

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, September 28, 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
Guest: John Grigsby, Treasurer

Agenda

1) Opening and Welcome

Elizabeth MacLeod, President, called the meeting to order at 5:20 and lit a chalice. The BOT Mission Statement was read and members checked in.

2) Calendar Reminders

- a. *a.* Members signed up to write a Beacon article, serve as Worship Associate and provide the board meeting opener. (October – Becki, November – Peter)
- b.* Becki and Jane volunteered to be UU Digest moderators.
- b. BOT Retreat confirmed for Saturday, Nov. 6 10 – 3:00 on Zoom/in person.
- c. *a.* Annual meeting will follow the summer hours worship service on June 5, 2022.
- b.* A board-run service will be scheduled for late spring, 2022.
- c.* Two congregational conversations will be scheduled and used as an opportunity to get feedback on big agenda items.
- d. December meeting dates (12/21 Exec Com & 12/28 BOT) were confirmed with the understanding that some members may not be available for some/all of the meetings.

3) Approval of Minutes

July Minutes were approved.

4) Review of Reports

A request was made to receive Treasurer, Minister and DRE reports at least 48 hours in advance and per section 2.8 in the Policy Manual.

- a. Treasurer John Grigsby gave an overview of the ICON reporting system and responsibilities of the Finance Team.
 - Annual and semi-annual expenses are shown amortized over 12 months and so it was requested that a new column be added to show the full annual budget allocation of each line item for easier comparison. This will be explored by the Treasurer and administrative staff.
 - The Finance team has identified a bank to work with for our 5th year mortgage review/renewal.
 - The Finance team will explore the question of cost and fiscal feasibility to offer health insurance to staff members in future.
 - Treasurer's Report was accepted and the summary is attached below.
- b. The Minister's report was accepted and is attached below. The BOT approved using UUCWNC's name on the statement written by Wilmington faith leaders and urging people to get vaccinated. It will appear in a local newspaper.
- c. The DRE report was accepted and is attached below.

5) Request for UUCWNC support of You Can Vote

Approved a request by the SJM (Social Justice Ministry) for UUCWNC to join the Voting Rights Champion program of the You Can Vote organization.

6) Policy Manual Section Review

- a. The copy shown in red was approved for addition to the Policy Manual:

Section 2.8 Board Meetings

Visitors are encouraged to attend and observe Board meetings. Visitors who want to speak at a meeting have to inform the Board no later than five days before the scheduled date of the meeting, **unless otherwise approved by the executive committee.**

- b. **4.2 Using the UUCWNC name** – tabled so that members can consider expansion of this policy.
- c. **4.4 Duties of the Treasurer** - it was approved to remove the following two items since they are now responsibilities of the Office Administrator:
- **Make general journal entries.**
 - **Enter credit card payments.**
- d. **3.2 Authority and Budget** – following discussion of the Treasurer’s duties, it was suggested that the following copy in red be added to the Minister’s responsibilities as assigned by the Board: The Board’s fiduciary responsibility for the affairs of the church is delegated in the following way to operate and financially plan for the church.
- The Board delegates authority to operate the church to the Minister as Executive Director.
 - The Minister will prepare an annual budget and review it with the Finance Committee and present it to the Board for review and approval before the Annual Meeting.
 - **The Minister will ensure that the church is properly insured.**

7) Spearheading Action Items

The following volunteered to lead:

8th Principle Commitment – Peter and Raine in conjunction with the SJAC

Congregational Vision – Jane

Fundraising – Kami

8) Committee Liaison Sign-up

Most positions have been taken.

9) Committee for Ministry Update

Surveys will be distributed to congregational members and friends in mid-October. There will be a multi-point promotional plan to encourage participation. It has been determined that only one member of the CFM team will have access to comments that may be identifiable. This person will “deidentify” all material before sharing with the CFM team and Minister.

