

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, January 26, 2021**

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

Agenda

1) Call to Order

Beth O'Connell called the meeting to order at 5:15pm. Elizabeth Macleod lit the chalice.

2) Calendar Reminders

February Beacon Article, Worship Associate, Digest Monitor-- Jim

March Beacon Article, Worship Associate, Digest Monitor-- Elizabeth

Two congregational conversations were scheduled for February 9th at 3:30 pm (attended by Becki and Kami) and February 11th at 7:00 pm (attended by Raine and Jerry). Beth will prepare a notice for the next two weekly digests and will also plan to attend the sessions.

3) Minutes

December's Minutes were voted on and approved.

4) Review and Accept Reports

The Minister, DRE and Treasurer's reports (attached below) were discussed and accepted by consensus. Reverend Cheryl submitted the revised Safety Procedures Manual (available online), which was also accepted by consensus.

5) Policy Manual Review

Changes from December were approved.

Policy manual sections 2.4 and 3.5 were accepted, with changes noted in the attached pages.

6) Committee for Ministry

Possible BOT candidates were discussed and the CFM team will contact them to determine interest in serving. Reverend Cheryl also identified her nominees to contact. Jerry will prepare a notice for the Beacon and weekly digest to request volunteers from the congregation, hoping to identify interested parties by February 15 (prior to the February Board meeting).

7) Board/committee liaisons

Beth asked BOT members to email her with desired committee assignments before finalizing. Assignments will be emailed along with a sample email to send to committees.

8) Guidelines for Supporting Outside Organizations

Deferred until the next meeting.

9) Charter for Building Fund Planning Committee

There was general discussion regarding the questions and processes for drafting the charter. Elizabeth will draft the next version for discussion at the February meeting.

10) Future Initiatives

a. Board commitment to anti-racism.

Elizabeth and Raine will lead the development of this topic for the February meeting.

b. Fundraising Ideas

The BOT would like to hold an outdoor, socially distanced yard sale in the spring. Beth will submit notices to the weekly digest to solicit volunteers to organize the sale.

The meeting was adjourned at 7:15.

Next BOT Meetings:

Tuesday, February 16, Exec Com at 4:00

Tuesday, February 23, BOT at 5:15

Note: The buildings remain closed due to Coronavirus. All gatherings are held virtually.

Action Items/Deferred Topics

- Completion of the Building Operations Manual (Minister)
- Further develop the CFM outreach (BOT & Minister)
- Continue refining the Charter for Building Fund (Beth and BOT)
- Review Bylaws/determine its position in our Policy Manual Guidelines (Beth and BOT)
- Plan Future Initiatives (item #10) – (Elizabeth, Raine, Beth and BOT)

Submitted by Jim Ludwig /Cornelia Maxted

Approved changes to the Policy Manual (shown in red)

2.4 Duties and Responsibilities

The Board shall follow a governance model that focuses on creating policies and vision for the church, while assigning the operation of the church to the minister. Board members perform their duties and responsibilities within the context of this model.

The following provides an overview of the roles and responsibilities of the UUCWNC Board of Trustees and expectations of individual Trustees and Officers. Per the bylaws, Trustees are elected by the Congregation and must be members of UUCWNC in good standing (implies financial contribution made on record), cannot be paid staff of UUCWNC, and cannot be members of the Committee on Ministry.

All Trustees Shall:

- Attend and actively participate in Board meetings, retreats, and other scheduled work sessions.
- Notify the President when unable to attend or participate in Board meetings and other activities.
- Attend and, as assigned, participate in Congregational meetings.
- When asked, serve as Worship Associate and participate in annual Board-led worship service.
- Serve, when appointed, as a representative of the Board to Congregational teams and other groups. Keep the Board informed of team and group activities, issues, and needs.
- Accept and fulfill responsibilities and action items to support Board operations.
- Communicate regularly to the Congregation on behalf of the Board, including preparing an article for the Beacon.
- Support decisions of the Board.
- Speak for the Board when directed to do so by the Board.
- Actively participate in annual Stewardship activities.

2.5 Board Roles

The bylaws specify that the Board must include a president, vice president, and a secretary. The following text expands on the roles of the Board officers beyond the descriptions in the Bylaws.

- The Board shall not fail to elect officers within the first month of the church year.
- Only the incoming Board can participate in the election of officers for the new Board.

The President shall:

- Convene monthly Board meetings and serve as Chair of the meeting.
- Serve as Chair of the Board Executive Committee.

- Convene at least one Congregational meeting during the Church Year and serve as Chair of the meeting.
- With the Executive Committee, determine and publish the agenda for Board and Congregational meetings.
- Sign documents pertaining to the purchase or sale of property on behalf of the UUCWNC.
- In the absence of the Treasurer, can sign checks.
- Meet and communicate regularly with the Minister.
- **Assign Board liaisons in the fall (see Appendix A).**

The Vice President shall:

- Be a member of the Executive Committee.
- Act as President and execute the duties of President in the absence of the President.
- In the absence of the Treasurer, can sign checks.
- **Chair the Program Council (see Appendix B).**

The Secretary shall:

- Be a member of the Executive Committee.
- Take and publish the minutes of all Board and Congregational meetings.
- Prepare correspondence necessary to support Board operations and activities.

