

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Board of Trustees Meeting Minutes - APPROVED
Wednesday March 11, 2020**

President Nathalie Edmond called the Board of Trustees meeting to order at 7:04 PM. Also in attendance: Vice President, Marianne Alt; Treasurer, Jim Sanders; Secretary, John Ueng-McHale; Scribe, Nina Todor; Trustees: Patrick Kahney, Jeffrey Lang, Dianne Ross, Sue Saddlemire; Congregational Administrator, Susan Irgang; DLRE, Robin Pugh (On sabbatical: Senior Minister, Rev. Kim Wildszewski)

First Hour

Nominating Committee: Representative Sandy Muccioli present

Discussed how the board can support the Nominating committee as it goes through this year's nominating process.

- There are four open positions on Board, with three or more openings on Nominating, Finance, and Endowment. Rev. Kim had sent an email before leaving for sabbatical inviting members into a conversation about service and leadership. The board and Sandy discussed how we can further engage the recipients of that email.
- Sandy and the Board discussed a list of twelve to fifteen potential candidates for different positions; we agreed on one-on-one conversations to gauge interest in leadership roles.
- We'll use the "3 questions" used by Nominating to kick-start the conversation:
 - What energizes you? (interests, strengths, etc.)
 - What kinds of leadership roles have you had? (Both at Church and in other areas)
 - Are you more comfortable out front (with other people; approachable) or behind the scenes (planning, organizing, record-keeping)?
- Other discussion:
 - Discussed efficacy of current structure of Nominating. For example, Nominating does not have many meetings, but the members of the committee feel pressure to fill open positions. Could meeting actually help facilitate deepening of relationship of Nominating-committee members?
 - Could we ask past board members to be on Nominating or to advise?
 - Is the current structure of five members on the committee optimal? Would more members help?
 - Growth through Service model has generated some interest and curiosity; how can we foster that?

- Discussed possibility of a task force, and then decided that Nominating could *focus* its efforts on leadership development as it fulfills its core mission. See Bylaws, Article VI, Section 2.C, which states that the Nominating Committee shall:
 - “produce a slate of candidates for Board officers and trustees to be elected at the Annual Meeting
 - identify candidates for committee chairs and other positions in response to Board requests”
- Discussion led ultimately to the following motion, which was passed unanimously during the second hour.

MOTION: “The board approves a one-year focus of the Nominating Committee on developing and fostering leadership development.” Nathalie moved the motion, which was seconded and approved unanimously.

Second Hour

Service awards

- Cross currents article is out; Dianne, Marianne, Nathalie will work on service awards.

Ministerial Evaluation Task Force:

- Patrick and Marianne agreed to discuss this topic further and then report back next month. The evaluation will cover this year, and can be retrospective to the previous year since there was no evaluation in that time period. The tentative plan is to create and share a Google document that will be sent out so people can answer questions.

Treasurer’s Duties:

- Hand out- Read for scope to see what was done. (Appendix- Treasurer’s duties) Estimated monthly hours 1/3 of treasurer’s time is in meetings, talking with personnel. The report also pulled out tasks that are shared with finance.
 - For next month- Need to figure out where Jim’s term will end and new one to start
 - Jim wrote a Cross Currents article
 - UUCWC did not spend money allocated for snow removal, 8 months of reserves...this is good. Good financial place.
 - Will report May’s financials at the annual meeting.

Budget Consensus Circles

- Discussed the second board practice - Holding the Fiduciary (Resource) Responsibility and how that relates to the overall budget
- We discussed the concept of “one church - one budget”, which emphasizes our responsibility to *support the mission of the congregation* through resource management.
- Currently we don’t use this approach; instead, we have many individual line items for each group and each “function” rather than more general categories designed to support elements of our mission.
- How can we move toward an integrated, mission-focused budget in small ways?
- What would it mean?
- Same amount of money... money can be allocated as needed. For example, to support the hiring of a full-time assistant minister.

- Note: Jim offered to provide some readings to the board.
- Some UUCWC groups manage their own budget line items, and might have concerns.
- To that end, the board agreed to have listening circles - 5 April - one during middle hour and another after second service.
- Mission-based budgets intentionally decenter white supremacy, moving from a mindset of scarcity to one of abundance.
- We'll share a summary at the listening circles, and then use our pulse check.
- We will need to prepare ourselves before we present this to the congregation. What can we read before we present to circles?

