

Unitarian Universalist Congregation of Wilmington North Carolina Board of Trustees (BOT) Meeting Minutes, April 16, 2020

Attending: Karen Gottovi, Mike Hosick, Jim Ludwig, Cornelia Maxted,
Beth O'Connell, Don Smith, Pamela Waite, Ex-Officio: Reverend Cheryl M. Walker

AGENDA

President Don Smith called the online Zoom meeting to order at 5:10 p.m. He lit a virtual chalice and Beth read our BOT Covenant and Mission Statement: The mission of the Board of Trustees is to create, maintain and promote policy and vision to 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 (approved by the Board September 9, 2017).

Minutes and Reports

- The Minutes from January and March meetings were voted on and approved.
- The Minister, LRE and Treasurer's reports were discussed and accepted by consensus.

Calendar Reminders

- April Worship Associate will now be the May BOT service WA - Beth
- May Beacon article - Jim

BOT Service scheduled for May 3

- Services will continue in Zoom format at least through mid-June.
- Homily topic, music choice and member participation (Pamela, Beth, Don, Mike) were confirmed.
- A member of the Worship Team will provide technical support.
- Office Administrator will provide visuals, except for components to be provided by BOT members.
- Don will develop and send a template for the service.

Policy and Governance Concerns

- Cornelia will draft and submit, prior to the May meeting, a policy to address the chain of command during a Minister's extended absences (i.e. sabbatical, vacation, illness).

- Don will provide two previously approved policy updates. Their position in the Policy Manual needs to be determined and the Manual updated.
- The process by which services may be cancelled and building closed was discussed and clarified as an operational decision and therefore determined by Reverend Cheryl.
- Developing a potential Program Council to enhance communications between the BOT and committees, as well as committee to committee partnering, will be a topic for our next meeting. In the meantime, BOT members should send statements with suggestions to Cornelia.

Assistance to the Nominating Committee

- Don will follow up with the committee Chair to confirm timeline and see how best we can support their process, especially with current in-person limitations.

Annual Meeting

- Confirmed date of June 7, 2020 with notice to congregation sent 10 days prior - May 28.
- The Minister and Treasurer have determined that the annual budget can continue as is until Coronavirus "stay-at-home" concerns abate. At that time, pledging will resume and a new budget drafted for the remainder of the fiscal year.
- New Board of Trustees members are due to be approved.
- A task force to determine the process for holding the Annual Meeting by Zoom was established. Beth, Pamela, Jim and Cornelia will determine how best to register members, establish eligibility, collect and record votes.

The meeting was adjourned at 7:00 p.m.

Minister, DRE and Treasurer's reports are attached below.

NOTE: The buildings remain closed due to Coronavirus. All in-person services, meetings, choir practice and gatherings of any kind will be held virtually, or postponed, until the spread of Coronavirus is lessened.

Next BOT Meeting:

Thursday, May 7 at 4:00 for Executive Committee

Thursday, May 21 at 5:00 for BOT

Action Items and Deferred Topics:

- Plan BOT worship service for May 3.
- Plan Zoom Annual Meeting for June 7.
- Draft policy for chain of command during Minister's extended absence.
- Determine position in Policy Manual of two previously approved updates.
- Follow up on support for Nominating Committee.
- Potential formulation of a Program Council - purpose / format / schedule.
- Vehicles for posting BOT meeting Minutes.
- Updates of Minister/Office manuals.

Respectfully submitted,
Cornelia Maxted
Secretary, UUCWNC Board of Trustees

Minister's Report Board Meeting 04/16/2020

The overwhelming majority of my work this month was and continues to be in response to the COVID19 pandemic. Due to the pandemic I canceled my sabbatical.

- Communications
 - I sent several communications to the congregation updating everyone on the status of the congregation and our planned responses to the new reality of living in a pandemic. Some of them were pastoral and some were informational. It was important that the congregation be assured that we were on top of things.
 - Worked with the Caring Committee and the Membership Engagement Team to contact all the members and friends of the congregation. Many thanks to Diane Halley from the Caring Team who coordinated the calling list. And many thanks to the members of the Caring and Membership Engagement who made phone calls, they were greatly appreciated.
 - Met with the Treasurer to discuss the financial implications of our not being able to hold in person worship services and what to do about the Canvass which was scheduled to begin April 19th. We decided that we would not have a canvass until we could meet again and leave the budget as is until we could have a canvass. I then met with the Generous Life Team to discuss what we might do in the fall. As we do not know the length of time we will be unable to meet, all plans are on hold.
 - The various renters were informed that the building has been shut down to everyone except the staff. The combinations for entry to the building have been changed in order to protect the health of the staff.
 - Set up a schedule for the staff to minimize our contact with each other. We stagger our work hours. We also are in the process of purchasing a lap top computer so that Julie can work from home.
- Virtual Worship
 - Purchased a Zoom account for the congregation's use. Initially our account could handle up to 100 participants but it became clear after the first online worship that this would not be sufficient. We upgraded the account to handle 500 participants, which we do not expect but was the next level up. This was an expense, \$80/month that was unexpected. We are currently working with the UUA to use their master account which will give us the same functionality up to 300 participants for a significantly less amount. We also had to do several updates to our software due to changes by Zoom.
 - Attended UUMA sponsored seminars on best practices for creating worship in a Zoom environment. I also attended worship services at several congregations to learn how to present Zoom worship.
 - Updated the website to allow people to easily enter Zoom worship and Tea Time (see below)
 - Created a format for Zoom worship with Julie, our administrator. Julie is in charge of creating the slides for the worship service and worship leader is responsible for "filling in the blanks" i.e. chalice lighting and closing words.

