

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, December 21, 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

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

HOUSEKEEPING / CHORES

Calendar Reminders

- a. Monthly BOT assignments: Jane – January; Robert – February; Raine - March
- b. Congregational Conversation times were confirmed and live/virtual meeting spaces will be reserved. They will be promoted in UU Digest, the Beacon and a BOT email.
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, Elizabeth, Jane and Peter.

Approval of Minutes - November Minutes were approved.

Review of Reports - The Treasurer, Minister and DRE reports were accepted and are attached below.

NEW BUSINESS

Ministerial Transition - We plan to follow the roadmap in the UUA Transitional Ministry Handbook and will notify Elizabeth by Jan. 1 about which tasks we would each like to participate in and our availability. Support from the Finance Committee can also be requested.

January Congregational Conversation Planning - After a brief overview of the purpose of these conversations, it was determined that we should email topic suggestions to Elizabeth by Jan. 1.

Vision Planning - Elizabeth and Becki met 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. It was suggested that we move slowly and intentionally. At this time, we should be “heavy listeners” and begin to note commonalities.

Sponsorship for the Plastic Ocean Project (POP), UNCW Chapter - Approved a request put forth by the Share the Plate (STP) team to allow usage of the UUCWNC name and logo as supporters of POP in 2022. If the STP collection reaches a threshold then our name will be included in POP’s print and web promotional materials.

Bylaw addition - In the absence of a prior procedure, the BOT approved the following addition to the Bylaws to be presented for congregational vote at the Annual Meeting:

ARTICLE VIII: CONGREGATION MEETINGS

G. MINUTES OF MEETINGS

Annual Congregational Meeting Minutes will be accepted by the Board on behalf of the Congregation and made available to the congregation on the UUCWNC website.

Social Justice Ministry (SJM) Update - The Leadership team of the SJM voted to invest in our congregation by dedicating this year's budget towards 50% grants for congregants to enroll in an 8th Principle virtual program. This should encourage development of a core team that will share a common language, experience and understanding to help guide the congregation through a journey of self-reflection, development, and path towards possible adoption of the 8th Principle. Peter will promote this opportunity in a Beacon article.

Policy Manual Review

- a. Approval of **Sections 2.4 and 4.2** was confirmed and the updated Policy Guide will be posted online.
- b. **Section 3.4** was tabled for research and discussion at next meeting.
- c. **Section 3.5** was tabled for next meeting.

Closing words were read and the meeting adjourned at 7:10.

Next BOT Meetings:

Tuesday, Jan 18 - Exec Com at 5:00

Tuesday, Jan 25 - BOT at 5:15

ACTION ITEMS/DEFERRED TOPICS

- Reserve link/room for Congregational Conversations and notify congregation. (Elizabeth)
- Submit topics for January congregational conversations. (BOT to Elizabeth)
- Initiate Interim Minister request. (BOT)
- Send monthly update to congregation re: process and progress on Interim search. (Elizabeth and BOT)
- Submit areas of interest and availability to participate in search for Interim Minister. (BOT to Elizabeth)
- 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)
- Approve Section 3.5 name change from Building Operations to Facilities Usage. (Cornelia & 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)
- Determine schedule for a spring congregational conversation and a BOT-led worship service. (BOT and Rev. Cheryl)
- Develop plans for bringing the 8th 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.
- Put forth ARTICLE VIII Bylaw update for approval at Annual Meeting. (Cornelia and BOT)

