

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, March 21, 2023**

Attending:

Robert Demko, Kathy Gillcrist, Jane Horrell, Jerry Hurwitz, Jeannie Lennon, Raine Morgan, Gary O'Connell, Becki Schreiber, Fran Strauss

Ex-Officio: Rev. Dr. Kathy Hurt

Guest: Jimmy Reeves, Committee for Ministry

Call to Order: Becki (President) called the meeting to order at 5:15, chalice was lit.

Approval of Minutes and Reports: March BOT minutes and January Special/All Congregation meeting minutes (Appendix A) were approved. The Treasurer's Report (Appendix B) and the DLFE report (Appendix C) were approved as presented.

Committee for Ministry: Jimmy Reeves joined the meeting to discuss the Committee for Ministry's report (Appendix D). Moving forward, the Committee is working on a youth focus group. The Board was very appreciative of the work that was done and grateful for such a comprehensive report. The Board voted to accept the report as presented.

Jimmy Reeves logged out of the meeting at 5:50pm

Campus Assessment: Per the Gary answered questions related to the previously shared "Campus Assessment Contractor Summary" (Appendix E). The Murphy family is in support of using the funds as suggested. The vote at the upcoming Special Meeting will be to utilize \$100,000 from the Murphy gift for critical campus repairs. Items to be addressed include:

- Camera (safety)
- LED lighting
- Roof repairs
- Soffit
- Siding
- Exterior paint

The Board voted in support.

Nominating Committee: the current Nominating Committee is Sylvia Quinn, Margaret Armstrong, Pat Forest, Joanne Skinner. They're working to fill positions in the Nominating Committee and on the Board.

Generous Life Team: GLT will have a campaign kicking off April 2nd, starting with a letter with suggested commitment amounts. John Grigsby to host a Conversation with the Board April 2nd to discuss the projected budget.

Settled Search Committee: Reverend Kathy stated once the slate is in place, she will guide them. The Board will be called upon in the fall to draft a contract.

Safety: As had been previously discussed, the Board would like to have an on-site AED. John Grigsby suggested utilizing a \$500 in memoriam gift, but it needs to be spent by the end of the fiscal year. In order to fund the financial shortfall, Kathy Gillcrist (certified Red Cross volunteer for CPR, including AED usage) will host a (non-certified) CPR course. The course will be free, but donations are accepted. Fran offered to assist Kathy in this endeavor. May 21 is the tentative date.

Special Meeting/All Congregation Meeting: Discussion ensued regarding tasks the Board members and volunteers during the meeting.

Closed Session meeting with Board and Reverend Kathy.

Meeting Adjourned at 7:21pm.

Unitarian Universalist Congregation of Wilmington, North Carolina Special Congregational Meeting Notes, March 26, 2023

Chair: Becki Schreiber/BOT President
Parliamentarian: Ken Hatcher
Presenting motion: Gary O'Connell
Zoom hosts: Elizabeth MacLeod and Jerry Hurwitz
Secretary: Jane Horrell
Check in: Jeannie Lennon
Counters: Fran Strauss, Kathy Gillcrist

Call to Order: Becki (President) called the meeting to order at 12:12pm, followed by reading of the Mission Statement.

Quorum: A quorum was defined as 20% of the current members (162), that is 35 people to be present in order to hold meeting. There were 89 in attendance. A quorum is met.

Approval of Agenda: The proposed agenda was previously distributed and available at the meeting. There were no objections to adopting the agenda as presented.

Approval of Minutes: Minutes from January 15, 2023 Special All Congregation meeting were previously distributed and available at the meeting. There were no objections to adopting the minutes as presented.

- A motion was presented by Gary O'Connell, "On behalf of the Board of Trustees, I move that we vote to elect the slate of candidates who were nominated by the Congregation, and then selected by the Board, to serve on the Settled Minister Search Committee. The names of these candidates are Steven Athelm, Thea Hagaepanas, Bob Harootyn, Elizabeth MacLeod, Cornelia Maxted, Sara Jarvis, Dan Wheat-Rivers".

The floor opened to discussion and questions.

