

# Annual Meeting Minutes



Respectfully submitted by

*John Leng-McHale*

Secretary, Board of Trustees

12 June 2020

# Revision history

*SUBMITTED: 12 June 2020*

*APPROVED BY BOARD & READY FOR MEMBERS' FEEDBACK: 27 June 2020*

*PUBLISHED FOR MEMBERS' FEEDBACK: 8 July through 6 August 2020*

*FINAL VERSION: 25 August 2020*

# Beginning of meeting

- Nathalie Edmond, President of the Board of Trustees, began the meeting at approx. 11:35 am.
- 126 members registered and were online, which is greater than the bylaws-required quorum for voting (72).

# Annual Meeting

June 7, 2020

Unitarian  
Universalist Church  
at Washington  
Crossing



**Join the Journey.  
Open to You.**

**Nathalie Edmond, President, Board of Trustees**



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**MEMBERS: 288  
FRIENDS: 28  
PARTICIPANTS: 45  
ATTENDEES: 21**



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**We honor our Beloved  
Community and our  
Covenant with each  
other**

**Nathalie Edmond, President, Board of  
Trustees**

**We honor the lives we  
lost this year**

**Vince Stefani  
Janet Howe-Smith  
Bobby Galloway  
Malcolm Wildszewski**



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**We honor the lives we lost this year  
in our larger Beloved Community  
as we honor our 8<sup>th</sup> principle  
(adopted in 2018)**







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**Nathalie Edmond, President, Board of  
Trustees**

# **Agenda**

# AGENDA

- **Opening Words**
- **Call to Order – Quorum  
–Welcome**
- **Expectations**
- **Board of Trustees Report**
- **Capital Campaign Update**
- **Financial Report**
- **2020-2021 Budget Presentation  
and Vote**

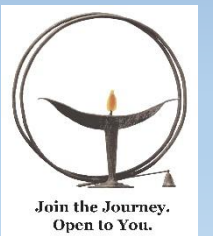


# AGENDA

- **Nominating/Leadership Development Task Force**
- **Presentation of Slate and Vote**
- **Service Awards**
- **Flaming Chalice**
- **Recognition of Outgoing Trustees**
- **Closing Words**
- **Adjournment**



INSPIRED BY OUR PRINCIPLES AND PURPOSES, WE (UUCWC) UNITE TO CREATE A WELCOMING, CARING RELIGIOUS COMMUNITY. WITHIN THIS COMMUNITY WE ENCOURAGE AND AFFIRM THE INDIVIDUAL'S QUEST FOR AUTHENTICITY, WISDOM AND SPIRITUAL DEEPENING. WE GATHER TO CELEBRATE THE WONDER OF THE COSMOS AND THE MYSTERY OF LIFE, ITS PASSAGES, ITS JOYS AND SORROWS. COMPELLED BY JUSTICE, WE GIVE VOICE TO SOCIETAL CONCERNS AND REACH OUT TO TOUCH THE LIVES OF OTHERS. AWARE OF OUR PROFOUND POTENTIAL TO AFFECT THE INDIVIDUAL AND GLOBAL COMMUNITY, WE COMMIT OUR PERSONAL RESOURCES TO EACH OTHER AND OUR SHARED SACRED MISSION.



# Executive Report



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- **Staff Changes- Susan, Rachel, Caryl**
- **Assistant Minister**
- **Four month Sabbatical**
- **Congregational Life Council**
- **Right Relations**
- **Phase 2 of Capital Campaign**
- **Shared Leadership of Stewardship**
- **Work of Faith Action Ministry**
- **Online Auction raising \$37,000**
- **Pastoral Care team reaching out to all members**
- **Signing 16 new members**



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**Nathalie Edmond, President, Board of  
Trustees**

# **Board of Trustees Report**

# 7 Board Practices

developed by  
David Pyle and  
Paula Cole Jones



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# Board Practices

- Move away from UU Principles being at the center towards a multicultural paradigm with Beloved Community at the center
- Move away from tasks and agendas (productivity) towards practices that guide our work and serve the larger community
- Board practices guide what the Board does as well as what it does not do
- Board as spiritual leaders of a religious community rather than managers of the church



