

**Unitarian Universalist Congregation of Wilmington, North Carolina
Board of Trustees (BOT) Meeting Minutes, August 22, 2023**

Attending: Robert Demko, Jane Horrell, Jeannie Lennon, Dennis McCulley, Gary O'Connell, Jimmy Reeves, Michael Sheridan, Fran Strauss

Absent: Kathy Gillcrist

Guest: John Grigsby, Kim Scott, Bill Singleton

Ex-Officio: Rev. Dr. Kathy Hurt

Call to Order: Meeting called to order by Gary at 5:15, chalice was lit, Reverend Kathy provided a reading.

Reports:

The executive report was provided previously by Reverend Kathy. Discussion ensued about how to ensure all congregants are included. Examples include: Meetings hosted during the day on a weekday can be difficult for the non-retired and/or congregants with children. Need to make efforts and be thoughtful to make it so all congregants can participate, not just the retired congregants, particularly if we want to attract younger generations. Need to work to intentionally expand inclusion efforts. Perhaps Joys & Sorrows that kids could be part of, kid-friendly 1st hymn, inter-congregational services, etc. Further conversation was tabled for the upcoming retreat (8/26).

Financial Report: John Grigsby and Kim Scott joined the call at 5:30 to review finances and budget items that were sent to the BOT prior to the meeting. Key items covered included:

Kim Scott and Holly have been working together with him.

They're using the Icon system and finally finding it useful.

\$9k was spent on a new AC unit.

Three longtime members cancelled their pledges, resulting in a \$12k pledge loss (they moved).

Salary savings with Reverend moving to 60% the previous hours.

\$28k endowment fund moving into a pool by the end of September for Search Committee.

Gary asked that Finance alert the Board when action is needed. Gratitude was expressed for information that illustrates the percent spent to date, a very handy feature.

The finance committee is reviewing their scheduling and roles. They should be on 3-year terms, but it's been overlooked for a while.

The Board voted unanimously to receive the Executive report, Lifelong Learning report and Finance report as submitted. (Appendix A, B and C)

The Board voted unanimously on a blanket policy that child care is available, upon request, for all church activities.

Bill Singleton joined the meeting at 5:50pm to discuss the **Building Committee's** progress.

Taks include:

- ✓ The trailer is being removed and should be completed by tomorrow (8/23). Roots, pipes and cinderblock will be all that remains. Any damage to the driveway will be repaired. A backhoe and clean up is necessary.
- ✓ There needs to be a playground committee.

- ✓ Estimates for 3-foot tall driveway gates and latches for Spirea and Lake Avenue are \$5,200. Expecting two more estimates. Until the gates are installed, a rope and chain are being used. There are signs up for do no enter, private property and no trespassing.
- ✓ New sanctuary doors are being installed Thursday (8/24).
- ✓ The driveway is complete. There aren't marked spaces. Looking to add snow markers to ensure maximum parking capabilities. The parking guy is scheduled to return in the spring for maintenance at approximately ¼ the price of the original work. Holly brought the Handicap parking/drainage issue to the Board's attention. A post hole digger to provide drainage from ponding concrete.

Gary asked, what's next? How to handle ongoing maintenance. What would Bill recommend? Bill recommends long term vision. Previously there was a position with a description for a sexton position. Potentially could be a consideration in the next budget. Maybe a retiree or handyman for an hourly rate as needed.

Short term, the Campus Assessment team will do the work. Questions from the board ensued. Have we ever had a Buildings and Grounds Committee? No one remembered such a committee. There was agreement that this needs to be an ongoing effort, not just at the grace of the volunteers.

Gary expressed a need to come up with a Playground Committee and the committees could work together. There should still be some funds remaining from the \$100k Building fund following the work on the gates and doors.

Liaison/Minister Goals:

The upcoming Board retreat agenda will also include this item. Need clarity. Do Board members attend the meetings of their liaison groups? Reverend Kathy stated the Liaison gets a copy of the agenda and minutes. Doesn't attend unless required (item that affects the Board) or requested. Michael stated there need to be clear instructions to the committees. Gary asked- what do we want from the Committees? A yearly report? Twice yearly?

To be discussed further at the Retreat on August 26th.

New Policies:

Gary shared the Worship Committee inquired hiring outside speakers for worship services, found off of UUA website. Reverend Kathy explained those are ministerial speakers. Also need to consider non-ministerial visitors. Maybe add a line to the Policy to include non-clergy fee scheduled (usually \$100 less than the minister's amount). Gary to add this to the policy.

Dennis reviewed pros/cons of rentals including setup, liability, advertising. The policy needs to be reviewed. Currently we take in about \$550 a month from rentals. We're not charging the going rate, what we charge now is from 2009. Need to make space more rentable- replace carpet with flooring and remove old/unused furnishings. While congregants need to be priority, there's an opportunity to make further income on rentals.

Generous Life Team:

Dennis reported they have a possible recruit.

Fund Raising:

There needs to be an official committee. Fund raising needs to be kickstarted post-Covid. Kathy G suggested a murder mystery dinner. Dennis suggested group dinner parties.