Becki Schreiber called for a vote on the motion. There were 85 votes in the affirmative. The motion passed as read.

- A motion was presented by Gary O'Connell, "On behalf of the Board of Trustees, I move that we vote to allow the Board to withdraw and spend up to \$100,000 from our Building Fund to make critical renovations, and repairs to the church campus buildings".

The floor opened to discussion and questions.

Becki Schreiber called for a vote on the motion. There were 88 votes in the affirmative. The motion passed as read.

The meeting was adjourned at 12:44pm.

Adjournment of Meeting: A motion was presented by Gary O'Connell, "On behalf of the BOT, I move that we adjourn the annual meeting".

The meeting was adjourned.

Unitarian Universalist Congregation of Wilmington
Treasurer's Report for 9 Months ending March 31, 2023

Total Revenues to date: \$203,747.00

Total Expenses to date: \$218,940.00

Operating shortfall: \$ 15,129.00

Operating income for nine months of the fiscal year 2023 from pledge and offering plate income is on budget. On the expense side we are close to being on budget, however the unbudgeted HVAC costs distort the general ledger expense numbers. We have had a number of items that had to be corrected relating to our new payroll system and other updates to the ICON posting system. April's reporting will be up to date including the transfer of funds to cover approved payments for repairs and replacements. (please note that we have been able to set up a transfer account on the income side)

Operating funds available total \$84,388.00

The mortgage balance is \$104,822.00 with principal and interest payable monthly. (\$1,220.06 P & I per month)

Attached is a balance sheet as of March 31, 2022 and a general ledger report comparing our nine months operations vs annual budget numbers.

Submitted,

John Grigsby, Treasurer

Director of Lifelong Faith Exploration (DLFE) Monthly Report to the Board April 2023

Please let me know if you have any questions about the numbers, or if you need me to revise the tracking presentation.

Quest Childcare

0326		0402		*0409		0416		0423	
NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
X	0	X	0	X	X	X	2	X	X
0		2		X		2		X	

**No Quest on Easter Sunday*

Nursery Attendance

0326		0402		0409		0416		0423	
NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
0	3	1	1	2	2	0	2	X	X
3		2		4		2		X	

NEW=first-time visitor or first time in long time MEM=parents are members or friends

Youth Religious Education Attendance

GRADE	0326		0402		0409		0416		0423	
	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
K – 3rd	0	2	0	4	2	4	0	6	X	X
4 th +	0	4	0	3	1	3	0	4	X	X
TOTAL	6		7		10		10		X	

NEW=first-time visitor or first time in long time MEM=parents are members or friends

Adult Faith Exploration Attendance

Event	Date	Attendance	
		NEW	MEM
OWL for Older Adults	March/April	6	7
Nice Racism Book Discussion Group	April 10	1	8
Nice Racism Book Discussion Group	April 17	1	7
Nice Racism Book Discussion Group	April 24	X	X
UUCWNC Newcomers Class	May 7	X	X

Reporting & Membership Engagement

I submitted six articles for the UUDigest, including publicity for OWL for Older Adults, UUCWNC Newcomers Class, Easter Egg Hunt, and soliciting volunteer storytellers for the Time for All Ages portion of our services. (Rev. Kathy got two takers for that!) I sent my typical two emails to parents of RE kids to keep them informed of class activities, upcoming events and online resources.

Adult Lifelong Learning

The second OWL for Older Adults series of workshops is scheduled for May 17-June 14.; 3 congregation members have already signed up, and I will continue to publicize this opportunity. This second cohort is being organized due to the overwhelmingly positive feedback received and continued interest by the membership. I am conducting outreach to several local churches who may be receptive to offering this program to their members.

The Nice Racism book discussion group is ongoing with nine members participating. I will be working with Rev. Kathy and the Membership Team to organize and facilitate UUCWNC's Newcomer's Class for May 7.

Youth Religious Education

I organized the annual Easter Egg Hunt, the first to be held indoors in memory! It was very fun for all, look for pictures soon on the bulletin board. The Sunday following Easter was spent counting the Children's Collection and voting for how to distribute it among our chosen charities. This included a mini-congregational budget lesson, as we explained the (many times hidden) cost of operating the church on a daily basis.