During the second hour, the Board entered executive session for approximately ten minutes.

Covid-19 Preparation

- The pandemic is putting tremendous stress on the system! There are many questions and significant anxiety.
- We discussed practical concerns like whether and how to hold fellowship hour, welcome-table Wednesdays (WTW), offering, hymnals, orders of service, pebble bowl, live streaming, etc. We discussed the auction. We discussed worship service.
- Ultimately we decided the following:
 - Marianne volunteered to be the point of contact for the staff to field daily questions and decision-making. Thanks, Marianne!
 - First meeting: Thursday 12-March!
 - Cancel WTW.
 - Prepare for live-streaming one service with Zoom.
 - No meetings of more than 15 people, and spread out (social distancing). Use Zoom.

Housekeeping:

- No board chat this month.
- April 15: long board meeting to cover budget and other topics. Nathalie will make a meal! Time: 6pm-9:30 pm
- Letter to neighbors nearly ready pending final edits.

The meeting adjourned at 9:06 pm.

Respectfully Submitted,

Nina Todor

Scribe, Board of Trustees

John Ueng-McHale

Secretary, Board of Trustees

Appendix: staff, executive-team, and treasurer reports

Treasurer Duties

- Serves as member of the Board of Trustees and the Finance Committee and attends all such meetings, if possible; attends Board retreats (normally twice yearly) and the annual congregational meeting and any other congregational meetings as needed. May need to participate in an occasional UU regional meeting.
- Makes monthly (Board and Finance Committee) and annual (congregation) financial reports regarding the budget expenditures and receipts, bank, endowment, mortgage balances, etc.
- Trains and supports the incoming Treasurer prior to transition; is available after the transition for assistance.
- Assists the Finance Committee in the preparation of the annual budget.
- Coordinate with Administrator to ensure sufficient funds are maintained to pay bills.
- Reviews ICON deposit journals and QB activity to ensure income and expenses are assigned to appropriate accounts or restricted funds.
- Monthly Account Reconciliations – Checking A/C's (operating and capital campaign), savings, Paypal and TD Ameritrade A/C. Make adjusting entries in QB, including but not limited to monthly PayPal deposit and fees, allocation of plate funds to CFA, accrual of funds into building reserve account if approved, Amazon Associates deposit, interest payments, unrecorded deposits wired/transferred directly to bank. Advise Assistant Treasurer of any/all contributions included in deposits wired directly to the bank for entry into ICON.
- Periodically transfer funds from Paypal to operating and/or capital campaign checking account(s)
- Endowment: get report from UUCEF and make adjusting entries in QB.
- Beginning of fiscal year: update account signers if needed, journal prepaid pledges
- Manage SREC program: monthly reading of solar meter & record reading in website; watch SREC prices and sell credits
- Provide information for UUA Certification and Annual Report financials
- Works with the Finance Committee and Board concerning the investment of funds, and any budget surpluses and make recommendations on how to use them.
- With the Finance Committee, manages banking and loan arrangements and other financial services (e.g., PayPal, Amazon Associates).
- Works with the Finance Committee and Rental Coordinators to develop and manage rental policies, rates, and payment procedures.
- Provides records for any internal or outside audits.
- Ensures adequate records exist to document the assets of the church for insurance, mortgage/other loans, and other purposes.

- Supervision of tasks done by Admin (payroll, quarterly and annual tax filings, insurance/benefits administration and QB management).
- Workers Compensation Audit in conjunction with Congregational Administrator.
- Annual review and renewal of insurance policies.
- Periodic financial updates to congregation via newsletter.

Estimated Hours: 15 hours per month.

Congregational Administrator Duties (relating to Treasurer/Fiduciary responsibilities)

