

**Unitarian Universalist Congregation of Wilmington  
Board of Trustees (BOT)  
Meeting Minutes, February 2019**

Date: February 21, 2019, 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; Mike Hosick; Melton McLaurin; Beth O'Connell; Rick Nida.

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

Absent:

Guests: Scott 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) The minutes from the previous meeting were voted on and approved.
  - b) Consensus reports: the Minister's and DRE reports from February were accepted by consensus. Rev. Cheryl will revise her report for clarity. The Treasurer's report for seven Months ending 31 January was accepted by consensus.
- 3) Scott Armstrong was a guest at the meeting. He presented proposed bylaw amendments to the BOT regarding how board members and nominating committee are elected. After discussion, the BOT unanimously voted not to bring his suggestion forward for vote by the congregation at the annual meeting. Amendments may be submitted for approval at the annual meeting upon petition by 20% of the current Members of the Congregation.
- 4) Bill presented bylaw changes regarding record keeping and the term of office for the Treasurer. Both the changes passed. See the attachment below for full wording of the proposed changes which will be presented for congregational vote at the annual meeting.
- 5) The Generous Life Team provided a written report, see their report attached below.
- 6) Beth provided an update regarding the new Auction Team. The team consists of Pat Wilke, Deb Feil, Doris Chew, Joann Skinner, Linda Grattafiori, and Beth O'Connell. The canvas takes place in April. In order not to dilute the fund raising initiative of the canvas the Auction team will wait until April 28th to begin soliciting auction submittal forms. In March the Auction team can begin talking it up and getting ideas percolating through

announcements on Sunday mornings, save-the-date email notifications, announcements in the order of service, Beacon Articles, etc. The proposed spring timeline is tight. It is an option to hold the auction in the fall instead of the spring if the Auction team thinks that would be more optimal. The proposed spring timeline would be:

- 4/7 - Canvas
- 4/14 - Canvas
- 4/21 - Canvas
- 4/28 - Solicit auction submittal forms
- 5/5 - Solicit auction submittal forms
- 5/12 - Solicit auction submittal forms
- 5/19 - Bidding
- 5/26 - Bidding
- 6/2 - Bidding
- 6/9 - Collection
- 6/16 - Collection
- 6/23 - Collection

- 7) Heidi Kaufman is leading the Nominating Committee. Bill will continue to be board liaison to the Nominating Committee, he will follow-up with Heidi to ensure the committee is following the documented procedures.
- 8) Beth reworked the format of our Policy Manual to make it more user friendly, and Bill added some introductions and expanded the descriptions of some policies. Well done!! Bill will revise again to insert section numbers.
- 9) BOT Calendaring:
  - a) Mike is the March worship associate.
  - b) Beth will write the Beacon article for March.
  - c) UUA President Susan Frederick Gray will be our guest minister on March 17th; services will be followed by a potluck lunch in Dobkin Hall.
  - d) The Generous Life Team will kick off the Pledge Drive with a breakfast on 4/7.
  - e) The auction team will talk up the auction in March and solicit auction items beginning April 28th. Posters for the Poster Auction will be up for bidding on 5/12, bidding will occur May 12, 19 & 26.
  - f) Conversations with the Congregation meetings will occur on 5/12 where the BOT will review and answer any questions regarding the proposed budget.
  - g) The Annual congregational meeting will be on 6/2 where the budget will be approved and new board members elected.
- 10) The meeting was adjourned at 7:45 PM.

**NEXT BOT MEETING:**

Thursday March 14, Executive Committee at 7:00.

Thursday March 21, BOT at 6:00.

**\* ACTION ITEMS AND DEFERRED TOPICS**

From February Meeting:

- Tammy will submit the January minutes for publication on the web site, UUNews, and will post in Dobkin Hall.
- Rev. Cheryl will revise the Ministers report and send to Tammy for inclusion in the minutes.
- Bill will send Tammy the amendments to the bylaws for inclusion in the minutes.
- We want to revisit how members of the Nominating Committee are selected.

