

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

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.

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

AGENDA

1.) Call to Order:

Beth O'Connell (President) called the meeting to order at 5:20 p.m. and lit the chalice.

2.) Calendar/Reminders

January BOT Beacon article, Worship Associate and UU Digest monitor responsibilities – Jerry
February BOT Beacon article, Worship Associate and UU Digest monitor responsibilities – Jim
This month's meeting priorities were stated.

3.) Minutes:

November's Minutes were voted on and approved.

4.) Consensus Reports:

The Minister, DRE and Treasurer's reports (attached below) were discussed and accepted by consensus. The Congregational meeting was discussed and Minutes will be posted and archived.

5.) Update on Program Council:

The first meeting was held Dec. 7 and members look forward to working together to develop themes and coordinate calendars. Next meeting: Feb. 1. A summary has been sent to the BOT and a groupserve email address has been created so that all committee/team/group leaders can be looped in going forth.

6.) Policy Manual Section Review:

The following changes were reviewed approved:

Section 2.10 – delete “not fail to” from first two bullet points and replace “shall” for “will” in the third.

Section 2.11 – delete “not fail to” from first bullet point and second bullet point shortens to “Board internal communications shall not be shared outside the Board.”

Section - 3.4 – stays as is.

Section - 3.5 – stays as is. It was noted that the Minister is currently out of compliance with preparation of the Building Operations Manual. This work is underway and will be completed by end of church year. It will be provided to the BOT for review and then posted online. The Minister and Executive Committee will meet offline re: preparation of the Congregation Safety Procedures Manual.

7.) Committee for Ministry:

An updated proposal for establishing a Committee for Ministry was presented and approved to move forth with revisions. See attached proposal for further detail, including revisions.

8.) Board/Committee Liaisons:

An updated proposal for establishing BOT liaisons was presented and approved with revisions. See attached proposal for further detail, including the revisions.

9.) Future Initiatives:

- Charter for Building Fund Planning Committee - tabled until next meeting.
- Board Commitment to anti-racism – request made for a volunteer to lead this.
- Fundraising ideas - tabled until next meeting.

The meeting was adjourned at 7:20 p.m.

Next BOT Meetings:

Tuesday, January 19, Exec Com at 4:00

Tuesday, January 26, BOT at 5:15

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

Action Items/Deferred Topics from November meeting:

- Create the Congregation Safety Procedures Manual. (Minister with support from Exec Comm)
- Completion of the Building Operations Manual (Minister)
- Solicit and select members for the Committee on Ministries. (BOT & Minister)
- Assign BOT members as Committee Liaisons. (Becki & Beth)
- Develop a charter for the building fund. (Beth & BOT)
- Establish leader for BOT commitment to anti-racism effort. (BOT)
- Discuss auction, yard sale or other fundraiser. (Beth & BOT)
- Post and archive BOT and Congregational Meeting Minutes. (Cornelia)

Action Items from prior meetings:

- Schedule Congregational Conversation for 2021. (BOT/Rev. Cheryl)
- Review Bylaws and determine where this should fit in our Policy Manual Guidelines. (Beth & BOT)

Submitted,
Cornelia Maxted
Secretary, UUCWNC Board of Trustees

Minister's Report Board Meeting 12/22/2020

Administration

- Submitted final budget to the Finance Committee which was sent to the Board for their approval
- Worked with the Board on the Congregational meeting to approve a full year budget. I served as the verger for the meeting. Things mostly went smoothly except for an incorrect poll which I had to redo after I put in the wrong date.
- Met with the Secretary of the Board, Cornelia, to develop a way to archive Board information.
- Continued working with the Operational Wellness team to produce several manuals and a new visitors page.
- Began work on the Christmas Eve service coordinating with Leslie, the worship team and performers from the congregation.
- Finalized plans, with, Leslie for a Welcome Class in January for visitors.
- Had zoom meetings with several visitors who are interested in our congregation.

Finance

- Worked with the Treasurer to update ICON with new budget numbers. And reconcile differences

Congregational Life

- Developed a test survey of congregational involvement and interests with the Membership Engagement team. The survey will help the MET develop programs to increase membership involvement during COVID.
- Continued working with the MET to coordinate their efforts with those of the Welcome Team (formerly known as Membership). A small subgroup will work on the details of how they should work together.
- Worked with the Generous Life Team to invite new members as three members of the team rotated off.

