

Unitarian Universalist Congregation of Wilmington North Carolina Board of Trustees (BOT) Meeting Minutes, October 27, 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
Guest: Sara Jarvis

AGENDA

1.) Call to Order:

Beth O'Connell (President) called the meeting to order at 5:05 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.

2.) Calendar/Reminders

- a) November BOT Beacon article, Worship Associate and UU Digest monitor responsibilities – Becki
- December BOT Beacon article, Worship Associate and UU Digest monitor responsibilities - Cornelia
- b) Confirmed Congregational Meeting date - Sunday, Dec. 6, 2020 at 11:30.
Rehearsal - Tuesday, Dec. 1, 5:00 - 6:30. Agenda and polls are due prior to this.
- c) BOT Orientation Handbook – presented and approved by consensus.
Will be provided to Nominating Committee as well as future new BOT members.
- d) Toolbox Webinar: Dismantling White Supremacy Culture within the Congregation – Nov. 10
- e) Request was made and agreed to for BOT meeting time to change to 5:15 – 7:15.

3.) Minutes:

September's Minutes were voted on and approved.

4.) Consensus Reports:

The Minister's, Treasurer, and DRE reports (attached below) were discussed and accepted by consensus.
- Request for sharing data was made and can be provided per future needs.
- Noted there has been an increase in number of pledges paid annually rather than installments.

5.) Policy Manual Section Review:

- a) Changes made in September were approved and will be posted.
- b) **Section 3.1** - Voted to delete a redundant last sentence of the first bullet point so it now reads "The Congregation will call a Minister as needed, as described in the Bylaws. The Minister will have the responsibilities and perform the duties as listed in the Letter of Agreement."
Section 3.2 was reviewed and determined to be ok "as is".
Section 3.3 - Voted to add "In addition, periodic performance evaluations will be conducted by the Committee for Ministry in accordance with the terms specified in the Minister's Letter of Agreement."
Section 4.1 – Voted to amend 5th bullet to "The Board requires that groups communicate with and receive approval from the Minister prior to commencement."
- c) Also discussed was potential inclusion of a policy to evaluate the BOT. This should be revisited after the Committee for Ministry proposal is completed.
- d) Determine where to include regular review of the Bylaws.

6.) Pledge Income Shortfall:

Reverend Cheryl presented a working draft for the 2020-21 full year budget. There is a significant shortfall due to loss of rental and lower pledge income. Some expenses have been further reduced, but many are fixed. There is money in the reserve fund to cover the loss and the BOT will explore fundraising ideas to lessen the need for withdrawal. We will review and vote on the final budget at our November meeting. A more detailed explanation will be provided to the congregation in a Beacon article and at the December Congregational meeting. It was noted that the Generous Life Team (GLT) did an excellent job in both the results of their pledge campaign and making a quick switch in plans to activate it remotely.

7.) Board/Committee Communication:

Approved moving forth with a BOT liaison for each activity committee. Becki volunteered to take our requests for committees we would like to liaison with and make assignments, however, Beth will first prepare a more detailed plan for November. End of year summaries will also be discussed next month.

8.) Program Council:

It was reported that several potential Program Council members were interviewed and concurred with the proposal. The Board then voted to move forth with it, per the attached proposal. We discussed the appropriateness of including the Caring Committee and voted to keep it in.

9.) Committee on Ministry:

The foundation work for establishing a Committee on Ministries (Minister, BOT, committees, congregation) is proceeding. Jerry will prepare a more detailed plan for November.

10.) Charter for Building Fund Planning Committee:

Tabled until next meeting.

The meeting was adjourned at 7:05 p.m.

Next BOT Meetings:

Tuesday, November 17, Exec Com at 4:00

Tuesday, November 24, BOT at 5:15

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

Action Items/Deferred Topics from October meeting:

- Schedule a follow-up BOT discussion for the Dismantling White Supremacy Culture within the Congregation workshop. (Beth)
- Revisit adding a policy to evaluate the ministry of the BOT.
- Discuss auction, yard sale or other fundraiser, per Policy Guide 2.7 Fiduciary Responsibility
- Complete and institute plans for Committee Liaisons and possibly annual reports.
- Develop a charter for the building fund.
- Review Bylaws. (Beth & BOT)
- Post policy manual updates and Minutes. Archive Policy updates, Minutes and Orientation Handbook (Cornelia)

Action Items from prior meetings:

- Schedule Congregational Conversation for 2021. (BOT/Rev. Cheryl)

Respectfully submitted,

Cornelia Maxted

Secretary, UUCWNC Board of Trustees

Proposal to establish a Program Council

The purpose of a Program Council is coordination and communication among the groups/committees whose activities **intersect and overlap as their teams develop *varieties* of programs and events.**

The Vice President of the Board of Trustees will be the Program Council Chair. The members will be leaders from a designated selection of committees--those which develop multiple programs for congregational participation.

The Program Council's process will ensure that Council members understand the scope and activities of their committees; promote opportunities to collaborate on joint programs and themes; coordinate scheduling for events; be a community for Program Council leaders.

The time commitment will be for two meetings in the fall and one in the winter. This supports coordination as activities are being planned at the start of a church year and then a check-in as the year progresses. Smaller group/working sessions can be added if desired.