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# **1.DISCERNING CONGREGATION'S MISSION AND VISION**

- CENTER THE MISSION/VISION IN STRATEGIC DECISION MAKING
- CLAIM OUR ROLE AS RELIGIOUS LEADERS



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## **2.HOLDING THE FIDUCIARY RESPONSIBILITY**

- AWARENESS OF THE WAY WE UTILIZE ALL RESOURCES (MONEY, PEOPLE, TIME, SPACE)
- CAPITAL CAMPAIGN/STEWARDSHIP
- TREASURER TEAM
- STAFFING NEEDS WITH PERSONNEL
- IMPLEMENTATION OF LEADERSHIP TRAINING



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### **3.CAPTURING INSTITUTIONAL WISDOM BY GENERATING POLICY**

- REVIEW POLICIES NEEDED TO SUPPORT NEW BYLAWS
- CAPTURE WISDOM FROM CONGREGATION
- MAKE ACCESS TO POLICY EASIER



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## **4.ASSESSING HEALTH OF CONGREGATION**

- TRANSPARENCY BY LEADERSHIP
- BOARD CHATS, COUNCIL MEETINGS
- LIAISON TO COMMITTEES
- INVITE CONVERSATIONS AT BOARD MEETINGS
- PLAN FOR SURVEY



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## **5. PLANNING FOR CONGREGATION'S FUTURE**

- SABBATICAL
- ALTERNATIVE WORSHIP IDEAS
- LEADERSHIP TRAINING
- SHORT TERM AND LONG TERM PLANNING
- FOCUSED BOARD CHATS
- EXPLORE IDEAS FOR BUILDING BELOVED COMMUNITY OUTSIDE OF OUR WALLS



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## **6. BUILDING AND MAINTAINING RELATIONSHIPS**

- BOARD LIAISONS
- SHARE BOARD MINUTES  
AND STAFF REPORTS  
ONLINE
- EXPANDED COUNCIL  
MEETINGS



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## **7. TRANSFORMING CONGREGATIONAL CULTURE**

- SHARED SPIRITUAL LEADERSHIP
- INFORMED COLLABORATIVE DECISION MAKING (CONSENSUS BUILDING)
- INTERSECTIONALITY (COUNCILS OF COMMON ENDS)



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## HIGHLIGHTS



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- **SUCCESSFUL MINISTER SABBATICAL**
- **ASSISTANT MINISTER**
- **CONGREGATIONAL ADMINISTRATOR WENT FULL TIME**
- **TREASURER TEAM**



## HIGHLIGHTS



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- LIVING IN NEW BYLAWS
- ~~ROBERT'S RULES OF ORDERS~~
- CONSENSUS BUILDING
- VIRTUAL SERVICES

## HIGHLIGHTS



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- YES  
-WHOLEHEARTEDLY  
(thumbs up)
- YES -I CAN LIVE WITH  
THAT (thumbs  
sideways)
- NO- I HAVE CONCERNS  
(thumbs down)

## HIGHLIGHTS



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- CAPITAL CAMPAIGN/  
STEWARDSHIP  
COLLABORATION
- PARKING LOT
- FINANCIAL  
ADJUSTMENTS BASED ON  
CIRCUMSTANCE

## HIGHLIGHTS



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- EXPANDED COUNCIL MEETINGS
- POLICIES AND PROCEDURES REVISIONED
- SHARED LEADERSHIP
- SOCIAL ACTION
- DEEPENING 8<sup>TH</sup> PRINCIPLE
- RIGHT RELATIONS REVISED POLICY
- RECOMMITTING TO COVENANTS

## THINGS WE DIDN'T EXPECT



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- COVID-19
- BEREAVEMENT LEAVE

