

## **Unitarian Universalist Congregation of Wilmington North Carolina Board of Trustees (BOT) Meeting Minutes, May 21, 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 meeting to order at 5:10 p.m. Pamela 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 April were approved.
- The Minister, DRE and Treasurer's reports (attached below) were discussed and accepted by consensus.
  - The Treasurer's report indicates a small shortfall of expenses vs revenue at this time. If needed, this can be covered from the reserve fund.
  - Insurance costs have greatly increased and alternate coverage plans are being explored.

### **Calendar Reminders**

- Thurs, May 28 @ 2:00 - Rehearsal for Congregation Q&A meeting (pending Treasurer's availability)
- Sunday, May 31 @ 11:30 - Congregation Q&A, Presentation of proposed budget
- Thurs, June 4 @ 2:00 - Rehearsal for Annual Meeting (pending Parliamentarian's availability)
- Sunday, June 7 @ 11:30 - 1:00 - Congregational Meeting

### **Policy and Governance Concerns**

- Reverend Susan Frederick-Gray, UUA President, issued guidance for churches to consider keeping doors closed for a full year due to the pandemic. Reverend Cheryl believes our church is likely to stay closed at least through end of calendar year and will communicate this in the next Beacon issue. Reasons for continued

closure include our large vulnerable population, inability for deep cleaning between group uses and bathroom access.

- Our Choir Director has retired. The search for a new one is postponed until in-person services look possible. A garden center gift certificate was suggested for a thank you gift.
- Reverend Cheryl will cover necessary tasks for an upcoming short term leave of the Church Administrator.
- Vanco, an online payment option is being tested for pledging and Share the Plate donations.
- The Nominating Committee will present a full slate for approval at the upcoming Annual Meeting.

### **Board of Trustees**

Tony Barney - 1 year term

Kami O'Keefe - 2 year term

Raine Jirak - 3 year term

Jerry Horwitz - 3 year term

Becky Schreiber - 3 year term

Elizabeth MacLeod (Alternate) - 3 year term

### **Treasurer**

John Grigsby

### **Nominating Committee**

Carl Middleton

Tina Schenk

### **Annual Meeting Prep**

- Confirmed to be a Zoom meeting on June 7, 2020 with notice to congregation sent 10 days prior - May 28.
- Agenda will follow last year's with the change of reading the BOT's Mission Statement to the Congregational Mission Statement.

### **Program Council Development**

- Motion proposed and approved unanimously: Hold a meeting next fall with committee Chairs and discuss creating a Program Council that would meet periodically.
- Further discussion tabled until next month when a sub-committee will be set up to create this Council.

The meeting was adjourned at 7:30 p.m.

**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 spread of the virus is lessened.

**Next BOT Meeting:**

Thursday, June 11 @ 5:00 - 6:00 for Executive Committee

Thursday, June 18 @ 5:00 - 7:00 for BOT. New members will be invited.

**Action Items and Deferred Topics:**

- Continue developing a policy to address the chain of command during a Minister's extended absence. (Cornelia/Beth/Reverend Cheryl)
- Determine position in Policy Manual of two previously approved updates. (Don)
- Create a sub-group to sound out several committee Chairs and then develop a Program Council and policy towards enhanced leadership communication.
- Updates to Minister/Office manuals.
- Opportunities for social interaction while church buildings are closed.
- Increase UUCWNC's share of annual UUA dues.
- Appoint new BOT representative for the Finance Committee.

Respectfully submitted,

Cornelia Maxted

Secretary, UUCWNC Board of Trustees

## ***Minister's Report – Board Meeting May 21, 2010***

### **Finances**

- Met with the Finance Committee to discuss presenting a budget for a half year to the Board and the congregation. The budget will span July 2020 – December 2020. It makes the assumption that we will not be able to use or rent our building for that time period. Even if small groups are allowed to meet, we do not have the ability to do a deep cleaning after each meeting, therefore, in the interest of safety we are planning to keep the building closed. The proposed budget would reflect the loss of income from rentals and Share the Plate. It also reflects a decrease in some expenses, such as utilities and programs, because we are not using the building and most committee expenses are on hold.
- Created a budget and presented it to the Finance Committee and after some modifications the Finance Committee approved the budget. It will be sent to the Board separately.
- Worked with the Generous Life Team to work on a pledge campaign in the fall to finance the second half of the church year. The work that the GLT has done in the past three years means that we are financially sound and will be able to weather the storm. Many thanks to all the people who currently serve or have served on this team. The spirit of generosity is alive and well in our congregation.

The plan is to have a pledge campaign in the fall, followed by another campaign for the 2021-22 year during the spring when it usually would be scheduled.

- We researched various vendors for on line giving. We have decided to use Vanco because its rates were competitive and it integrates well with our database. Online giving will allow us to revive Share the Plate. Our goal is to update our website and release it during the first week of June.