- Manages employee benefit pension and insurance enrollments and regular contributions by UUCWC and employees (through salary deduction and reduction). Confirm staff pay rates at the beginning of fiscal year and update in ADP and with UUA.
- Insures that all federal, state, and local taxes, reporting forms (e.g., quarterly payroll tax Form 941s and annual W-2s), and regulations are filed or otherwise met on a timely basis.
- Manages (including issuing, monitoring use, and collecting from terminating employees, monitoring and redeeming rewards) any church credit cards.
- Manages payroll function ensuring payments or direct deposits are made in a timely and accurate manner. (Includes setting up new staff in ADP, obtaining/entering hours from non-salaried staff and submitting to ADP). Download ADP reports and enter into Quickbooks.
- Manages other Human Resources functions, including maintaining employee records, checking W-2s for accuracy. Send staff information about health insurance sign up and changes/waivers to coverage during open enrollment periods.
- Manages Quickbooks entry work, including processing reimbursement requests, payment of invoices, entering deposits from ICON posting journals, Capital Campaign deposits. Respond to requests for info from committees/ministries on income and expenditures. Advise Treasurer of any shortage of cash required to pay bills.
- Manage ICON functions, including systems administration, set up for next fiscal year, etc.
- Manages preparation of other administrative requirements, such as NJ Annual Business registration, property tax exemption from Hopewell Township (every three years).
- Works with Finance Committee, Technology Committee, Communications Committee to monitor and manage vendors related to administrative and technology services (e.g., phones, internet, computer hardware and software).
- Works with the Finance Committee and Treasurer to develop and manage rental policies, rates, and payment procedures.

- Maintains filing and storage systems for all financial and banking records for easy retrieval; maintains historical data, and establishes a retention system for old financial records in accordance with government requirements.
- Monthly review of Quickbooks data with Finance Chair/Treasurer prior to submitting data to Treasurer for preparation of bank account reconciliations and financial reports for Finance Committee and Board of Trustees meetings.

Estimated Hours: 20 hours per month, depending on volume/time of year/research needed

Finance Committee Chair Duties

- Sets agenda for, and holds, monthly Finance Committee meetings
- Budgeting: Provide information to all groups/staff to enable them to submit their budget requests for the next fiscal year on a timely basis; follow up as needed through budgeting process. With Finance Committee prepares draft budget and present to Board of Trustees
- Hold budget meeting for in-depth review of proposed budget for those interested; presentation of proposed budget to congregation for adoption
- With Treasurer, manages banking and loan arrangements and other financial services (e.g., PayPal, Amazon Associates).
- Monitor the Church's financial and budgetary activity
- In conjunction with Treasurer, monitor investments, such as CDs purchased through TD Ameritrade, purchase news ones at maturity as needed. Enter QB transactions and provide month end information to the Treasurer for reconciliation.
- Arrange for audits, conducted either internally or externally, no less than every five years.
- Coordinate with Administrator to maintain filing & storage system for all financial transactions for easy retrieval and establish a retention system in accordance with government requirements.
- Coordination/support of other teams that are represented on the Finance Committee by providing information or documentation to help them achieve their goals.
- Represent the Finance Committee at Personnel Committee meetings for budget consultation and any Personnel matters that impact church finances.

Estimated Hours: 20 hours per month

Assistant Treasurer(s)

- Under Treasurer's supervision, make bank deposits from Sunday collection and lockbox and enter into ICON.

- In coordination with Treasurer and Stewardship, follow up with donors if the purpose of donation is not apparent.
- Enter Paypal donations in ICON at the end of each month, or more often as needed.
- Enter minister's pledge into ICON each month.

Estimated Hours: 15 - 18 hours per month

Stewardship Duties

- Conduct an Annual Stewardship Campaign, coordinating calendar with other financial stakeholders and to allow for timely information for budgeting process
- Conduct year-end appeal
- Assign member of Stewardship team to perform necessary functions in ICON
- Enter annual pledges into ICON
- Issue statements periodically to UUCWC members and friends
- Issue Calendar year-end tax statements for congregants
- Attend Finance Committee Meetings to report on status of current stewardship activity

Capital Campaign Treasurer duties

- Make deposits at bank and enter into ICON, then provide deposit info to congregational administrator for entry into QB
- Provide information to Treasurer for reconciliation of CC checking account at month end
- Post and track pledges in ICON
- Issue CC statements periodically to members/donors
- In conjunction with Treasurer and Finance chair, manages banking and loan arrangements.

**Treasurer Report to Board
March 11, 2020**

Treasurer Activity for February 2020

February Financials:

We remain in a healthy cash balance 8 months in.

Liquidity: roughly 8 months from cash on hand and short-term investments (exclusive of Endowment and Capital accounts) but inclusive of all reserves.

