

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, May 24, 2022**

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

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

Approval of Minutes – April Minutes were approved with deletion of a name.

Review of Reports – Minister, DRE and Treasurer’s report were discussed, accepted and are attached below. It was noted that the DRE would like to reestablish a Religious Education Committee, but is currently focused on recruiting teachers and the return of students. In regards to the Treasurer’s account, the Book & Plant Sale revenue has not yet been included and the Fundraising team’s “envelope game” has been postponed to the fall.

Calendar Reminders

- June 5 – Annual Meeting
- June 10 – Evening of Celebration and Farewell
- June 19 – Picnic in the Park
- June 22 – 26 General Assembly
- June 28 – BOT meeting with 4 incoming members
- July 3 – Reverend Cheryl’s last scheduled sermon at UUCWNC

Ministry/Interim Ministry Update:

- Reverend Cheryl announced that she made a match and will begin serving as Interim Minister at another congregation this autumn. She will soon share this news with our congregation.
- To be scheduled—Reverend Cheryl’s exit interview with Reverend Tyler-Coles and several BOT members.
- Reverend Cheryl will begin vacation after July 3 service. In case of emergency, she will be available through end of July.
- The BOT interview team was excited to announce that we also have made a match and the agreement process is near completion.
- Our match name will be announced at the Annual Meeting, if not sooner. Becki volunteered to host a Congregational Conversation to provide further information/discussion about our candidate and process.
- Our Interim Minister will likely join us August 1 to settle in. Their first sermon will be in early September.
- A Transition/Welcome team to support the incoming Interim Minister should be appointed by the next Board for Aug. 1
- The book, How to Lead When You Don’t Know Where You’re Going by Susan Beaumont, was suggested.

Program Council Update – the Council recently met for discussion about ways in which their teams can support one another’s programs, including worship service. See attached notes.

Ending Reverend Cheryl’s Ministry well – plans for the Evening of Celebration & Farewell are underway, and more event help was requested.

Annual Meeting Preparation:

- The budget was presented for review and approval. It was noted that the Interim Minister’s salary and the Office Administrator’s pension contribution needed revisions. It was requested that the draw on reserves either be highlighted or pulled from the “Income” section. The revised budget will be sent for BOT members to approve via email. The Treasurer and Finance Committee will also be included.

- Doris Chew has agreed to again be our Parliamentarian.
- The meeting invitation will be sent 10 days prior. The agenda, proposed budget, bios of four new BOT candidates, names of new Nominating Committee candidates and Treasurer, plus proposed Bylaw update will also be sent.
- Three members are cycling off the BOT after completing terms plus one new position has opened as a result of Peter Rawitsch's recent resignation.
- Once the feasibility of a hybrid meeting is determined, a request to fulfill duties will be sent to the BOT.

General Assembly – our four delegate positions are still open. Kami will first ask incoming BOT candidates if interested and then submit a notice to UU Digest. Registration is required, but there is no cost to virtually attend Business sections and the opening and closing Worship services.

Committee for Ministry:

- Approved that the CFM will review teams and committees, including the BOT, in the upcoming church year.
 - Approved Jimmy Reeves continuing the term for Doris Chew.
 - Approved Jeanette Koshar's one year term extending to three.
 - Approved that the BOT request a volunteer for one open position.
- See attached.

Policy Review:

Section 2.6 Board Limitations – approved with an update highlighted in bold:

- The Board members, while representing the congregation **at official church activities**, may not advocate for political candidates.

Section 2.9 Board Transition – approved as is.

Section 2.12 Board and/or Standing Committees – tabled until next meeting.

The meeting adjourned at 7:15.

Next BOT Meetings:

Tuesday, June 21 - Exec Com at 4:15

Tuesday, June 28 - BOT at 5:15

A Potluck celebration may be added.

ACTION ITEMS

- Send Annual Meeting invitation. Include, or follow up with, the agenda, proposed budget, bios of new BOT candidates, names of new Nominating Committee candidates and Treasurer, plus proposed Bylaw update. (Elizabeth, Becki, Cornelia)
- Once the feasibility of a hybrid meeting is determined, send a request to fulfill duties. (Rev C, Elizabeth)
- Schedule Reverend Cheryl's exit interview with Reverend Tyler-Coles and several BOT members. (Rev C, Elizabeth, Cornelia)
- Appoint an Interim Minister's Transition/Welcome Team by Aug 1. (BOT)
- Consider appointing a youth to the Interim's Transition Team. (BOT)
- Assign up to four business delegates for General Assembly June 23 – 26. (BOT)
- Search for one new volunteer to join the Committee for Ministry. (several BOT members)
- Final approval for Policy Guide revision to section 2.6 (BOT)
- Review Policy Guide sections 2.8, 2.12, 2.13, 3.4, 3.5, 4.3 and 4.4 (BOT).