I have received two applications for the part-time paid nursery babysitter positions, and I will be setting up interviews with the applicants for next week.

I am in various stages of planning and organizing the following events:

- RE Sunday service, scheduled for June 11th.
- Children/youth activities for the Congregation Picnic on June 18th.
- Selecting curriculum and planning classroom age-group strategies for next school year.

COMMITTEE FOR MINISTRY REPORT ON UUCWNC COMMITTEES March 2023

OVERVIEW AND INTRODUCTION

In 2021 the UUCWNC Board of Trustees (BOT) developed a “Proposal on Committee for Ministry”. Its purpose was to “ensure the congregation is living its mission”. The process for accomplishing this purpose included evaluation and feedback for each of the stakeholders of the shared ministry: the minister, the committees and teams, and the Board of Trustees.

In its first year the Committee for Ministry (CFM) conducted an evaluation of the minister. We met with the minister to discuss the findings and presented a final report to the BOT in February and March of 2022. Our next task was to conduct evaluations of the various committees within the church.

We developed a questionnaire based on surveys available on the UUA website and made modifications based on our Congregation’s needs. We held hour-long discussions with 11 committees. These included:

- Committee for Ministry
- Social Justice
- Membership Engagement Team
- Worship Team
- Share the Plate
- Generous Life Team
- Caring Committee
- Board of Trustees
- Quest
- Program Council
- Finance

We were unable to meet with the Communication committee, nominating committee (which has not yet been formed for this church year) or campus committee. We plan to have these meetings later in the Spring.

In addition, we received written write-ups from four other groups:

- Campus/Building Committee
- Soup Sunday

- Family Promise
- Open House

We described these conversations to the committees as an opportunity for the groups to take a look at themselves and reflect on their processes and practices. Committees seemed to appreciate this approach and made good use of the conversations to celebrate their accomplishments and to identify areas which they felt could be improved.

The groups were all welcoming and eager to share. They were proud to tell us how diligently they and their colleagues worked to support the church and accomplish its important work. They work well together, enjoy it, and feel good about the quality of what they produce.

Two CFM members facilitated and took notes during each of the meetings. The notes were shared with the committees via email and with CFM members via our shared Google Drive. Revisions and/or clarifications were welcomed. Requested changes were made and committees sent missing information (e.g., mission statements) back to CFM for addition to the drive.

Throughout the five-month data collection process we analyzed findings from our discussions, identifying commonalities and differences among the groups. In discussion with BOT members, we determined the most appropriate report would be one that took a bird's eye view across committees to document shared (and unique) practices, as well as strengths and challenges. We also included a set of recommendations culled from our conversations with the groups about changes that might improve overall functioning.

The following report is organized by eight general categories:

- Mission
- Documentation
- Leadership
- Membership
- Meetings
- Strengths
- Challenges
- Recommendations from CFM

Minutes from each of the meetings with the committees/teams are available from CFM upon request.

FINDINGS

MISSION:

- A majority of committee missions are in alignment with UUCWNC's mission.
- The worship team has a unique focus and STP works without a mission statement.

Considerations:

- A mission statement is critical to support committees as they work to uphold UUCWNC's mission.

DOCUMENTATION:

- The UUCWNC Board of Trustees, Social Justice Committee and Share the Plate have handbooks.
- Several committees generate minutes.

Considerations:

- Organizational documents are useful for the effective functioning of committees (e.g. minutes, orientation of new members, delineating chairperson and member duties, budget allotment and expenditures).
- Minutes serve to remind committee members of past conversations and decisions.
- Posting documents on Google Drive facilitates organization, easy access, and consistency.

LEADERSHIP

- Some groups have rotating leadership (caring, social justice).
- Some lack a formal leader but rotate coordination of processes among members (STP).
- Some have leaders who have been in place for years without any plan for replacement.
- Some have set terms for leaders (GLT).
- Some have shared leadership (MET co-chairs, SJM rotating chairs).

Few groups had any documentation of the roles and responsibilities of committee leaders.

