

**Unitarian Universalist Congregation of Wilmington, North Carolina  
Board of Trustees (BOT) Meeting Minutes, September 26, 2023**

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

Absent: Kathy Gillcrist

Guest: Jeanette Kosar, Leslie O'Connor, Scott Armstrong

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 Lifelong Faith Exploration report (including chart of duties), Reverend Kathy's Executive Report and the Financial report were accepted as submitted. Appendix A, B and C.

**The Interior Committee** noted that the congregation's poster with the 7 Principle's needs to be updated to include the newly adopted 8<sup>th</sup> Principle. The Board voted unanimously to support their initiative and change the poster.

**Policy Change:**

There has been discussion and requests to review the policy on dropping kids off for RE and daycare. The Board voted unanimously to uphold the existing policy as it's in the best interest of the congregation as a whole. However, the conversation highlighted the need to establish a safe congregation policy. Leslie will submit a policy for the Board to consider.

**Accepting new policy, committee guidelines, upcoming guidelines:**

Reverend Kathy suggested change name from Committees to Associates and then they're exempt from typical committee requirements. Jimmy will discuss with the committees for their feedback. Gary and Jimmy to work on edits on policy to accommodate the Caring committee and PCP Committee and their privacy needs. The Board voted in support with the knowledge that an amendment is pending.

**Screens in Sanctuary and Dobkin Hall:**

Jimmy asking for assistance from a few congregants. Getting quotes.

**Floors in Dobkin Hall:**

Dennis has 5 bids now. With installation, the expense is \$5,000-\$7,000. Expect a full report shortly. Working with Roxie (Interior Committee) on storage solutions, and with Bill Singleton (Campus Assessment Committee) on flooring. Utilizing the last of the Murphy Endowment.

**Social Justice Pilgrimage:**

Michael is working diligently on this event. The registration will be live in October. Questions about capacity of the sanctuary. Is it reasonable to ask congregants to attend via Zoom to ensure enough space for visitors? The Board is committed to assisting in the efforts to ensure this event is a success.

## Board Goals:

At the Board's yearly retreat (August 26, 2023), 23 major goals were identified. Looking within those goals, there's a need to identify which are most important and trackable?

Goals to include (Appendix D):

- Creating a welcoming culture.
  - Creating a safe congregation.
    - Developing a safety plan
      - Hurricanes
      - Protestors/Disruptors
  - Handicap friendly.
  - NC Welcoming Congregation renewal (takes about a year).
  - Nurturing new members.
  - Possibly "red cup" membership (membership committee).
- Financial Stewardship
  - Outreach to committees and community partners.
  - Caring for the campus to ensure it's well maintained proactively.
- Religious Education
  - Policies that are up to date.
  - Volunteers.
  - Establish an RE Committee.
  - Safe Congregation.

The Board voted unanimously on these major goals for Fiscal Year 2024.

The meeting was adjourned at 7:25pm

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

0820		0827		0903		0910		0917	
NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
X	X	X	X	X	X	0	0	0	0
X		X		X		0		0	

*\*QUEST summer hiatus July & August*

### Nursery Attendance

0820		0827		0903		0910		0917	
NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
0	2	0	1	0	3	0	3	X	1
2		1		3		3		1	

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

### Youth Religious Education Attendance

	0820		0827		0903		0910		0917	
	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM	NEW	MEM
<b>K – 3rd</b>	0	3	0	4	1	5	0	4	0	4
<b>4<sup>th</sup> +</b>	0	1	0	1	0	1	0	3	1	0
<b>TOTAL</b>	<b>4</b>		<b>5</b>		<b>7</b>		<b>7</b>		<b>5</b>	

