

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

Date: October 18, 2018, 6:00 PM

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

Secretary: Tammy Ellison.

Meeting Called By: Bill Singleton, President.

Members Attending: Bill Singleton, President; Don Smith, Vice President; Tammy Ellison, Secretary; Karen Gottovi; Pamela Waite; Rick Nida; Mike Hosick; Melton McLaurin.

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

Absent: Beth O'Connell.

Guests:

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) The minutes from the previous meeting were voted on and approved.
 - b) Consensus reports: the Minister's and DRE reports from October were accepted by consensus. The Minister's report also included a Hurricane Preparedness plan this month. The Treasurer's report from July/August was accepted by consensus.
- 3) The Generous Life Team (GLT) provided a written report, see attached. The congregation is well represented with 10 members on the team. There is no need for BOT liaison to the GLT at this time. The GLT will be holding cottage meetings with congregants on the topic of volunteerism. They would like to hold a practice run with the BOT on Thursday 11/29 at 6:00.
- 4) BOT Calendaring:
 - a) Throughout the year every BOT member writes an article for The Beacon, and also serves as worship associate. The following is the agreed on schedule of responsibilities:

<u>Month</u>	<u>Beacon</u>	<u>Worship Assoc.</u>
Sept	Bill	Bill
Oct	Bill	Pamela
Nov	Rick	Tammy
Dec	Don	Don
Jan	Pamela	Beth
Feb	Melton	Karen
Mar	Beth	Mike

April	Karen	Melton
May	Tammy	Rick
June	Bill	---

- b) Linkage conversation with the congregation will occur after each service on December 16th. Bill will coordinate with Julie to get the meetings on the calendar.
 - c) The BOT will collect holiday bonuses for the staff on December 2nd and 9th.
 - d) A liaison to the Nominating Committee will be needed in January.
 - e) The BOT will lead the worship services for one Sunday in April.
 - f) We will have our BOT Retreat at the Myrtle Grove Public Library on Saturday November 10 from 9:00-4:00. Please bring a sack lunch, or plan to dash to a nearby restaurant for take-away and bring back to eat. Bill will bring coffee. Watch for an email from Bill with some pertinent documents to bring along. Please bring your binder.
 - g) Next Executive Committee meeting on Thursday November 8 at 7:00 via teleconference.
- 5) We discussed governance via policy, and worked on the policy wording for section D.2.C regarding Fundraising.
- 6) The meeting was adjourned at 8:04 PM.

NEXT BOT MEETING:

Retreat, Saturday November 10, 2018.

*** ACTION ITEMS AND DEFERRED TOPICS**

From June Meeting:

- Tammy will submit the July minutes for publication on the web site, UUNews, and will post in Dobkin Hall.
- Bill will send the latest version of the policy manual and pertinent documents out via email prior to the retreat.

MINISTER'S REPORT FOR BOARD MEETING 10-18-2018

The church year began and then Hurricane Florence struck. It means we are about a month behind in our plans for the year.

- Hurricane Florence
 - Prior to the storm coordinated preparations including sandbags in front of the entrances and moving all potential flying objects indoors.
 - Created a Hurricane Preparedness Procedure (see attached)
 - Contracted Danillo Tree Service to clear the grounds from the fallen trees and limb debris
 - Coordinated a clean up Sunday. Over 40 people volunteered their time and did a fantastic job.
 - Applied for a grant from the UUA Disaster Relief fund to cover the cost of the tree service
 - Discovered water damage to the ceiling of the sanctuary. Our insurance will not cover the cost of painting. We are in the process of getting estimates.
 - Before and after the storm worked with Diane Halley from the caring committee to contact people who may have needed extra assistance.
 - I have distributed funds from the discretionary account to more than the usual number of people who needed help after the storm.
 - Attended seminar for houses of worship sponsored by FEMA

- Working with Leslie O'Connor, our Interim Director of Faith Formation, to begin a program of small group ministry. This program will hopefully help people develop deeper relationships with other congregants while we explore our feelings about different topics. This is not Chalice Circles.

