

Unitarian Universalist Congregation of Wilmington North Carolina Board of Trustees (BOT) Meeting Minutes, June 18, 2020

Attending: Karen Gottovi, Mike Hosick, Jim Ludwig, Cornelia Maxted, Beth O'Connell, Don Smith
Ex-Officio: Reverend Cheryl M. Walker
Guests: Tony Barney, Elizabeth Macleod, Raine Morgan, Kami O'Keeffe, Becki Schreiber

AGENDA

President Don Smith called the online meeting to order at 5:00 p.m., lit the chalice and read our BOT Covenant as well as 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).

Welcome

New trustees were invited guests. (Jerry Hurwitz had a previous commitment.)

Calendar Dates and Reminders

- June 24-28 - Reverend Cheryl and Leslie O'Connor will virtually attend the UUA General Assembly.
- July 20 - Sept. 1 - Reverend Cheryl will be on vacation and study leave.
- July Beacon article will be co-written by Don and Beth.
- September - Board members will resume Worship Associate responsibilities.

Minutes and Reports

- The Minutes from May were approved with a correction to change the LRE title to DRE.
- The Minister, DRE and Treasurer's reports (attached below) were discussed and accepted by consensus.

Policy and Governance Concerns

- Elizabeth Macleod had been selected as an Alternate by the Nominating Committee and was unanimously elected by the BOT to complete the one year remainder of Pamela Waite's term 7/20 - 6/21. She will then be eligible to serve a full three year term.
- Four Governance and Policy revisions enacted in October and November 2019 were unanimously approved. The revised manual will be posted on UUCWNC's website.
- The following Section 3.2 Authority and Budget amendment was unanimously approved:

3.2 Authority and Budget (revised 6/18/20)

The Board's fiduciary responsibility for the affairs of the church is delegated in the following way to operate and financially plan for the church.

- The Board delegates authority to operate the church to the Minister as Executive Director.
- The Minister will prepare an annual budget and review it with the Finance Committee and present it to the Board for review and approval before the Annual Meeting.
- In the event of emergency (e.g., fire, hurricane, pandemic, etc.), the Minister has the authority to cancel services and close the buildings. The Minister will inform

the Executive Committee and, if time permits, try to achieve consensus before finalizing this decision.

- When the Minister plans to be off duty (vacation, sabbatical, medical, etc.), for more than a week (seven days), the Minister will delegate responsibility for operational and congregational needs and provide a written list of coverage to staff, the Board and others on the list.

Should an emergency arise, the church staff or the Board President will use their discretion to determine if the Minister should be contacted. If the Minister agrees to assume responsibility for the emergency, they should inform the Board. However, if the Minister is unable or does not wish to resume leadership, then the Board President will be in charge and will work with staff and congregational leaders (from coverage list, Board and Chairs of affected committees) to address the emergency.

- Discussed and approved adding the following statement to our website and Facebook page:

BLACK LIVES MATTER

At the Unitarian Universalist Congregation of Wilmington we believe that Black Lives Matter, and commit ourselves to the work before us to proclaim and protect the inherent worth and dignity of every person; and to seek justice, equity and compassion in human relations.

We further pledge to continue to examine our own actions as we strive to confront and dismantle racism in ourselves and in our community.

Departure of BOT members that have completed terms.

Thank you to Karen Gottovi, Mike Hosick and President Don Smith for their service.

The meeting was adjourned at 6:30 p.m.

Next BOT Meeting:

Tuesday, July 21 @ 4:00 - 5:30 for Executive Committee

(Proposed) Tuesday, July 28 @ 5:00 - 7:00 for BOT

NOTE: The buildings will remain closed due to Coronavirus. All in-person gatherings will be held virtually, or postponed, until spread of the virus is lessened.

Action Items and Deferred Topics:

- Post Black Lives Matter statement on website and Facebook. (Rev. Cheryl)
- Elect officials and appoint BOT representative for the Finance Committee and UU Digest Moderators for upcoming year. (BOT at July BOT meeting)
- Set date for BOT fall workshop/retreat. (BOT at July BOT meeting)
- Determine next steps in our commitment to Black Lives Matter (BOT/Rev. Cheryl)
- Post Governance and Policy revisions on website (Cornelia/Rev. Cheryl)
- Create a sub-group to sound out several committee Chairs and then develop a Program Council and policy towards enhanced leadership communication. (BOT)
- Updates to Minister/Office manuals. (Rev. Cheryl)

- Increase UUCWNC's share of annual UUA dues (Finance Comm/Rev. Cheryl/BOT)

Respectfully submitted,
Cornelia Maxted
Secretary, UUCWNC Board of Trustees

Minister's Report Board Meeting 06/18/2020

Administration

- Julie B has been out of the office since the beginning of June. She was required to be quarantined before surgery and is now recovering until June 30th. John Grigsby and I are covering the financial part of her job (check deposits, bill payments). I am covering her other administrative duties such as the Weekly Digest, Worship slides, answering phones.
- Working with the Operations Wellness Support (OWS) team to improve the layout of the Weekly Digest and the Beacon. We will incorporate their suggested changes when Julie returns.
- The OWS is also working with me to produce the manuals as outlined in the Board Policies.

