

Unitarian Universalist Church at Washington Crossing
Board of Trustees
268 Washington Crossing-Pennington Road
Titusville, NJ 08560



Board of Trustees Meeting Minutes - APPROVED
May 11, 2022

Zoom Meeting due to Covid-19 Virus Social Isolation

President Maria Baratta called the Board of Trustees meeting to order at 7:02 PM. Also in attendance: Vice President, Jamie Evanini; Joe Schenk, Treasurer; Secretary, Colleen McCourt; Scribe and Trustee Heather Edwards; Trustees: Wendy Stasolla, Jim Sanders, Michael Howe-Smith; Senior Minister Rev. Kim Wildszewski. Also present was Steve Saddlemire, Finance Chair. Congregational Administrator, Susan Irgang and Director of Lifespan Faith Engagement (DLFE), Robin Pugh were absent due to staffing discussions until the second hour. Absent was Trustee Michael Waas.

First Hour

Budget Discussion

Finance Chair Steve Saddlemire and Treasurer Joe Schenk reviewed the current proposed 2022/23 budget to be presented to the congregation. Key points included:

- Discussion of current-year pledge campaign which is under target but accounted for in the budgeted buffer amount for uncollected pledges. That notwithstanding, Stewardship is still attempting to collect all pledges for the year. Rev. Kim and the Board may be able to support this messaging via video messaging, updates from the pulpit, etc.
 - Pledges for the upcoming fiscal year are also under target; again, Stewardship is working to get as many pledges as possible but may need support in messaging so that the coming deficits don't turn out to be even larger than anticipated.
- Auction fundraising targets were met and slightly exceeded; the extra will go to CFA for distribution.
- Discussion of factors impacting fluctuations in income and expenses, including loss of PPP grant, new staffing costs, etc. Overall, there has been a slight decrease in income, with revenue remaining relatively flat. There has been a slight reduction in existing staffing costs due to adjusted hours and combining the Accompanist and Music Director and Sextant and Sunday Hospitality roles. Separately, we added a controller and a Director of Children's Faith Engagement. The net impact is an increase in personnel expenses. There is also an increase in programming costs.

- Rev. Kim provided an update on the offer being prepared for the new Faith Engagement Coordinator candidate, including relevant UUA recommendations regarding retirement pay.
- Steve and Joe reviewed a basic estimated budget for the 2023/24 fiscal year as a point of comparison for reference.
- Mortgage costs reflect current obligations, with no anticipated increases related to the Capital Campaign.
- Trustee Jim Sanders indicated that we may be eligible for a decrease in insurance premiums based on reduced capacity of people in the church building since reopening.
- Discussion of the overall deficit, how it will be partially offset by an unrestricted gift, what our reserves look like, and how the overall financial picture will be presented to the congregation.
- There was a vote via Zoom poll to approve the budget to move forward for a congregational vote; there was unanimous consent.
- Board President Maria Baratta thanked Steve and he left the meeting.

Second Hour

Consent agenda (no vote)

- Susan and Robin joined for the second hour.
- General discussion of Rev. Kim's report illustrating the demographic breakdown of the congregation.
- Rev. Kim provided more detail on the highly qualified Faith Engagement candidates and the one selected for hire. ACTION - Rev. Kim will make an offer to the candidate on 5/12/22, per unanimous Board affirmation.

Messaging to Congregation about Proposed Budget

The Board used a discernment circle-style discussion to identify key takeaways to the congregation regarding the proposed budget.

Service Awards

The Board voted via Zoom poll to award all proposed nominees (removing one nomination for an existing board member). There was unanimous consent. ACTION - Susan and Board Secretary Colleen McCourt will handle award write-ups and preparation.

Housekeeping & Action items

- Maria will write the next CrossCurrents article.
- Rev. Kim provided an update on the open Board seat.
- Trustee Wendy Stasolla suggested looking into reviving the Good Cookie award tradition.

Meeting adjourned at 9:08 pm.

