

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

Date: November 15, 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; Beth O'Connell.

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

Absent:

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 November were accepted by consensus. The Treasurer's report for three Months ending 31 October was accepted by consensus.
- 3) BOT Calendaring:
  - a) On Thursday November 29 at 6:00 the BOT will meet with the Generous Life Team as they conduct a practice run for their upcoming cottage meetings on the topic of volunteerism.
  - b) Due to the busy holiday season our December meetings will be moved forward one week:
    - i) Executive Committee meeting on Thursday December 6 at 7:00 via teleconference.
    - ii) BOT meeting on Thursday December 13 at 6:00 in UUCWNC.
    - iii) THIS ITEM HAS SINCE CHANGED; PLEASE SEE BELOW IN THE SECTION Board Action Out of Meeting.  
On December 9 the BOT will perform the Hospitality functions; everyone will pitch in and bring snacks to share. Specific individuals volunteered for the following:
      - (1) Make coffee - Pamela
      - (2) Between service setup - Bill, Tammy
      - (3) After second service cleanup - Beth, Melton

(4) Assisting as needed - Mike, Rick, Karen

- b) The BOT will collect holiday bonuses for the staff on December 2nd and 9th. (Note that this holiday collection overlaps with our duties as Hospitality on the 9th.)
  - c) Linkage conversation with the congregation will occur after each service on December 16.
    - i) BOT members should plan to attend these linkage meetings, Bill and Pamela will attend the meeting after first service which will be held in Dobkin Hall. Bill will also attend the meeting after second service which will be held in the Sanctuary.
    - ii) Bill will coordinate with Julie to get the meetings on the calendar and in the Order of Service.
- 2) Discussion on fundraising - The BOT has fiduciary responsibility and is therefore responsible to ensure our budget requirements are met. Which means we must ensure fundraising happens, and delegate that responsibility to a capable and willing chairperson(s). In the past we have held auctions every other year; if that practice is to continue then this is the year for another full auction. The silent poster auction was very successful last year and may be an option to repeat this year. We have also held yard sales in the past. There are likely other ideas for fundraising that we haven't yet considered. We will solicit fundraising ideas from the congregation through UUNews, The Beacon, Order of Service, announcements during services, and conversations.
- 3) Discussion on the Vision statement - Our current Vision statement is a couple years old, and was the first attempt of the BOT at the time. It likely needs some revision. We discussed the purpose of a Vision statement and reviewed examples of other Vision statements. Bill asked that we give it some thought, do some research on our own, and be prepared at our next meeting to flesh out a Vision Statement that the Executive Director can use as a starting point to create a Strategic Plan.
- 4) The meeting was adjourned at 8:00 PM.

**NEXT BOT MEETING:**

Thursday November 29, BOT meet with GLT at 6:00.

Thursday December 6, Executive Committee at 7:00.

Thursday December 13, BOT at 6:00.

**\* ACTION ITEMS AND DEFERRED TOPICS**

From November Meeting:

- Tammy will submit the October minutes for publication on the web site, UUNews, and will post in Dobkin Hall.
- Solicit fundraising ideas from the congregation through UUNews, The Beacon, Order of Service, announcements during services, and conversations.

Board Action Out of Meeting:

- Following the Board Meeting on 15 November the BOT decided via email consensus to provide Hospitality on December 16th (rather than December 9th as stated above). Specific individuals volunteered for the following:
  - Make coffee and bring cookies - Pamela
  - Between service setup - Bill
  - After second service cleanup - Beth, Melton
  - Assisting as needed - Mike, Rick, Don