So that ALL teams are kept informed, we also propose setting up a group email address for sharing program planning news and ideas. Leaders of ALL committees/groups/teams plus the Minister and BOT will be included in this email group (nameTBD@uncwnc.org) and will receive Program Council meeting reports. Although not directly invited, meetings will be open to all.

As needed, the Council shall review and propose modifications to the Council structure for submission to the Board of Trustees.

Secondary Objectives:

- Potential for streamlining promotion of activities/events to the full congregation.
- Broadened scope of program visibility across teams, staff, Minister, and congregation.

Committees to be Represented in the Program Council:

Board of Trustees - VP serves as Program Council Chair

Caring

Generous Life Team

Lifespan Religious Education

Membership

Membership Engagement Team

Operational Wellness and Support

Quest

Social Justice Advisory Group

Worship

Submitted by BOT members:

Elizabeth MacLeod, Cornelia Macted, Kami O'Keeffe, Becki Schreiber

Oct. 26, 2020

Minister's Report Board Meeting 10/26/20200

Administration

- We began a new church year and I predict that we will continue to meet online for the entirety of the 2020-21 church year. We have no plans for partial openings as it does not seem prudent, and as one of my colleagues put it “no one comes home until we can all come home.” Of course should the situation with the pandemic radically change we will reassess.
- Met with Board member, Jerry Hurwitz, to discuss the creation of a Committee For Ministry.
- This month, with the assistance of the Operational Wellness Support team we have updated the format for the Beacon. The November Beacon use the new format.
- Leslie and I planned a drive thru Halloween Trick or Treat. On Halloween, Leslie and I will safely distribute candy to anyone who drives through our lot. All are welcome.

Finance

- Worked with the Generous Life Team on the canvass. The final pledge numbers are significantly less than last year. This is due to many circumstances such as financial hardships suffered by members of the congregation due to the pandemic, relocations and sadly deaths. A budget reflecting the full year revenue and expenses was submitted to the Finance Committee. A short fall is predicted due to the reduction of pledge income and the loss of revenues from other sources (rentals, share the plate, fund raising).

Congregational Life

- Continued working with the GLT on follow up to the canvass. While the pledge numbers decreased this year, the GLT did a tremendous job in pivoting and creatively thinking about how to do a canvass in the pandemic. They are to be commended for the hard work they did to have any canvass in trying circumstances. We will not have to do staff cuts, as many congregations are doing, and we will keep the lights on the church running.
- Updated the website with information gathered from the Membership Engagement Team. The MET is planning to work with the Membership Team to create a holistic view of membership at every stage.
- Conducted a commitment ceremony for Thea and Don.

Unitarian Universalism

- Continued working with the Article II Study Commission, We are currently creating our strategy to receive input into our work to reimagine this Article.
- Attended, virtually, the Cedar Hill Study group. This is a group of ministers from around the country who meet biannually to discuss a specific book or topic.
- Had zoom conversations with my Ministerial Fellowship Committee (MFC) mentees.

Community Engagement

- Met with Wilmington Faith Leaders United (formerly the Ministerial Roundtable) to plan an online community Thanksgiving service.

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

Current Activities:

- The Youth Group is getting established and I had really positive feedback from the parents of kids attending. The choice of using music as a primary element in discussions is a great fit for the group. Concerned about the low attendance numbers, I did some research and discovered that if a child is not participating in Youth Group, their parents are not attending the adult Sunday services. There are currently six youths from four families that are potential participants. So it is not a case of the parents attending church and their kids not attending; the entire family is not participating in weekly UUCWNC events. I want to bring the whole family back to services, so I'll increase publicity about the Youth Group by including announcements during Sunday service and in the Digest and Beacon. I will continue to include ALL parents of youth-group aged children in my emails that go to our YG participants to promote the group, and I will specifically target parents with emails related to religious education (without becoming a nuisance).
- Rev. Cheryl and I are planning a virtual Halloween Parade and a Drive-thru Trick-or-Treating event on the church grounds. The virtual parade will be created using a slide show of members' costumed selfies. The drive-thru Trick-or-Treat will take place on Halloween and will offer parents a safe option for fun on a holiday that is sure to be subdued during the pandemic. We are hoping for a good turnout for both of events.
- After assisting the Social Action Group with publicity and logistics for the YWCA 21-Day Anti-Racist Challenge, only one person signed-up to take the challenge. Social Action Group decided to cancel the planned discussion group.
- The cancellation of the 21-Day Challenge discussion group opened Monday evenings on the calendar, and I will fill that slot with an Adult Education Program called Spiritual Practices. It will have a 'drop-in' format, where a person can join a session without committing themselves to attending *all* sessions. This format lends itself well to the curriculum content and I hope it better meets the scheduling restrictions of our members and friends. I will be leading each session as we explore different methods of worship, i.e. meditation, prayer, reading, etc. to help people create their own, personal rituals.
- I continue to facilitate the monthly Connections meetings where there is consistent 100% attendance for both groups (13 people total).

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 3 Months ending 30 September, 2020

Total Revenues to date: \$43,173.32

Total Expenses to date: \$58,629.57

Operating Shortfall: \$15,456.25

Our operating shortfall is mainly caused by our pledge income under budget by \$12,649.29. 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.

Cash in the bank, including reserve funds, totals \$83,613. with an additional \$19,613. in our brokerage account.

Our mortgage balance is \$125,276.00 with principal and interest paid monthly.

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

Submitted,

John Grigsby, Treasurer