## PLANS TO REOPEN THE CHURCH BUILDING



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- **CLOSED EXCEPT FOR STAFF AND BOARD MEMBERS**
- **NO PLANS FOR IN PERSON SERVICES THROUGH JANUARY 2021. WILL REVISIT QUARTERLY**
- **DEVELOPING TEAM TO EXPLORE CRITERIA AND OPTIONS FOR REOPENING IN OTHER WAYS FOR SMALL GROUPS**

## REOPENING TEAM



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- Marty Friedman
- Steve Saddlemire
- Linda Vogt
- George Faulkner
- Bernie Ruekgauer
- Susan Irgang
- Robin Pugh



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# Capital Campaign Update

**Susan Vigilante  
Co-chair, Capital Campaign Task Force**



# Capital Campaign and Project Highlights

- Updates
- Finances
- Bank Loan Process
- Final thoughts



# Updates

- Approvals from Township, County, State, DRCC
- Architect plans finished and ready for construction bids



## Capital Campaign and Project Highlights

# Finances

Total pledges (from CC Phases 1 & 2)	<b>\$1,114,000</b>
Total collected to date (\$649,000)	
Remaining pledges to collect (\$465,000)	
Paid for parking expansion	\$114,000
Available for building expansion	\$1,000,000
Estimated building expansion cost	<u>\$1,200,000</u>
Shortfall (to be covered by loan)	\$200,000
Pledge timing shortfall (to be covered by loan)	<u>\$200,000</u>
Desired loan amount covering shortfalls and pledge timing	\$400,000



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# Bank Loan Process

- Rates are very low
- George Faulkner worked with Finance Committee to create financial package
- Financial package being sent to banks
- Banks reaction to our cash flow projection is very positive
- CC pledges extend over the next 3-5 years; loan payment for CC
- Phase 3?



## Final Thoughts

What were the challenges this year for your committee/ministry?

- Township approval: pushing meetings off
- Architect - getting plans finished
- **Running Phase 2 fundraising jointly** with Stewardship and during COVID

How does your group contribute to the mission of our congregation?

- Making our facility **accessible to all - *create (beloved community)***
- ***Create community and celebrate life*** with new office and gathering spaces for UUCWC members and community
- **Improve kitchen layout and storage – *change the world***: to improve our ability to serve the community and enhance rental opportunities

How do you re-imagine the coming year for your committee/ministry?

- **Complete necessary construction while restricted** from in person gatherings during COVID
- **Phase construction and project completion** to meet the changing needs of how we do church and the work of the church
- **Develop plan to install appropriate technology** so that next year's live services can also be fully experienced virtually



# Coming in 2020!

## Flexible and Accessible Space

### New Wing!

**Street level enclosed entry** access to **ELEVATOR** or stairs  
(accessible to ALL)

Large **multi-functional room downstairs** opening to the Crossing Room  
(seat more people for meals and increase rental opportunities!)

**NEW storage rooms**  
(we can unclutter the classrooms and kitchen!)

**Replacement of wall and windows in the Crossing Room**

**Additional offices**

Large **multi-functional room upstairs** (youth gatherings, quieter coffee hour, potential rental conference room)



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# Q&A (during meeting)

Q: Timeline?

A: end of Aug / early Sept to break ground, then 4-6 months (tentative) to complete. No contractors hired yet.

Q: More details on loan?

A: Just started discussing; will follow up as this develops.

Q: How will elevator work with social distancing?

A: Not sure. [Building re-opening team to address.]

Q: How many contractors will you interview?

A: Plan is to speak with 5 to 6.

Q: Is elevator only way to enter church?

A: No, walk into church at ground level; you can then take elevator or stairs.

Q: What's elevator capacity?

A: Unknown at this time.