Considerations

- Building in succession planning, perhaps incorporating co-leaders or leaders-in-training ensures a smooth transition in the event that the current long-term leader can no longer serve.
- Similarly, documenting leadership functions and making them available to committee members would be helpful for orienting incoming leaders.

MEMBERSHIP

- Committees are proud of how well members coalesce and work together to accomplish their mutual goals and commitment to the congregation
- Some committees (finance) recruit for particular talents and experience needed for the work.
- Some are appointed by the BOT (CFM, PC)
- Some have tried to recruit through the Digest and/or the Order of Service.

Most new members are recruited by current members,

Considerations

- Some of those interviewed would like to expand membership in their groups.
- One possibility would be to hold an annual “committee fair” after a service as a way to recruit and inform congregants about what committees do.
- Groups may also want to consider using the Digest to recruit new members.

MEETINGS

- Many committees, including the Board of Directors, meet once a month. Others meet less frequently or as needed.
- Program council currently meets two to three times a year.
- Some committees meet face to face, some on *Zoom* and a few have some members on *Zoom* and others in person.

Considerations: To prevent duplication of effort, meetings need to be documented and the documentation (e.g. minutes) shared with committee members.

COMMITTEE STRENGTHS

- Committees identified members as being:
 - Dedicated, hardworking, kind and considerate.
 - Collaborators who respect other members and value their unique contributions.
 - Supportive of each other. and clear about their tasks.
- Most committees reported that they had successfully completed the tasks they took on at the beginning of the church year.

Considerations:

- Committees and Teams are the lifeblood of any congregation, and it's a testament to ours that our church and its many activities are so welcoming and efficiently run.
- The effectiveness with which committees carry out their roles combined with the high regard members have for one another provide a solid foundation for our church and bode well for the continued health and prosperity of our congregation.

COMMITTEE CHALLENGES

- Communication with congregants and other committees is limited. Congregants (and other committees) are often not aware of what committees do and how to get involved in their work.
- Some feel they have more work than they, themselves, can handle. They feel they don't have enough "bandwidth" to address all the issues.
- Some feel their group needs to better define their scope of responsibilities to identify what tasks are within their scope and what are/should be outside their purview.

Considerations:

- Hold an annual Committee Fair in Dobkin Hall after a Sunday Service where committee representatives could explain their group's work, solicit new members (if needed), and/or build a resource list of folks who would like to help but don't want to be on the committee.
- Make better use of Program Council meetings to inform committee leaders of other's work.
- Review their scope of work and determine what is realistic given their resources.

RECOMMENDATIONS FROM CFM

After meeting with 11 of the UUCW committees and teams, the CFM developed the following set of recommendations to be considered. We organized our ideas into three areas: communication, collaboration, and celebration of successes.

Communication with congregants

- Webpage: Work on the webpage is currently in progress. With the improved format it can serve as a primary point of connection for both potential and current members. From the committees' perspectives, it would be helpful to have each committee's focus/mission and contact information accessible in only two clicks. Those interested in learning more could be referred to the program handbook available on the website. We recommend that we create the necessary infrastructure required to maintain the website and keep it current.
- Face-to-Face: Committees would like to have direct access to members at least annually. This could take the form of a Committee fair with tables set up in Dobkin one Sunday a year (perhaps in the fall as the new church year begins). Committee representatives

could provide information about their work, recruit new members and invite others to be “helpers”—folks who are willing to do specific tasks but don’t want to actually sit on the committee.

- Building engagement: As noted above, committees could reach out to more actively engage “helpers” in their work. Rather than doing all the work themselves, they could build a cadre of congregants who are willing to do specific tasks on an as-needed basis (e.g., hospitality, greeting, food and visitation for those in need, etc.). This would serve to both lighten the committee’s workload and build engagement with others who may, at some point, be willing to serve on the committee.