February is another deficit month, at -\$2,542, budgeted at a \$84 loss:

HOWEVER, as is historically seen in the months after the end of the calendar tax year, the February receipts run in deficit for the month, we remain at a surplus of \$13,952, where we budget at -\$685 for the year to date.

Operating Pledges is running 1% ahead of budget, and February collections remains lower than budgeted, resulting in the slower collection first quarter of 2020 after the accelerated payments at the end of the 2019 calendar year.

Plate collection ran at 91% of budget for February and 86% year to date.

Capital Campaign:

Campaign Treasurer report attached.

Waiting to hear back from George - but the results from the 76 forms are being reviewed by George.

However the Bank account balances reflects movement of part of the capital receipts into an interest bearing account

George Faulkner and Mary Baltycki met with our bank (Ocean First) on Tuesday, February 11th to review needs for applying for construction bridge loan and mortgage note moving forward.

OVERALL income is tracking at 5 % below budget - (a 4% decreased in income from January's report.)

Expenses is tracking at 91% of the budget.

The largest non-expensed item is for Grounds (snow removal) which has not spent a budgeted \$11,733. There may be other items besides snow in this line item STAY TUNED

Comparing year over year to 2018-19

Historical will be reported with March 2020 numbers (on a quarterly basis) however our surplus is running about \$4,000 ahead of a similar surplus last year at this time.

EXCEPTIONS:

Dec- Feb has seen no snow events – cost savings off-sets

We are still waiting for a fuller accounting from Endowment to be reflected in the church's balance sheet, but we have to consolidate up to 5 years of data into Quickbooks.

Files in the shared drive include:

- Bank Balances as of February 29, 2020
- Balance Sheet as of 2/29/2020
- P & L February 2020
- P & L July 2019 to Feb 2020 YTD

Treasurer Task Force Update:

The task force met this past week, getting closer to a final document.

Presented here to the board this month for discussion, there are items that are listed in the ideal world after full transition, but however are shared duties among the team at this point.

We are also providing our best guesstimates as to the time needed for each position – in order to be a workable sales tool for nominating team.

Respectfully submitted,

Jim Sanders – Interim Treasurer, UUCWC

**Capital Campaign Steering Committee
Meeting Minutes 10 March 2020**

1. *Final meeting with Township for approval is March 26th. Letter from congregation being sent to neighbors explaining construction and reassuring about respectful parking. Hope to be included in announcement of meeting for public comment sent out by township. If not, we will send ourselves.*

1. Architect David Singer reviewed the final architectural plans with the steering committee.

1. Discussion about heat/airflow needs included a plan to use VRF to ensure state of the art energy efficiency in the heat and AC system.

1. Discussed electrical outlet needs, internet hard-wiring, security cameras, fire alarm panels, entrances and egress both during construction and permanently. Reminder that a sidewalk will be constructed from the new parking lot *to door leading into Room 201*, the rear door near the offices and to the side entrance to the sanctuary (with an access ramp.)

1. Anticipate completion of sufficient Mechanical/Electrical/Plumbing (MEP) drawings to **bid for contractor by early April. Process should take 4-6 weeks.**

Bob Busch is doing structural engineering. MEP is responsibility of Pressman and Associates.

David suggested 2 contractors that specialize in this type of work. Discussed need to include in the bid document a goal to use diverse suppliers/sub-contractors. *Farzad will follow up exploring & contacting contractors.*

1. Main paved parking lot will be out of use for congregation for about 3 months; whole project likely to take 6 months. No programs that require the use of the kitchen or Crossings Room should be scheduled between June 2020 and end of January 2021.

1. Financial summary:

George will send update to committee that includes new pledge status.

40 forms from ongoing Phase 2 campaign so far totals about \$90-93K in new pledges.

1. Jayme to draft auction item- raffle for opportunity to represent the congregation at groundbreaking. *Ceremonial groundbreaking planned immediately following Annual Congregational Meeting on June 7th. Actual construction should begin June 8th.*

Jayme Trott, submitted

Marianne Alt, edited

1. *Follow-up email included request for reporting out to congregation in Service Bulletin insert this coming Sunday. – M. Alt*

TREASURER TRANSITION TEAM – SUMMARY OF 3/3/2020 – Jim, Susan & Mary

As a follow-up to our meeting with Sandy (Nominating) and Nathalie on February 5th, the Treasurer Transition Team was tasked with updating the Job Descriptions for the Treasurer, Finance Chair, Assistant Treasurer and Congregational Administrator responsibilities formerly performed by the Treasurer. This part of our work has been finalized and in addition to the roles/responsibilities of the key financial positions identified above, the revised job descriptions also outlines the responsibilities of the Stewardship Committee and Capital Campaign Treasurer position. I think it needs to be noted, that the team has drawn up to the extent that roles and responsibilities of Stewardship and Cap Campaign Treasurer may be different than in the past, each of these committees should be provided with these job descriptions, prior to acceptance by the Board. ALSO, to the extent that our Team has altered the responsibilities for the role of the Congregational Administrator, Personnel should also be provided with the prepared document.