Finance

- A six month budget was approved at the annual meeting.
- I am working with the Generous Life Team on the fall Pledge drive. Currently we are preparing letters to send to the congregation. The theme for this mini-pledge is *Faith in the Future*. The plan is to have an article in the August Beacon and send the pledge cards to people in September.
- Just after Julie left on medical leave, we received approval from Vanco to use their software. We are in the process of updating our website and testing to use their software. This has been more complicated than presented to us.

Congregational Life

- Worked with the Membership Engagement Team (MET) to refine the UUCWNC Resource Handbook. The Handbook gives an overview of every group and opportunity for connections and service within the congregation and with organizations we support. It will be put on the website in two forms: a copy of the entire handbook and all of the groups' pages will be updated to reflect up to date information.
- The MET is also exploring how to integrate the Membership Team into the MET. With the departure of Diane Miller, there is a void in leadership, and the MET is seeking to fill that void.
- The MET is developing a survey for the congregation to explore different ways that we may be engaged and connected while we are physically unable to meet with each other.
- I worked with the QUEST facilitators to determine how we may bring Quest on line. Beginning in July Quest will meet on Sunday afternoons beginning in July.
- The Fall Connections group met for the last time. Leslie is coordinating a new round of Connections that will begin in the summer.
- Leslie and I are exploring online adult education classes for the fall.
- Betsy Randall-David is taking a UUA training for being a Pastoral Care Associate, with my sponsorship. After the course is finished we will explore the feasibility of creating a Pastoral Care team which will provide additional pastoral support for the congregation.

Community Involvement

- Co-lead a Prayer Vigil of the members of the Wilmington Ministerial Roundtable (The Interfaith Alliance) at City Hall. We had over 40 members of the clergy in attendance along with lay people from the community.

Unitarian Universalism

- I am attending UUMA Ministry Days (June 11-24) virtually. We are meeting at various times during the week rather than the concentrated time we would meet if in person.
- I will represent the congregation as a delegate to our Virtual General Assembly June 24-28.
- I have been selected to serve on the Article II (Principles and Purposes) Commission of the Unitarian Universalist Association. Below is the charge we have been given:

Charge: The Article II Study Commission is hereby charged to review Article II of the UUA Bylaws, and propose any revisions that will enable our UUA, our member congregations, and our covenanted communities to be a relevant and powerful force for spiritual and moral growth, healing, and justice. Proposed changes should articulate core UU theological values. The Board believes that one core theological value, shared widely among UUs, is love.

In conclusion, the Congregation is facing the challenges of Covid in creative ways and I suspect will continue to do so. We do not know when this will end, but until it does we remain strong together.

Respectfully submitted,
Rev. Cheryl M. Walker

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

Accomplishments:

- Held final session of old Connections group; attendance numbers were maintained throughout by using zoom effectively.
- Publicized new Connections groups forming; currently working with volunteer Stacy Kitt to schedule two cohorts to meet for Connections July through December 2020.
- I've ordered the book 'Witnessing Whiteness' with the intent to read it (quickly) and then facilitate a series of workshops for adults. I want to focus especially on recruiting young adults to attend as well as our general membership.

Upcoming month:

- Finalize SpiritPlay online for Kindergarten-rising 3rd grade; consider an early start to Fall youth programming to avoid overload with school starting.
- Monitor OWL training opportunities and if OWL may be taught remotely
- Paint nursery bookcase & classroom #3 in Annex.
- Explore community engagement opportunities for our youth.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 11 Months ending 31 May, 2020

Total Revenues to date: \$226,783.23
Total Expenses to date: \$225,816.44
Net Income: \$966.79

Revenue has been positive since the beginning of the new fiscal year. Pledge income is below budget by \$10,442.23; we have collected 81.5% of our pledges. The positive income we have enjoyed through March fell off due to the loss of Share the Plate (STP) and rental income for the last three months. Expenses are below budget and are well managed by our staff. Our pledge income is picking up and should be closer to budget by the end of the fiscal year ending on June 30.

Cash in the bank, including reserve funds, totals \$84,868.13 with an additional \$19,947.53 in our brokerage account.

Our mortgage balance is \$127,884.23 with principal and interest paid monthly.

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

Submitted,
John Grigsby, Treasurer