

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Board of Trustees Meeting Minutes FINAL  
Wednesday, July 10, 2019**

*President Nathalie Edmond (Opening words) called the Board of Trustees meeting to order at 7:00 PM. Also in attendance: Secretary, John Ueng-McHale; Scribe, Nina Todor; Trustees: Marianne Alt (Process Observer), Jeffrey Lang, Dianne Ross (Timekeeper), Sue Saddlemire, Jim Sanders; Senior Minister, Rev. Kim Wildszewski; Congregational Administrator, Susan Irgang; DLRE, Robin Pugh; Minister of Congregational Life (MCL), Rev. Sue Goodwin.  
Absent: Treasurer, Patrick Kahney.*

**Staff Reports and Pre reads:**

- Nathalie discussed that each member is expected to read the pre reads prior to each meeting and to write to the author of each report if there are questions to save time during the meeting. Any unsolved issues will be added to the agenda.
- Board discussed Rev. Kim's Proposal for Reorganization of Council for Faith in Action. Jim Sanders asked if Mike Wilson distributed a different version of the CFA report. **Action**: Jim will follow up.

**Minister of Congregational Life:**

- Rev. Sue Goodwin now in this role (welcome, Sue!)
- Focus will be on membership and leadership development.
- Many parts to this role: Faith Forward, community building, nomination, growth through service, ushers/greeters, kinship circles, Welcome Table Wednesdays, and cover Rev. Kim's Sabbatical. This will lead to leadership development.

**Planning for Sabbatical**

- August: no board meeting, this will be the Social Justice retreat with Christina Rivera
- September meeting: should this be "think tank" meeting, who will cover what while Rev. Kim is away and discuss over functioning of some members? Timing is good for us to use the fall board retreat to envision this time.
- **Action**: Rev. Kim to propose plan, perhaps one that in some way aligns with board goals; board to discuss & affirm. Ideas discussed included how the rest of the church could be on a "pilgrimage" or "journey" while Rev. Kim is away. Discussed using Executive team to come up with some ideas to share with board prior to September meeting. Discussed including rest of congregation and what their expectations are.

**Motion** to accept the consent agenda moved by Nathalie, seconded by Marianne; motion passed unanimously.

**Treasurer's Report (group discussion since Patrick was absent)**

Comments on YTD Results - PRELIMINARY

- At this point, running a \$25K deficit for June, which is to be expected with year-end spending, with an \$11K deficit YTD (last year, June ran a \$26K deficit and \$27K surplus at year end). Rec'd pledge pymts of \$25K for June; add'l \$5K in pledge pymts was expected, has been delayed. Have rec'd 92% of budgeted total pledge income to date. (Follow-up will continue in July.) Negative auction income due to transfer of half of proceeds over budget to CFA. Plate income for year \$1.5K below budget.
- Staff expense on budget for month; slightly below budget for year.
- Operations below budget for year. Electric bill was for May and June. Grounds - once all expenses accounted for, anticipate transfer of \$5K to snow removal reserve fund.
- Program expense \$3K under budget for year.
- Q4 payment has been made to UUA; payment made in full.
- Work due to plumbing issues now complete; trans remaining \$4.7K insurance pymt from building reserve to Cap Cmpgn. Negative Endowment due to expenses paid but not yet reimbursed from UUCWC's Endowment Fund (will receive in July); spending for all 2017-2018 grants completed. Have 3.4 months in reserve.

### **Treasurer's Role**

Patrick gave feedback about the role being too big. There will be a meeting in the next month involving Patrick, Susan I, Finance chair, and member of personnel committee to draft a proposal for redistribution of treasurer duties that will be presented to Board in August or September.

### **Rev. Kim's Title**

Rev. Kim raised the issue of what her title should be in the context of the hiring of Rev. Sue as Minister of Congregational Life. We discussed terms including "Lead Minister" and "Senior Minister" in the context of our congregation as well as what these leadership titles can mean to persons outside UUCWC, in our community, in other UU congregations, and the wider world. **Motion** for Rev. Kim's title to be Senior Minister of UUCWC, moved by Jim. Seconded. Motion passed unanimously.

### **Inclusion Group Report**

Tony Panzetta, Mike Hanson and Judy MacLaury presented the findings of the Inclusion Group Report. The group interviewed a selection of more senior church members and how to keep them involved in church activities and community. 25 members were surveyed. Mostly good feedback but some suggestions were made for meeting times, elevator installation, hearing during services and meetings, more information about caring group, parking near church and using technology for meetings so some can meet at home, to name a few. Discussion included:

- Encouraging elders to participate;
- Instructing younger members regarding issues of elders (e.g., on a regular basis during Sunday services, we could highlight new/improved system(s) such as chairs in the Crossings Room)
- Instruction on technology to help with attendance at meetings and church service
- Ongoing assessment of needs as they arise

### **Board Retreat**

Date is October 5<sup>th</sup>. Nathalie posed questions to consider about how meetings are working, esp. with a shift away from (mandatory) use of Robert's rules of order. Reading assignment to follow.

### Shared Leadership

- **Motion** was introduced by Nathalie for Nathalie Edmond and Patrick Kahney to have financial authority for bank account. Also, George Faulkner shall have financial authority for the Capital Campaign bank account, with Patrick Kahney as backup. Sue Saddlemire made the motion, which was seconded and passed unanimously.
- **Motion** for John Ueng-McHale to be Board Secretary; Marianne made motion, which was seconded and passed unanimously.
- Vice President: Discussion for need for backup for President. Nathalie and Rev. Kim stated that there is no expectation that this role will necessarily lead to the role of president. Also, Nathalie proposed dividing the role into two elements; namely, council lead and member of the executive team of the board.

### Board roles

President- Nathalie

Vice President- open

Secretary- John, retreat minutes scribe

Treasurer- Patrick

Scribe for monthly mtg minutes- Nina

Personnel liaison- Sue?

Capital Campaign liaison- Marianne

Nominating liaison- Jim?

Finance liaison- Patrick

Stewardship liaison- Dianne?

Policies and Procedures taskforce liaison-John

Board chats- October to June

Monthly cross currents article

- May need to meet after August presentation to discuss liaison roles.
- Jim will proofread annual minutes and pass on.

### Policies and Procedures (P&P's)

- Discussion about the large amount of work that needs to be done on these, due to bylaws changes and references to P&P's in the bylaws, so P&P's need to be updated. Approx. 33 due to be reviewed/updated.
- Final P&P's on website, Google drive has all P&P's in various stages of development.
- Request for motion to form task force outside of board to activate this work. John is trying to understand and map what exists and will go from there. Will contact folks who wrote bylaws to help with organizing this.

**Motion** for Policies and Procedures task force to be formed was made by Marianne, seconded, and passed unanimously.

### Housekeeping

- Executive Team's next meeting: TBD

- **Action:** Check with Lynne Quinto re when is Cross Currents due date (Sue S. and Dianne to do this)
  - Cross Currents article: Rev. Kim's new title, Senior Minister
- Board Meeting: August 16<sup>th</sup> Anti-racism training in place of meeting
  - Tentative agenda items include
    - Liaison roles
    - October Retreat
- Annual Board Luncheon: July 14
- Rev. Kim has invited Rev. David Pyle to work with us on governance sometime after September. [From previous minutes]

**Meeting adjourned at 9:05 pm.**

Respectfully Submitted,

***Nina Todor***

Scribe, Board of Trustees

***John Ueng-McHale***

Secretary, Board of Trustees