

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, January 25, 2022**

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

CALL TO ORDER - Elizabeth (President) called the meeting to order at 5:15 and lit a chalice. We read the BOT Mission Statement, Covenant and checked in.

HOUSEKEEPING / CHORES

Calendar Reminders

- Monthly BOT assignments: Robert – February; Raine – March; Cornelia – April.
- Finance calendar review:
 - Early February - Board gives “wish list” and costs to Finance Committee.
 - February/March - Finance Committee drafts budget and provides desired % increase to Generous Life Team (GLT).
 - April – GLT conducts annual Pledge Drive and reports results to Finance Committee.
 - May - Finance Committee analyzes pledge results and presents revised budget to BOT for review.
 - June - BOT presents accepted budget to the congregation for approval.
- The Interim Minister cost package should be prepared by April, per the hiring schedule. It was suggested that most of these costs will be included in the annual budget and noted to be a draw from reserves. The same will apply to upcoming year’s search/relocation/installation of a settled Minister.

Approval of Minutes - December Minutes were approved.

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

- It was noted that there have been only five in-person Sunday services during the past two years of the pandemic and participation in children’s and adult’s programs has been low. A request was made to include numbers of attendees at adult programs as well as children’s in staff reports.
- Moving longer term investments, and possibly our mortgage renewal, to a Black owned bank will be explored, discussed with the Finance Committee, and results reported back to the Board. There aren’t any with local branches so a change will be limited to accounts that do not need in-person service.
- The expense vs budget shortfall continues. It is slightly improved from last month, but year-end giving did not eliminate it. Due to ongoing Covid concerns, rental income and fundraising are also likely to fall short of plan.

NEW BUSINESS

Fundraising – Due to the latest pandemic surge, plans for home hosted dinners and crafts/skills classes are on hold and may be cancelled. The “envelope scheme” is currently planned for March. The team is exploring new options, but meeting the \$10,000 target will be difficult to achieve.

Ministerial Transition

- The UUA Transitions office has been notified that we would like to hire an Interim Minister.
- The UUA Transitions office hosts weekly “drop in” Zoom sessions. Becki volunteered to represent the Board at several of them and also to host monthly congregational “drop in” Zoom conversations.
- Jane volunteered to write informational Digest notices.

- A BOT / UUA Transitions office meeting will be requested, preferably to be held during our regularly scheduled February meeting.
- Elizabeth, Kami and Cornelia volunteered to prepare the congregational record and associated materials. Reverend Cheryl volunteered to review it for a candidate's perspective.
- BOT members were asked to read Phase 1 of the Settlement Handbook, review the Interim hiring calendar and "to do" checklist (available on UUA site) prior to February meeting.
- Proposed that a youth be included on the Transition Team to provide broader perspective.

Congregational Conversation Recap

Two Zoom conversations were hosted by the BOT in January. In addition to questions and suggestions related to upcoming changes in ministry, a number of themes were raised. Amongst them were enhancing our website, supporting the 8th principle within our congregation and beyond, exploring green initiatives, spirituality practice, Share the Plate collections, and reigniting youth and young adult interest. There was discussion about how all of the topics from the conversations can work towards longer term visioning and shorter term budget "wish list".

Committee Liaison Reports

The Nominating Committee has been provided with support materials and information to help them prepare their search for three new BOT members. Operational Wellness would like to see expanded website abilities.

Policy Manual Review

Section 2.3 approved as is.

Section 2.6 was approved with clarification that members may act independently of the full Board.

The change is shown in italic type: The Board will do nothing illegal, except *Board members may act* to take a moral stand in line with UU principles.

Section 2.7 approved as is. It was noted that Board members are indemnified under NC law.

Sections 3.4 and 3.5 were tabled for next meeting.

The meeting adjourned at 7:15.

Next BOT Meetings:

Tuesday, Feb 15 - Exec Com at 5:00

Tuesday, Feb 22 - BOT at 5:15

NOTE: Due to surging Covid cases, Sunday services returned to Zoom in January.

ACTION ITEMS

- Attend UUA Transitions office "drop in" Zoom session with questions re: Interim process. (Becki and BOT)
- Host monthly "drop in" Zoom conversations for our congregation. (Becki)
- Write updates for congregation re: process and progress of Interim search. (Jane)
- Request meeting for BOT with UUA Transitions Office. (Elizabeth)
- Prepare congregational record. (Elizabeth, Kami, Cornelia)
- Read Phase 1 of the Settlement Handbook, review the Interim hiring calendar and "to do" checklist. (BOT)
- Explore cost for hiring a part-time webmaster (Elizabeth and BOT).
- Explore moving long-term accounts and mortgage renewal to a Black owned bank. Meet with the Finance Committee and report back to the BOT. (Peter, Finance and BOT)
- Implement fundraising plan (Kami, Fundraising team and BOT)
- Review Policy Guide sections 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)
- Develop plans for bringing the 8th principle to our congregation (Social Justice Ministry and BOT)

DEFERRED TOPICS

- Determine schedule for a spring congregational conversation and a BOT-led worship service. (BOT and Rev. Cheryl)
- Determine Policy Guide sections 2.1 Mission and 2.2 Vision (Elizabeth, Jane and BOT)
- Review Bylaws/determine its position in our Policy Manual Monitoring schedule (Elizabeth and BOT)
- Develop policy for communication processes between the BOT / Congregation / Minister (BOT and Minister)
- Consider who and how to implement a review and salary management program for staff. (Minister, Finance Team and BOT)
- Consider appointing a youth to the Interim's Transition Team. (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)
- Consider reviewing quarterly financial reports rather than monthly.