[Add a new section "2.12 Board and/or Standing Committees" to appear before "Monitoring", which will be renumbered as 2.13]

2.12 Board and/or Standing Committees

The Board shall oversee and appoint members to the Finance Committee (see the Bylaws) and the Committee for Ministry (see Appendix C).

The Board Vice President shall chair a Program Council (see Appendix B).

Minister's Report Board Meeting 01/26/2021

Administration

- The office was closed for the Christmas break from 12/26 – 01/4 during which time only the necessities
- Julie was out after much needed back surgery on 12/29. She was able to work from home beginning on 1/5. During that time I took care of the day to day operations such as the Weekly Digest, publishing the Beacon and depositing checks, creating the slides for Sunday worship.
- Met with Becki Schreiber about the website. There are many things that could be on the website (more pictures) that require experienced people to create. However since we do not have anyone on staff who has the time, many of these things have been on hold. Becki and I agreed that if she could locate, within the congregation, someone to volunteer, who was adept with our software, we could get many of these items done. If we had a full time administrator, staff could do this work, but Julie only works half time.
- Updated the UUCWNC Safety Procedures Manual
- Started work on a Welcome Page for the website.

Congregational Life

- The Christmas Eve service was changed from the evening to the late afternoon and reduced to one service. We had a decent participation even though there was some problems with the website not showing the room in the special events. It was wonderful to have videos from several members of the congregation – Bob Kurowski, Jessica and Bob Holm, Thea Hagepanos and Ed and Martha Brophy. They made the service very special. Leslie found and told a wonderful story that was so appropriate for these times – *The Gift of Nothing*.
- Created a survey for the Membership Engagement Team (MET) to help them assess the needs of the congregation while we cannot be together. To date 42 people have responded to the survey. It will be open until the end of the month after which the MET will analyze the answers and hopefully create new programming.
- Updated the Welcome class to a 2 night on line class from a 3 day in person class. We had 10 people attend both nights of the class. There was still enough time for people to tell their stories and learn the history of Unitarian Universalism and this congregation.
- Welcomed new people to the Generous Life Team, Kathy Gillcrist, Christine Elliot and Deb File.
- Met with representatives from the MET and Welcome team to discuss future collaborations between the two group. We will be meeting weekly for the near future.

Unitarian Universalism

- Continued work the Article II Study Commission.
- Attended the UUA Board meeting to present progress from the Article II commission.
- Began reading “Widening the Circle” report from the Commission on Institutional Change. A copy was sent to the congregation which I recommend the Board read as well

as it deals with how we can confront and eradicate oppressions within our faith and within our congregations.

Community Engagement

- Participated in the annual Faith Leader’s United Martin Luther King service.

Attendance for December:

<u>Date</u>	<u>Devices</u>
12/06	111
12/13	111
12/20	109
12/24	70
12/27	83

Lifespan Religious Education - January 2021

Monthly Report to Board

Leslie O'Connor

Current Activities:

- I participated in the Christmas Eve service by selecting and delivering a story for all ages.
- The Spiritual Practices workshops continued through the month of December and will end in January. Attendance at the weekly sessions was maintained at around 10. I am reviewing other adult programming developed by First Unitarian Dallas for possible use in our congregation.
- I signed up for a class called 'Our Shared Humanity: Bridging Divides and Finding Common Ground' that is offered by the Charter for Compassion organization (Karen Armstrong). Overcoming the normalization of division, finding common ground, being the change and improving communication are the topics covered. This is an international program, with participants from all over the world, and I'm looking forward to it starting in January.
- Rev. Cheryl and I scheduled the Welcome! Class for Jan. 19 & 20.
- I created a class plan for MLK day. Power Point slides tell the story of how MLK was the Ware lecturer for the UU General Assembly in 1966 and how our minister is on the team of UU professionals who are reassessing our principles, including the addition of the eighth principle. I will be leading the youth through their own assessment of the principles and forward their findings and suggestions to Rev. Cheryl.
- I wanted to change up the theme of the youth group meetings, and my research led me to *Fighting Invisible Tigers: Managing Stress for Today's Teens*. This is curriculum that we already had, and after getting to know our youth, I realized that it would benefit them to have an eight-week series of classes in this. I introduced the program with an email to parents, and the program will begin the end of January.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 6 Months ending December 31, 2020

Total Revenues to date: \$105,771.00

Total Expenses to date: \$112,077.00

Operating Shortfall: \$ 6,304.00

Operating income is coming in at good pace giving a positive cash flow monthly as expenses are on budget. There have been a few new pledges received and Share the Plate collections are growing monthly. Currently our financial position is positive.

Operating funds available total \$107,970.00

IRS tax statements will be mailed to all by the end of January

Our mortgage balance is \$123,042.00 with principal and interest paid monthly.

Attached is our balance sheet as of December 31, 2020 and the general ledger report covering the same period.

Submitted,

John Grigsby, Treasurer