

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

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
Guests: Treasurer - John Grigsby and Members of the Committee for Ministry – Doris Chew, Sara Jarvis, Jimmy Reeves, Jo Ann Skinner

Call to Order at 5:15 and we checked in.

Approval of Minutes - February Minutes were approved with one deletion.

Calendar Reminders

- Monthly BOT assignments: Cornelia – April; Jerry – May
- Jane will record Minutes for April meeting.
- Congregational Conversation — Wednesday, March 23 at 7:00 on ZOOM
- Board-led Worship Service — Sunday, Apr. 10
- Interim Minister Candidates will be reviewed by Interview team May 2 – 16.

Executive Session

Guests: members from the Committee for Ministry

Investing in Black Banks:

The request to move some/all of our accounts to a Black bank was made as a way of working towards dismantling racism. Conversation ensued:

- Rates of return for several accounts were presented.
- The 8th Principle Leadership team will soon be trained and can then consider how such a change fits into the larger picture for our congregation.
- We should explore how changes in investments support fiduciary as well as ethical responsibility.
- A risk assessment is needed for CDs vs variable rate investments as well as a review of the banks being considered. The BOT can request support from Finance Com.
- It was suggested we read “Report on Institutional Change”, available from the UUA Bookstore.
- Continuing with a local bank for day-to-day needs was encouraged, but not necessarily for investments.
- Planning a timeline and meetings with investment representatives for further research were suggested.

Ministerial Transition Planning

Guest: Treasurer

- A draft of our application had been shared with the BOT, Minister and the UUA Transitions Office. Once feedback is received from the UUA, adjustments can be made and the application submitted.
- Approved - Letter of Agreement as provided by UUA.
- Approved - Salary range of \$70,000 (current Ministerial salary) – \$78,000 (UUA recommendation for our size and geographic location) plus the benefits package suggested by the UUA.
- Once the upcoming pledge is completed, the Finance Team will recommend which additional costs can be included in the budget and which must be pulled from the reserve fund.

Review of Reports:

Reports from the Minister, DRE and Treasurer were received but not discussed. They are attached below.

The meeting adjourned at 7:15.

Next BOT Meetings:

Wednesday, April 20 - Exec Com at 5:00

Tuesday, April 26 - BOT at 5:15

ACTION ITEMS

- Revise Interim Ministerial application as needed and submit. (Elizabeth, Kami, Cornelia)
- Plan BOT-led worship service for April 10. (BOT)
- Assign up to four business delegates for General Assembly June 23 – 26. (BOT)
- Host April and May “drop in” Zoom conversations re: progress of the Interim search. (Becki)
- Write Beacon or Digest updates re: process and progress of Interim search. (Jane)
- Develop a timeline, complete a risk assessment for CDs vs variable rate investments, and review Black banks being considered for managing our investment account(s). (Peter, Finance and BOT)
- Complete fundraising dinners. (Kami, Fundraising team and BOT)
- Search for two new Committee for Ministry members. (several BOT members)
- Determine next area of focus for CFM and their role in Visioning. (BOT)
- Develop plans for bringing the 8th principle to our congregation. (Social Justice Ministry and BOT)

DEFERRED TOPICS

- Review Policy Guide sections 2.12, 3.4, 3.5 and 4.3 (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)
- Appoint an Interim Minister’s Transition Team. (BOT)
- Consider appointing a youth to the Interim’s Transition Team. (BOT)
- Put forth ARTICLE VIII Bylaw update for approval at Annual Meeting. (Cornelia and BOT)
- Consider reviewing quarterly financial reports rather than monthly. (BOT)

Submitted by Cornelia Maxted

Minister's Report Board Meeting 03/22/2022

Administration

- On March 6th we reopened for Sunday Worship, Religious Education and Quest. We began without coffee hour but we have resumed coffee hour on March 20th. The COVID numbers in New Hanover County continue to decrease, which led to the decision to reopen. We also have made masking optional for indoor activities.
- Attendance is similar to those in November. Exact numbers will be reported in next month's report. The first service is significantly down from previous years as more people are attending via Zoom. If this trend continues there should be a future discussion about consolidating two services into one.
- I have hired an interim Choir Director, Eileen Argenbright. The position is interim as it does not seem appropriate for me to hire a choir director this late in my tenure. The choir will begin rehearsals in April. Eileen has many years of experience as a choir director and has been a wonderful addition to our music team.