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

## ***Reporting & Membership Engagement***

- Decided NOT to have a UUA Book Fair this year – it's just too much work to do without (adult) help. My attempts at recruiting volunteers to help with the project were unsuccessful, and I considered having the youth help me, but there are aspects of the event that just require a few additional adults. I look forward to having one next year.
- Organized the Newcomer's Class, held on Sept. 17<sup>th</sup>, with 12 newcomer participants. Rev. Kathy and Rev. Kelley both presented, and a special thanks to Eileen Barley (MET) for not only presenting, but also for preparing a great lunch! I'd updated the content to include more detailed UU history, and the class was positively received. I'm including a copy of an org chart I created for the class that might be useful to the Board (I already forwarded it to Jimmy/Program Council).
- RE's Board Liaison, Kathy Gilcrest, and I communicate regularly on different topics and the feedback and advocacy is appreciated.
- Continue to coordinate the OWL for Older Adults workshops, coming up in October. So far, we have 6 UU members and 3 external participants signed up to attend.
- Submitted staff photos (DRE + teachers) for uucwnc.org.
- Wrote 12 submissions to the UUDigest this month, everything from volunteer recruitment, to UUCWNC event childcare procedures, to advertising for a UUA workshop open to all members.
- Participated in two services for the Time For All Ages this month.
- Cleaned, disinfected, organized, and prepared 3 classrooms for the start of the church year. I also coordinated with Dennis and Kim about use of classrooms for the potluck.

