

## Unitarian Universalist Congregation of Wilmington North Carolina Board of Trustees (BOT) Meeting Minutes, September 22, 2020

Attending: Tony Barney, Jerry Hurwitz, Jim Ludwig, Elizabeth Macleod, Cornelia Maxted, Raine Morgan, Beth O'Connell, Kami O'Keeffe, Becki Schreiber. Ex-Officio: Reverend Cheryl M. Walker

### AGENDA

Beth O'Connell (President) called the meeting to order at 5:00 p.m. and lit the chalice. The BOT Covenant was read 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.

### Calendar Dates and Reminders

- October BOT Beacon article, Worship Associate and UU Digest monitor responsibilities - Kami  
November BOT Beacon article, Worship Associate and UU Digest monitor responsibilities - Becki
- Confirmed Congregational Meeting date - Sunday, Dec. 6, 2020  
Add Rehearsal - Tuesday, Dec. 1, 5:00 - 6:30. Agenda and polls are due prior to this.

### Minutes and Reports

- July Minutes were approved with additional note of discussion of board responsibilities and goals.
- The Minister, Treasurer, and DRE's reports (attached below) were discussed and accepted by consensus.
  - Going forth, the Treasurer will be asked to break out Checking/Reserve Funds/ Schwab Accounts/ Building Fund on Balance Statement.
  - The current balance is as expected, noting the typical summer slowdown of income and activity.
  - Outside lighting was recently enhanced.

### Policy and Governance Concerns

- Held discussion about our commitment to anti-racism and opportunities for the BOT to explore and learn. A series of separate meetings will be planned to continue work on this topic.
- Policy Manual section review:
  - Unanimous agreement to change the due date of three items in **2.12 Monitoring** section - 3.1, 3.2, and 3.3 will change from September to October.
  - Address records retention "placeholder" in **2.5 Board Roles** Secretary's section.
  - Re: **2.7 Fiduciary Responsibility** - clarified that it is appropriate to delegate canvassing responsibilities to the Generous Life Team, however, we can offer support.
  - Re: **2.7 Fiduciary Responsibility** - discussion re: a fall fundraising project will be on next month's agenda.
  - **2.9 Board Transition** will be updated to include an Orientation Handbook, created by Beth, and should read "The Board will hold a joint session with old and new Board members at the end of the church year. At this meeting, the current and ongoing Board members will provide the new Board members with relevant documents or sets of files, including an Orientation Handbook. The outgoing and continuing members will support or offer training to the tools appropriate to the members' new roles.
  - Clarify feasibility of quarterly pledge updates in addition to annual statements in **4.3 Duties of the Treasurer**. Adjust accordingly.
  - Add clarification to **4.3 Duties of the Treasurer** that the Assistant Treasurer is responsible for completing a monthly reconciliation.
  - Sections 2.3, 2.6, 2.7, 2.8, and 4.2 were reviewed and determined to be OK "as is".
- Moving forth in work to establish a Program Council was agreed to by consensus. The BOT VP will be Chair of this Council and will reach out to Chairs of the committees that most often intersect and overlap as their

teams develop programs/events and will report back at next meeting. The proposal to include others through email updates on Program Council happenings will also be further explored.

- Discussion of Committee on Ministry, Board Committee communication, and the Building Fund planning process were tabled for next meeting.

The meeting was adjourned at 7:15 p.m.

**NOTE:** The buildings remain closed due to Coronavirus. All in-person gatherings are held virtually.

**Action Items:**

- Post Black Lives Matter statement on Facebook. (Rev. Cheryl)
- Participate in the Southern Region's Dismantling White Supremacy Culture with the Congregation workshop on Nov. 10 @ 7:00 (pre-registration required), YWCA 21-Day Challenge, as well as selection of Quest, Social Justice Advisory Group events and community happenings that address anti-racism. (BOT members)
- Schedule sessions for determining next steps in our commitment to anti-racism and making our congregation more welcoming to all. (Beth)
- Updates to Minister/Office manuals. (Rev. Cheryl)
- Update and post revised Policy Manual sections 2.12, 2.5, 2.9, 4.3. (Cornelia/Beth/John Grigsby)
- Move forth in establishing a Program Council. (Becki, Cornelia, Kami, Elizabeth)
- Develop process, appoint task force, and complete long overdue Ministerial evaluation. (the to-be-established Committee on Ministries/Rev. Cheryl)
- Schedule two Congregational Conversations. (BOT/Rev. Cheryl)

**Deferred Topics:**

- Auction, per Policy Guide 2.7 Fiduciary Responsibility
- Committee on Ministry
- Board/committee communication
- Building fund planning process - initial steps

Respectfully submitted,  
Cornelia Maxted  
Secretary, UUCWNC Board of Trustees

## ***Minister's Report Board Meeting 09/22/20200***

### **Administration**

- Returned from my extended summer break.
- I have assumed many of the functions performed by Julie Burcham, our church administrator, while she is recovering from back surgery. Jessica Holm is assisting in producing the weekly digest. Her help is most welcome, and I am very grateful to her.
- Started working with the Operation Wellness Support (OWS) team to produce a personnel handbook.