Unitarian Universalism

- Continued working with the Article II Study Commission, We are in the process of initial interviews with a small group of people and developing educational materials.
- Had zoom conversations with my Ministerial Fellowship Committee (MFC) mentees.
- Met with members from the Elliot Center, a UU retreat center, to discuss my serving as Minister of the Week in August of 2021. I was supposed to serve in 2020 but due to COVID the retreat was canceled.

Community Engagement

- Working with Interfaith Leaders United on the annual Martin Luther King service.

Attendance for November (Number of devices not actual people)

11/01 96

11/08 102

11/15 104

11/22 96

11/29 90

Respectfully submitted,
Rev. Cheryl

Lifespan Religious Education - December 2020

Monthly Report to Board

Leslie O'Connor

Current Activities:

- A long time member reached out to me to ask for resources to help guide her when interacting with her adolescent, unchurched grandson. I loaned a suitable book from our informal library and referred her to two articles that I had saved as part of my general 'reading' file that were also relevant to her circumstance. I think this service made a real difference for her and her relationship with her grandson. I will be reviewing the inventory of books here at the church and possibly pulling together an 'issues' list with associated resources available for loan. I'd publicize it in the Beacon.
- The Spiritual Practices series of workshops continues weekly through January. Attendance has been maintained to at least 10 participants. I will be distributing an evaluation sheet toward the end of the series to get input from participants. At this point, I think the popularity of the workshops lies in the fact that we actually 'perform' the spiritual practice, not just 'talk' about performing it. For instance, we did a guided meditation together over zoom. I think the drop-in format, without having to commit to attending all sessions, is a positive factor. A 'tight-ship' method of facilitating the session, keeping the group on topic with power point slides and limited talk time has proven effective.
- Our last Connections meeting for this cohort is in December. Rev. Cheryl and I are working on a Welcome Class with a zoom format for early in the new year. I am perusing UUA resources for small group ministry opportunities. The criteria that I'm using in my search is: a program new to our congregation, doesn't cost anything and is adaptable to zoom format.
- I completed the clean-up of curriculum and printed religious education materials out in the annex. Much of it went to recycling, as it was from the 1980's or earlier, moldy and mildewed. I retained items that might be relevant to documenting the history of our congregation.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 5 Months ending November 30, 2020

Total Revenues to date: \$93,083.00

Total Expenses to date: \$94,318.00

Operating Shortfall: \$ 1,235.00

Operating income is reflecting a usual pattern of increased contributions which normally seen in November and December of each year. There have been a few new pledges received and Share the Plate collections are growing monthly. Currently our financial position looks positive.

Operating funds available total \$111,567.00

Our mortgage balance is \$123,741.00 with principal and interest paid monthly.

Attached is our balance sheet as of November 30, 2020. The general ledger report is not available because of issues updating the new budget and our administrator's medical concerns.

Submitted,

John Grigsby, Treasurer

Proposal on Committee For Ministry*

12/23/2020

***NOTE: Our Committee *For* Ministry is typically referred to as Committee *On* Ministry in other congregations. We have intentionally selected the word *For* to indicate a committee in support of and partnership with the ministry.**

The purpose of Committee for Ministry (CFM) is to ensure the congregation is living its mission. The ministry of UUCWNC is a shared responsibility among several leadership stakeholders that are central to our mission. Our congregation is most healthy when all these stakeholders understand, fulfill and are accountable for their contribution to the mission.

We can think of the CFM as a sort of a doctor for the church. It performs or orchestrates wellness checks for the various stakeholders that minister to the church's membership. When there is something not going well in some aspect of the ministry, the committee conducts or orchestrates intervention to make a situation better. It is important to emphasize that healthy organizations, like healthy people, are examining themselves on a regular basis. Then they use the examination to determine what will make them healthier and stronger. Once in place this becomes a virtuous cycle of self-examination and improvement.

The Virtuous Performance Cycle

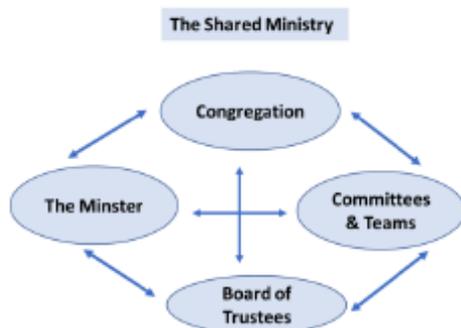


Most simply put, the CFM seeks objective feedback on two questions for each stakeholder in the church's ministry:

- What do you appreciate about the ministry/what is going well?
- What could we do to improve this aspect of the ministry/what needs some attention?