The completion of the Job Description material has been identified as key information to assist in encouraging members to consider assuming the role of Treasurer as the responsibilities have been reduced from the overwhelming tasks formerly assigned to that role. The Finance Chair and the Congregational Administrator have assumed many of the tasks which were formerly Treasurer tasks. The Treasurer Task Team has revised and updated many drafts of the Job Descriptions and we now feel comfortable that the final document accurately represents the three key positions that will manage the financial responsibilities. I believe that the new Job Description for the Treasurer underscores the reality that the Treasurer role is now PART of a FINANCIAL TEAM, including the Finance Chair and the Congregational Administrator, and to that extent there is a great deal of coordination and support for each of the various roles. Therefore, the Treasurer is no longer the sole person holding all the financial work as well as the responsibility, the position should be easier to recruit.

Additionally, at the Feb 5th meeting, the overwhelming consensus was that the term of the Treasurer and the Finance Chair should NOT expire in the same year. We discussed possible ways of achieving this, including having a three year term for the Treasurer and a 2 year term for the Finance Chair. After looking at this idea over the past few weeks, I think that we can refine that approach to have each of the positions hold a two year term (probably more appealing to potential leaders), but the terms expire in alternating years, and this year seems like a perfect time to institute this change. If we commence a NEW TWO YEAR TERM for the Treasurer in 2020, the term would end in 2022, while the current Finance Chair term ends in 2021. The terms can be renewable, as the Board sees fit. At our meeting on March 3rd, Jim, Susan and I kicked around some variations of this approach, including having Co-Treasurers, with Jim remaining as one of them in 2020-2021, to assist with the transition. Jim also suggested a period of time for “shadowing” / “mentoring” a new Treasurer. These ideas can be further explored by the Board so that the final decision best meets the needs of the congregation, and insure continuity going forward.

Board Report: March 2, 2020
Rev. Sue Goodwin

Overall: The Sabbatical period is going very smoothly. My work load has increased in recent weeks. I attribute a sermon in early February to a bump in pastoral care visits. In that sermon, I spoke to issues of stress, anxiety, depression and the importance of reaching out for help. I find that the pastoral care work is going very well. People have responded quite favorably and I am making deeper connections with congregants.

Worship: Attendance was off yesterday (March 1) and I attribute this to virus scares and increased travel among congregants. Otherwise, it has been consistent. We've had a few minor glitches that I'm working on with Worship Associates but the teamwork in Worship spaces is wonderful. Reactions to my sermons have been positive. I feel like I'm in my zone. NOTE: 2 services takes a lot of energy.

Quieter Coffee Hour: Our third attempt was very successful. Good solid number of people but not too many folks.

Third Thursday Theology: This is a lunch group I started in January. We meet once a month and we had 16 people at our February meeting which is remarkable for a mid-day program. What works about TTT, in my opinion, is no pre-registration, can drop in/out, no preparation. It is notable that participants are varied in age and length of membership or participation in the church. It's been lovely to see connections made with new folks.

Welcome Table Wednesday: Scheduled for March 18th we are anticipating a good crowd. This is another event that is very accessible to new people and to those with social anxiety. I find that some of my pastoral care work is really connection work. Folks are lonely and trying to dive in deeper here but many people struggle with social anxiety. Events like WTW are ways to dip one's toes into the water here and I can keep an eye on people and ensure that our Connection Team works to help with social challenges.

Memorial Service: We have been working with Michael Howe Smith to plan Janet's Memorial Service which will be held on Saturday March 7th at noon.