10) Building Planning Committee

Jane Horrell volunteered to replace Elizabeth MacLeod on this committee. Other members are Pamela Waite, Gary O’Connell, Bill Stewart.

The meeting was adjourned at 7:15.

Next BOT Meetings:

Tuesday, Oct 19 - Exec Com at 5:00

Tuesday, Oct 26 - BOT at 5:15

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

Action Items/Deferred Topics

- Determine schedule for two congregational conversations and a BOT-led worship service. (BOT and Rev. Cheryl)
- Assign liaisons to remaining committees (Elizabeth and BOT)
- Determine Policy Guide section 2.1 Mission (Elizabeth and BOT)
- Determine Policy Guide section 2.2 Vision (Jane and BOT)
- Review tabled Policy Guide sections 2.3 Covenant, 2.5 Board Roles, 2.6 Board Limitations, 2.7 Fiduciary Responsibility, 4.2 Using the UUCWNC Name (Elizabeth and BOT)
- Expand "Congregation" section of the Policy Manual to more clearly define decision making processes and authority allocated to committees (Peter and BOT)
- Develop policy for communication processes between the BOT / Congregation / Minister (BOT and Minister)
- Review Bylaws/determine its position in our Policy Manual Monitoring schedule (Elizabeth and BOT)
- Completion of the Building Operations Manual (Minister)
- Develop plans for bringing the 8th 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. (Kami and 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. (Rev C, Finance Team 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.
- Consider including in future annual budgets the registration fee for 1+ BOT members to attend General Assembly.
- Add column to ICON spreadsheet showing annual budget allocation for each line item.

Submitted by Cornelia Maxted

Minister's Report Board Meeting 09/28/2021

Administration

- Owing to the fact that Wilmington is in a high risk area for COVID, with significant increases in the number of cases and deaths, and after consulting with our Board President, Elizabeth MacLeod, we have delayed to opening of in person services. At this point we are hoping to reopen in mid-November, depending on the number of cases in the Wilmington area.
- Met with the reopening team to discuss plans for the reopening picnic and how to communicate the decision to remain closed to the congregation.
- The Homecoming Picnic was a huge success. Over 70 people, including youth, attended. Many thanks to Jessica Holm for coordinating and to the many people who volunteered their time to make it safe and enjoyable.
- We had an unexpected significant expense to replace the combination lock on the door.

Congregational Life Highlights

- The Committee For Ministry (CFM) has finalized plans for an evaluation of my ministry. The evaluation will be sent, in October, to members and active friends of the congregation. An article will appear in the Beacon, the digest and announcements will be made during the worship service. After the evaluations are received by the CFM they will provide me and the board a summary of their results. I will not be privy to information regarding who says what, so it is anonymous to me.
- The MET team met to plan the coming year and will focus on different areas, Welcome, Hospitality and Engagement. There are several events planned (Singing Under the Stars, Thanksgiving Dinner), to bring us together safely while we are not in the sanctuary. The MET is also working on plans for our reopening in November.
- We are planning a newcomer Welcome Class for early November. The class will be in person as we do not expect more than 15 – 20 people which we is within the limits for small groups.
- The Operational Wellness Support team is planning on adding Joys and Sorrows to the weekly digest. People will be able to submit their personal joys and sorrows to an email address which will forwarded to the OWS, who will compile them and submit them to the digest.

Unitarian Universalism

- Continued the work of the Article II Study Commission
- I spent part of August as the speaker of the week at the Eliot Institute, a UU summer camp, virtually.

Community Engagement

- Worked with the Wilmington Faith Leaders United to create a statement urging the citizenry of Wilmington to get vaccinated.

