

**Unitarian Universalist Congregation of Wilmington, North Carolina  
Board of Trustees (BOT) Meeting Minutes, November 23, 2021**

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

**Agenda**

**1) Call to Order**

Peter called the meeting to order at 5:15, lit a chalice and read the BOT Mission Statement and Covenant.

**2) Calendar Reminders**

- a. Monthly BOT assignments; Kami – December, Jane – January, Robert - February
- b. Congregational conversations scheduled:  
January 5 at 7:00 on Zoom with Cornelia, Elizabeth, Jane & Peter.  
January 16 after service (12 or 12:30) in Dobkin Hall with Becki, Cornelia, Elizabeth, Jane and Peter.

**3) Approval of Minutes**

October Minutes were approved.

**4) Review of Reports**

The Treasurer, Minister and DRE reports were accepted and are attached below.

- It was noted that there is an approximately \$17,000 shortfall in income, due in part to lower than planned rental income, a quarterly insurance premium paid, and a shortfall in pledge income received this month. It is expected that pledge income will rise towards end of year and cover most/all of this.
- It was requested that attendance numbers be recorded for Spiritual Practice sessions. It was also noted that most children are not yet ready to return for Sunday religious education programs.

**5) Policy Guide Sections 2.4 and 4.2**

- a. Two points were approved to be added to section **2.4 Duties and Responsibilities** of the Board of Trustees:
  - Determine specific uses of the UUCWNC name and images.
  - Represent the congregation.
- b. Section **4.2 Using the UUCWNC Name** was approved to be changed and expanded to:  
**4.2 Using the UUCWNC Name and Images**  
All usages must support the principles and mission of the congregation.
  - Requests must be submitted to the Board at least one week (7 days) prior to their monthly meeting (less if approved by Executive Committee) and include:
    - Desired action to be taken.
    - Name of organization leading the action.
    - Expected goal by taking this action (i.e. policy change, media coverage, visibility for the cause)
    - Length of time support will be in effect.
    - Congregant or staff member leading this request.
    - Date by which approval is needed.
    - Other relevant information that will support the Board in making an informed decision.
  - Once approved, the requesting congregant or staff member must notify the congregation of action taken through the weekly or monthly newsletter.
  - The name cannot be used to promote political candidates.

## **6) Ministerial Transition**

The UUA Transitional Ministry Handbook and Timeline were shared and discussed:

- In support of a “good ending”, we recognize that the grieving process is taking place throughout the congregation and staff, that there are protocols in place for respecting our covenant and boundaries, and that the timeline allows for exit interviews.
- The BOT has chosen to request an Interim Minister for 24 months. This process will begin in January and should be completed in May. The BOT, or a sub-committee of it, will be responsible for this search.
- We will provide post-monthly BOT meeting email communication to the congregation so that all will be kept apprised of the process and progress. BOT members should respond to email inquiries if they know the answer, otherwise Elizabeth will research and respond.
- All BOT members will read the Handbook prior to our December meeting and The Interim was suggested for additional reading.

## **7) Vision Planning**

Elizabeth has scheduled a meeting with UUA Southern Region staff members to get a better understanding of the recommended process for creating a vision, the timeline and role of Interim Minister.

## **8) January Congregational Conversations**

Several committees (i.e., BOT Vision Planning, Social Justice Ministry 8<sup>th</sup> principle, Building Planning, Program Council, Committee for Ministry) may soon be seeking feedback from the congregation on similar topics and we will work to incorporate them when planning subjects for our January conversations. The BOT will conduct this planning and outreach via email.

## **9) Fundraising**

The team presented a plan outline that includes recruiting hosts for small dinner groups, a book and plant sale, an “envelope game” and craft/special interest workshops.

## **10) Staff Holiday Bonus Collection**

Elizabeth will follow up with Reverend Cheryl on how best to do this. Jane volunteered to decorate two baskets for Dec. 12 and 19 services. Current volunteers to collect donations:

Dec 12 9:30 service – Jane and Kami

Dec 12 11:00 service – Kami and possibly Elizabeth

Dec 19 9:30 service – Jane and Kami

Dec 19 11:00 service – Kami, Robert, Cornelia

## **11) November Policy Manual Review**

Sections 2.10 and 2.11 were reviewed and accepted as is.

Section 3.4 was tabled for research and discussion at next meeting.

Section 3.5 was tabled for next meeting.

Closing words were read and the meeting adjourned at 7:15.

## **Next BOT Meetings:**

Tuesday, Dec 14 - Exec Com at 5:00

Tuesday, Dec 21 - BOT at 5:15

Note: In-person and hybrid services resumed on Sunday, Nov. 14.