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# Financial Report

**Jim Sanders, Interim Treasurer  
Board of Trustees**



11:01 AM  
06/02/20  
Cash Basis

Unitarian Universalist Church at Washington Crossing  
P & L Budget vs. Actual-5.15.20 COLLAPSED FOR ANNUAL MEETING  
July 1, 2019 through May 15, 2020

	<u>Jul 1, '1...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% of Bu...</u>
Ordinary Income/Expense				
Income				
A1. Plate Collections	25,747.47	29,750.00	-4,002.53	86.5%
A2. Operating Pledges	358638.14	360167.46	-1,529.32	99.6%
A3. Other Misc Gifts/Con...	20,923.00	14,875.00	6,048.00	140.7%
B. Fund-Raising	41,856.15	37,187.50	4,668.65	112.6%
E. Other Income	16,902.45	19,731.26	-2,828.81	85.7%
Total Income	464067.21	461711.22	2,355.99	100.5%
Gross Profit	464067.21	461711.22	2,355.99	100.5%
Expense				
A. STAFF	290135.35	297384.20	-7,248.85	97.6%
B. OPERATIONS	56,701.29	75,550.02	-18848.73	75.1%
C. PROGRAM	21,728.63	36,777.16	-15048.53	59.1%
D. DENOMIN	17,618.25	20,554.63	-2,936.38	85.7%
E. DEBT SERVICE	30,804.90	32,345.25	-1,540.35	95.2%
Total Expense	416988.42	462611.26	-45622.84	90.1%
Net Ordinary Income	47,078.79	-900.04	47,978.83	-5,230.7%
Net Income	47,078.79	-900.04	47,978.83	-5,230.7%

## FINANCIAL SUMMARY 5/15/2020

### Operating Account Balances:

	Sun National Bank - Checking		\$70,075	
	Sun National Bank - Savings		\$77,718	
	Ameritrade-Cash & C/D's		\$183,824	
	Paypal		<u>\$12,933</u>	
	<b>Total Operating Cash Balance</b>		<b>\$344,550</b>	

### Reserve Account Funds

	Building/Grounds Repairs/Mainte		<b>\$94,781</b>	
	Council for Faith in Action		<b>\$9,965</b>	
	Leadership Leaves		<b>\$18,407</b>	
	Memorial Garden		<b>\$3,618</b>	
	Endowment		<b>\$8,980</b>	
	Food Ministry		<b>\$8,880</b>	
	Special Programs		<b>\$11,130</b>	
			<b>\$155,761</b>	

**Balance less Reserves \$188,790**

### Debt (mortgage)

	(initial mortgage 3/2013: \$476,07		<b>\$356,433</b>	
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### Other Reserve Accounts

	Endowment Fund		<b>\$179,261</b>	
	Capital Campaign Fund-Ocean First &TD		<b>\$439,138</b>	



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# **2020-2021 Budget Presentation**

**Mary Baltycki, Chair, Finance Committee**

				2020-2021 Draft Budget	% Change from Prior Year Budget	2019-2020 YTD Actual 5/15/2020	Prior Year Budget 2019-2020
<b>Income</b>							
			Sunday "Plate" Income	\$28,000	-18%	\$25,748	\$34,000
			Total Operating Pledges	\$394,920	-4%	\$358,638	\$411,620
			Unrestricted Gifts-Holiday & Other Gifts	\$17,000	0%	\$20,923	\$17,000
			Building Rental Income	\$1,200	-43%	\$2,365	\$2,100
			Fundraising & Miscellaneous Income	\$42,650	0%	\$41,857	\$42,500
			Interest & Dividends	\$1,500	-50%	\$2,997	\$3,000
			SRECS (Solar Panel Elec. Credits)	\$2,500	79%	\$1,111	\$1,400
			Total Other Income	\$2,650	-83%	\$10,429	\$16,050
			<b>Total Income</b>	<b>\$490,420</b>	<b>-7%</b>	<b>\$464,067</b>	<b>\$527,670</b>
<b>Expenses</b>							
			Staff Expenses	\$319,454	-7%	\$290,136	\$342,786
			Operations Expenses	\$92,696	11%	\$56,702	\$83,170
			Denominational Support	\$23,989	5%	\$17,618	\$22,917
			Debt Service (Mortgage)	\$36,966	0%	\$30,805	\$36,966
			<b>Total Expense</b>	<b>\$504,210</b>	<b>-4%</b>	<b>\$416,990</b>	<b>\$527,869</b>
			<b>Less: "Reserves - not exp disbursement"</b>	<b>(\$27,200)</b>			
			<b>Reserves Increase</b>	<b>\$13,410</b>		<b>\$47,078</b>	<b>-\$199</b>