DEFERRED TOPICS

- Determine Policy Guide sections 2.1 Mission and 2.2 Vision (BOT and Interim Minister)
- 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). (BOT and Finance)

- Develop plans for bringing the 8th principle to our congregation. (Social Justice Ministry and BOT)
- Review Bylaws and determine its position in our Policy Manual Monitoring schedule (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. (Interim Minister, Finance Team and BOT)
- Consider adding Interim, Developmental or Contract Minister hiring guidelines to the Bylaws. (BOT)
- Consider reviewing quarterly financial reports rather than monthly. (BOT)

Submitted by Cornelia Maxted

Minister's Report Board Meeting 05/24/2022

Administration

- Supported the 2022 Stewardship campaign by providing the GLT with pledge information and pledge results (not specific pledge amounts). Printed materials needed by the GLT, including thank you cards for pledgers.

Finance

- Worked with John Grigsby and the Finance Committee to produce a draft budget which has been given to the Board of Trustees

Congregational Life

- Leslie O'Connor and Eileen Barley and I conducted the Welcome Class to 11 newcomers. Two of them have already signed the membership book and others have expressed interest in becoming members.
- Conducted a New Member Service for people who joined the congregation since the last in person recognition.
- Worked with the Membership Engagement team on special New Member hospitality.

Unitarian Universalism

- Attended the Interim Minister Chapter Meeting online.
- Interviewed with several congregations for Interim positions. I found interesting information on their websites, some of which might be useful for this congregation.
- Attended the Cedar Hill Study group.
- Continued planning for General Assembly for Article II
- Completed my Ministerial Record and website (www.uurevcherylm.org)

Respectfully submitted

Rev. Cheryl

Attendance:

DATE	ZOOM DEVICES	1ST SERVICE	2ND SERVICE	TOTAL
04/03/2022	28	22	67	117
04/10/2022	30	30	51	111
04/17/2022	37	48	52	137
04/24/2022	37	20	57	114

**Lifespan Religious Education
Board Report
May 2022**

Accomplishments this Month

Completed Plans for Summer Months

Childcare during Sunday services this summer will have a scientific theme, as we focus on our third principle (in children's language) 'we are free to learn together'. Super Silly Science Sundays is a program that I created for the summer months and did about four years ago to very positive feedback from kids and parents. Super Silly Science Sundays will draw on additional UU principles and values as we discuss the results of our experiments. The program works well for groups that have a wide range of ages, and Amelia will take the lead on most Sundays.

Summer Substitute Teachers

I will need coverage in the classroom for at least two Sundays during the summer while I am on vacation. Amelia will be there to lead the class - the substitutes will assist and help supervise the children. I will need coverage on June 19th (Father's Day & picnic) as Amelia recovers from a scheduled medical procedure. Other dates will follow.

More planning

We are on track with the planning for the Coming of Age ceremony (during the service of June 5th).

We are on track with the planning for the zoom book discussion group for this year's Common Read. Next step is to choose dates for the meetings, and I am thinking mid to late July.

Goals for the Coming Month

2022 UU Common Read

Identify the dates of zoom meetings for the summer's UUA Common Read and publicize. Find out about possible discounts for purchasing books – publicize.

Rebuilding the Lifespan RE Program

Determine how a Religious Education “Committee” would work within the process for rebuilding the youth and adult religious education programs. I miss having a committee, and even if this one is temporary, I would still benefit from having a group of people to bounce ideas off of – especially with such big decisions to make about the overall program. And I welcome the thoughts of others who would in turn be prospective participants in the program. Strategize how to attract parents and non-parents to this RE Team and to the classroom as teachers.

Research and brainstorm ideas for attracting young adults and young families to our church. We need do nothing to attract the retiring north easterner who’s relocating to Wilmington partly *because* our church is located here. But building a more age-diverse congregation is vital to the successful creation of a lifespan RE program. Increasing the age-diversity in our religious community, just like racial-diversity, will afford a richer, more meaningful learning experience as different generations come together to grow their souls. Having a small RE Team of people with this shared goal would help get more ideas on the table for consideration and help with buy-in from the congregation. We also might benefit from having team members with contacts within organizations in the outside community as we practice outreach to spread the Good Liberal News of Unitarian Universalism. Of course I would defer to any leadership in this area that an Interim Minister would offer – the issue is bigger than just RE, and the team to handle it may become representative of the entire congregation, not just RE. But I need to start learning about age-diversity in churches now to prepare myself for the work.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 10 Months ending April 30, 2022

Total Revenues to date: \$ 194,001.00
Total Expenses to date: \$ 197,814.00
Operating shortfall: \$ 3,813.00

Operating income for ten months is below budget by \$10,585.00. Pledge receipts are over budget by \$2,635.00 while rental income and fund raising programs are under budget. On the expense side we are under budget by \$6,667.00. Pledge income has picked up as members seem to be in a catch up mode. Operating expenses are being managed by staff.

Operating funds available total \$116,831.00

The mortgage balance is \$113,993.00 with principal and interest paid monthly. The current mortgage commitment matures in May and we should have our new loan in place by the end of May with Coastal Bank and Trust.