UUS/Seach Workshop

There was a good turnout to the sessions, approximately 45 people attended each session.

Retreat Planning

Reverend Kathy shared that many congregations are reviewing their Mission/Vision post-Covid.

Board to meet at the church Saturday, August 26th at 9am. It will be a potluck meal, Micheal will send a sign up sheet.

Meeting Adjourned at 7:25

REPORT TO THE BOARD

August 2023

Sunday visitors can now submit a form through our website requesting various kinds of information about our congregation and having themselves added to our ongoing communications. Those forms come to me, among others—and I receive one or more forms almost weekly. We presently have 14 people who are waiting for us to offer a class for newcomers, an unusual number to collect during summertime when church attendance tends to be lighter. Three people in as many weeks have asked to meet with me to sign the membership book. I mention these items as a way of saying that our congregation seems to be on a growth trend, something we watched through the previous year when worship attendance often filled the sanctuary to capacity. Ministers report that growth, a motivation to grow, a willingness to adapt in order to welcome growth, is a key factor in the congregations they want to serve. As we watch a growth trend here, I wonder: just what are we doing to welcome these signs of growth, and what can we do to maintain them? Or are we perhaps content with the present size of the congregation, so that we have no motivation to make changes in order to support growth?

The growth ministers hope to find in a congregation is not simply numerical growth, though such growth is often looked for initially. Growth also manifests in program offerings that encourage individual spiritual growth, in fellowship offerings that encourage growth in connections and relationships among congregants, in institutional practices that strengthen and grow the efficient and effective functioning of the organization, and growth in influence through focused outreach in the larger community. Where are evidences of these kinds of growth in our congregation, and where are evidences of such growth lacking, pointing to areas of church life that would benefit from attention?

A recent nationwide survey of congregations of all kinds that sought to identify what had changed in congregational life since the pandemic reports that 78% of all congregations, including Unitarian Universalist congregations, had developed a new mission since the pandemic, and along with a new sense of mission had developed new ways of doing ministry. Such changes suggest a key area of work the Board might consider in the coming year, namely thoughtful review of what our mission has been, what mission we see before us presently, and what adaptations we will be challenged to make in order to live into that mission. The past year saw a high level of satisfaction among congregants in terms of how the church is experienced presently. The coming year—if it is a year of re-evaluating our mission and changing ways of doing ministry, if it is a year where we commit to supporting growth throughout church life—has the possibility, perhaps even the likelihood, of being a year where that satisfaction is sometimes upended in service of change, not merely for the sake of being different but change as part of moving into a rich future and a new chapter of ministry.

Respectfully submitted by Rev. Kathy Hurt

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

0723		0730		0806		0813		0820	
NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
0	2	0	2	X	X	X	X	X	X
X		X		X		X		X	

**QUEST summer hiatus July & August*

Nursery Attendance

0723		0730		0806		0813		0820	
NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
1	3	0	3	1	2	0	2	X	1
3		3		2		2		X	

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

Youth Religious Education Attendance

	0723		0730		0806		0813		0820	
	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
K – 3rd	1	3	0	4	0	2	0	4	0	0
4th +	0	1	1	1	0	3	0	3	0	0
TOTAL	5		6		5		7		X	

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

Reporting & Membership Engagement

I sent an initial email to Kathy Gilchrist, RE-Board Liaison, with a list of issues that I'd like to bring to the board for their input/feedback/approval. She was receptive and we will discuss them in more detail soon.

I submitted an article to UUDigest announcing this year's UUA Common Read, **On Repentance and Repair: Making Amends in an Unapologetic World**, by Danya Ruttenberg. I will facilitate a group discussion on the book, to be scheduled in the Jan/Feb 2024 timeline. I will be advertising this adult education opportunity on bulletin boards and online.

The Minister, the MET co-chair, and I facilitate a Newcomer's class for those new to our congregation. Our practice has been to hold a Newcomer's class once in the fall and once in the spring. I routinely track the names of visitors who request an invitation to the next Newcomer's Class on their Visitor Card. I notified Rev. Kathy and Eileen Barley (MET co-chair) of already having 14 names on the list. This is about the maximum number of people we can accommodate in one class. Knowing that we typically get a surge in interest in the class in early fall, after Ingathering, we've decided to add an extra meeting this year, and scheduled one for Sept. 18th. I will be advertising this class in coming weeks, and changing the content materials based on feedback from previous cohorts.

The Education tab of uucwnc.org has been completely updated with new text and images, and photos of all RE staff members have been submitted to the Communications team for inclusion on our website.

I participated in a walk-through assessment of our campus, from a renter's perspective, and completed my action item coming out of that.

Youth Religious Education

- Amelia's sign-up form for adult participation in 'Our Neighboring Faiths' world religions class is live and on-line. After the initial launch and UUDigest article, we had two volunteers sign-up. That was disappointing, based on the positive verbal feedback we'd been getting from adults, but it's early. Further advertising is planned.
- I will be attending a Part-time Career Job Fair at Cape Fear Community College in search of at least one more paid Nursery Babysitter/Classroom Assistant. Two more would be ideal.
- I will be recruiting volunteers for the K-3rd Grade classroom.
- I continue to organize craft items and clean up the classrooms in preparation for the new church year. These tasks would ordinarily fall on members of a RE Committee, but we don't have one. So it gets done as I have time to do it.