Attendance for July and August

DATE	DEVICES
07/04/2021	75
07/11/2021	76
07/18/2021	76
07/25/2021	94
08/01/2021	93
08/08/2021	73
08/15/2021	89
08/22/2021	75
08/29/2021	78

Respectively submitted,
Rev. Cheryl

Lifespan Religious Education – September 2021
Monthly Report to Board
Leslie O'Connor

Accomplishments:

- Revised our approach to volunteer teachers so that instead of asking for a semester or yearly commitment, I will now be asking for adults to sign up to teach for ONE Sunday. I selected a cost-free, online sign-up platform to manage the frequently changing information.
- Created a new paid position, “Childcare and Classroom Assistant”, with a documented job description, to support the new system of volunteer teacher organization. Consistency in the classroom is important for classroom behavior. Changing the volunteer teacher system to a ‘one Sunday’ approach left a gap in having the same adult in the classroom each Sunday that the new Classroom Assistant will fill. There might be a different lead teacher in the classroom each Sunday, but the children will come to expect the same Classroom Assistant to be there to offer continuity and familiarity.
- Hired two new Childcare and Classroom Assistants. I advertised online in ‘NextDoor’, in ‘Handshake’ (UNCW) and ‘Jobs’ (CFCC). I was delighted when one of our former youth religious education program students stepped up for the part-time job! I created an entirely new training package for the new Childcare and Classroom Assistant position and was scheduled to give the training when the Re-opening Team decided to delay our re-opening. Training will be rescheduled as decisions are made about re-opening.
- Adapted K-2nd Grade curriculum for ‘out-of-the-box’ style lesson plans. Guest Teachers will be able to review the lesson plan and feel comfortable leading the class with minimal prep time. This will be a new, ongoing task for the DRE.
- Painted Classroom 3 some fresh, bright colors to welcome everyone back! (I still need to paint two doors and some shelving units).
- I performed outreach to our families with children to find out what they needed from the RE program. Parents were hard to reach, but those who I did contact expressed hesitation to commit to anything ‘online’ and wanted to wait until in-person services resumed to resume their children’s RE participation. I will be monitoring any communications from our families with middle-school aged youth, as we could meet under social distancing guidelines, even if the congregation is not yet meeting in person. At this time, I simply do not have the numbers to make a successful group.
- Learned about the process for having a fundraising RE Book Fair through the UUA and scheduled it for November before our re-opening was postponed. I will be monitoring our Re-Opening Team decisions to reschedule this event, because I think it will meet some needs of the congregation and I hope to make it a popular semi-annual event.

Upcoming month:

- My office hours will be changing, most likely to Mondays, Thursdays and Sundays. I started a second job to receive medical benefits and when my training is complete, I will be able to confirm and post my new hours.
- Scheduled a new series of Spiritual Practices workshops for October/November. I decided to do the program in-person in the sanctuary instead of over zoom. This will give members and friends an opportunity to meet with each other weekly as our Sunday services continue over zoom. This is a drop-in group (no preregistration) with a 16-person limit on a first come first serve basis. Chairs will be arranged within appropriate social distancing guidelines and face masks required. The sanctuary will offer plenty of space for us to spread out. Spiritual Practices lends itself to social distancing, as it is fundamentally an individual-based worship exercise. I facilitated this program once before, over zoom, so I will be working to adapt the workshops to an in-person format.
- Complete classroom and furniture painting.
- Participate in the Re-opening Team meetings, as scheduled. Be ever ready to welcome children back into the church.
- Develop UUCWNC RE Facebook page.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 2 Months ending August 31, 2021

Total Revenues to date: \$38,017.00

Total Expenses to date: \$46,336.00

Operating shortfall: \$ 8,318.00

Operating income for the first two months is below budget by \$2,897.00. Pledge receipts is close to being on budget while rental income and other items such as fund raising are under budget. On the expense side we are over budget by \$5,686.00. There were three unbudgeted items that represents this overage: tree trimming, driveway maintenance, and a new security lock system for the main door.

Operating funds available total \$106,365.00

The mortgage balance is \$119,600.00 with principal and interest paid monthly.

Attached is the balance sheet as of August 31, 2021 and the general ledger report covering the same period.

Submitted,

John Grigsby, Treasurer