# Chat (during meeting)

- . From George Faulkner:
  - . Addressing the question on the loan, it will be tracked and paid for separately - not with regular operating pledges. Mary B and I are in agreement on this.
- . From \*Susan Vigilante:
  - . [T]he goal is to have all \$400K of the bank loan paid from CC pledges. Depending on what the final price tag is from the contractors will determine if we do a Phase 3 Capital Campaign to raise the extra monies if needed.

# Chat (during meeting)

Q: From a member:

- Jim's figures had many restricted funds. Are those embedded into these figures?

A (from Jim Sanders):

- Restricted funds are not part of the \$188,000 available cash reserves. Those are still segregated.



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# VOTE ON BUDGET

- Poll
- Chat box
- \*9 phone

# Vote on Budget

Yes:

- Poll: 106
- Chat: 13
- **Total: 119**

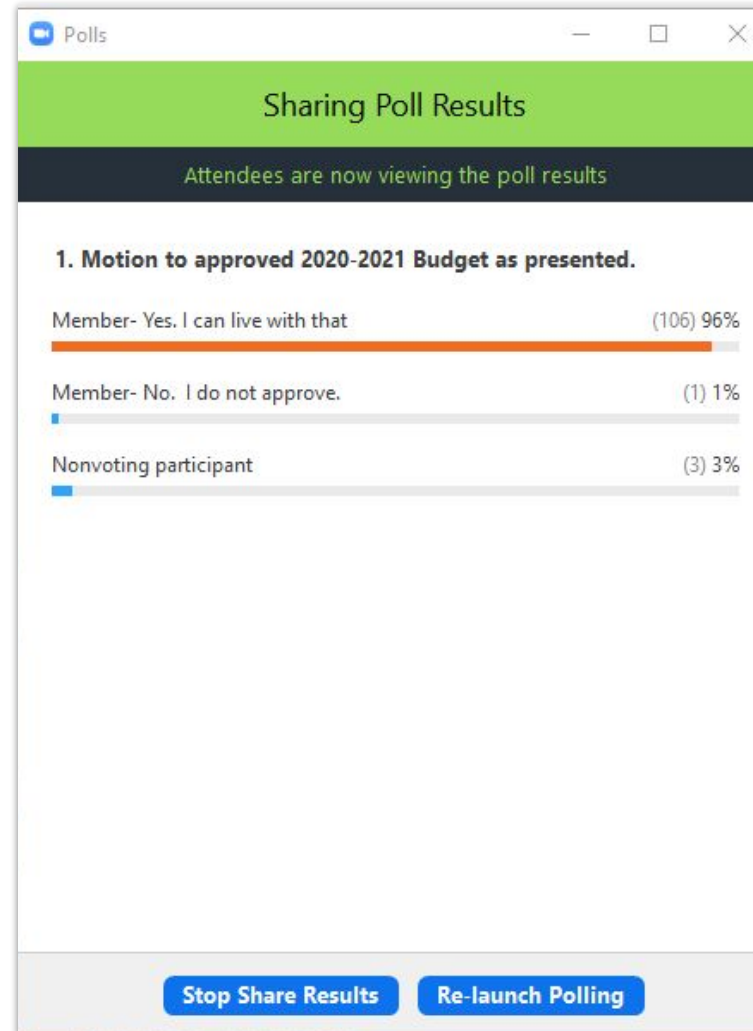
No:

- Poll: 1
- Chat: 1
- **Total: 2**

Pass: >63 yes votes needed

## RESULT:

BUDGET AS PRESENTED IS  
APPROVED BY UUCWC.