### **Annual Meeting**

- Worked with members of the Board, Beth O'Connell, Cornelia Maxted and Jim Ludwig, create a plan for a virtual annual meeting. The plans include polls for voting, a members only list for the Zoom invitation, plans for admission into the meeting and various roles during the meeting. Beth O'Connell wrote up an excellent detailed plan for discussion at the next Board meeting.

### **Worship**

- We updated Zoom to a sub account of the UUA, which will allow us to have up to 300 participants without the added significant expense Zoom was charging. We will keep two zoom accounts at the reduced rate as we found there were times when we needed more than one room. We will be moving Zoom worship to the new account.
- Completed a *Zoom Guide to Worship* for use by the Worship Team and any Worship Leaders. Also completed a new worship script template to be used the Worship Associates.
- Worked with the Worship Team to train them on being the Virtual Vergers. An extra special thank you to Merritt Blalock who has been brilliant in his role as the virtual verger. From the very beginning he has done a super job, even recovering from my mistakes. I don't know how we would have been able to do Zoom worship without him.
- Our attendance for Zoom mirrors our in person attendance for the most part. We have less visitors but more people attending from the congregation. It has also been good to have people returning and reconnecting with people.

## **Membership**

- Met with the Membership Engagement Team to work on the UUCWNC Resource Guide. This will be a listing of all our groups, teams, committees and service opportunities. We will use the Guide to update our website with accurate information.
- I have been informed by Diane Miller that she and Bob will be leaving Wilmington this year. Diane has been the chair of the Membership team for many years and has served this congregation in so many ways. I am extremely grateful for her ministry and will miss her deeply. We are in discussion with the MET to explore ways in which to integrate Membership, which focused primarily on new comers, with MET to have a more holistic approach to membership. We are in the very early stages of these discussions.

## **Staffing**

- Sadly, Sally Spalding has tendered her resignation. She had been planning on retiring next year but since the choir cannot practice or perform, she chose to retire early. I will miss Sally, incredibly. In the five plus years that she served as the choir director, she transformed the choir and grew it to unprecedented size. It was a joy collaborating with her on worship. Her garden awaits and we all have profound gratitude for her ministry with our congregation.
- Julie, our church administrator, will be having surgery in June and will be unavailable to work either from home or in person for two weeks.
- We have staggered the in person hours of the staff so that no more than two of us are on the premises at any given time. We purchased a laptop so that Julie can work from home rather than having to be in the building every day.

In conclusion, the congregation is doing well given the extraordinary circumstances we are living with. Financially we are stable, spiritually we are strong, and altogether we are living our promise to care for each other and our congregation.

Respectfully submitted,  
Rev. Cheryl M. Walker

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

**Accomplishments:**

- To encourage further relationship-building, Rev. Cheryl and I decided to extend the current Connections groups by one month. The two groups have met successfully via Zoom for April and May. So our on-line session in June will be the last one for the existing groups. The groups will then disband.
- The Connections outline of discovery and discussion lends itself well to the on-line format of Zoom meetings. We will have open enrollment in the next few weeks for new Connections groups, forming to meet July through December. With many vacations being cancelled, we thought it was important to offer a means of staying connected to our vibrant community. We are making accommodations for varying schedules, and will offer group meetings during days and times that meet the requirements of the most number of members.
- In addition to new Connections groups, I am researching a program for creating and maintaining individual Spiritual Practices. Once I successfully transition the program to an on-line format, participation will be open to teens + members and friends of any age in the congregation. My goal is to start this program in August.

**Upcoming month:**

- Finalize SpiritPlay online for Kindergarten-rising 3<sup>rd</sup> grade; contact parents to determine best scheduling. (six session program thru summer)
- Finalize Steven Universe curriculum for middle-schoolers; contact parents to determine best scheduling. (four session program thru summer)
- Monitor OWL training opportunities and if OWL may be taught remotely.
- Paint nursery bookcase & classroom #3 in Annex.

Unitarian Universalist Congregation of Wilmington  
Treasurer's Report for 10 Months ending 30 April, 2020

Total Revenues to date:       \$206,531.23  
Total Expenses to date:       \$207,504.42  
Net Income:                       \$(973.19)

Revenue has been positive since the beginning of the new fiscal year. Pledge income is below budget by \$12,617.23; we have collected 74.5% 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 two months. Expenses are below budget and are well managed by our staff. Hopefully, our pledges will be filled by the end of the fiscal year ending on June 30.

Cash in the bank, including reserve funds, totals \$83,378.66 with an additional \$19,947.53 in our brokerage account.

Our mortgage balance is \$128,566.13 with principal and interest paid monthly.

Attached is our budget comparison and a balance sheet as of 30 April, 2020.

Submitted,  
John Grigsby, Treasurer