

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, February 22, 2022**

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

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

HOUSEKEEPING / CHORES

Calendar Reminders

- Monthly BOT assignments: Raine – March; Cornelia – April; Jerry – May
- Congregational Conversation — Sunday, Feb. 27 at noon on ZOOM

Approval of Minutes - January Minutes were approved.

Review of Reports:

- The DRE report was accepted and is attached below.
- The Treasurer’s report was accepted and is attached below. It was noted that the expense vs budget shortfall of nearly \$20,000 continues. In large part, this is due to ongoing loss of rental income, smaller plate donations and postponement of fundraising events due to Covid concerns. Hiring an Interim Minister will add significant costs of roughly \$15,000 - 20,000. Supporting enhanced web capabilities, building repairs, offsetting a portion of staff health insurance costs, green initiatives, promoting young adult participation, and other desired enhancements can be considered if pledges and income increase to cover them.
- Due to illness, the Minister’s report was submitted after the meeting. It is attached below.

NEW BUSINESS

Conversation with Christine Purcell of the UUA Ministerial Transitions Office:

- Our congregational profile account has been opened.
- It was advised that we honestly identify work to do as well as selling points.
- The selection task force tends to function best with 3-5 people, although divvying up tasks amongst others can be done if some consistency is maintained.
- **April 21** – application is due. (If completed earlier, the UUA staff will review and offer feedback.)
May 2 – receipt of names/profiles from interested candidates. We then have two weeks to review CVs, videos, gather references, conduct interviews, speak with regional staff, and prioritize candidates.
May 16 – submit names of interest.
May 18 – 1st round offers are made. (A 2nd round is available if needed.) Shortly after, we will supply a draft contract that usually has minimal negotiation points when the salary is at the expected mid-point of the range. A criminal background check should also be done at this point.
August 1 – typical start date for Interims.
- This year will be more competitive than usual since many Interims will continue in current positions for a third year due to Covid. Typically, we would receive 8+ applications.
- Contracts are for one year with the expectation of a good match that will carry into a second year.
- We are likely to see a range of Interim experience amongst candidates. Some will be newly trained during the first week of August. Others will have experience with interim work. And some will have an additional level of accreditation. All can have mentorship and support throughout.
- “Adventuresome” is a good trait to look for in candidates. They are often gifted in the ability to leave well.

- Our congregation is considered to be very attractive. Reverend Cheryl has spoken highly of us, regional staff has been complimentary, and, we don't have a reputation of "chewing up" ministers.
- It is important to have a good ending with Reverend Cheryl. Not only should there be celebration, but also a chance for people to speak and to finish projects.
- If considering Minister Emeritus status, that is usually granted after the Interim's work is completed.

Fundraising Update:

- The Book and Plant sale is set for late April.
- Home hosted dinners are likely to be scheduled in April and May.
- The "envelope scheme" will be moved to the end of our fiscal year in June.
- Crafts/skills classes are being considered.
- The \$10,000 target remains a high bar to achieve.

Social Justice Ministry Update:

- Six grants were awarded for early April training in the 8th Principle. The recipients plan to become the leadership team for educating our congregation and aiming to implement this into our bylaws. They are Becki Schreiber, Eden Avery, Elizabeth MacLeod, Marla Barthen, Michael Sheridan and Peter Rawitsch.
- Peter met with the Finance Committee to discuss switching some/all of our financial accounts to a Black owned bank. The BOT will further discuss this at our next meeting. To date, his research includes:
 - Mechanics and Farmers Bank is no longer a Black owned bank, although many employees, at all levels, are Black. It does not currently invest in the Cape Fear region.
 - Industrial Bank, headquartered in Wash., D.C. does not invest in NC.
 - One United Bank, headquartered in CA, does not invest in NC, although they do offer a competitive CD.
 - PNC (our current bank) is not Black owned, but invests locally and is sending a list of investments.
 - The UUA (with whom we currently invest) manages a socially responsible fund with an 8% return in 2021. There are no penalties for withdrawal. They may also match investments made in Mechanics and Farmers.
- The SJM team is launching a social justice themed lending library on March 6, our first day returning for in-person services. A book donation has been requested of each BOT member.

Share the Plate Update:

You asked...we listened. At a recent congregational conversation, the request was made to notify the congregation about how much money is gifted to each organization. Pre-Covid, this was posted on the bulletin board, but will now be announced in the UU Digest.

Ministerial Transition Planning:

- Elizabeth and Jane are ready to submit the next Beacon article.
- The application packet team of Elizabeth, Kami and Cornelia will begin work tomorrow. After a first pass, review help will be elicited from all BOT members. The aim is to complete this by late March/early April.
- The Interview team of Becki, Jane, Jerry and Raine will set aside time May 2 – 16.
- The Spirit that Moves and The Interim were recommended and Becki has copies available to share.
- A meeting with the UUA Compensation Specialist, packet team and Treasurer has been set for March 7.
- Google doc calendar and Settlement Guide are available online.
- A request will be made through the Beacon or UU Digest for congregational volunteers to create a farewell party team and for an opportunity to honor Reverend Cheryl.

Committee for Ministry Update:

Feedback has been provided to Reverend Cheryl. The CFM team will next report to the BOT in March and also present plans for their next steps in reviewing other leadership aspects of our congregation.

Policy Manual Review

- Previously made changes to sections 2.6 and 3.5 were reviewed in final form and approved.
- Discussion of additional sections was tabled to the next meeting.

The meeting adjourned at 7:05.