A screenshot of a Zoom Group Chat window. At the top, the title bar shows standard window controls (minimize, maximize, close) and the text "Zoom Group Chat". Below the title bar is a large, empty rectangular area, likely a placeholder for a video feed. The chat history shows a series of messages from users whose names are redacted with grey boxes. The messages are as follows:  
1. From \*NANCY NEFF to Everyone: Co hosts vote by Chat  
2. From [redacted] to Everyone: yes  
3. From [redacted] to Everyone: YES  
4. From [redacted] to Everyone: YES  
5. From [redacted] to Everyone: yes  
6. From [redacted] to Everyone: Yes  
7. From [redacted] to Everyone: Yes  
8. From [redacted] to Everyone: Yes  
9. From [redacted] to Everyone: yes  
10. From [redacted] to Everyone: yes  
11. From [redacted] to Everyone: Yes  
12. From \* [redacted] to Everyone: yes  
13. From [redacted] to Everyone: yes  
14. From [redacted] to Everyone: not  
The chat interface has a light blue header and a white background for the messages.





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# **Nominating/Leadership Development Task Force**

**Marianne Alt, Vice President, Board of  
Trustees**

# Nominating/Leadership Development Task Force

A one year task force that will work with existing nominating committee members. The focus is to evaluate the current functioning of the Nominating Committee and explore how it can integrate leadership development and Growth Through Service approaches. The task force will make recommendations to the Board about how the Nominating Committee can recruit and support future leaders. Task force members include:

- Marianne Alt
- Sandy Muccioli
- Nancy Cox
- Nick Mellis
- Terry Caton
- Colleen Horn
- Kevyn Malloy
- Maria Baratta
- Regina Podhorin-Zilinski
- Jerry Scheick
- Ed Dobrowolski
- Patrick Kahney (Board Liaison)



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# Presentation of Slate

# **Proposed Slate of Leadership 2020-2021 – Page 1**

## **Nominees for Election by the Congregation**

### **Board of Trustees (2 year term except as noted)**

- **Board Treasurer – Jim Sanders \***
- **Board Trustee – Jamie Evanini**
- **Board Trustee – Michael Waas**
- **Board Trustee – Colleen McCourt**
- **Board Trustee – Michael Howe-Smith**

\* Jim Sanders will serve another year as Treasurer (2-year term)