The Shared Responsibility of the Ministry

Our congregation, like any organization, is a system. The health of the system is dependent upon each stakeholder in the system fulfilling its responsibilities and working productively with other stakeholder. The primary stakeholders in our church's shared ministry include, the Minister, the congregation, church committees & teams and the Board to Trustees.



Our process will include evaluation of and feedback delivery to each stakeholder of the shared ministry. Each stakeholder of the ministry will be expected to create improvement goals and actions based on the evaluation and feedback.

Forming the Committee For Ministry

Our CFM will be comprised of six committed congregants who represent the diversity of views, make up and perspectives of the congregation. The Minister will select and invite two congregants to join the committee. The BOT will also select and invite two congregants as well as solicit self-nominations to join the committee. From the self-nominated congregants, the BOT will select two individuals to join the committee.

The standard CFM term will be for three years. To provide institutional continuity, two members will roll off each year and two new members will join. To achieve this staggered roll off the tenure, the charter CFM members terms will be scheduled as follows:

- 2 members will serve one year terms
- 2 members will serve two year terms
- 2 members will serve three year terms

From the six CFM members, the BOT will invite one individual to lead this effort for the first year. Following the first year, the CFM will annually select its own leader for a one year term.

Assessment Schedule & Process

The CFM will collect and provide feedback for each ministerial stakeholder once over a three year period. The CFM will evaluate the minister first and then determine a schedule to complete assessments of the other ministerial stakeholders over the three year cycle.

The responsibility of the CFM will be to collect, consolidate and deliver feedback from the ministry stakeholders. The UUA offers guidance and sample assessment forms the CFM should consider when performing evaluations. The CFM delivers feedback to ministerial stakeholders

with the expectation that each stakeholder uses the feedback to reinforce what it is working well now and what can be improved to help us be more effective as a community in pursuit of our mission. Following delivery of feedback from the CFM, each ministerial stakeholder(s) will be expected in some reasonable period to report back on any actions for improvement they plan to lead.

CFM Role in Problem/Conflict Resolution

Our congregation, like any healthy organization, should encourage open discourse and debate. Disagreements may surface between members of the congregation and ministerial stakeholders that become dysfunctional. In cases where other means have failed, the CFM may serve to facilitate conflict resolution. An exact definition of this process has not yet been developed and is not the initial purpose of the CFM. This role will be deferred until the committee is up, running and feels able to assume this responsibility. We expect the CFM to take on this additional responsibility by its 2nd or 3rd year.

BOT Relationship to CFM

The CFM will report periodically on schedule and progress to the BOT. At the conclusion of a feedback cycle the CFM will share high level of summary of feedback to the BOT. At its discretion, the CFM may approach the BOT for issues that affect its performance and ability to serve its purpose.

Proposal to Establish Board Liaisons

The purpose of assigning board liaisons is to encourage open communication between the Board of Trustees (BOT) and the committees/teams/groups that serve the congregation. This type of communication helps these groups know that the BOT is available as a resource if needed, and also helps the BOT to gain additional insight into the state of the church. Liaisons will be assigned to each committee/team/group listed in the guide created by the Membership Engagement Team (MET), so that each board member will be a liaison to 3 or 4 groups.

Process for Assigning Liaisons

In the fall, the BOT president will use the MET guide to identify the existing church committees/teams, and will ask BOT members if they have special requests for groups they would like to liaison with. The BOT president will then make assignments. The BOT liaisons should contact the chairs of their assigned committees twice during the year, once in the fall and once in the spring. In the fall, the board members should introduce themselves and encourage the chairs to be in touch as needed. In the spring, the BOT liaisons should ask the chairs for their assessment of how the year has gone. The type of questions will depend on the committee's purpose, but possible questions include the following: what accomplishments are you happiest about; has membership been steady; did your committee keep any data and is there anything you want to report; did your committee generate any revenue; are there any problems, issues, or concerns you'd like to discuss; is there anything the board can do to help you in the future?

Process for Sharing Feedback

Liaisons should be prepared to present summaries of their discussions to the rest of the board. The BOT president will attempt to schedule time at the monthly meetings for these presentations, which should be as brief as possible. However, if time is not available, liaisons may be asked to provide written summaries to the BOT president, who will compile and distribute them.

If a BOT liaison becomes aware of an issue that needs immediate attention, they should schedule time on an upcoming agenda and not wait for the next check-in.