers.

11) BOT Calendar

a) The next scheduled meetings will be:

i) June 4: Annual Meeting of the Congregation.

ii) June 15: the next Executive Committee Meeting.

iii) June 27: the next full Board Meeting.

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

NEXT MEETING: June 27, 2017.

*** ACTION ITEMS AND DEFERRED TOPICS**

From April 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.

MINISTERS REPORT – BOARD MEETING 05-18-2017

Met with the Presidents of the Unitarian Universalist Association in Atlanta for a three day meeting to discuss tasks for a commission on dismantling racism with the UUA. While we are not the commission we brainstormed things we thought the commission should address in the immediate future (0-1 years), medium term (1-2 years) and long term. The Presidents will produce a report to summarize our findings.

We participated in the White Supremacy Teach In on May 7th. Assisted by Carl Middleton, Becki Schreiber and Paul Schreiber we presented a worship service that addressed the issues of White Privilege, White Fragility and White Supremacy. One visitor said “this is the church I’ve been looking for, one that tells the truth.” We know some people were made uncomfortable but we also know it may some people think differently.

Continued to work with Stewardship to provide pledge information and pledge cards for the current stewardship drive. We are behind in our pledging due to the lateness of the campaign. The Board has stepped up and is making calls to follow up on members.

Finished the 1st draft of my sermon to be delivered at the Service of the Living Tradition at this year’s General Assembly.

Reviewed my Letter of Agreement for revisions to be presented at the annual meeting.

Met with several of our youth to plan the Teen Service on 6/4.

Respectfully submitted,
Rev. Cheryl M. Walker

DLRE Report to the Board

May 2017

May attendance:

May 7: 16

May 14: 21

May 2017 weekly average (through May 14): 19

This has been a difficult year in RE as fewer and fewer of the older students have been attending. This is an issue not only for the spiritual health of our youth, but for appropriate use of our precious resources – our volunteers. We have had several weeks when the volunteer teachers have arrived, after spending time during the week preparing for class, to find no (or one) students. Those who do attend regularly have bonded with their classmates, and say that they enjoy coming. I polled parents to help me to plan next year and found that our “regulars” plan to continue coming, and would like to continue in an RE program, though sports events (and the like) will take priority over spiritual development. I am revamping our class line-up for next year and we will have a “post-owl” class where we will discuss topics (similar to Quest), attend Sunday worship services and do service projects. This will reflect what parents and students said they’d like. I hope that this will help us more appropriately utilize our wonderful volunteers!

I will begin recruiting teachers for next year this week. I have had a few people approach me to teach, but if you know of anyone who might be a great fit for being a teacher, please let me know!

Our last class of the school year is this Sunday, May 21. There’s no RE on May 28 or June 4, or for the month of July. Summer RE for ages 3 – 12 will begin June 11. Our Teacher Appreciation Luncheon will be on May 28.

Our Youth Art Show had 5 entries, with one more coming this week. Be sure to check out the walls in the hallway by the entrance to Dobkin Hall.

The Welcome! Class was well-attended and engaging. I have been tasked with the administrative support of it as part of Adult Programming.

The Wilmington Pride Youth Group will continue weekly throughout the summer. Our meetings are well-attended and we have a core group of wonderful teens and facilitators.

I’m working on the teen service, summer programming and 2017-2018 programming.

Respectfully submitted,

Sue Graffius, DLRE

Unitarian Universalist Congregation of Wilmington

April 30, 2017 TREASURER'S REPORT

Total Revenue for April	\$23,827	Revenues Year-to-Date	\$208,389
Total Expenses for April	\$19,224	Expenses Year-to-date	\$180,869
Net for April	\$23,409	Net Year-to-date	\$27,867
PNC Operating Cash Balance	\$8,690	Change from prior month	(\$1,856)

Remarks for the monthly results:

Our net income for April was \$4,603. Last April (2015), our net was \$2,699, so this year's financial result for April is up \$1,904 vs. last year. Our income last month vs. the budgeted income of (\$702) was mainly due to a combination of auction income over budget of \$2,800, plus concert revenue of \$1,800, Book and Plant sale income of \$1,000, and Service Plate excess of income over budget of \$2,700, offset by a deficit in Pledge revenues of \$3,200.

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 ten months of the fiscal year:

1. Pledge income is about \$29,000 behind what is expected at this time of year. This is even more of a deficit than last month. 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, per the giving statements that were distributed this month.
2. A comparison to prior results at the bottom of the Balance Sheet shows that our overall financial net worth decreased about \$300 year to date. This is at odds with our \$4,600 income for the month and needs to be investigated further. I suspect that we have a mismatch of the dating of receipts in the Icon system vis-a-vis the dates the bank actually credits our deposits.
4. Coastal Bank new mortgage will close on May 9. We have refinanced not only the prior mortgage balance, but also the closing costs, approximately, so the cash flow impact of this closing should be near zero.
5. The property appraisal we will get from the bank 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 May BOT meeting:

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

Respectfully submitted,

Marvin D. Fineman, Treasurer