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# VOTE ON SLATE

- Poll
- Chat box
- \*9 phone

# Vote on Slate

## Yes:

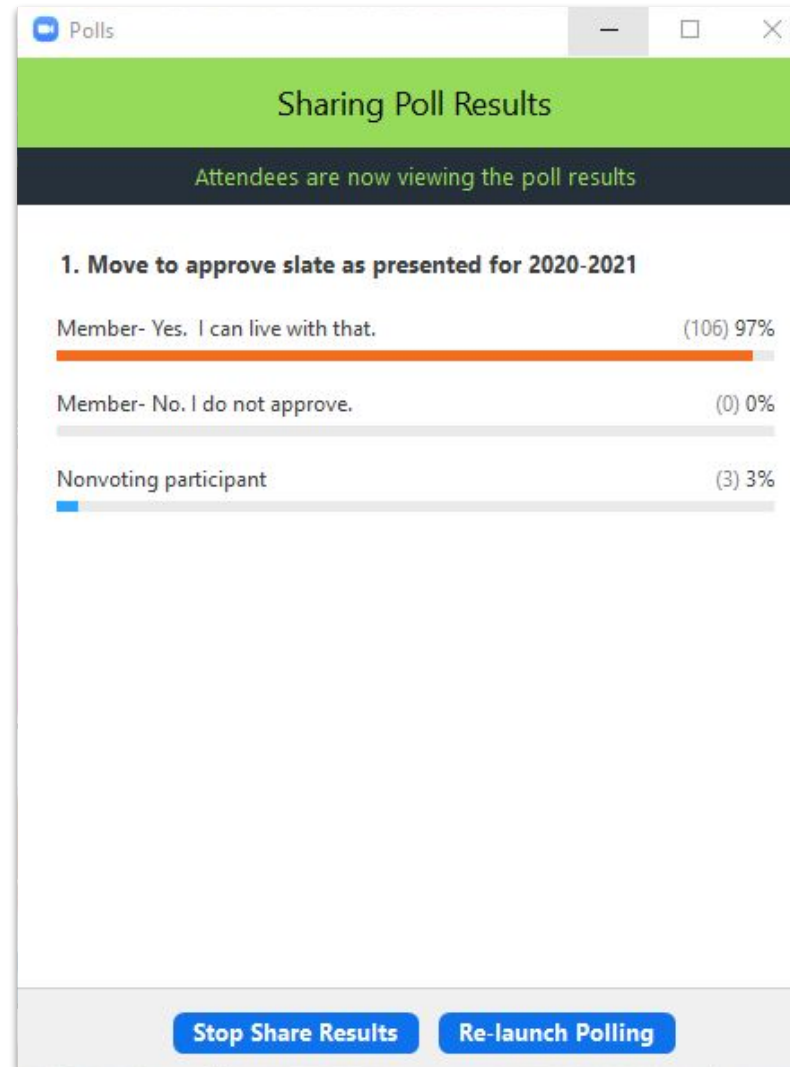
- Poll: 106
- Chat: 14
- TOTAL: 120

## No:

- Zero “no” votes recorded

Pass: >63 votes needed

**RESULT: SLATE IS  
APPROVED BY UUCWC.**



From [ ] to Everyone:  
yes

From [ ] to Everyone:  
Yes

From [ ] to Everyone:  
YES

From \* [ ] to Everyone:  
Yes

From [ ] to Everyone:  
yes

From [ ] to Everyone:  
Yes

From \* [ ] to Everyone:  
yes

From \* [ ] to Everyone:  
YES

From [ ] to Everyone:  
yes

From [ ] to Everyone:  
[ ]

From [ ] to Everyone:  
yes

From [ ] to Everyone:  
Yes

From \* [ ] to Everyone:  
yes

From [ ] to Everyone:  
[ ] yes



# Service Awards

**Marianne Alt, Vice President,  
Board of Trustees**



**Unitarian Universalist Church at Washington Crossing**

*The Distinguished Service Award*

**is hereby bestowed upon:**

*Mary Baltycki*

The Board of Trustees of UUCWC recognizes and honors Mary Baltycki  
for her sustained dedication and commitment to the congregation  
through her work as chair of the Finance Committee and Treasurer Transition Team.

Granted: June 7, 2020



**Unitarian Universalist Church at Washington Crossing**

*The Distinguished Service Award*

**is hereby bestowed upon:**

*Lynne Quinto*

The Board of Trustees of UUCWC recognizes and honors Lynne Quinto for her sustained dedication and commitment to the congregation through her work on Faith Expression and Funding Team (CFA), UUCWC website editor, CrossCurrents editor, shared leadership of the Communications Team, Personnel Team member and as consultant to the Treasurer Transition Team.

Granted: June 7, 2020



# FLAMING CHALICE

**Marianne Alt, Vice President,  
Board of Trustees**



**Unitarian Universalist Church at Washington Crossing**

*The Flaming Chalice Award*

**is hereby bestowed upon:**

*Joe Schenk*

The Board of Trustees of UUCWC recognizes and honors Joe Schenk  
for his sustained dedication and commitment to the congregation.