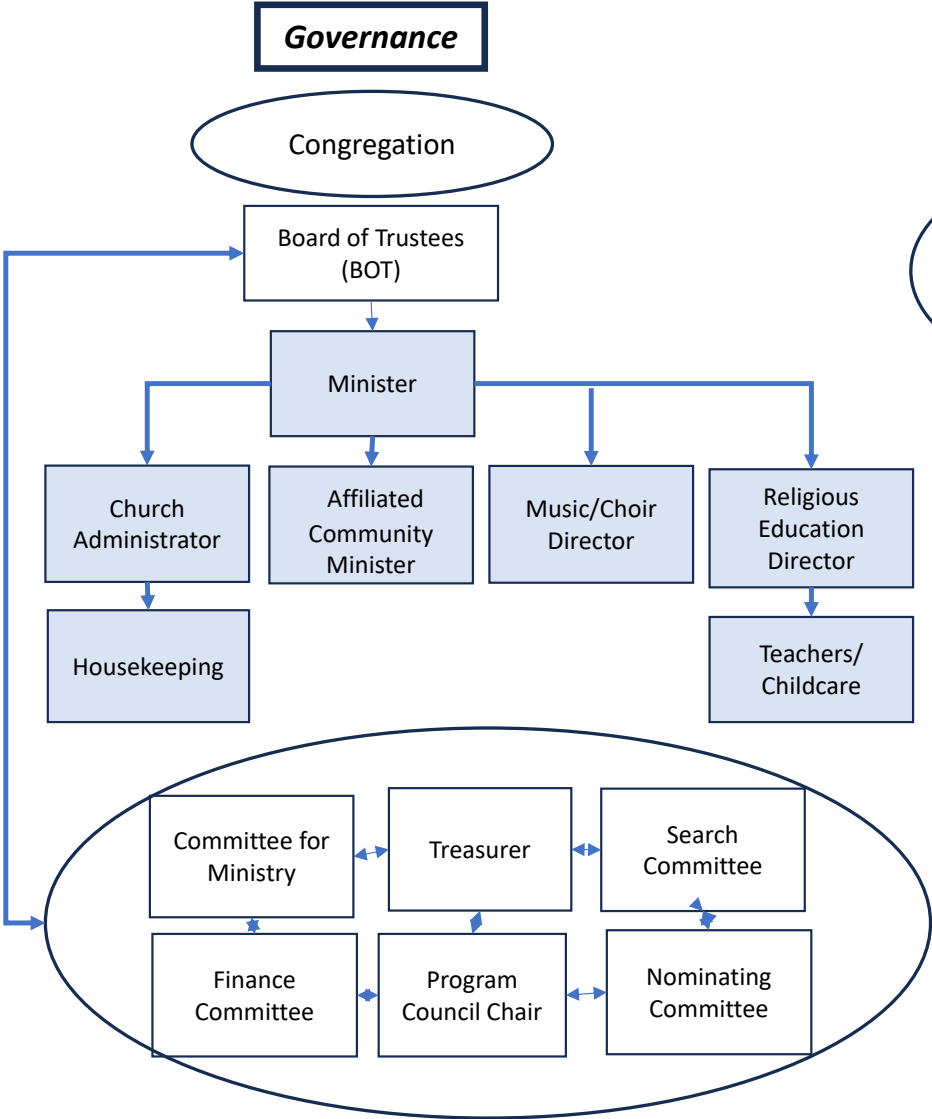
## ***Youth Religious Education***

- Our summer RE program of meaningful movies and crafts was a hit! Attendance this summer was consistently higher than previous summers when attendance was erratic and unpredictable. We added two new, permanent, regularly attending students just over the summer months.
- We had moderate attendance on the first day of the church school year (Sept. 17<sup>th</sup>). The primary class (K – 3<sup>rd</sup> grade) had four students, and the nursery, one.
- After much preparation, publicity, and outreach it was disappointing to have only one student attend our first world religions class (Grades 4+). Based on parent responses to our outreach, we expected at least four.
  - In the past 8 months, we've had two family units, representing five youth, stop attending church for reasons over which I have no control. That's over 50% of the world religions class.

