

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, June 22, 2021**

Attending: Tony Barney, Jerry Hurwitz, Jim Ludwig, Elizabeth MacLeod, Cornelia Maxted, Beth O'Connell, Kami O'Keefe, Becki Schreiber and new trustee guests: Robert Demko, Jane Horrell, Peter Rawitsch
Ex-Officio: Rev. Cheryl M Walker Absent: Raine Morgan

Agenda

1) Call to Order

Beth O'Connell, President, called the meeting to order at 5:15, lit a chalice, read the BOT Mission Statement and Covenant.

2) Welcome to new members

Beth welcomed the new members, provided a brief overview of key references and explained the purpose of a "policy board".

3) Calendar/Reminders

- a. July UU Digest monitor—Becki.
- b. A schedule for Beacon articles, Worship Associate, and UU Digest monitors will be determined at the July meeting, as well as tentative dates for the annual meeting, 2 congregational conversations, and a Board-led worship service.
- c. Discussion of the 8th principle will resume in July.

4) Minutes

May Minutes were approved. Annual Meeting Minutes were also approved by the BOT on behalf of the congregation.

5) Reports

The Minister and Treasurer's reports were discussed and accepted. They are attached below. A DRE report was received later and is attached below.

6) Policy Manual Section Review

No changes made, however, it was noted that policy is key to determining how the church functions. In July, we are scheduled to review sections 2.8, 4.2 and 4.4.

7) Committee for Ministry Update

They are making good progress in updating an outdated survey. They are road testing functionality and plan to send it to all members and friends by early autumn. Focus groups will follow.

8) Charter for Building Fund Planning Committee (BFPC)

Kami and Peter volunteered to join Elizabeth in soliciting and collecting nominations from the congregation to join this committee. They will then prepare the slate for BOT approval.

9) Process for supporting local progressive causes

Tabled until next meeting.

10) Election of UUA Board members

Reverend Cheryl reported on a contested election for one of the open positions on the UUA Board of Trustees. Our congregation has 4 delegate positions: Elizabeth, Beth, Jane, Cornelia.

11) Recognition of retiring BOT members

Three members are retiring at the end of this term — Jim Ludwig, Tony Barney and President Beth O’Connell. Their contributions are very much appreciated!

12) Preparation for July Meeting

- a. Officers will be elected. Becki and Cornelia will continue in current roles until then.
- b. Meeting day/time need to be determined. Becki will send an email to begin this planning.

The meeting was adjourned at 6:20.

Next BOT Meetings:

Tuesday, July 20, Exec Com at 4:00

Tuesday, July 27, BOT at 5:30

Note: The buildings remain closed due to Coronavirus. In July, small groups can again use Dobkin Hall.

Action Items/Deferred Topics

- Determine yearly schedule for Beacon articles, Worship Associates and UU Digest Monitors plus dates for the annual meeting, two congregational conversations and a BOT-led worship service. (BOT and Rev. Cheryl)
- Develop process for determining how and when the BOT will take a stance regarding community issues (BOT)
- View video and schedule a planning meeting to develop plans for bringing the 8th principle to our congregation (Raine and BOT)
- Completion of the Building Operations Manual (Minister)
- Review Bylaws/determine its position in our Policy Manual Guidelines (Beth and BOT)
- Expand “Congregation” section of the Policy Manual to more clearly define decision making processes and authority (BOT)
- Consider re-establishing a fundraising committee to initiate and plan events Raising \$10,000 is planned in the 2021-22 budget. (BOT)
- Developing policy for communication processes between the BOT / Congregation / Minister (BOT and Minister)
- Consider who and how to implement a review and salary management program for staff.
- Consider allocating budget from reserves or new donations for web development. (Rev. C and BOT)
- Per Annual Congregational Meeting, request that Finance Team consider the congregational suggestion to pay towards health care insurance coverage for part-time staff.
- Parking lot: Should GA registration fee for 1+ BOT members be included in future annual budgets?

