

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, October 26, 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) Call to Order

Becki Schreiber, Vice President, called the meeting to order at 5:20, lit a chalice and read the BOT Mission Statement and Covenant.

2) Calendar Reminders

- a. Google doc with Beacon Article / Worship Associate sign-ups has been completed.
- b. BOT Retreat confirmed for Saturday, Nov. 6 10 – 3:00 on Zoom/in person.
- c. Congregational conversations scheduled:
 - January 5 at 7:00 on Zoom with Elizabeth, Cornelia, Jane & Peter.
 - January 16 after service in Dobkin Hall with Elizabeth, Becki, Cornelia, Jane and Peter.
- d. Annual meeting will follow the summer hours worship service on June 5, 2022.

3) Approval of Minutes

September Minutes were approved with a change to the BOT retreat time and new initials for Social Justice Ministry.

4) Review of Reports

The Treasurer, Minister and DRE reports were accepted and are attached below. It was noted that the Treasurer is working to find a program option that more clearly shows the monthly amortization of annual budget items.

5) Reverend Cheryl

Reverend Cheryl shared with us the news that she will be notifying the congregation tomorrow of her decision to move on to a new calling as an Interim Minister, leaving our congregation at the end of June. Her announcement letter is attached below. The BOT will follow up shortly with a letter to the congregation. In early 2022, we will begin working with Christine Purcell of the UUA transition office to start the process for our own interim minister, most likely for the July 2022 – June 2024 church years. They will help guide us through the separation process and preparation for finding and calling a new Minister.

6) Committee Liaisons

All positions have been taken.

7) Policy Manual Section Review

- a. Work on section 4.2 Using the UUCWNC name is underway. Options were discussed and will be refined for review next meeting.
- b. Changes approved last month for Sections 2.8 and 4.4 will be posted. The change to Section 3.2 was amended to delete “and employees” since they do not currently receive healthcare benefits. It will be revised to:
 - The Minister will ensure that the church is properly insured.

- c. Sections 3.1, 3.3 and 4.1 were reviewed and accepted as is. The following change to Section 3.3 was approved: “The Minister shall not fail to make a written monthly report...” will change to
“The Minister shall make...”

8) Building Planning Committee

The Committee has begun to meet and will work towards meeting a new Vision Statement once that is available.

9) Fundraising

The committee has begun meeting to determine ways of achieving the \$10,000 target.

10) General Discussion

The 8th Principle and Vision process will be main topics for our upcoming retreat. Research of outside reference materials to help in this process is underway.

The meeting was adjourned at 7:15.

Next BOT Meetings:

Saturday, Nov. 6 10:00 – 3:00 BOT Retreat

Tuesday, Nov 16 - Exec Com at 5:00

Tuesday, Nov 23 - BOT at 5:15

Note: In-person services are likely to resume Sunday, Nov. 14.

Action Items/Deferred Topics

- Determine schedule for a spring congregational conversation and a BOT-led worship service. (BOT and Rev. Cheryl)
- 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, SJM and BOT)
- Consider allocating budget from reserves or new donations for web development. (Elizabeth, 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 (Cornelia, Finance Comm, and BOT)
- Consider including in future annual budgets the registration fee for 1+ BOT members to attend General Assembly (Becki and BOT)
- Add column to ICON spreadsheet showing annual budget allocation for each line item, if possible.

Submitted by Cornelia Maxted

Minister's Report Board Meeting 10/26/2021

Administration

- As of this writing, we are still on schedule to reopen on November 14, 2021. The reopening team will meet again before we reopen to ensure that we are prepared. The Worship team is scheduled for a dry run for the hybrid service on November 4th, to make sure that we have the proper technology to be able to stream our services from the sanctuary while we are also gathering in the sanctuary.

The plan for reopening is to make the first service a hybrid service and the second service an in person only service.

I am in the process of hiring pianists and will start the process to hire a part time choir director, now that we know when we will open.

Of course, this is all dependent on the continued favorable numbers regarding the pandemic.

- The building and grounds are in good shape, but it meant that we had some extra expenditures (trees, locks) early in the year that might have been done later in the year. See the Treasurer's report for more details.
- I am working on finishing the Operations Manual and the Personnel manual, both of which are on the schedule for next month.
- I attended a Leadership Workshop sponsored by the UUA to fulfill my Continuing Education Unit requirements to maintain my Fellowship with the Unitarian Universalist Ministers Association.

Congregational Life

- I am working with the Membership and Engagement Team to finalize the UUCWNC resource guide. Once the guide is complete, we will update the website to synchronize the information. We have added aliases for all the committees and groups.
- I also met with the MET about the annual Thanksgiving dinner. We will assess the desire of the community to meet in person (either in the church or outside) and make plans accordingly.
- The Committee For Ministry is in the process of collecting data of the evaluation of my ministry.
- The Operations Wellness Support team (OWS) will be taking on the responsibility for checking the accuracy of the website on a periodic basis. They will work in conjunction with the MET to coordinate their efforts. They will also make sure that the Homepage has upcoming events that are on the calendar. This will be very helpful as we don't always know what changes are happening in committees and we don't have the time to check the website for missing or incorrect data.
- Will meet with the Generous Life Team (GLT) to begin our work for the church year, under the new leadership of Deb File and Beth O'Connell.
- Leslie and I are planning a Welcome to UUCWNC session for November.