### **Finance**

- Met with the Murphys, who have given the congregation a sizeable donation, to clarify their restrictions on the use of the funds which were stated as being for the building/construction of renovation of property owned by Unitarian Universalist Congregation of Wilmington.

### **Congregational Life**

- Worked with the Worship Team to finalize the worship schedule for the 2020-21 church year. As always they did a fantastic job over the summer for which I am most grateful.
- The Generous Life Team (GLT), Julie and I produced and sent the canvass letters to members and friends of the congregation. The GLT will follow up during the next three weeks to solicit responses.
- The website has been updated with information gathered by the Member Engagement Team. We are now working on a survey to find more ways we can keep people connected while we are physically apart.
- Met with the OWS to finalize a new design for the Beacon and to create a newcomer's page on the website.
- Conducted online memorial services for Dennis Rogers (09/19/2020).
- Participated in the Board's retreat to plan the work of the Board for the church year.

### **Unitarian Universalism**

- Continued working with the Article II Study Commission, We are planning a retreat to devise our strategy for reaching out to Unitarian Universalists across the country.
- Worked on the final internship evaluation for Julica Hermann de la Fuente. I am a member of her internship committee. Her internship site is the Unitarian Universalism Ministers Association (UUMA).
- Had zoom conversations with my Ministerial Fellowship Committee (MFC) mentees.

### **Community Engagement**

- Met with the Carolina Beach Chief of Police Spivey and Wilmington Faith Leaders United (formerly the Ministerial Roundtable) to discuss ways in which the CB police department could engage issues of race in a more productive manner.

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

**Accomplishments:**

- After finding appropriate online curriculum for children and youth, I am now reaching out to parents via phone and email to confirm their intentions for the fall (i.e. will their child attend virtual Sunday school?). For the younger class, will they want craft projects to be included in the weekly lesson plans? I am also taking this opportunity to confirm contact information and obtain the information normally shared on the RE Registration form. I am recording what each individual child is doing for school this fall, whether they are attending in person or wholly online and what school. This will allow me to monitor community news, and if there is a covid-related incident at a particular school, I'll know if one of our children (and parents) may be impacted, and to connect with them to see if RE programming might meet any changing needs.
- Coordinated a workshop for our adults: Caretaker Exhaustion & Self-Help, presented by a nurse with the Lower Cape Fear Lifecare Center. There will be two dates from which to choose to attend, Sept. 8<sup>th</sup> @ 1:00pm or Sept. 23<sup>rd</sup> @ 4:00pm.
- Collaborated with Jeanette Koshar on the implementation of the 21-Day Racial Equity & Social Justice Challenge in our congregation. This is a program sponsored by the YMCA, and our social action team has identified it as something that our members can do at a personal level, for self-learning and reflection, and also at a congregational level, to turn thoughts into action in our community. I will be publicizing the 21-Day Challenge and registering people, and Jeanette will host four zoom meetings on Mondays, Oct. 11, 19, 26 & Nov. 9. Our objectives are to get as many people as possible to participate in the challenge and to facilitate discussion and any plans for action among the cohort of participants.

**Upcoming month:**

- Plan to communicate. There will be a lot of programming taking place in the fall, and I want to ensure clear communications in our new virtual reality. Strive for optimal calendaring.
- Create individual Sunday school lesson plans for both classes. Practice to ensure that I'm comfortable with the technology. Rehearse the first few lessons to ensure quality presentation.
- Collaborate with Jessica Holm to select, plan and present a new program for adults.

**Lifespan Religious Education - September 2020 (*also see August 2020 report*)**  
**Monthly Report to Board**  
**Leslie O'Connor**

**Accomplishments:**

- Reached out to parents of children K-2; contacted 2 of 5. We discussed the DRE providing parents with resources to home-school RE, rather than do a scheduled Zoom call.
- Kicked off the Youth Group on 9/13 with a positive response.
- Wrote description of 21-Day Racial Equity Challenge for inclusion in Beacon

**Upcoming month:**

- Respond to feedback to get the Youth Group established
- Plan holiday celebrations

Unitarian Universalist Congregation of Wilmington  
Treasurer's Report for 2 Months ending 31 August, 2020

Total Revenues to date:       \$23,847.47  
Total Expenses to date:       \$39,241.61  
Operating Shortfall:           \$15,394.14

Our operating shortfall is mainly caused by our pledge income under budget by \$12,813.53. This is consistent with the normal slowdown of revenue in the summer months. Additional revenue with STP is starting to grow with the generous members of our congregation. Our expenses are slightly over budget as our insurance costs increased and we had some needed maintenance preformed on the church building.

Cash in the bank, including reserve funds, totals \$90,177.58 with an additional \$19,613.85 in our brokerage account.

Our mortgage balance is \$125,823.45 with principal and interest paid monthly.

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

Submitted,

John Grigsby, Treasurer