- Continue working with the Generous Life Team. We welcome a new class of 5 new people. Sylvia Quinn and Sara Jarvis as the co-chairs. Our focus this year will be understanding generosity at UUCWNC through cottage meetings, and generosity of time.

- Completed an essay for the Unitarian Universalist Pocket Guide. I wrote a new chapter on Ministry

- Participated in a week long gathering sponsored by the UUA's Commission on Institutional Change, in Walnut Creek, CA. The focus of our time together was to concretely look at our UU Institutions and make recommendations on how they can change in order to dismantle systems of white supremacy, patriarchy, hetero normalcy and other systems of oppression.

Respectfully submitted,

Rev. Cheryl

UNITARIAN UNIVERSALIST CONGREGATION OF WILMINGTON

HURRICANCE PREPAREDNESS

Hurricanes are becoming increasingly frequent occurrences and there is a need for a checklist to prepare for them. The focus of this document is:

- Preparing the office
- Preparing the building and grounds
- Effective communications
- Post hurricane assessment

It is presented as a theoretical time line. Some items will change depending upon the expected strength of the storm.

No one should put themselves in danger and if there is a mandatory evacuation, heed the advice.

One Week Before expected impact

- Assess the projected strength of the hurricane and expected rainfall. (Staff)
- Prepare preliminary plan, assess needs (i.e. sand, sand bags)
- Coordinate with Buildings and Grounds
- Communicate to the congregation preliminary plans. (Minister)

Two - Three Days before expected impact

- Reassess the projected strength of hurricane (Staff)
- Coordinate with Choir Director / Worship Team status of Sunday worship (Minister)
- Coordinate with Caring Committee to produce list of people to check. (Minister)
- Determine which staff will evacuate if any.
- Communicate to congregation current plans (Minister)
 - Worship and Religious Education
 - Find out who will be evacuating
 - Call for assistance with preparations
- Communicate with renters (Admin)
- Communicate with Adult Programs (DFF)

One – Two Days before expected impact

- Secure outdoor furnishings into Trailer / Sheds
 - Playgrounds
 - Memorial Garden
 - Rain garden

- Worship time sign
- Check front, side, back of buildings
- Prepare Sandbags as needed
- Finish all outdoor prep
- Empty refrigerator of all perishables and ice tray. Turn off ice maker.
- Call list of people to check.

Day Before impact

- Change voice message
- Change website
- Turn off and unplug all electronics in offices
- Send final pre-hurricane communication to congregation with emergency contact numbers.
- Put up signage with emergency contact numbers.
- Put sandbags in place, as needed
- Lock all doors and windows
- Turn off water supplies to buildings

After Hurricane

- Check in with people on Caring list.
- Assess state of buildings. **Make sure it is safe to enter any building.**
- Assess state of the grounds.
- Take pictures of damage if any.
- Turn on water
- Turn on electronics if there is power. If no power keep electronics off
- Communicate with staff status of things.
- Communicate with congregation status and any needs.

**UUCW Religious Education
Report to the Board October 2018
Leslie O'Connor**

Accomplishments

The following people are volunteering to teach Sunday school this year:

Toni Aberson, Diana Nielsen, Jane Horrell, Sally Freeman, Gordon Smith, Elizabeth Terry, Jordan Griffith, Pat Forrest, Brenden Cook, Kaylee Tuttle, Vaishali Escarvage

If you see them around, please recognize their generosity and thank them personally for making this significant commitment to our congregation. It would be meaningful to our teachers to be casually recognized in this way by members of the Board.

The old wooden playground was dismantled and removed by a grateful farmer with young children. It went to a good home. I've replaced the playground equipment with 'backyard party games' like: sacks for sack racing, a giant Connect Four game, balance stones, wooden spoon/egg races, bag toss and ladder ball. The equipment is set up each Sunday morning and taken down each Sunday afternoon to store in the annex. This protects our toy investment from the weather and makes them readily available for indoor play in the event of bad weather and/or special events at the church building requiring childcare. The new activities require closer supervision and more playful participation on the part of our childcare providers, part of additional training that they are currently receiving.