Submitted by Cornelia Maxted

Minister's Report Board Meeting 1/25/2022

Administration

- Christmas eve services went well and were in person. We had a good turnout for the service. It was less than usual but more than we had expected.
- We also had a nice turnout for the Christmas day brunch (25) people. The weather was nice, and we were able to gather outside.
- We have since gone back to Zoom only services for the month of January and probably February. I consulted with the Re-opening team, and we agreed that given the omicron surge it was safer to be on Zoom only. As of this moment, the Cape Fear region is not quite at its peak and we are exceeding state averages for positivity rate, 38%. It is recommended that when the positivity rate is 10% or less that in person large gatherings can resume.
- We are still allowing small groups to meet at the church.
- Most of our renters have continued to meet during the surge. And we are happy to announce that the Wilmington Pride Youth Group as begun meeting in person again twice a month.

Finance

- Met with John Grigsby to talk about planning for the budget cycle. We are going to meet with the entire Finance Committee in early February.

Congregational Life

- The Membership Engagement team (MET) is working on several projects to connect people. They are creatively looking at things like a garden club for the church grounds, possible garden tours of member homes, and nature walks. It is exciting to see their dedication to engaging our congregation even in the time of COVID.
- The Generous Life team collected information on the generous people of this congregation who give of their time and the treasures. They will be sending thank you cards as a way of just saying thank you for people's commitment to the congregation.

Unitarian Universalism / Community Engagement

- Planned and participated in the annual Interfaith Martin Luther King Jr. service, presented by Wilmington Faith Leaders United.
- Preached at Temple of Israel
- Started working with the Warming Shelter, a pop up shelter for the unhoused.
- Continued working with the Article 2 Study Commission.

Respectfully submitted by

Rev. Cheryl M. Walker

Attendance December

Date	Zoom	1st	2nd	Total
12/05/2021	35	41	53	129
12/12/2021	34	34	48	116
12/19/2021	40	28	62	130
12/26/2021	51			51
Xmas Eve				62

Lifespan Religious Education – January 2022
Monthly Report to Board
Leslie O'Connor

Summary:

Our Whole Lives

- I was unable to find any volunteers to take the Our Whole Lives (OWL) training and commit to leading a cohort of students through the program. I even called two individuals who I thought might make great facilitators, but each of them had good reasons preventing them from volunteering their service. In any event, the online training filled up completely, and there is now a waiting list. I will continue to seek volunteers to facilitate OWL and get their name(s) on the waiting list asap completely.
 - Having to stop in-person Sunday services after parents had *just* started to bring their children back to church was frustrating! I know that if we can get a few people to commit to train and act as facilitators for an OWL program, it is certain to result in a full class roster of pre-teen and early teenaged youth. I will continue to seek volunteers as I research UU resources about creative ways of interacting with visiting families. We do receive families with young children as visitors, and I want the RE program to be a big draw for the parents when deciding on whether to return a second time. I will also reach out to the Membership & Engagement Team to ensure they have what they need for first-approach visitors.

- I am working with Suzanne Diggle-Fox, PhD, a long time UU and geriatric specialist on the UNCW faculty, to develop a workshop to offer during the late spring or early summer months. Our ultimate goal is for Suzy to attend OWL for Seniors training and facilitate the program here in Wilmington. I am coordinating with representatives from Quest so that I do NOT duplicate any topics and to ensure that any program offerings developed may compliment, and not conflict with, Quest offerings.

- I continue to coordinate with Quest representatives on the concept of Death Cafes, and whether having one at UUCW would benefit members/friends. A member attended a zoom café that was hosted out of Charlotte and feedback from that experience may guide implementation decisions. I am coordinating with Jason Clamme, Lower Cape Fear Lifecare Center's Engagement Manager, to incorporate his knowledge of the practical side of death into anything we might plan.

Upcoming:

- Beginning to plan the RE Service for June. We have two graduating High School Seniors, and I will be leading them through selected Coming of Age curricula. I will be mining information for youth and adult summer camps for my annual report on UU summer camp options. Clean-up the online sign-up sheet for volunteer teachers, ensuring it's ready and operational when we need it. Assist the Board and sub-committees with anything related to the 8th Principle and the ministerial transition.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 6 Months ending December 31, 2021

Total Revenues to date: \$ 105,179.00
Total Expenses to date: \$ 123,474.00
Operating shortfall: \$ 18,295.00

Operating income for six months is below budget by \$18,295.00. Pledge receipts are under budget by \$8,668.00 while rental income and fund raising programs as under budget by \$10,257.00. On the expense side we are over budget by \$1,223.00. 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 \$102,093.00

The mortgage balance is \$116,829.00 with principal and interest paid monthly.

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

Submitted,

John Grigsby, Treasurer