

**Unitarian Universalist Church at Washington Crossing
Board of Trustees**

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



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Meeting Minutes

Wednesday, February 13, 2019

Marianne Alt, president, called the Board of Trustees meeting to order at 6:57 PM. Also in attendance: Vice President, Nathalie Edmond; Treasurer, Lynne Quinto; Secretary, Ed Dobrowolski; Trustees: Patrick Kahney, John Ueng-McHale, Dianne Ross (Process Observer), Nina Todor (Opening Words), Colin Unsworth (Timekeeper); Church Administrator, Susan Irgang; DLRE, Robin Pugh; Minister, Rev. Kim Wildszewski. Absent: Ministerial Intern, Hannah Gallo.

Guests: Capital Project Team Members: Jayme Trott, Mary Acciani and George Faulkner.

Nominating Committee: Sandy Muccioli, Jim Sanders and Terry Caton.

Capital Project

Mary presented the preliminary plans for additions to our building. They include:

- An Elevator
- 5 Office Spaces
- Expanded space for Freezers
- Extra room off of the Crossings room
- An optional "green wall"
- Repair of the Crossings Room Wall

Discussion:

- There was a short discussion about how the open space concept. We agreed that we would need to adapt office standards/open space for our needs.
- There are expectations that there may be an uptick in contributions, once these preliminary plans are presented.
- There is currently not a formal process for new members to pledge for capital campaign.
- A concern was raised about the appearance of the "green wall" in the winter. The architect proposed decorative memorial leaves (that could be purchased as a fund raiser) to replace the greenery in the winter.

Cautions:

These are preliminary plans. They must be reviewed by a civil engineer to ensure we are in compliance with environmental and other regulations.

Next Steps:

- Engage a Civil Engineer who will confirm that we meet regulatory requirements and present the plan to regulatory agencies.
- Relaunch the Capital Campaign using the plans to encourage contributions.
- Present the preliminary plan to the congregation.

- The communications plan is as follows:
 - Presentations to the Board of Trustees, the Church Council on Feb. 26, and then the Congregation on March 3rd during the Middle Hour.
 - Develop a team of Ambassadors to Neighborhood Groups to answer questions.
 - Articles in Church publications.

Nominating Committee

There are a number of important leadership positions open this year creating pressure on the Nominating Committee. Changes to our systems that will fix this situation are in the pipeline, however they don't address the current situation.

Sandy requested that the Board provide candidates for the Nominating Committee for next year. She explained that they are currently shorthanded.

Candidates should have a large social network at UUCWC, be gregarious and possess institutional memory.

Sandy also suggested that if a Board Trustee would take on a one year term it would help future nominating committees by staggering the need for these positions.

We also discussed implementing a team approach to committee leadership to reduce the amount of time that leadership positions require. This approach might require modifications to policies and procedure and the bylaws.

Jim explained that they are working triage: finding candidates for the most important positions first.

These positions include:

- Board Positions including Treasurer and Board President
- Finance Committee
- Stewardship Chair
- Communications Committee

Issues:

- Lack of descriptions of the responsibilities of the positions.
- Committees are not grooming replacements.

Next Steps:

Kim and Marianne have been reaching out to possible candidates. Sandy would like to make sure that these asks are coordinated by frequent communication.

Lynne and Sandy will develop an article that describes the open positions. Lynne will insert an "ad" in the newsletter that lets people know that positions are open and to contact Nominating if they are interested.

Consent Agenda

Rev. Kim asked that the Board consider the disposition of memorial and other gifts made to UUCWC.

Should we ask that all gifts be:

- contributed to a single fund?
- contributed to the operating budget?
- contributed to the endowment?
- continue with the reserve funds?

The Secretary will send thank you notes to the Parking Lot Team, Lori O'Neil and Olaino Hardaway.

There were no questions related to the other reports.

Marianne made the motion to accept the Consent Agenda. The motion was seconded and it passed unanimously.

Treasurer's Report

Comments on Year-to-Date Results

- We have a \$6.5K deficit for January with an \$18K surplus Year-To-Date (last January we had a \$13K deficit and \$38K surplus Year-to-Date). In reality, deficit is only \$3.5K; due to bank glitch in which our mortgage payment was deducted twice. We don't expect the credit until Feb 1 (reflected in the mortgage budget line).
- We received pledge payments of \$28.6K (budget \$32.7K /month); total slightly ahead of budget Year-to-Date.
- End of year gifts total \$15,735 (\$16K budget).
- Greater Good Campaign brought in \$3.7K, a check was sent to UUSC. An additional \$2,000 was sent directly to UUSC by members in order to take advantage of employee matching.
- Negative auction proceeds due to software purchase.
- "Gifts - not yearend" were made in honor of Paul Tuerff; Janet Tuerff will designate the allocation.
- Year-To-Date income less than \$1K below budget.
- Staff expense are about on budget for month.
- Operations is below budget for the month. (Grounds - salting/ plowing paid in February.)
- Office tech expense is for database software renewal;
- Treasurer expense includes an additional fee for year-end forms.
- Program expenses are below budget for month;
- The negative RE amount is due to reimbursement for OWL books previously purchased.
- Expenses due to plumbing back-up was paid out of building reserve. We will be receiving an insurance payment.
- Capital Campaign – payment was made for 90% of parking improvements.
- We have 5.0 months in reserve (does not include Capital Campaign).

Executive Session

The Board went into Executive Session to discuss personnel matters.

Board Retreat

Our Board Winter Retreat will take place on Saturday, March 2nd at [The Barn at Gravity Hill](#). We'll start at 8:30 AM for breakfast and begin our agenda at 9.

We should finish by 3 PM. Ed will send an email with details and request for food contributions.

Housekeeping

- Patrick and Nathalie agreed to write an article that describes the work that Rev. Kim does and why we need an Assistant minister. Due March 2.

Adjournment:

The meeting adjourned at 9:20 PM

Future Dates:

- Church Council: February 26
- Board Retreat: Saturday, March 2
- Capital Project Listening Circle: Sunday, March 10
- Upcoming Board Meeting: Wednesday, March 13
- Board Meetings on **April 3** (regular meeting) and **April 10** (budget meeting)

Respectfully Submitted,

Ed Dobrowolski

Secretary, Board of Trustees