Treasurers Report July 31, 2023

We are in the first month of our Fiscal Year and like other our cash flow slows down a little as you will see in the following numbers:

Total revenues \$12,341.00

Total expenditures \$18,584.00

Short fall \$ 6,243.00

We have changed the look on our reports as they will be printed right off our ICON system for the first time ever. This represents a lot of work by our new Finance committee member Kim Scott, CPA working with our office administrator Holly Wilkenson. Kim has given us the ability to reconcile our bank statements and post to the general ledger as we work through each month. I look forward to meeting with the BOD on the 22nd to discuss our finances and answer any of your questions.

I am attaching a statement of condition as of July 31, 2023 printed off of our ICON system along with a condensed budget comparison as of July 31, 2023

John Grigsby, Treasurer

Statement of Financial Position For All Funds as of 07/31/2023

Assets

Bank

1001 PNC Checking	14,587.70
1002 PNC Reserve Account	54,587.00
1005 Petty Cash	271.29
1004 PNC Building Fund	193,025.00
1010 Endowment Fund	80,128.34

Total Bank **342,599.33**

Other Current Assets

1040 Brokerage Account	2,362.00
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Total Other Current Assets **2,362.00**

Fixed Assets

1020 Buildings	526,300.00
1040 Office Equipment & Furnishings	28,800.00

Total Fixed Assets **555,100.00**

Other Long Term Assets

1050 Land	110,000.00
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Total Other Long Term Assets **110,000.00**

Total Assets **1,010,061.33**

Liabilities

Other Current Liabilities

2300 Payroll Withholding & Taxes	
2350 State Withholding Tax Payable	-190.96
Total 2300 Payroll Withholding & Taxes	-190.96
2400 Share The Plate Collections	862.54
2600 Pre-Paid Pledges	8,350.00

Total Other Current Liabilities **9,021.58**

Long Term Liabilities

2800 Mortgage	102,239.59
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Total Long Term Liabilities **102,239.59**

Total Liabilities **111,261.17**

Net Assets

Unrestricted

Contributions Fund	904,860.28
Technical Worship Equipment	-6,060.12

Total Unrestricted **898,800.16**

Total Net Assets **898,800.16**

Total Liabilities + Net Assets **1,010,061.33**

UU Congregation of Wilmington

Budget Comparison w/Variance (Condensed) for All Funds

Account	Current Month (July)			Year To Date (July FY 2023)			
	Actual	Budget	Variance	Last Year	Budget	Variance	Last Year
Revenues							
4000 Offering Revenues	12,140.60	18,261.00	-6,120.40	17,470.90	18,261.00	-6,120.40	17,470.90
4100 Rental Income	200.00	833.00	-633.00	0.00	833.00	-633.00	0.00
4300 Fundraising Programs	0.00	833.00	-833.00	0.00	833.00	-833.00	0.00
Income							
4500 Other Revenue	0.00	1,000.00	-1,000.00	0.00	1,000.00	-1,000.00	0.00
Total Revenues	12,340.60	20,927.00	-8,586.40	17,470.90	20,927.00	-8,586.40	17,470.90
Expenditures							
5000 Payroll	13,679.08	16,801.00	-3,121.92	12,653.38	16,801.00	-3,121.92	12,653.38
6000 Facilities	3,661.75	3,832.00	-170.25	10,247.39	3,832.00	-170.25	10,247.39
7000 Office Expenses	659.36	959.00	-299.64	1,041.96	959.00	-299.64	1,041.96
8000 Programs	91.01	254.00	-162.99	0.00	254.00	-162.99	0.00
8300 Share the Plate	397.65	0.00	397.65	577.50	0.00	397.65	577.50
8500 Denominational Contributions	0.00	500.00	-500.00	0.00	500.00	-500.00	0.00
Total Expenditures	18,488.85	22,346.00	-3,857.15	24,520.23	22,346.00	-3,857.15	24,520.23
Other Expenditures							
Bank Service Charges	62.00	0.00	62.00	3.00	0.00	62.00	3.00
Credit Card Charges	33.20	0.00	33.20	91.69	0.00	33.20	91.69
Total Other Expenditures	95.20	0.00	95.20	94.69	0.00	95.20	94.69
Summary							
Total Revenues	12,340.60	20,927.00	-8,586.40	17,470.90	20,927.00	-8,586.40	17,470.90
Total Expenditures	18,488.85	22,346.00	-3,857.15	24,520.23	22,346.00	-3,857.15	24,520.23
Total Other Expenditures	95.20	0.00	95.20	94.69	0.00	95.20	94.69
Balance	-6,243.45	-1,419.00	-4,824.45	-7,144.02	-1,419.00	-4,824.45	-7,144.02