We replaced a very old, worn chair in the nursery with a fresh, bright rocking chair suitable for nursing mothers. A great deal from Craig's List made a big, positive difference for our young parents.

For Adult Programming, I am partnering with Social Action (Eden Avery) to co-host a monthly speaker's series. Eden and I will recruit speakers from area organizations to provide adult members with learning opportunities. Our kick off meeting for the congregation was postponed due to Florence, and is now scheduled for Oct. 21st.

Attendance

Grade	Sept 9	Sept 16	Sept 23	Sept 30	Oct 7	Oct 14
Nursery	4	No class	No class	2	4	1
Pre/Kinder	3	No class	No class	2	1	3
1-4th	4	No class	No class	1	0	3
5-7th	2	No class	No class	3	2	5
8-12 th	5	No class	No class	6	2	3
TOTAL	18	N/A	N/A	14	9	15

Needs/Concerns

Attendance numbers appear lower than this time last year. I am not overly concerned. The weather certainly disrupted family routines. The program will gain momentum over the next few weeks, and we'll be in a better position to assess trends and continuity. Staffing the busy nursery with reliable childcare providers has been a challenge, but we are on a path to wholeness with new hires being trained and stricter employee attendance policies being applied.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for months of July and August, 2018

Total Revenues to date: \$40,032.
Total Expenses to date: \$38,992.
Positive Net Income: \$ 972.

Our revenue has been very positive since the beginning of the new fiscal year. This is due to several members making their annual pledges early in the year and in full from their IRA's. Also, more donors are paying their pledges via their banks directly to the Congregation. This helps our cash flow and allows us to be prepared for unusual expenses, such as the cost of cleanup during the recent storm. Cash in the bank, including reserve funds, totals \$56,842.11, although we experienced two Sundays with no services and collections. An additional \$12,756 is in our brokerage account and is available on demand.

Our September statement will reflect 1st quarter results and will be prepared by the 15th of October.

A finance committee meeting will be held by the 15th of October.

**Report to the UUCW Board of Trustees
Generous Life Team (GLT)
October 15, 2018**

Updates:

Members:

- The following individuals served last year and are serving again this year on the GLT:
 - Heidi Kaufman
 - Robin Middleton
 - Gary O’Connell
 - Sylvia Quinn (Chair)
 - Bill Stewart

The primary focus of this group will be to work on volunteerism. These individuals will move off of the GLT at the end of June, 2019.

- The following individuals began a two year term this year (July, 2018):
 - Merritt Blalock
 - Pat Forrest (served as Board Liaison last year)
 - Sara Jarvis (Chair)
 - Richard Maxted
 - Fran Strauss

The primary focus of this group will be to work on the annual pledge drive.

- Rev. Cheryl is an active member of the GLT.

Mission:

The Mission of the Generous Life Team (GLT) is to promote the growth of a vibrant culture of generosity and giving, one that celebrates the generous spirit in all of us, supports our present and future needs, and explores the many ways we can live generously.

Schedule:

- We are currently looking at volunteerism within UUCW. Much of our work is looking at the differences between adaptive challenges and technical problems. In order to gain knowledge about why or why not our members/friends volunteer we are planning cottage meetings using inquiry questioning. Our goal is to have these meetings take place from the middle of January – middle of February. **To assure that we are ready and asking the right questions, we would like to do a practice run with the Board. Please check your calendars and let me know if Thursday evening, November 29, is a good time for the majority of the BOT to meet for this purpose. We would like to meet with you from 6:00 – 7:30 pm. After this practice, we would like your feedback regarding the flow of the meeting and the questions asked.**

After gathering the data from these cottage meetings, we expect to share recommendations to Rev. Cheryl and BOT.

- In addition to the cottage meetings, we also are examining Best Practice for recruiting and keeping volunteers. Our goal is to implement several of these practices sooner than later.
- Planning for the annual pledge drive will begin during the first part of January.

Sylvia Quinn

Generous Life Team Chair