Attached is the balance sheet as of April 30, 2022 and the general ledger report covering the same period.

Submitted,

John Grigsby, Treasurer

Program Council Meeting Minutes, Monday, May 23, 2022

Via Zoom @ 7pm

Present: Sylvia- Membership, Jimmy – Committee for Ministry, Thea- Worship, Heidi- Quest and OWS, Kami- Caring, Deb File- Generous Life Team, Becki- BOT and Social Justice Ministry

Welcome, Chalice Lighting, Reading--Becki

Check In—All

Summary / Updates:

Committee for Ministry- Jimmy shared that the CFM team is planning to focus on Committees in the next year. They hope to return to our Fall meeting with some self reflective questions to take back to our teams...more to come. They will work in collaboration with Interim Minister.

Board of Trustees Update-

Becki reported that an Interim Minister has been chosen...awaiting on background checks and signed contracts before announcing her name. The candidate was our first choice. She is an experience Interim Minister who also has approx. 30 year experience in UU ministry. We expect her to be on board by August 1. However, she will probably not preach until September welcome back Sunday (not set in stone/speculation).

Becki also reported that the BOT is looking for new BOT members.

There will be a Congregational Annual meeting on June 5th. A quorum is needed.

Worship- Thea reported that team is looking to fill July and August with lay led services. Becki suggested a storyteller, David Novak, and will follow up.

The choir director is currently an interim.

Caring-Kami reports all is well. Ed Quinn's Celebration of Life is June 4.

Membership Engagement Team, Membership—Sylvia reported some events: a Welcome Class with 13 attendees, 2 new signed members, first Open House in a while on May 30, Annual picnic June 19, Walk and Talk each week, Rev C's going away party June 10. There is hopes to have a picture directory next Spring. The Hospitality team is struggling for more volunteers.

Quest- Heidi reports that there will be a one month wait policy for impromptu subjects....simply because requests can upend their planning.

Lifespan RE--Leslie sent out email communication to all...important info and they are looking for volunteers.

OWS—Heidi reports may change the name to 'Communication Team'. Website is focus now...working with Julie until Webmaster secured. Pictures are needed. Videos are desired. There is also a question of copyright. Note: SJM should be sure to check website pages to stay current. Kami will reach out to Sue Graffeu to learn about UUCWNC facebook page. Who are administrators? (Becki? Sue?)

GLT - Deb File reports wrapping up the pledge drive...sending out thank you cards. Expressed frustration from difficulty accessing data during process. Helpful advice was given by members who have been on GLT teams in the past. More members are now needed on the Team.

Social Justice Ministry

Becki reported that there is a new Reproductive Justice team starting up. There is also a new 8th Principle Leadership team currently starting work. Becki thanked Quest for hosting two Sundays recently: Reproductive Justice and 8th Principle. There will be a mUUvie night featuring **Ask for Jane** on Tuesday, June 14th in the Sanctuary. The Lending Library is back in Dobkin Hall. The next SJM meeting is June 6 @ 8pm on Zoom. All are welcome. There was helpful discussion about use of the UUDigest to promote Social Justice Ministry.

Additional:

Becki will promote SUUFI at the Mountain Retreat and Learning Center in The Highlands, NC. October 9-14.

Thea will promote SUUSI held in July.

The book that our incoming Interim Minister suggested for a common read is:

How to Lead When You Don't Know Where You're Going by Susan Beaumont

(Note: I have the book and will lend out after I read...be very happy to have a good discussion about it if others read...)

Meeting concluded at approx. 8:30pm. We look forward to another enjoyable and productive meeting in the Fall. Members are welcome to request a meeting prior if desired.

In gratitude for all that you all do,

Becki—minute taker

CFM Membership Names and Terms

UUCWNC Church Year 2022-2023

CFM Member	Membership Status	Length of Term	Term Start Date	Term End Date
Jo Ann Skinner	Appointed by Rev C	3.25 yrs	4/1/21	6/30/24
Sara Jarvis (Chair)	Appointed by BOT	3.25 yrs	4/1/21	6/30/24
Dave Pollock	Appointed by Rev C	2.25 yrs	4/1/21	6/30/23
Jimmy Reeves	Congregational volunteer	2.25 yrs	4/1/21	6/30/23
Jeanette Koshar	Congregational volunteer	1.25 yrs	4/1/21	6/30/25
Open	Congregational volunteer	1.25 yrs	7/1/22	6/30/25

Changes from the charter CFM Team in Church Year 2021-2022

- Jimmy Reeves who was a one year congregational volunteer will complete Doris Chew's two year term. Doris was a BOT appointee
- Dois Chew has resigned from the CFM
- Jeanette Koshar, a congregational volunteer has volunteered to extend her term to three years.
- There is one open position on the CFM for the coming church year.
- During the period of Interim Ministry, all new CFM members will be congregational volunteers vetted by the BOT.