Communication within committees

- Documenting decisions and making them accessible: Several committees noted their challenges in tracking their work. Some don’t take minutes. Others take minutes but find they are not easily accessible. This wastes time as groups revisit past decisions or spend time discussing different individual memories of what was actually decided.
- We suggest each committee take minutes—highlighting decisions made—and post them in their subdirectory of the UUCW Google Drive. The administrator can set up access for committee members (ensuring their work is available only to them) and provide a link so that each member could easily reach the drive to review any materials located there.
- Google Drive would also be a good location to store handbooks and guides for recurring activities. Keeping information there also allows for easy updating when changes are made ensuring that information on it is always current.

Collaboration among committees

- Program council: This group was formed as a way to break down the silos in which committees seem to operate by creating a forum where committee leaders could share activities and plans. In the past it has not functioned in a way that facilitates that goal because leaders reported verbally about their work in a round robin fashion which often took the full two hours, leaving little time for discussion, cross-committee collaboration, or calendaring. Moreover, there was little communication back from attending leaders to their committees about other group’s work.
- We are pleased to report that some of the ideas to revise this format that surfaced in the CFM meeting with the Program Council were implemented at their last meeting. Rather than having long verbal reports, leaders provided summaries of committee work in written form that were emailed to committee members prior to the meetings. Attendees were able to quickly scan the reports and identify questions or concerns to discuss in the meeting. In this way, the meeting became a richer and more productive use of time.
- The group currently meets only two to three times a year. This schedule may have been initially set to make attendance less demanding for members. However, given the dynamic and productive work of committees, this is not frequent enough to support true collaboration. We suggest quarterly meetings – with the revised format of pre-meeting summaries.

- Most leaders were not sharing the content of the program council meetings with their committees. This was understandable when the meetings were all-verbal in nature, but with the new format, leaders can simply provide a quick overview and share the notes with committee members, noting any areas they see as points of collaboration.

Celebrating successes

- Our committees are amazing! They are working hard to make this church an inviting place that runs effectively and welcomes all who come.
- We believe they need to toot their own horns a bit, to celebrate what they do. This would serve to also alert congregants to their activities.
- In their pulpit announcement, STP has begun to share the amount of money they donate to each recipient. This serves as a feedback loop (e.g., “My donation, added to others, is significant.”) as well as an incentive to continue to contribute.
- Other committee could follow this example (on the webpage, in the Digest, in pulpit announcements, etc.) on an occasional basis to share their accomplishments. Much like the gratitude box in the foyer, these announcements would serve to recognize hard work and to honor those who contribute their time and energy.

Appendix E

Contractor	Lighting Upgrade	Security	Paneling	Painting	Roof Dobbin Hall	Roof Middle	Roof Sanctuary	Total Roof	Bid Totals	Bids + 10% for Hidden Damage
IMB Enterprises	\$4,170.00								\$4,170.00	\$4,587.00
Security System		\$900.00							\$900.00	\$990.00
Venters' Construction			\$9,302.10	\$10,702.10	\$5,802.00	\$10,600.00	\$19,825.00	\$36,227.00	\$56,231.20	\$61,954.32
Arvil Construction			\$44,339.90	Included with paneling				\$34,995.69	\$79,335.59	\$87,829.15
A Roof Above					\$8,785.00	\$16,405.00	\$32,535.00	\$57,725.00	\$57,725.00	\$63,497.50
Roofer #2										
Roofer #3										

Scenario 1 - Immedia	Bids	Bid+10%
Dobbin Hall Roof and Middle Roof	\$25,190.00	\$27,709.00

Dobbin 1993

Middle Roof Partial 1993

Sanctuary 1995

Scenario 2 - Critical	Bids	Bid+10%
Security System	\$900.00	\$990.00
Dobbin Hall Roof and Middle Roof	\$25,190.00	\$27,709.00
Arvil Const. for Paneling and Painting	\$44,339.90	\$49,433.89
Total	\$71,029.90	\$78,132.89

Scenario 3 - All Items	Bids	Bid+10%
IMB Ent. For Lighting	\$4,170.00	\$4,587.00
Security System	\$900.00	\$990.00
Arvil Const. for Paneling and Painting	\$44,339.90	\$49,433.89
A Roof Above for whole F	\$57,725.00	\$63,497.50
Total	\$107,734.90	\$118,508.39