Susan Irgang
Administrator BOT Report for March 2020

UUCWC Mission:
To Create Community, Celebrate Life, and Change the World

Create Community

Rev. Sue and I met with Steve Saddlemire to discuss the launch of the new CFA Outreach initiative, presented at the Church Council meeting. My input was mostly logistical, which usually is required when a leader starts a new leadership position or program and is looking for guidance on scheduling, publicity, etc. We also discussed a slight tweak to the concept that Steve is considering, one that makes outreach more connection-based for our congregation. I am hoping to get some clarification from the Board as to what types of initiatives require approval from the Board per the 2011 Board generated Policy "[Starting a New Program or Project at UUCWC](#)". This not well-known policy is likely slated for updating and may not be pertinent to this work under CFA.

As requested at the last Board Meeting, I reached out to UUCDC (UU Church of Delaware County) about costs involved in Growth Through Service for budgeting purposes. I had a productive conversation with those who are the tech backup, and I can more fully share the information gathered when GTS is ready for its next steps. For the moment, what we need to know is that there is no additional cost involved, as it is an Excel database that holds info to be utilized by our membership database, though it can be standalone. Those I spoke with stressed the importance of buy-in by the congregation (as opposed to the leadership) first; then the need for people (not financial) resources for creating the database, forms, input, etc., needed for this program to launch.

Follow up on last month's report about a possible long term rental by a nature school group: unfortunately, we will not be able to negotiate rates that would be agreeable to both the renter and UUCWC. The renter was comparing our hourly rates, which are based on our expenses to run the building and are comparable to UU Princeton, to local commercial space rental rates. The director of the school was hoping to spend \$13/sq. ft./year on our space, which would not even cover our costs. We hope to identify other opportunities in the future, particularly after construction is completed.

Celebrate Life

As a result of personal changes for some members of our congregation, our membership numbers have decreased to 291 members, 29 Friends, 46 Participants and 21 Attendees. Such decreases are not uncommon, especially during the canvass period.

Rev. Sue and I have been working on the Celebration of Life for Janet Howe-Smith, scheduled for March 7th; Rev. Sue is the pastoral presence for the family and plans the memorial service; my role is making sure the reception help information is distributed, working on aspects of the service like photo shows or technical needs, and other logistical pieces, but often has a pastoral piece through interactions with the family.

Change the (UUCWC) World

The staff worked to create an action plan and communications to the congregation in response to the COVID-19 virus epidemic. The basics of the plan 1) send out communications to the congregation on precautionary measures based on CDC recommendations (see message from Rev. Sue 3/4/20); 2) distribute supplies of disinfecting wipes and hand sanitizer throughout the church; 3) work with the cleaning company to maintain a sanitary environment during the outbreak, even if those products are not “green”; 4) solicit help from the congregation in keeping common surfaces clean; 5) consult with the Safety Team and monitor the situation, adjusting our plan as needed. As well, the receiving line after services is suspended until further notice.

I presented the “self-sectoning” concept at the Church Council at the February gathering, and it was generally well received. I created cleanup checklists with photos of room layouts for each classroom, the lobby, Crossings Room and Sanctuary. The concept will be rolled out to the larger church population in Crossings II and CrossCurrents articles in the next few weeks. We still manage other facilities management work in the absence of a sexton, and I will be working on George to find a way to share these tasks equitably among Building Team, other volunteers and me.

The Treasurer Transition team met again to prepare its recommendation to the Board (Jim Sanders will be reporting on this in more detail). The six month effort to re-apportion the Treasurer duties involved many hours of discussion in a deep dive into the details of the work, as well as a thoughtful, systems and function driven reassignment of duties with an eye to appropriate checks and balances. I believe the team has created a more sustainable system for key financial positions and duties.

The office had some technological improvements this month. Though originally the office desktop was thought incapable of upgrade to Windows 10 from the no longer supported Windows 7, with the help of an outside vendor, we successfully did so. This vendor will be providing us with a service contract for one year to help with transitions, upgrades, virus monitoring and other maintenance for the computer. I also purchased and received a laptop; as the only desktop user in the office, this will allow me to work in other spaces once construction starts as well as allow me to work in more private spaces when doing confidential bookkeeping work, such as payroll.

