

**Unitarian Universalist Congregation of Wilmington, North Carolina  
Board of Trustees (BOT) Meeting Minutes, July 27, 2021**

Attending: Robert Demko, Jane Horrell, Jerry Hurwitz, Elizabeth MacLeod, Cornelia Maxted, Raine Morgan, Kami OKeefe, Peter Rawitsch, Becki Schreiber Ex-Officio: Rev. Cheryl M Walker

**Agenda**

**1) Opening and Welcome**

Elizabeth MacLeod, President, called the meeting to order at 5:20 and lit a chalice. The BOT Mission Statement and Covenant were read.

**2) Election of Officers**

Elizabeth MacLeod – President. Becki Schreiber – Vice President. Cornelia Maxted – Secretary.

**3) Responsibilities and Schedule**

The responsibilities outlined in our Policy Guide were reviewed and a schedule for Beacon articles and Worship Associates initiated:

- September – Elizabeth (Beacon due 8/25 / Worship Associate 9/12)
- October – Becki (Beacon due 9/25 / WA tbd)
- December – Kami (Beacon due 11/25 / WA tbd)

**4) Monthly Meetings**

Exec Com – 3<sup>rd</sup> Tuesdays 5:00 – 6:30  
BOT – 4<sup>th</sup> Tuesdays 5:15 – 7:15

**5) Minutes and Reports**

- a. June Minutes were approved.
- b. The Minister's report was discussed and accepted.
  - Reopening for in-person services is planned for Sept. 12 with an outdoor homecoming picnic afterwards. However, if the Covid concern becomes much greater, then Zoom-only services will continue a while longer and notification will be communicated through UU Digest, the Beacon and at the Sunday service prior. Masks will be mandated for those working with children and are being considered for all.
  - Approximately \$1000 was spent for HVAC repairs, \$800 for grading the parking lot, plus three trees were trimmed to meet insurance requirements.
- c. The Treasurer's report was accepted. A request was made for training to better understand reports.
- d. DRE report was not received.

Minister's and Treasurer's reports are attached below.

**6) Fall BOT Retreat**

Hold the date for Sept. 25 10:00 – 3:00. Further info will be provided.

**7 and 8) Topics from Previous Year and Q & A**

See Action Items/Deferred Topics list below.

The meeting was adjourned at 7:00.

**Next BOT Meetings:**

Tuesday, Sept 21, Exec Com at 5:00

Tuesday, Sept 28, BOT at 5:15

Note: The buildings have partially reopened with regulations for Covid safety.

**Action Items/Deferred Topics**

- Determine yearly schedule for Beacon articles, Worship Associates (except Sept, Oct, Dec) and UU Digest Monitors plus dates for the annual meeting, two congregational conversations and a BOT-led worship service. (BOT and Rev. Cheryl)
- Confirm/change December meeting dates currently scheduled for 12/21 (ExecCom) and 12/28 (BOT)
- Assign liaisons, including Finance Committee (Elizabeth and BOT)
- Determine Policy Guide section 2.1 and 2.2 – Mission and Vision (BOT)
- Review Policy Guide sections 2.3 Covenant, 2.5 Board Roles, 2.6 Board Limitations, 2.7 Fiduciary Responsibility, 2.8 Board Meetings, 4.2 Using the UUCWNC Name, 4.4 Duties of the Treasurer (BOT)
- Expand “Congregation” section of the Policy Manual to more clearly define decision making processes and authority allocated to committees (Peter and BOT)
- Develop process for determining how and when the BOT will take a stance regarding community issues (BOT)
- Developing policy for communication processes between the BOT / Congregation / Minister (BOT and Minister)
- Review Bylaws/determine its position in our Policy Manual Guidelines (Beth and BOT)
- Completion of the Building Operations Manual (Minister)
- View video and schedule a planning meeting to develop plans for bringing the 8<sup>th</sup> principle to our congregation (Raine and BOT)
- Consider re-establishing a fundraising committee to initiate and plan events. Raising \$10,000 is planned in the 2021-22 budget. (BOT)
- Consider allocating budget from reserves or new donations for web development. (Rev. C and BOT)
- Consider who and how to implement a review and salary management program for staff.
- Per Annual Congregational Meeting, request that Finance Team consider the congregational suggestion to pay towards health care insurance coverage for part-time staff.
- Consider including in future annual budgets the registration fee for 1+ BOT members to attend General Assembly.

Submitted by Cornelia Maxted

## ***Minister's Report Board Meeting 07/27/2021***

### **Administration**

- In preparation of re-opening we have had several things repaired. The HVAC system for Dobkin Hall needed repair. The parking lot was raked. Several electrical issues were addressed.
- Several small groups have begun to use the building again, including some of our renters. So far things have been proceeding nicely.

### **Congregational Life Highlights**

- Officiated the celebration of Life for Linc Roberts
- The Worship Team and I ran several tests for the hybrid service. We are confident that we will be able to transition with minor anticipated glitches.
- Began search for musicians for in person services. I will wait until September to interview for the choir director as I will be unavailable in August.
- Preparing for the upcoming church year including creating the worship schedule.
- Meeting with the Membership Engagement team to ensure that we are ready for in person services.

### **Unitarian Universalism**

- Continued the work of the Article II Study Commission
- Attended Ministry Days and General Assembly
- I will spend part of August as the speaker of the week at the Eliot Institute, a UU summer camp, virtually.

### **Attendance for June:**

| <b><u>Date</u></b> | <b><u>Devices</u></b> |
|--------------------|-----------------------|
| 06/06              | 104                   |
| 06/13              | 82                    |
| 06/20              | 86                    |
| 06/27              | GA                    |

Unitarian Universalist Congregation of Wilmington  
Treasurer's Report for 12 Months ending June 30, 2021

Total Revenues to date:       \$224,554.00

Total Expenses to date:       \$222,267.00

Operating profit:               \$ 2,297.00

Operating income for the fiscal year ending June 30 shows positive receipts of \$2,297.00 vs expenses. Last year the congregation approved a budget that indicated a shortfall of \$18,500. However, pledges and other donations exceeded our budget numbers by \$22,851, while expenses were under budget by \$396.00. This result meant we did not have to touch reserves this year and shows the positive commitment of our membership.

Operating funds available total \$117,052.00

The mortgage balance is \$120,269.00 with principal and interest paid monthly.

Attached is the balance sheet as of June 30, 2021 and the general ledger report covering the same period.

Submitted,

John Grigsby, Treasurer