## ***MINISTER'S REPORT FOR BOARD MEETING 11-15-2018***

- Began the Grow Your Soul small group ministry. Grow Your Soul is a time for people to connect with each other and discuss topics on a deeper level. It is in some ways similar to Chalice Circles but differs in that it is for a limited time (Nov. – May).
- Attended the BOT retreat. I think we had good discussions regarding the role of the board and the policy work.
- Discovered there was leakage in the ceiling. We are working on contracting a painting service to fix the ceiling and paint the sanctuary.
- We applied for and received a grant from the UUA Disaster Recovery Fund that covered the cost of the cleanup of the debris after Hurricane Florence.
- Continue work with Generous Life Team. We are looking at volunteerism as an expression of generosity. We are planning
- Met with the Finance team to discuss our current situation which is very good.
- Co-facilitated the Welcome Class with 14 new people. Welcome two people into membership. Diane Miller and I are discussing ways of introducing new members to the congregation.
- Met with the new Rabbi of Temple of Israel, Rabbi Emily Losben-Ostrov. We have had a long working relationship with the previous rabbi and I am hoping this will continue.
- Lead the UUMA Board October meeting in Spokane Washington. Our focus for this meeting was our Ethics and Accountability processes. As well as how to function with a new Executive Team, rather than a single Executive Director. We did a lot of policy work.

Respectfully submitted,

Rev. Cheryl

Unitarian Universalist Congregation of Wilmington  
Treasurer's Report for 3 Months ending 31 October, 2018

Total Revenues to date:       \$85,447.90.  
Total Expenses to date:       \$83,467.13.  
Positive Net Income:           \$1,905.67

Our revenue has been very positive since the beginning of the new fiscal year. During the month of October Rev Cheryl sent a request to the UUA for some Disaster Relief and we received a check for \$6,000. This with rental income and plate collections give us a positive of \$15,205.90 over budget. Although our Pledge income is behind budget by \$5,500.

Cash in the bank, including reserve funds, totals \$71,679.14 with an additional of \$12,756. in our brokerage account. We are in a very positive cash flow and are meeting all obligations as agreed.

We do have some additional expense for repairs to the sanctuary to include painting of the ceiling. With the funds donated from the UUA we should be in budget at year end. As you will see one the attached General Ledger report we are on target in all expense accounts.

Our mortgage is now at \$140,445.99 and is paid monthly.

With the end of the calendar year in December I expect our pledge income to catch up with the budget.

Submitted, John Grigsby, Treasurer

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

Accomplishments

Sanctuary Sundays were re-established in November, with each class rotating through the month to spend the first part of the service with the adults.

A medical emergency was experienced by one of our RE teachers during class time. Thanks to the professionalism of Joyce and Warren Elliott, and to the fast thinking of all present, our teacher was safely transported to the hospital for the care she needed without causing alarm to the children.

Most of the childcare providers working in our nursery are UNCW Early Childhood Education students. Using their knowledge, we've initiated a safe disinfecting protocol for the nursery toys and furnishings. I wanted to get this in place before flu season picks up to prevent the types of outbreaks we've had in past years.

Toni Aberson continues to lead the children in the pre-school/kindergarten classroom. She expressed concern about the Chalice Children curriculum, and its effectiveness with this particular cohort. We quickly discovered that the group is made up of children who are just barely into pre-school, and not yet at the kindergarten level. We decided that the best course of action would be to focus on modeling our UU principles in the course of creative classroom activities, and not worry about the specific curriculum at this point. Toni is getting weekly assistance from a paid childcare provider, as we've not found consistent volunteer help from the congregation.

While our teen group may be small in number, there is a core group that is attending consistently and building on their relationships with each other and within our community. They recently enjoyed an encore performance of trading favorite music with the adults of Quest.

We had a very fun Halloween Coffee Hour, and we hope the adults enjoyed it!

Attendance

Grade	Oct 21	Oct 28	Nov 4	Nov 11
Nursery	5	4	4	1
Pre/Kinder	4	5	4	1
1-4th	3	7	5	5
5-7th	5	6	3	1
8-12 <sup>th</sup>	7	4	3	2
<b>TOTAL</b>	<b>24</b>	<b>26</b>	<b>19</b>	<b>10</b>