Next BOT Meetings:

Wednesday, March 16 - Exec Com at 5:00

Tuesday, March 22 - BOT at 5:15

NOTE: Due to surging Covid cases, Sunday services returned to Zoom in January. Reopening is planned for March 6. It was suggested that a BOT member should be included on an Interim's closing/reopening team.

ACTION ITEMS

- Allocate time next meeting for the CFM presentation and investing in Black owned banks. (Elizabeth, Jerry and Peter)
- Host monthly "drop in" Zoom conversations for our congregation. (Becki)
- Write updates for congregation re: process and progress of Interim search. (Jane)
- Prepare congregational record. (Elizabeth, Kami, Cornelia)
- Explore moving long-term accounts and mortgage renewal to a Black owned bank. (Peter, Finance and BOT)
- Implement fundraising plan (Kami, Fundraising team and 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)
- Review Policy Guide sections 3.4 and 3.5 (BOT).
- 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)
- Budget additions for consideration: paying towards health care insurance coverage for part-time staff, include the registration fee for 1+ BOT member to attend General Assembly, fund future green initiatives and young adult programs (Cornelia, Finance Comm, 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 02/22/2022

Administration

- Continued to meet on Zoom for Sunday worship.
- After consulting with the Reopening Team we plan on resuming in person services in March 6th. I am working with the Worship team and Member Engagement Team to prepare for our reopening.
- Our renters have resumed meeting including the Spiritual Soul Center on Sundays. Our rental income is slowly going back to normal.
- I was out sick for 10 days with a bad case of bronchitis.
- Met with the Committee for Ministry to review my evaluation.

Finance

- Met with the Finance team to start planning the budget process. We also met with Peter Rawitsch to discuss the possibility of moving some of our assets to a Black owned bank. Peter will follow up with John Grigsby to see if it is possible. We also discussed what the financial needs will be for an interim minister.

Congregational Life

- The Operational Wellness team is working to provide us with updates for the website that can be done without a consultant.
- Worked with the Generous Life Team to send thank note to people who have contributed their time, talents and/or treasures to the congregation. Started planning the Canvass drive which will begin on April 3rd.

Unitarian Universalism / Community Engagement

- Volunteered with the Warming Shelter, a pop up shelter for the unhoused.
- Continued working with the Article 2 Study Commission. This month we worked with religious professionals of color to get their input on our first proposed changes.
- Met with the UUA bylaws committee to discuss their plans to review all of the bylaws of the UUA.

Respectfully submitted by

Rev. Cheryl M. Walker

Attendance January 2022

Date	Zoom	1st	2nd	Total
01/02/2022	71			71
01/09/2022	92			92
01/16/2022	97			97
01/23/2022	94			94
01/30/2022	97			97

DRE Summary:

I am creating a Coming of Age program for our two graduating high school seniors, pulling from UU sources including OWL (they both participated in OWL as tweens), Tapestry of Faith, and previous COA programs (including one that Sue Graffius authored). The objective of the COA program is to give teens the tools to reflect on their accomplishments, their faith, family and UU church experience through the years. They will write about this, as well as a statement of belief, and share it with the congregation during Sunday service. I will be coordinating with Rev. Cheryl and the Worship Team to set a date for a Sunday service to celebrate the graduates. Traditionally, it has been the first Sunday of one service starting for the summer, but traditions can't be assumed these days!

I think after two years of very limited youth RE, and then a relatively slow return of the children during our brief reopening in the fall, that it will benefit the RE program and the congregation to pull attention to the program and the kids. Both of these young adults spent years in our congregation, growing up as part of our religious community, and they are certain to remind everyone of the importance of youth RE.

Going into the summer months I will be trying to build momentum for the program. We will have another Super Silly Science Summer program, where we will conduct age appropriate science experiments and relate them to UU values and the web of life. I've not yet considered curriculum for the fall/spring - I must wait for attendance estimates to be possible.

In conjunction with the summer science program, I'm considering a 'parents day/night out' series of events, where parents can drop off their children for date night and we have planned activities for the youth. I've tried this before and did not get a large enough turnout to repeat it, but with the covid shutdowns, parents might be more needful of a break than ever. I am planning for at least the first one to be during the spring, during regular church year, to maximize publicity when more parents are attending service. I thought having them during the summer, when youth attendance on Sunday mornings is relatively low, would give parents a reason to stay connected to the church, even if they're not attending regularly on Sundays.

I have recruited a second facilitator from the UNCW faculty who is excited to take the OWL Facilitator training and co-lead an OWL program for older adults in our congregation. This program is planned for Spring 2023. I will continue to seek out facilitators for a youth OWL cohort.

Peter and the 8th Principle leadership team will engage me for training and publicity help, and for coordinating youth activities around the 8th Principle, after their own training is complete.

Leslie O'Connor
UUCWNC Lifespan Religious Education

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 7 Months ending January 31, 2021

Total Revenues to date: \$ 123,792.00

Total Expenses to date: \$ 143,630.00

Operating shortfall: \$ 19,838.00

Operating income for seven months is below budget by \$19,411.00. Pledge receipts are under budget by \$9,118.00 while rental income and fund raising programs are under budget by \$11,491.00. On the expense side we are over budget by \$1,413.00. In the past, pledge income has picked up as some members make annual contributions in February and March. Operating expenses are being managed by staff.

Operating funds available total \$100,989.00

The mortgage balance is \$116,137.00 with principal and interest paid monthly. The current mortgage commitment matures in May of this year and we have started the process of extending the loan with Coastal Bank and Trust.

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

Submitted,

John Grigsby, Treasurer