Submitted by Cornelia Maxted

Minister's Report Board Meeting 06/21/2021

Administration

- Completed the annual budget which was approved at the annual meeting

Congregational Life Highlights

- Completed the 2021-22 canvass with the Generous Life Team. The GLT is currently wrapping up its work for the year and will be sending thank you confirmations to the people who pledged. We are also working on final statistics.
- The reopening team has been meeting regularly and has completed a survey of the congregation to determine preferences for re-opening. We will publish the results in the Beacon. We have also worked out a schedule for groups to start meeting in July. The committee chairs have been informed of the timing and procedures.
 - Briefly:
 - Beginning July 12, groups less than 20 may use or rent Dobkin Hall
 - Masks are not required, though it is recommended for people who are not vaccinated or feel unwell.
 - Classrooms will not be used at this time
 - In August we will expand the size of groups and make use of the classrooms for small groups.
- The Worship Team and I are working on how to create a hybrid service which would combine Zoom and in person attendance.
- The Committee For Ministry.
 - Completed a first draft of an evaluation survey. It is currently being tested with several people to see if it is understandable and easy to navigate. Once the results are received the survey will be sent to a larger group.
 - The CFM decided to survey all members and friends of the congregation electronically. People will also be able to request a paper copy to complete if they do not wish to complete the form online.
 - We will use Icon's email list to distribute the evaluation.
- The Operational Wellness Team has collected the data from its survey on the effectiveness of the Beacon and Digest and they will publish their results in the next Beacon.

Unitarian Universalism

- Continued the work of the Article II Study Commission
- I will be attending Ministry Days (6/21 – 6/23) and General Assembly (6/23 – 6/27) and will be unavailable most days from 12pm – 9pm.
- I will be participating in two workshops at General Assembly.

Attendance for May:

<u>Date</u>	<u>Devises</u>
05/02	79
05/09	87
05/16	85
05/23	85
05/30	79

Lifespan Religious Education - June 2021
Monthly Report to Board
Leslie O'Connor

Current Activities:

- I will be organizing Sunday school teachers in a different way this year. For the last few years, we have had 3-member teacher teams rotating through a 3-week cycle: one Sunday leading class, one Sunday assisting in class and one Sunday off. This all became theoretical when I could not find enough volunteers to fill a team. It put too much pressure on the volunteers that I did have, and it forced me into the classroom on Sunday mornings instead of performing my DRE duties. The past two years (before covid) student attendance became increasingly erratic and completely unpredictable.

As we return to the classroom in the Fall, I will be asking members and friends to sign-up to co-teach on a Sunday of their choice. Lesson plans will be simple and straightforward and available for review in advance or in the classroom when the volunteer arrives Sunday morning. All necessary supplies for crafts and activities will be supplied. This 'out of the box' method of teaching will accommodate unpredictable class sizes and become a smaller ask of volunteers who may not be able to commit to a full semester or year of teaching. It also affords us the flexibility to transition into a more complex curriculum if attendance is consistent and volunteers plentiful.

I am creating a new process for myself as I take on more of the teaching responsibilities. The process includes lesson planning, printing, and assembling supplies and resources to ensure that a kit is created in advance of the scheduled class. I am doing this using curriculum that we already have (or have free access to) and trying to adapt activities to utilize supplies that we already have, in order to minimize (or eliminate) any expense for lessons.

In addition to preparing lesson plans and creating teaching kits, this reorganization will add a few more responsibilities to the DRE's task list. I plan to hold teacher orientation sessions once per month (to be scheduled), so I'm adapting our current teacher training packet to meet our changing needs. I must conduct a background check on each person who volunteers to work with the children before they enter the classroom. I've already streamlined the process for that. I will continue working on our reorganization during the summer.

- I continue to participate in UUCW's Re-Opening Team and in that capacity, I was a member of the pilot team for filling out and processing Rev. Cheryl's performance appraisal survey. I continue to reach out to parents for brief interviews about any concerns they may have about returning to the church building in the fall.
- The Youth Group kids decided that they'd like to take the rest of the summer off, so June 27th was our last zoom session until we meet in the fall. I learned a lot from them while learning some things about Zoom!

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 11 Months ending May 31, 2021

Revenues to date \$195,022.00 vs Budget of \$184,544.00

Expenses to date \$205,518.00 vs Budget of \$204,416.00

UUCWNC is operating in a positive cash flow situation with income ahead of budget while expenses are on budget, a good situation!! With one month left fiscal year we are looking at a positive year end in June. There are two major pledges that should come in by the end of June, which will continue give us positive cash flow.

Operating funds available total \$109,610.00

Our mortgage balance is \$119,510.00 with principal and interest paid monthly.

Attached is our balance sheet as of May 31, 2021 and the general ledger report.

Submitted,

John Grigsby, Treasurer