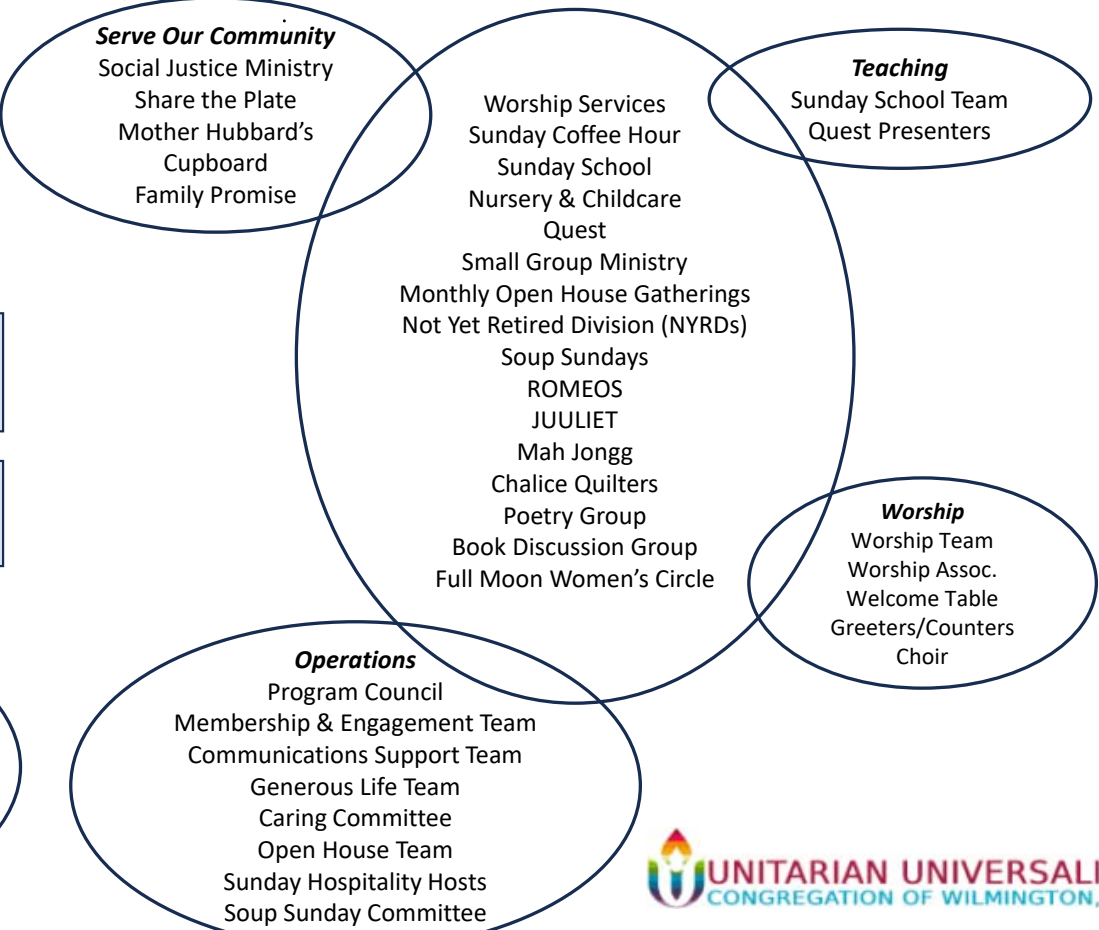
## Appendix A

- If the trend continues, the world religions program will be reconsidered. It's one thing to run a program that does not comply with the UUA 'Safe Congregation' policy when we remain in the classrooms with open doors. It's another thing to operate that way when on field trips outside of the UUCWNC campus, where the increased risk to all involved may prove unacceptable.
- We would then consider what many congregations do and offer RE for primary grades and have older youth attend the adult service with their parents. RE programming would then narrow its focus to the well-attended primary classes (K – 3<sup>rd</sup> grades). When enough youth begin attending regularly, we will collaborate with them to build a program that they themselves want to attend.

**Governance**



**Connect**



REPORT TO THE BOARD  
September 2023

Our regular church year rhythms have resumed with the Homecoming Service on September 10. The level of energy and morale remains high, as evidenced in the attendance at services, the participation in the ongoing Settled Minister Search Committee processes, and in an immediate request for a newcomer's class, attended by 12 people. As this second transitional year shifts increasingly into a focus on the future and the new minister, there may well be new tensions arising since the pace of change, the reality of change, intensifies. Yet along with those tensions will come excitement as the congregation takes its first steps into its next chapter.

With this report, I will begin my customary style of focusing on where work stands with regard to goals set by the Board for the year. Your August retreat generated quite a long list of goals, and your September meeting will be narrowing the focus to reduce the list to a manageable length. As you sort through the list to determine the focus for the year, I invite you to give priority to those goals which seem most likely to strengthen and prepare the congregation for new ministry. Alternatively, that might mean considering goals which highlight places in congregational life that have the potential to be undue challenges for new ministry.

In reviewing your list, I believe the goals listed in the category of "Within" are best handed to committees and staff rather than being the concern of the Board, with the possible exception of preparing an assessment of the facilities in terms of disability access. The other goals of that category all seem work to be done outside the Board.

The goals under the category of "Beyond" seem largely to be ones that can best be worked on under the leadership of a new minister, as they are goals that build over time rather than being possible to accomplish in a single year. The possible exceptions to that assessment might be identifying ways to put the 8<sup>th</sup> principle commitment into action and developing a safety plan, as those point to work that belongs to the Board.

My review of the goals then concludes with my suggestion that for the coming year the Board focus its attention on items that appear under the "Among" heading, as those seem to me to be appropriate Board work and also possible to achieve, or at least make noticeable progress towards achieving, in the time frame of a church year. Campus planning, governance, financial challenges, and communication all invite Board leadership (the goal of increasing committee participation is not primarily the work of the Board, but of the staff and MET, possibly using insights from CFM pertaining to more effective committee functioning).

Whatever goals the Board ultimately adopts, I urge you to remember that the main work of this year is preparation for new ministry, and also to remember that you are limited in what you can accomplish by virtue of having part-time ministry. Do make a key element in your leadership giving attention to good self-care.