Respectfully Submitted,

Heather Edwards

Scribe, Board of Trustees

Colleen McCourt

Secretary, Board of Trustees

Appendix: Executive Team, Staff and Treasurer Reports

Executive Report - May 2022

Board members met with the Capital Campaign Team to review the upcoming annual 2022-23 budget and to discuss the status of bids for the capital project. It is expected that additional and/or increased pledges will be needed to close the gap between funds already pledged/received and the expected project cost. The Board is committed to supported the CCT in communicating and promoting the financial needs of the capital project.

The Stewardship team did a really good job in wrapping up the annual campaign with many members increasing pledges for the year. During an unrelenting pandemic and the many disruptions in life that have created a drop-off of some active members, it's a true testament to the vital spiritual life our church staff and members have created that keep our members and friends committed to financially supporting the mission and drive UUCWC provides.

The annual auction was once again a major success, not just meeting the target, but exceeding it by more than \$1,000. It's hard to believe that this is the 3rd online auction put on by the amazing Auction Committee. Fingers crossed that next year's can be in person.

The end of this church year is rapidly approaching. There is much to celebrate as we look toward our annual meeting in June.

- Hybrid services are here to stay. We're regularly seeing more people attend virtually than in person with both experiences being meaningful and often very moving.
- We are building the staff and resources needed to respond to a changing church life. By investing in ourselves we are preparing for a future that is full of challenge and opportunity.
- Our capital campaign project is ever closer to breaking ground. The 2022-2023 year appears to be year!
- We've been able to creatively celebrate Caryl's last year as our Director of Music Ministry, knowing how important her help has been in leading us into a new era.

**May 2022
Minister Board Report**

Rev. Kim Wildszewski

Celebrate Life (Worship & Rights of Passage)

This past month in worship we explored

- The idea of transience and permanence as a way of engaging our 6 Sources;
- Easter's three days of Good Friday, Holy Saturday and Easter Sunday;
- An Earth Day service led by two climate activists;
- Generational concerns and connections with the help of 3 UUCWC members;
- and an education about and blessing of our trans and non-binary members

Coming Up in May:

- Rituals of Bridging, New Member*, Good Goodbyes
 - *Please see the graph noting time of membership in the graph below (with thanks to Susan for its creation)
- Nurturing Beauty

Additional Notes:

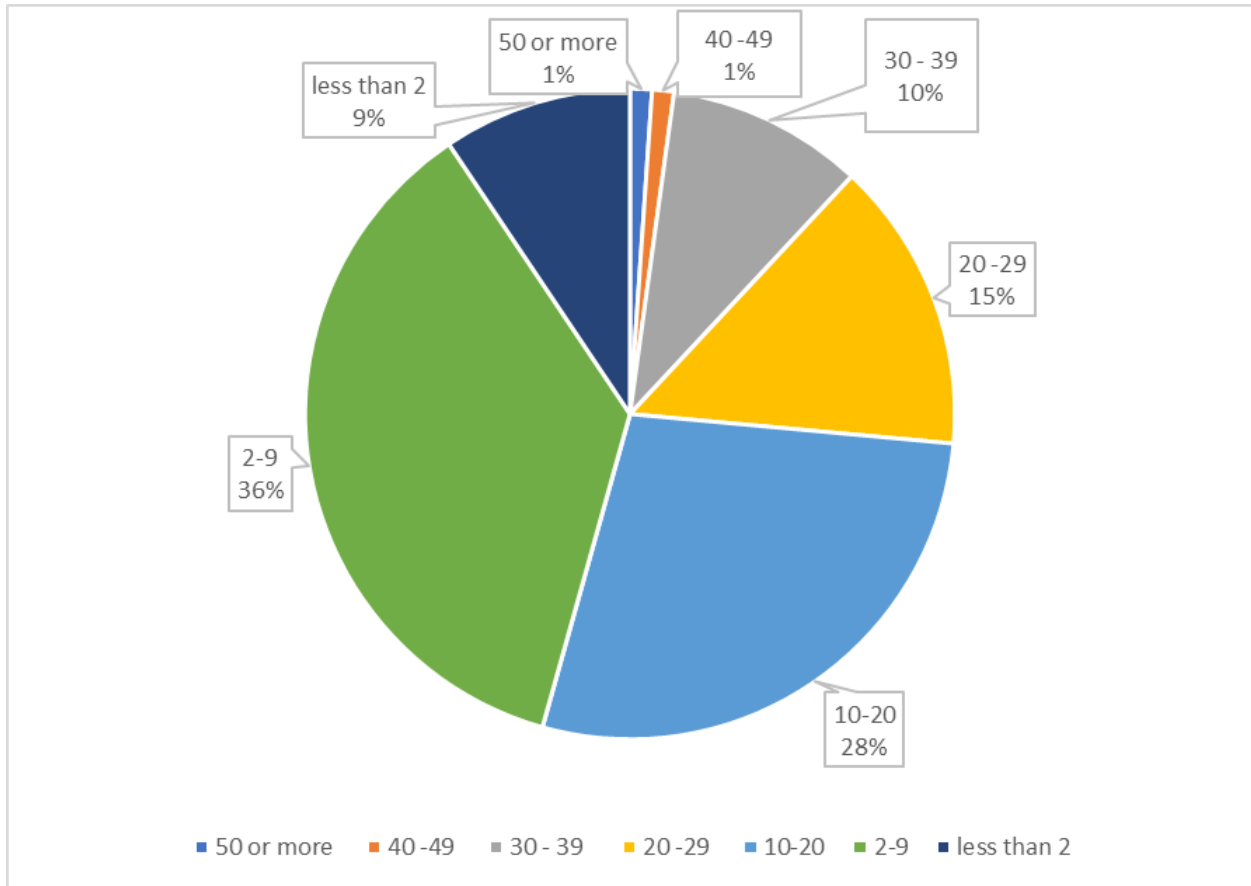
- We continue to lead with flexibility as some worship leaders have gotten or been affected by Covid.
- We continue to have visitors coming and returning to both online and in person services. This Sunday we had 5 visitors in the sanctuary. More notes of this nature can be found in Robin's report.
- Caryl's retirement is quickly coming up. Robin's shift to solely adult ministry is coming quickly, too.

Create Community (Small Groups)

- Lectio Divina has been put on hold as the number of participants was steady but small. I hope that a pause and reintroduction will bring more folks in in the summer or fall.
- Tending the Flame has given Robin and me an opportunity to dream with the parents of the congregation. This past month we asked them what they wanted church to look like going forward. We noted that 42% of the congregation joined during my ministry in the last 8 years. Nearly half of the congregation does not have the historical knowledge or attachment to our past. When I say that "we can't return" most of the parents / religious education families can't have a great sense of what that means. This generation leads us forward and must be nurtured into leadership and visioning.
- With no next round of Pathways scheduled, I will be offering a Q&A with the Minister for visitors and friends this month and monthly until another is scheduled.
- Pastoral Care to Note:
 - 3 Memorial Services coming up in May & June (Jo Milner, Beverly Railsback, Tony Panzetta)

Change the World

- Given the changes in Covid's current impact (highly contagious but not causing severe illness or death; community spread but hospitals not overrun) I've asked Susan Irgang to change how we communicate our guidelines. You can see more about this in her report.
- The Faith Engagement Search Committee and I have concluded our interviewing of three excellent candidates and are in the process of calling the references for our top choice. We hope to offer the position this week and joyfully announce our new hire in the coming weeks. It should be noted that it was very clear from our interviewing that a half time position is likely to be felt and we will need to help the congregation/ families adjust to this schedule and expectations.
- I will be taking three Sundays off at the end of June and beginning of July so that I can onboard Erin and the new Faith Engagement Coordinator during those weeks.
- I recruited Andy Snyder, Justin Roth and Colin Campbell to take over the Memorial Garden responsibilities from Bernie and to assist Janet Hubbard. Justin Roth has also agreed to oversee and/or assist with the Building Committee / building needs.
- The Worship Tech Team has grown significantly in recent weeks and each person has taken an active role in teaching and learning. MJ Hansen will be out of the country for a month in June; John and Ariel will both be out 2 weeks at a time (at different times). These are important absences to experience.