## **Board of Trustee Record Keeping**

### Current Bylaw

#### Article VI, Section 3

The Board shall cause to be prepared and maintained a Policy Manual, which shall include:

- All policies approved by the Board;
- Job descriptions for Board officers;
- Minutes of current year Board meetings;
- Current Bylaws; and
- Additional items as deemed necessary by the Board.

Responsibility for maintaining the Policy Manual shall be assigned to a current Board member. A public copy of this manual shall be available at the Congregation for reference by Members of the Congregation.

Proposed Change: to make clear that the phrase “Policy Manual” originally mentioned in the Bylaws is not the current Board Policy Manual, but the documents maintained by the Board Secretary.

The Board shall cause the following items to be prepared and maintained:

- All policies approved by the Board;
- Job descriptions for Board officers;
- Minutes of current year Board meetings;
- Current Bylaws; and
- Additional items as deemed necessary by the Board.

Responsibility for maintaining these documents shall be assigned to the current Board Secretary. A public copy of these documents shall be available at the Congregation for reference by Members of the Congregation.

## **Treasurer’s Term of Office**

### Current Bylaw

#### Article VII, Section A

The Treasurer is elected by the Congregation for a term of one year and may be re-elected for subsequent term(s).

Proposed Change: to extend the Treasurer’s term of office to two years. The current and past two Treasurers agree that this would be a good change.

The Treasurer is elected by the Congregation for a term of two years and may be re-elected for subsequent term(s).

## ***MINISTER'S REPORT FOR BOARD MEETING 02-21-2019***

- Began working with the Generous Life Team planning for the canvass.
- Leslie and I are working on a book group centering on *White Fragility* by Robin DeAngelo. It will be a four session discussion group beginning in March.
- The Small Group Ministry program is well underway and we have consistent attendance, which I believe is a sign that people are committed.
- Planned the new member recognition service and the new Welcome Class with the membership team.
- Met with the Finance Committee to talk about the budget process and the status of our finances which are very good.
- Received estimates to repair the driveway in front of the main building.
- Began planning for the visit of the UUA President Susan Frederick Gray on March 17<sup>th</sup>. We will have a special pot luck (in lieu of an Open House) after the second service. This is the first time a UUA President has come to Wilmington.
- Worked with NHRMC Pastoral Care Department to start on a strategic plan for the Clinical Pastoral Education (CPE) program.
- Went to the HKOJ rally in Raleigh with approximately 15 other UUCWNC people.
- Have been working with the Social Action Advisory Group in their planning for future events and congregational participation in Social Action. We are exploring a Welcoming Congregation Re-Certification program since it has been a long while since we became a Welcoming Congregation.
- There was an increase in the number of pastoral and hospital visits this month.
- Participated in the Martin Luther King Interfaith service.
- Attended the UUA Board meeting to present the changes to nomenclature regarding final vs. full fellowship and received a unanimous endorsement to have it put to the General Assembly.

Respectfully submitted,

Rev. Cheryl

**UUCW Religious Education**  
**Report to the Board February 2019**  
*Leslie O'Connor*

**Accomplishments**

The Generous Life team held a special Cottage Meeting for parents on January 20<sup>th</sup>. I distributed targeted emails and handouts to parents, inviting them to attend. We had eight participants, representing five households. From a DRE perspective, receiving the feedback from parents was invaluable for planning purposes. From a parent perspective, the questions prompted meaningful discussion and personal reflection on my own, and my children's, religious education experiences. A few parents have made a point of giving me positive remarks on the meeting, so I want to pass those on to the Generous Life team.