Respectfully submitted by Kathy Hurt

STATEMENT OF ACTIVITIES - AUGUST 31, 2023				
	Approved Budget 2023-2024	Actual Income & Expenses YTD 8/31/23	Percent of Budget Year To Date (2/12 or 17%)	
<b>INCOME</b>				
Pledge Contributions	\$ 230,000	\$ 45,473	20%	
Plate Collection (gross)	30,000	3,197	11%	
Future Pledges and Unpledged Donors	15,000	-	0%	
Fund Raising & Other Special Donations	12,000	806	7%	
Facility Rentals	5,000	1,030	21%	
<b>Total Income</b>	<b>292,000</b>	<b>50,506</b>	<b>17%</b>	
<b>EXPENSES</b>				
<b>Staffing (salary &amp; benefits)</b>				
Minister (salary, pension, insurance & moving)	105,000	11,147	11%	
Director of Lifelong Faith Explor. (salary & pensio	33,495	5,153	15%	
Office Administrator (salary & pension)	24,000	3,840	16%	
Choir Director	10,000	1,600	16%	
Pianist	5,000	450	9%	
Affiliated Community Minister	-	231	-	not budgeted
Employer FICA & Medicare	4,862	792	16%	
Worship	3,000	416	14%	
Childcare	2,300	443	19%	
Professional Dues	1,000	-	0%	
Professional Expenses	500	-	0%	
<b>Total Staffing</b>	<b>189,157</b>	<b>24,072</b>	<b>13%</b>	
<b>Facilities</b>				
Mortgage	14,700	2,440	17%	
Insurance	10,000	2,201	22%	
Utilities	10,000	1,303	13%	
Cleaning	9,000	1,055	12%	
Repairs & Maintenance	15,000	18,665	124%	new air conditioning unit July 23
<b>Total Facilities</b>	<b>58,700</b>	<b>25,664</b>	<b>44%</b>	
<b>Office/Administrative</b>	<b>15,265</b>	<b>2,237</b>	<b>15%</b>	
<b>Share the Plate gifts to nonprofits</b>	<b>15,000</b>	<b>1,857</b>	<b>-</b>	
<b>Dues UUA, UU Justice, UCONCI</b>	<b>9,750</b>	<b>-</b>	<b>0%</b>	
<b>Programs/Teams (See Note 1)</b>	<b>9,250</b>	<b>673</b>	<b>7%</b>	
<b>Total Expense</b>	<b>297,122</b>	<b>54,503</b>	<b>18%</b>	
<b>Net Income/(Expense) from Operations</b>	<b>(5,122)</b>	<b>(3,997)</b>	<b>78%</b>	
<b>Transfer from Savings</b>	<b>5,122</b>			
<b>Net Income/(Expense)</b>	<b>\$0</b>	<b>(\$3,997)</b>		
<b>Note 1 Programs/Teams Expense Year-To-Date Detail</b>				
	Approved Budget 2023-2024	Actual Income & Expenses YTD 8/31/23	Percent of Budget Year To Date (17%)	
<b>Programs/Teams</b>				
Caring	\$ 1,000	-	0%	
Board of Trustees	300	-	0%	
Congregational Life	200	-	0%	
Denominational Affairs	630	-	0%	
Generous Life	900	74	8%	
Hospitality	1,420	16	1%	
Membership	500	-	0%	
Quilters	300	-	0%	
Religious Education	2,000	59	3%	
Search for Minister	0	336		not budgeted
Social Action	2,000	188	9%	
<b>Total</b>	<b>\$9,250</b>	<b>\$673</b>	<b>7%</b>	



## BOT GOALS 2023

### **Within Goals:**

Nurture deep connection and community

- Reintroduce Chalice circles - Membership
- Connect with congregants who have not been active lately -Membership

Create welcoming culture

- Assess disability access
- Utilize UU Justice NC – Welcoming Congregation Process
- New tactics to connect with new members – red cups

### **Among Goals**

Develop campus planning strategies

- Charter for Building Committees - Board
- Recruit Planning Committee - Board

Address current and ongoing governance structure

- Identify preferred model, negotiation stance for new minister-Board
- Brief the Search Committee

Enhance member participation and leadership-

- Committee Fair -Membership

Address financial stewardship

- Identify current and future funding needs BOT Treasurer
- Consider means to increase pledge participation Board/GLT
- Develop fundraising and rental income streams-Board

Enhance communications

- Launch new website and social media efforts – Board Communications team
- Rollout Google Drive Folders for each committee – Board/Comm. Chairs
- Specify with policy on what should be stored - Board
- Evaluate Program Council Expansion – Board

Expand /evaluate support for RE program

- Recruit Committee to discuss RE direction-Board/Leslie?
- Meet with Director of Lifelong learning
- Evaluate state of Adult RE programs

### **Beyond Goals**

Develop outreach strategies for new members

- Determine approaches to younger people (under 60)
- Determine approaches with others (over 60)
- Reach out to past members

Develop outreach programs to potential community partners

- Identify other faith-based groups aligned with our values
- Identify secular groups aligned with our values

Develop Social Justice Initiatives

- Support social justice efforts within congregation
- Enhance connection with UU justice NC
- Develop safety plan for Congregational and community settings