- 45% of the congregation has been at UUCWC for fewer than 10 years.
- A plurality (the greatest share) of the congregation has been a member of UUCWC between 2 and 9 years.
- 10% of the congregation never experienced UUCWC pre-pandemic. The way they experience worship is different and what attracted them is different (more intimate and less community-oriented).
- We are an evolving congregation. We are not the same congregation we were a decade ago.

Susan Irgang

Administrator BOT Report for May 2022

Create Community

Due to the continuing low levels of hospitalizations and serious illness from COVID despite rising cases, COVID ActNow has changed their metrics review and rating system to more closely align with that of the CDC's Community Risk Levels (weekly new cases reported, weekly COVID hospital admissions, and % of patients with COVID of all beds). We will continue to review and adjust guidelines if needed; with Board permission, I will no longer include a Risk Level update in my monthly report unless we see changes in reporting risk levels or COVID surges that need to be addressed.

I welcomed back several groups to the church for in person meetings: so far daytime use has been two chalice circles, Creative Connections and, starting soon, the Socratic Group. Weekday use of the building is still a work in progress and there have been no regularly scheduled evening meetings. I am working on creating setups that would allow multiplatform meetings which may encourage greater building use.

This month, I supported the work of the Auction, Grounds Clean Up, and Retirement party task force with their communications, logistics planning, invitations and more. I helped to coordinate the wrap of Stewardship reach-outs and prepared a thank you letter mailing.

Celebrate Life

With a total of 9 new members signed in recent months, our current membership is 276 Church Members, 22 Friends, 37 Participants and 29 Attendees. As the numbers show, while our membership is officially 276, we are actively serving a system of 364, not counting children or visitors.

I have begun coordination with the Caring team and families for Jo Millner's celebration of life on May 14th. We will also coordinate for the services and receptions for Beverly Railsback on June 11th, and Tony Panzetta on June 25th.

Change the (UUCWC) World

Update: with some reorganizing of closets and bit of ingenuity in the mechanical room, I was able to address all of the violations from the recent fire department inspection and we have received our certificate.

I have begun working on preparations for our first multiplatform Annual Meeting. Working with Maria Baratta and Colleen McCourt, we will be addressing registration, quorum determination and voting for online and in-person attendees.

I am working with Lynne Quinto on creating a website-based online opportunity to submit requests for checks which include receipts; this will streamline the process as well as create electronic records. I continue working as the website editor, updating pages, posting information, pictures and events and performing basic website maintenance.

I also dealt with miscellaneous building work: sourcing and purchasing of supplies for the building as well as Fellowship hour, arranging for repairs for the church dishwasher, assisting with an Earth Ministry tour of our solar panels, and more.

To: UUCWC Board and Kim Wildszewski
From: Robin Pugh
Date: May 11, 2022
Re: Monthly DLFE Report

Celebrate Life (Worship and Rites of Passage)

- Julia Campbell is having her bridging service on Sunday. (Yes Colin and Jen will soon have a child in college). I reached out to 7 graduating seniors who took Coming of Age together. Julia is the only one who wanted to bridge. This is unusual and not surprising. The pandemic is one factor. (Lang, Hardaway, Brothers) Another is that some kids do not have to attend UUCWC after COA or OWL. In this cohort there were several in this category (Kalb, Dunn, Stassola, Wallace).
- I continue to recruit and train our Sunday hosts. Their duties are tweaked weekly as we think of better ways of welcoming newcomers and members and the hosts suggest improvements.
- I continue to host a virtual Family chapel and Junior Youth firepit on the 1st and 3rd Sundays of the month. These are going well. Family chapel is small and includes Betsy Young. Our children's program is currently one classroom of children and youth from ages 3-15. Attendance is between 10-15 kids.