To: UUCWC Board and Kim Wildszewski
From: Robin Pugh
Date: March 6, 2020
Re: Monthly DRE Report _____

Create Community:

- I am working with the youth and middle school children to submit an endowment grant for materials for a Gaga pit. (an outside game like softer dodgeball that anyone with any level of skill can play.) Two of our youth suggested this project. Before submitting, we will double check child/teen interest, grounds feasibility and Romeo interest (because some building is required. It comes in a kit)
- The ARE committee continues to be able to offer a variety of classes that appeal to different audiences. We had a packed house (20 people) for “Becoming Unafraid of Death”.

Celebrate Life:

- I planned and implemented the Feb 27th, “I am Jazz” event, part of the Human Rights Campaign’s Jazz & Friends National Day of School & Community Readings to support trans and non-binary children and youth. Thirty people, including 10 from the community, attended. I am pleased with the support shown for trans and non-binary children. The topic is important to our families.
- Susan Colket and I are reviewing how we train ARE facilitators so that they model our principles in ARE classes and bring a spiritual component into the room.
- Kathy Frey, Nina Toder and I are creating a pilot program, at Kim’s suggestion, to bring spirituality and meaning to committee work. We are calling the program “Soul Work”.
- March starts planning for the 2020-21 year. I’m looking at curriculum for all classes and will meet with teachers in April.

Change the World

- The Family Ministry Team is planning a social action work party on 3/29 after services. This is in response to feedback for more social events and more social action opportunities for families from the RE family survey.
- The staff worked to create an action plan and communications to the congregation in response to the COVID-19 virus epidemic. See Congregational Administrator’s report for details. I am following UUA and RE Facebook posts to see what other churches are doing with respect to the virus as well as local school systems.

March 2020

Dear Neighbors of UUCWC,

We are reaching out today to provide you with some detail and context around the notice you will receive regarding our plans for construction repairs and expansion. We initiated this work to make necessary repairs to a southwest-facing wall and replace old windows with new energy-efficient ones. Additionally, we wanted to make our building more accessible for those with mobility challenges. At this time our sanctuary and fellowship hall are on two different levels and moving from one to the other in a wheelchair or with a walker requires using a long outdoor ramp, which can be challenging in bad weather. Ultimately, we decided to expand the building on both levels to accommodate an elevator. In doing so, it allows us to improve existing functional space.

We want to share with you the actions we are taking to minimize the impact on our neighbors. To begin with, we will be initiating and hopefully completing the bulk of the construction work during the summer months when church activity is lightest. Our goal is to minimize construction effects on church attendance as well as parking. All construction vehicles will park on our property, not in the street.

Please be assured that we will reach out to all in our congregation with guidelines for any overflow parking along the right of way on the street, including not parking too close to a driveway entrance, not blocking driveways on the opposite side of the street, etc.

Sincerely,

The Congregation of UUCWC

Executive Team Meeting Minutes from 3/8/20

Present: Nathalie Edmond, Marianne Alt, Jim Sanders, and John Ueng-McHale

-Marianne had mid-sabbatical meeting with staff last week and things are going pretty well

-Board can help support staff by managing stewardship/capital campaign team so less of that falls on congregational administrator

-Jim has reached out to stewardship and capital campaign teams to encourage their attendance at finance meeting and give an update about current drive

-discussed needing to know more about financial projections to determine if we will be able to find full time assistant minister position in 2021-2022

-discussed messaging after capital campaign to invite households to continue giving at higher level if they are able to

-line item for budget vs bigger buckets for committees and ministries; concerns about earth ministry and food ministry who have restricted funds or don't have an operational budget

-maybe have listening/consensus circles about budget in coming months so we don't alienate groups or individuals who are used to funds being allocated a particular way as we try to move toward one church budget. Discussed how we might actually have enough money for full time assistant minister position if we looked at our funds in one pool and redistributed it based on our needs and mission.

-Board is scheduled to vote on service awards at May meeting. John reached out to Lynne Quinto to update website so that it says nominations are due 4/15 so that website will not have to be updated on an annual basis. Nominations can go through website. Will do cross currents article to invite nominations.

-Nathalie suggested board submitted an application for endowment grant to pay for policies and procedures set up. John provided options that range from using wiki site which is free if you have someone with IT skills to set it up. Another option is to pay someone to set it up on our own server and then take over maintenance. Will review latter option more and identify cost associated. This option will make policies and procedures more user friendly.

-Nathalie has obtained information from UU Cherry Hill about the way they have integrated nominating and leadership development into one committee which may be a model for UUCWC. It is available as a pre-read.