- We launched our first worship service on March 22nd, with Jerry Winsett as the preacher. Since then we have modified the worship service several times to add music and breakout rooms for coffee hour. People seem to really appreciate the breakout rooms where 5-6 people can gather for conversation.
- We have taken precautions to make sure that our worship services are not “zoom bombed” while still making our worship services available to anyone. We have seen an increase in the number of visitors and in the number of people who have moved away who can now attend remotely.
- Worked with the worship team to train them on how to do zoom worship so they can serve as the virtual vergers.
- Working on a Zoom Worship Guide to distribute to the worship team and worship leaders along with a Worship Associate guide.
- Virtual Church
 - Daily Tea Time. This is a time for people to just drop in and spend some time with each other on Zoom. It lasts for one hour and has no agenda other than people spending time together. Sessions have had anywhere from 1 to 6 people. I am currently recruiting people to be the host on Mondays and especially Fridays so I can have a sabbath day.
 - Zoom meetings: groups that have been meeting in person are now able to meet in our zoom room. Julie is scheduling different meetings and wrote a guide for people on how to schedule meetings.
 - Met with several groups via zoom to touch base. Most groups are on hiatus until we can gather together in person.
 - Consulted with the Auction Team regarding the management of donated events and payments. All donors were contacted to see if they wanted to continue offer their items/events and all winners were contacted to see if they wanted to continue to participate, with the understanding that events would need to be rescheduled at an unknown time in the future. All donors and winners opted to continue their participation in the auction, and payments are being mailed to the church office.
 - We are looking for more ways that we can connect people and all ideas are welcome.
- Decommissioning ufwilmingtonnn.org
 - All old emails have been decommissioned. We updated any remaining references to any of our old emails.
 - We will keep the old domain name so as to not have it used by someone pretending to be us.
 - UUNews and UUBulletinboard have been decommissioned and replaced by UUDigest.
- Future short term plans
 - We are investigating options for donating either through our website or through a text to give option, so that we can reinstitute Share the Plate.

- We received, through the website, a pledge from someone we don't have on our database. We are considering if and how to add a visitor form to the website for people who are attending our worship services and would like to be on our mailing lists.

Respectfully Submitted,
Rev. Cheryl M. Walker

Lifespan Religious Education - April 2020
Monthly Report to Board
Leslie O'Connor

Accomplishments:

- Interviewed and hired a qualified babysitter for the nursery. Her first day was to be the first Sunday that we cancelled in-person services. I'm maintaining communication with her and she is looking forward to starting whenever we resume onsite services.
- Assessed potential ways of producing a virtual Sunday school program. I had email and phone conversations with several parents. I was ready and excited to conduct virtual classes via Zoom until I collected feedback from parents. Our parents are VERY busy! Most, if not all, are either working from home or continuing to work in their regular locations. Schools are closed and they are having to handle childcare / child education. Their kids are already spending at least two hours a day on Zoom for schoolwork (even kindergarteners!) and their free time often involves a screen – computer, TV or game station. So the message that I got from the parents was that virtual Sunday school would become more of a burden than a joy. That feedback, combined with security concerns popping up around Zoom, informed my decision to NOT have virtual classes. Instead of having 'classes', I am sending weekly emails to parents with age-appropriate readings/activities for their children. The content contains exclusively UUA materials and/or is directly related to, and presented in the context of, our UU principles. In other words, there will be no doubt that the material is 'Sunday School' material and will not become lost in the other online options for 'activities and games'.

Upcoming month:

- Maintain communications with parents and adults of the congregation and offer support where needed.
- Organize classroom supplies and make home improvements where I can.
- Assess the potential of having an OWL class in the Fall, under current circumstances (i.e. how does the CV shutdown impact leadership training and scheduling).
- Explore the concept of creating new UU middle school curriculum around the Steven Universe character and show.
- Brainstorm ways of meaningful celebration for our reunion service/classes.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 8 Months ending 31 March, 2020

Total Revenues to date:	\$194,282.23
Total Expenses to date:	\$189,158.31
Positive Net Income:	\$5,123.92

Revenue has been very positive since the beginning of the new fiscal year. Pledge income is below budget most likely due to the loss of three Sunday services during March. At the same time expenses are below budget which gives the congregation a net positive position.

Cash in the bank, including reserve funds, totals \$83,979.66 with an additional \$19,945.53 in our brokerage account.

Our mortgage balance is \$129,246.13 with principal and interest paid monthly.

Attached is our budget comparison and a balance sheet as of 31 March, 2020.

Submitted,
John Grigsby, Treasurer