Submitted by Cornelia Maxted

Minister's Report Board Meeting 12/21/2021

Administration

- We continue to work on making the hybrid service as good an experience for people who are attending via Zoom as for those in the sanctuary. We have had problems with the sound on Zoom and we purchased two inexpensive microphones to help alleviate these problems. Jessica and Bob donated two old smartphones which means we have dedicated phones for Zoom. We are still working out all of the kinks of having a hybrid service but overall things are going well. I am surprised by the number of people attending our Zoom service; it equals and some days surpasses the number of people in-person.
- Overall, we are adjusting to being back in person.
- Making plans for our Christmas Eve service. After consulting with the worship team we decided to make the service at 5pm. This will be early enough for those who do not like driving in the dark and for families with younger children.
- Currently we are still planning on a Christmas day brunch, however it may be cancelled due to the Omicron variant, if the numbers warrant it.
- We are preparing our end of year processing, which includes tax statements, closing out the year and opening a new year.
- The office is closed during the week between Christmas and New Year. The Beacon will go out but there will not be a weekly digest on the 29th.
- One of our renters, AA, has returned to a full schedule. Another of our renters, Spiritual Soul Center, will be returning in January. Most of our renters have returned, with one or two exceptions.
- At the request of the Executive Team I reviewed and updated the job description for the Church Administrator and the Director of Lifespan Religious Education. They are attached.
- I made more pastoral calls and visits as I usually do during the holiday season, especially to our seniors.

Congregational Life

- The Membership Engagement team is preparing for a resumption of coffee time after services beginning in January. This is also dependent on COVID.
- We are continuing to update the website with the latest information from the Resource Guide. We also updated the newcomer page to reflect our meeting in person.
- The Generous Life Team is in the process of sending thank you notes to members and friends of the congregation who have contributed their time and talents.

Unitarian Universalism / Community Engagement

- Continued my work with the Article II Committee.
- Presented a workshop at the COMPASS gathering sponsored by the UUA's Congregational Life Staff .
- Working on the Martin Luther King Jr. Interfaith service with Wilmington Faith Leaders United.

- Participated, as a panelist, in a discussion of the play *The Christians* at UNCW.

Respectfully submitted,

Rev. Cheryl M. Walker

Attendance for November:

DATE	ZOOM	1st SERVICE	2nd SERVICE	TOTAL
11/07/2021	82	n/a	n/a	82
11/14/2021	34	25	79	138
11/21/2021	29	29	53	111
11/28/2021	68	n/a	n/a	68

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

Summary:

- Completed Spiritual Practice Workshops. The series was not attended as well as it could have been so in the future, I will be assessing need more thoroughly before committing so completely. I received positive feedback from people who attended.
- The third Sunday (12/5) after we reopened for in-person Sunday services, we welcomed the return of our first young children to Sunday School! A first-time visiting family with three children became our inaugural members and the staff could not be more delighted!
- Since then, some of our regular children have found their way back to church and some of them wanted to make sure that I reported that the children now have a working water fountain at their alter in which they can lay a stone or shell if it helps them think of someone with joy or sorrow.
- I have been unable so far to contact the UNCW person for OWL training, and that effort will continue.
- I decided that UUCWNC Religious Education would not be taking a leadership role this year for the MLK Day Parade. Most parents have to work and attendance has always been low. I will support any efforts and will look at alternative lesson plans for our kids, but will not take on a local leadership role for the parade.
- Jason Clamme, Engagement Manager, Lower Cape Fear Life Care reached out to me about possibly facilitating Death Cafes. It came down to really a woman having a good idea and wanting me to do all the work....we'll have another meeting about it after the new year and in the meantime I'm reading a book about ageing that might turn into an adult RE program for us. I sent a detailed email to Heidi and Jimmy to ensure that Quest is in the loop (they'd heard of Death Cafes) and I will continue reading/homework over the holidays..
- I met with Peter Rawitch on congregational training for potential adoption of the 8th principle. We agreed that the search for a new minister will undoubtedly take priority for the congregation, along with any related training requirements for that effort. However, if the 8th Principle consideration and adoption comes up for review I will make myself available for facilitation of any necessary training, including the search for that training.

SUNDAY SCHOOL ATTENDANCE

	11/14	11/21	11/28	12/05	12/12
NURSERY	0	0	0	1	3
K – 2 ND	0	0	0	2	2
3 RD – 6 TH	0	0	0	1	2

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 5 Months ending November 30, 2021

Total Revenues to date: \$ 86,427.00

Total Expenses to date: \$105,607.00

Operating shortfall: \$ 19,180.00

Operating income for five months is below budget by \$15,858.00.

Pledge receipts are under budget by \$8,423.00 while rental income and other items such as fund raising are also under budget. On the expense side we are over budget by \$3,706.00. 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 \$104,944.00

The mortgage balance is \$117,521.00 with principal and interest paid monthly.

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

Submitted,

John Grigsby, Treasurer