I coordinated UUCW's participation in the Martin Luther King, Jr. Celebration Parade. We consolidated classes on the Sunday before the parade and the children made MLK posters that we carried in the parade. We discussed MLK and his legacy, touching on points through a UU lens in a way that may not be covered in school. We had a great turnout (>14) at the parade considering the frigid conditions. Just Joe brought his car and trailer, and we took turns riding in it to get warm relief to the cold outside. The announcer recognized UUCW as an organization that shows up for the parade year after year without fail. It was nice to see our congregation get recognized for our dedication to this man and his message.

Several teachers have had personal events occur that may significantly limit the hours they are able to spend with the children. I am including a 'help wanted' blurb in this month's Beacon, and will follow up with phone calls to recruit additional volunteers.

**Adult Education**

The monthly Grow Your Soul gatherings continue with Rev. Cheryl facilitating one and Leslie the other. We decided to facilitate a book discussion group for *White Fragility: Why It's So Hard for White People to Talk About Racism*, to start in early March. Planning for this will take place in coming weeks.

**Attendance**

<b>Grade</b>	<b>Jan 6</b>	<b>Jan 13</b>	<b>Jan 20</b>	<b>Jan 27</b>
<b>Nursery</b>	3	3	1	4
<b>Pre/Kindergarten</b>	5	4	8	7
<b>1-4th</b>	6	4	5	3
<b>5-7th</b>	0	0	2	1
<b>8-12<sup>th</sup></b>	1	1	2	0
<b>TOTAL</b>	<b>15</b>	<b>12</b>	<b>18</b>	<b>15</b>

**Unitarian Universalist Congregation of Wilmington**  
**Treasurer's Report for 7 Months ending 31 January, 2019**

Total Revenues to date:	\$150,767.75
Total Expenses to date:	\$145,076.39
Positive Net Income:	\$ 5,691.36

Our revenue has been very positive since the beginning of the new fiscal year. Although our Pledge income is behind budget by \$3,362.50 other income such as gifts and rental income are ahead of budget thus giving a net positive income of \$5,691.36. Year-end statements have been handed out to our contributors.

Cash in the bank, including reserve funds, totals \$74,272.59 with an additional \$12,756 in our brokerage account.

Our mortgage balance is \$138,517.57 with principal and interest is paid monthly.

Attached is our Balance Sheet as of 31 January 2019.

Submitted,

John Grigsby, Treasurer

Note: A Budget comparison will be placed in the BOT boxes for more detailed information.

**Generous Life Team Updates to BOT**  
**02/14/19**

- We have conducted 9 Cottage Meetings on the subject of Generosity; there will be 4 additional meeting provided for members/friends of the UUCWNC ending February 24. Once we have compiled the information requested from participants, the BOTs and Rev. Cheryl will receive a written report summarizing our findings. GLT will also use a Beacon article to share this information.
- The GLT is working with Diane Miller, Membership Chair, to implement a welcome Sunday for new members from the past year and one-half. Diane's group will recognize the new members during the Sunday services on March 3. GLT will provide a special reception in Dobkin Hall after each service, honoring these members.
- Members of the GLT will be calling by phone, those who have pledged, given financially, or volunteered their time/talents this fiscal year (since July 1, 2018), thanking them for their contributions. Phone calls will take place February 23 – March 15.
- The GLT is in the process of writing "Thank You" cards to the Leadership Donors (level of giving is \$2000.00 or more per person, or \$4000.00 or more per couple). Cards will be completed and mailed on February 23.
- GLT has started planning for the annual pledge drive. We will use the same format as last year. Letters and brochures will be mailed to each member/friend in March. The worship service/brunch will take place on Sunday, April 7. (This is four weeks earlier than last year due to planning around Easter, and last year we could not plan during the 50th Anniversary Celebration.) Basically, we were extremely happy with last year's results and felt we should try it one more year.
- Annual pledge drive theme: "All Are Welcome at Our Table"
- Please contact me with suggestions, questions, or clarifications. 910-262-4236 or [sybquinn@gmail.com](mailto:sybquinn@gmail.com)

Sylvia Quinn  
Generous Life Team Co-Chair