Create Community (Small Groups)

- Five brand new members and 2 future new members are joining 6 existing chalice circles this month. This is an intentional process. Kim and I encourage people to join a chalice circle after they complete Pathways. Our hope is to have the chalice circle connect them deeply to 6 members quickly. A chalice circle also gives these new UUs an opportunity to experience UUism in practice (including being in covenant with others). Kim completed a Pathways class with 15 people in April. 9 people became members, 2 were already members. 3 are likely to become members.
- I have been having 30 minute conversations with our new members. We talk about connection and involvement at UUCWC and where they want to be spiritually. I recommend next steps at their pace. I am developing/ thinking about a check in with new members at 6 months. Not necessarily done by me, maybe a member.
- The monthly parent meetings continue to be a source of connection and support for parents. This past month Kim and I asked them what they wanted church to look like going forward. It was hard for them to answer. This generation will be our leaders in the near future. They need to be nurtured and encouraged into leadership. Their vision of what church is, is likely to be different from what church "was" before the pandemic.
- Kim is hosting a Q and A with the minister on May 17th for visitors and non members. Since many of our visitors are virtual, this will give them an opportunity to connect with Kim.

- I continue to meet with our 15 Chalice circle facilitators monthly and lead 3 of the 10 chalice circles myself. I orient new members and held 3 orientations last month.

Change the World.

- I am facilitating the Wellspring class on Article 2 of the UUA By- laws. The conversations are rich.

This primarily serves as an FYI about my professional development opportunities that benefit my leadership at UUCWC.

Once a month I meet with UU religious educators in the metro NY area to share information about programs and offer support.

I am in my second semester of Beloved Conversations Within for UU professionals.

I am in my second year of a 2-year spiritual direction course for adults.

I see a Spiritual Director monthly.

Treasurer's Report

May 7, 2022

Statement of Income and Expense as of the close of April was provided in the pre-reads.

Summary:

- Financial indications remain positive with a \$480 positive variance – income to expenses
 - o Note: variance to budget is \$17k as the budget plan shows a deficit at -\$17k
 - o As expected, 2022 will likely end with a deficit – expenses exceeding income
- Controller, Lynne Quinto and Mary Baltycki continue to meet regularly with positive results
- The software upgrade to Quickbooks Online is complete with the production of April's reports
- Bank Account Balances total \$1.46 million:
 - o \$527k Operating combined balances
 - o \$688k Capital Campaign
 - o \$312k Endowment
 - o -\$70k Exchange

Year to Date Finances as of 4/30/2022

Income		Expense	
Sunday "Plate"	22,472	Staff	266,905
Pledge	319,430	Operations	71,637
Year End, Other Gifts	29,778	Program	22,188
Paycheck Protection Forgiveness	25,000	Denomination	18,914
All Other (SRECs, ARE Fees, Misc)	4,665	Debt Service	21,221
	401,345		400,865
Net Income (Loss)	480		

Financial highlights are as follows for April 30:

YTD Budget Tracking: to budget (\$480 positive)

- Down from \$30k surplus as of December 31, now \$480

YTD Income: to target Budget (\$312 more income than budgeted)

1. Plate Income is below Budget by \$2k year to date
2. Pledge Income is lower than budget by \$37k year to date at \$319k
 - a. \$37k negative variance is unchanged from the prior month
3. We may be challenged to have Pledge collections completed by June 30
4. Income is offset by a \$10k unrestricted gift from earlier in the year

YTD Expense: *Positive* Variance: \$47k (\$47,000 less spend than budget)

1. **Staff:** \$30k positive variance year to date reflective of sexton and other delayed staff expense
2. **Operations:** \$11k positive variance to budget Year to Date
3. **Program:** \$7k positive variance year to date reflective of reduced spend, most notably Adult & Children's RE and delayed CFA disbursement

4. **Debt & Denomination Expenses:** To Budget (no variance)

Reminder Items:

1. **A budget deficit** of \$35k for the next fiscal year is inclusive of a Board-Approved \$25k legacy gift for 2022-2023 and 2023-2024
2. The deficit budget will draw down Operating Reserves and fully exhaust them in 2-3 years absent substantial increases in income