Unitarian Universalism

- Continued my work with the Article II Committee.
- Peter Rawitsch, Marla Barthen and I met with Rev. Lisa Garcia-Sampson, the director of the UUNC Justice Ministry to discuss our current programs and to renew our commitment to the UUNC Justice Ministry. This is already in our budget.
- Met with my study group online to discuss the book *Sum – 40 Tales of the Afterlife* by David Eagleman.

Respectfully submitted,

Rev. Cheryl M. Walker

Attendance for September:

<u>Date</u>	<u>Devices</u>
09/05	82
09/12	79
09/19	84
09/26	88

To the Members and Friends of the Unitarian Universalist Congregation of Wilmington

Dear Beloveds,

On May 3, of 2009 this congregation voted to call me as its settled minister. I remember the day vividly, right down to the outfit I was wearing. Elizabeth and I went to the park and when I received the call from Kami O’Keeffe, we were elated. It was the beginning of a journey that continues to this day.

A few months later, during the official act of Installation, you, the congregation, and I spoke the following words together:

Let us walk together as one community of faithful people, sharing a ministry of kindness towards one another, openness to all those who enter our doors, and love to a world in need of our commitment to building a beloved community of justice and peace for everyone.

I believe that we have lived into our shared covenant over our many years. We have traveled together as one community exploring our faith together. We have welcomed the stranger as the friend, and we have worked for justice in many ways. Looking back on the past twelve plus years I am happy and proud of what we have accomplished.

I came to Wilmington because I felt and heard a call to serve with you, in this city. It was strong and clear and sure. And through the best and worst of times I was always sure that I was in the right place with the right people. You called and I answered.

Now, however, I feel a new call to serve our faith through ministry in a different way. I will not be taking another settlement with another congregation; you shall always be the only congregation from whom I accept a call. I will be retiring from settled ministry but I am not retiring from ministry.

At the end of this church year, in 2022, our covenant with each other will end. That is both a long time and a short time away. In the intervening months I shall still be your minister, your pastor. I shall still hold to my covenant to keep “my heart open to your lives, my mind open to your wisdom and my hands open to doing the work of sustaining and building this congregation with you.” The Board and I will work together to ensure a smooth transition to the next phase of your history.

You are a vital congregation and we have shared in the creation of loving and caring community. I have every belief that your future will be even brighter as you continue to grow in different ways. It has been an honor to have served as your minister for nearly thirteen years. Answering your call with a heartfelt “Yes!” is and shall always be one of the best decisions of my life.

Many kind blessings,
I love you,



Lifespan Religious Education – October 2021

Monthly Report to Board

Leslie O'Connor

Accomplishments:

- Scheduled training for Childcare and Classroom Assistant employees for Nov. 7th. Updated the training materials and prepared the presentation. Hopefully I will have two employees for training – one of my new hires may not be interested in the position any longer.
- Studied Facebook administration (using Facebook for Dummies book) and prepared a 'blank' page with appropriate security settings applied for future youth RE postings.
- Prepared two additional lesson plans for K-2nd grade. This includes selecting a story book, preparing discussion questions and collecting all materials necessary for a related project. Developed standard classroom management documents to include with all lesson plans, providing teacher tips and congregational policies.
- Responded to an inquiry from a Cape Fear Academy health teacher regarding the Our Whole Lives (OWL) program. There may be a longterm potential to partner with the private school to train facilitators and co-host the OWL program. CFA is in the early stages of curriculum selection for sex education, so any collaboration is months away.
- Contacted a community resource as a possible guest leader at an upcoming Spiritual Practice workshop on meditation; we are collaborating on logistics.
- Converted the first four sessions of Spiritual Practice workshops for in-person delivery (eliminating PowerPoint slides and replacing them with verbal instructions).

Upcoming month:

- I learned that Our Whole Lives (OWL) facilitator training will finally be offered remotely! This is HUGE for us, as we desperately need more facilitators trained, and remote training eliminates the costly need for travel and accommodations. In coming weeks I will confirm the training logistics (including cost) and identify candidates to attend. The training is unbudgeted, but is the only significant expense RE anticipates for the year.
- Facilitate weekly in-person workshops for Spiritual Practice.
- Re-schedule RE Book Fair.
- Assess the performance of the online volunteer signup system for Sunday school teachers and make modifications as needed.
- Re-run hiring ads in local media, if required, for additional Childcare and Classroom Assistant positions.
- Continue clean-up and organization of physical classroom space.

Unitarian Universalist Congregation of Wilmington
Statement of Condition
September 30, 2021

ASSETS:

Operating Funds:

PNC Bank – Checking	\$ 11,996.00
PNC Bank – Money Market Reserve	64,562.00
Charles Schwab – Reserve	27,033.00

Total Operating Funds \$ 103,591.00

Long Term Assets:

PNC Bank – Building Fund	\$ 270,430.00
Endowment Fund – UUA Investments	89,880.00

Total Long Term Assets \$ 360,310.00

Total Cash and Investments \$ 463,901.00

Other Assets:

Buildings	\$ 526,300.00
Lots/Land	110,000.00
Furniture/Equipment	28,800.00

Total Other Assets: \$ 665,100.00

Total Assets: **\$1,129,001.00**

LIABILITIES:

Mortgage – Coastal Bank **\$ 118,888.00**

NET WORTH **\$1,010,113.00**