Finance

- Met with John Grigsby to plan for the budget. John will create the initial budget and meet with the Finance team. I will give John input as asked.

Congregational Life

- The Generous Life Team is gearing up for the annual canvass, which will begin on April 3rd. We provided them with the information they need to create specialized letters to various groups within the congregation. There will be an ask for a significant increase to cover the expenses associated with an interim and to finance requests by the Board.
- Provided input to the Board's Interim team to create the Congregational record.
- Worked with the worship team to relearn the technical parts of hybrid services.
- Continued working on the Procedures manual.
- Worked with Leslie and the MET to hold a Welcome Class in late April.

Unitarian Universalism / Community Engagement

- Attended working retreat for the Article Study Commission to begin to put on paper the new wording of Article 2, in particular the Principles and Sources. We will present them at this year's General Assembly to solicit feedback. What we created is not the final product.
- 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 February 2022

Date	Zoom	1st	2nd	Total
02/06/2022	86			86
02/13/2022	82			82
02/20/2022	85			85
02/27/2022	81			81

Lifespan Religious Education
March 18th, 2022 Monthly Report to the Board
Leslie O'Connor

We continue to have 7-8 children each Sunday for RE. We've not yet reached critical mass to separate age groups – there are only two middle-schoolers, the rest of the children are K-3rd grade. With the connecting nursery to the classroom, we are able to manage the children very well.

Amelia and I have created several lesson plans and a tentative calendar (always remain flexible!) for the K-3rd grade children. We realized that after listening to The Story for All Ages and abiding by the adult expectation to sit still and be quiet in the main service, the last thing the kids want to do is sit in a circle and listen to another story! So we've made adjustments to the order of activities in our lesson plans and hope that it will improve everyone's learning experience – and attention spans!

The two middle school aged youth are quite content to spend time with the little ones and draw their own pictures, but they need to get something more from their Sunday morning outings than a fun time. I'm currently working with one of their parents to find curriculum or a project that could be adapted for them. We are not limiting ourselves to UUA materials. For example, we are considering participating in the YWCA 14 Day Challenge (they would not be required to do ALL of the activities), and things like that. Amelia has expressed interest in being their mentor for this activity; she is a high school senior and has become quite the role model for our younger students.

Rev. Cheryl and I have scheduled the spring Welcome class, so I will be preparing materials for that. The timing, right after Easter, is perfect. We usually get many visitors for Easter Sunday, so now they will be made aware of a convenient class to learn more about the congregation.

I am planning a Common Read, and considering scheduling at the beginning of the summer and have the discussion group meet via Zoom, allowing people who have already ventured away from Wilmington the chance to still participate. The UUA has selected the book, Defund Fear by Zac Norris, but I want to consult with others first to see if there is a book more relevant to our current circumstances (minister retiring-interim minister-calling a minister). Although, that type of reading may be more suitable for our congregational members to do later on in the search process.

I will begin reporting full attendance numbers next month, as our open for business status has stabilized. Honestly, I was nervous about families delaying their return, as they did the last time reopened, and was delighted when all of the regulars returned!

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 8 Months ending February 28, 2022

Total Revenues to date: \$ 147,178.00
Total Expenses to date: \$ 160,096.00
Operating shortfall: \$ 12,918.00

Operating income for eight months is below budget by \$12,918.00. Pledge receipts are under budget by \$4,592.00 while rental income and fund raising programs are under budget by \$13,649.00. On the expense side we are over budget by \$2,970.00. Pledge income has picked up as members made annual contributions during the month of February. Operating expenses are being managed by staff.

Operating funds available total \$108,839.00

The mortgage balance is \$115,443.00 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 February 28, 2022 and the general ledger report covering the same period.

Submitted,

John Grigsby, Treasurer