### **Action Items/Deferred Topics**

- Initiate Interim Minister request (BOT)
- Send monthly update to congregation re: process and progress on Interim Minister search (Elizabeth and BOT).
- Plan topics for January congregational conversations (BOT)
- Read Transitional Ministry Handbook (BOT)
- Implement fundraising plan (Kami, fundraising team and BOT)
- Review tabled Policy Guide sections 2.3 Covenant, 2.6 Board Limitations, 2.7 Fiduciary Responsibility, 3.4 Executive Limitations, 3.5 Manuals and Handbooks (Elizabeth and BOT)
- Determine Policy Guide section 2.1 Mission (Elizabeth and BOT)
- Determine Policy Guide section 2.2 Vision (Jane, Robert 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)
- Determine schedule for a spring congregational conversation and a BOT-led worship service. (BOT and Rev. Cheryl)
- Develop plans for bringing the 8<sup>th</sup> principle to our congregation (Social Justice Ministry, Raine 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 11/23/2021***

### **Administration**

- We reopened the church for worship services on 11/14/2021. The first service at 9:30 am was sparsely attended in person, but had a significant turnout online, via Zoom. There were some sound issues with the Zoom broadcast which have been rectified by purchasing a microphone for the pulpit. The zoom vergers and I have been testing the system and adjusting things to make the Zoom and in person services of equal quality. We added the ability for Zoom participants to have after worship time to chat.
- The 11:00 service was well attended as was Quest. People are very glad to be back in person and many people who had not been attending services online attended the in-person services.
- I have hired two pianists to provide music along with Diane Halley. This gives us a full complement of pianists. I will assemble some people to start a search for a choir director now that it appears we will stay open.
- I announced my intention to make this my last church year, first to the Board, then the Committee for Ministry, and then the entire Congregation

### **Congregational Life**

- The Membership Engagement team has completed the UUCWNC Resource Guide, entitled Something For Everyone. It is available online and printed copies are in the foyer. It was assembled by Gary O'Connell with the help of Sylvia Quinn and the entire team. We have created alias emails for each group.
- We updated the website to reflect our reopening. We are also updating the website with the updated information from the Resource Guide.
- Leslie and I, along with Eileen Barley, held a Welcome! To UUCWNC presentation. There were three people who attended. I believe that when we present it again in the Spring there will be more attendees.
- Met with the Generous Life Team (GLT) to begin our work for the church year, under the leadership of Deb File and Beth O'Connell.

### **Unitarian Universalism**

- Continued my work with the Article II Committee. We are planning to present at the regional gathering on Dec 11 and 12.
- Worked with the Regional staff on a joint presentation.
- Attended the Interim Minister's training class.

Respectfully submitted,

Rev. Cheryl M. Walker

**Attendance for October:**

<u>Date</u>	<u>Devices</u>
10/03	96
10/10	93
10/17	83
10/24	76
10/31	92

## **Lifespan Religious Education – November 2021**

### **Monthly Report to Board**

**Leslie O'Connor**

#### **Accomplishments:**

- Delivered training to Amelia Beamer, our new Childcare/Classroom Assistant Employee. I advised her of all safety policies, obtained all required paperwork and I am confident that she will work out well for our families with young children.
- Based on feedback from parents, I've decided to slow down on facebook page development for now. They simply do not have interest in online content of a UU nature for their young kids. I'm hearing that they want their children to have meaningful experiential time in which to build relationships and that until vaccines become a reality for younger children, the potential for this to happen will be limited. (This was two mothers discussing their personal thoughts.)
- Finished painting the nursery bookshelves and the blue bookshelves. Hung pictures and some wall art. Physically prepared all rooms to receive children on reopening day. Marissa Harrell was the only student in attendance. We had a great time.
- Assisted with the facilitation of the 3-part Welcome! workshops with Rev. Cheryl, copying agenda and hand-outs, preparing the room, running ads in the Beacon and Digest and corresponding with participants via email.
- Continued with the ongoing Spiritual Practices workshop series with low attendance. But at least the offer remains.

#### **Upcoming month:**

- Engage with Peter Rawitch to develop a congregational training plan for the adoption of the 8<sup>th</sup> principle.
- Recruit Our Whole Lives (OWL) facilitators to attend virtual training in March (registration deadline is March 30<sup>th</sup>).
- Follow up with UNCW adjunct prof who volunteered to lead an OWL group for senior citizens.

Unitarian Universalist Congregation of Wilmington  
Treasurer's Report for 4 Months ending October 31, 2021

Total Revenues to date:       \$67,261.00

Total Expenses to date:       \$84,780.00

Operating shortfall:            \$17,518.00

Operating income for four months is below budget by \$14,566.00. Pledge receipts are under budget by \$8,236.00 while rental income and other items such as fund raising are also under budget. On the expense side we are over budget by \$3,514.00. Pledge income should be back on target over the next quarter as year end contributions usually pick up and expenses are being managed by staff.

Operating funds available total \$105,715.00

The mortgage balance is \$118,221.00 with principal and interest paid monthly.

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

Submitted,

John Grigsby, Treasurer