Granted: June 7, 2020

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Nathalie Edmond, President

---

Marianne Alt, Vice President



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# Acknowledgment of Leadership

WITH MUSIC



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## **Recognition of Outgoing Trustees**

**Marianne Alt**

**John Ueng-McHale**

**Nina Todor**

**Dianne Ross**

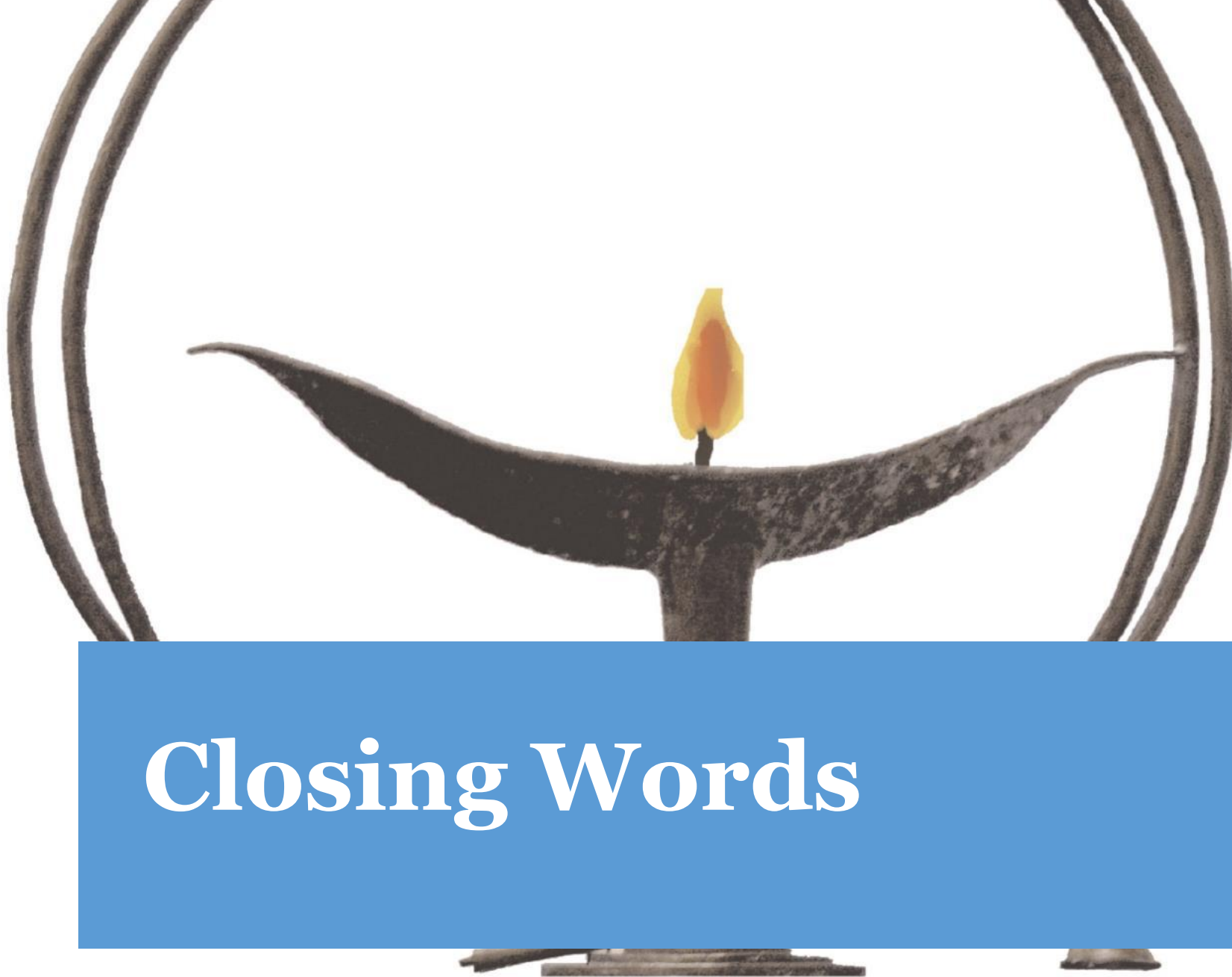


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## **Board Transition Plan**

**Still time to sign up  
for UUA General  
Assembly 6/24-6/28  
All virtual for \$150**





# Closing Words



**Join the Journey.  
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**Nathalie Edmond, President, Board of  
Trustees**

**Adjournment**





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# Adjournment

Nathalie adjourned the meeting at 1:24pm.