

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



**Board of Trustees Meeting Minutes - [APPROVED](#)**  
**July 12, 2023**  
***Multi-Platform Meeting***

*Outgoing President Maria Baratta called the Board of Trustees meeting to order at 7:02 PM. Also in attendance: Vice President, Jamie Evanini, Treasurer Denny Rodgers and Secretary Colleen McCourt; Trustees: Karen Kent, Michelle Zechner; Congregational Administrator, Susan Irgang and Director of Congregational Life, Robin Pugh. Also present was outgoing Trustee Jim Sanders. Absent were Senior Minister Rev. Kim Wildszewski, Trustee Michael Waas and incoming President Wendy Stasolla.*

# First Hour

## **Consent agenda (no vote):**

No treasurer report yet as outgoing Treasurer Joe Schenk is still completing it. Treasurer Denny Rodgers asked about the preferred format of treasurer reports, and there was brief discussion of methods that have been used in the past.

## **Review of Board Meeting Procedures**

Vice President Jamie Evanini reviewed the overall structure and processes for Board meetings, including terms, order of events, discussion flow, etc. Key discussion points included meeting roles, opening words suggestions/sources, consensus voting, Board Goals and Covenant (to be reviewed/revisited at next Board retreat), agenda methodology, discernment circles, and executive sessions.

## **Vice President & Secretary Elections**

**There was a vote to affirm** another 1-year term for Jamie Evanini as Vice President and Colleen McCourt as Secretary; it passed with unanimous consent.

## **Quick Check in on Stipend for Ministerial Intern**

Outgoing President Maria Baratta provided an update on the Board's decision to allocate \$5000 from a memorial gift to be used as a stipend for the oncoming ministerial income. There is some discussion around how the funds will be distributed, listed in the budget, paid out over time vs. lump sum, etc. and the different considerations involved including taxation, payroll logistics, benefits as they relate to definitions of paid staff, etc. Per Congregational Administrator Susan Irgang, this needs to be resolved by the end of August so we can put it into payroll.

### **ACTIONS:**

- Finance and Personnel are looking into the legal/tax implications; there are UUA resources that can help.
- The Congregational Administrator needs to draw up a new letter of agreement outlining compensation, in collaboration with the minister and with review by the Personnel Committee.
- Final determination needs to wait for Rev. Kim's return from leave. She, Personnel and Finance will collectively have input/responsibility for relevant decisions.

Maria would also like to continue exploring additional means of compensation for the intern, potentially from discretionary resources.

## **2nd Hour**

### **Discussion of roles needed for upcoming year (liaisons, scribe, etc.)**

The Board discussed role openings and special projects for the upcoming year, including:

- Organizing church calendar; **ACTION:** Susan will share more info for people to review and see who's interested; Finance Chair Jim Sanders will share Finance calendar with Susan to dovetail with efforts. Review of the monthly calendar will be made a standing agenda item by Secretary Colleen McCourt.
- Reviewing results/open items from the last audit in 2021
- Board photos: **ACTION:** Board members send photos to Susan for bulletin board
- Board liaisons are needed for the following:
  - Finance
  - Capital Campaign
  - Personnel
  - Congregational Engagement; **ACTION:** Denny will serve in this role.
  - Safe Congregation Team (as needed)
  - Stewardship
  - Policies and Procedures task force (as needed)
- **ACTION:** Jamie agreed to serve as Board scribe for this year.

### **Scheduling a Social Get-together for Staff and New, Departing and Returning Board Members**

**ACTION:** Maria will send out a doodle poll for August to gauge availability for a casual, non-business gathering.

### **Housekeeping & Action Items**

- Maria will write the next CrossCurrents article for July/August.
- **ACTION:** Maria will send out a doodle poll for the fall Board retreat.

The meeting adjourned at 8:35 pm.

Respectfully Submitted,

***Colleen McCourt***

Secretary, Board of Trustees

## **APPENDIX - Staff Report**

### **Staff Executive Report to Board July 2023**

#### **Create Community**

We planned and created a multiplatform multigenerational flower communion, followed by a jazz concert and potluck. It was very well attended (197 people including 21 visitors/participants).

During Kim's study/vacation leave, church life has been mostly quiet, with some committees going through their leadership transitions. The Preliminary Annual Report for 2023 shows the activities of many of our church groups (those who submitted reports); read it [here](#). The Annual Report 2023 will be officially issued once the final financial reports for the fiscal year are available.

#### **Celebrate Life**

As is usual, attendance at Sunday services has been lower than what is normally seen from September through June. Kim's coverage has included Pauline Nijander's two services June 18th and 25th, which brought 126 and 95 attendees, respectively; Benjamin VanDyne's July 2nd service (holiday weekend) brought 79 attendees equally split between online and in-person, and 85 on July 9th. We will welcome the return of Erol Delos Santos to the pulpit for the next two Sundays. Kim returns to the office on 7/24 and to the pulpit on 7/30.

Robin is supporting Julie as she learns the history of UUCWC, meets families and plans for the children's program in the fall. Onboarding takes time and is necessary for a smooth transition.

Robin is planning ARE classes for the fall. In particular, Wellspring requires a lot of effort (new facilitators, explaining it and encouraging people to take it). The knowledge and experience the class offers is well worth the effort to get it started.

#### **Change the World**

Ten people from UUCWC attended GA in Pittsburgh. People returned energized and wanting to do more. We will be hearing from the GA folks later this year.

Capital Campaign construction permitting continues; we received our Zoning Board permit contingent on getting another set of signed drawings to them; other permits are still in process.

Due to the ongoing construction delays, we will be able to host all of the onsite Wacky Wednesdays for HomeFront this summer. If early August brings construction that would impact the Crossings Room/Kitchen use, we will offer Wacky Wednesdays space in the Sanctuary and upper classrooms. This represents a cost savings for HomeFront (CFA/FEFT funded), as when they are using a local community center, they may not bring prepared foods due to a lack of a kitchen, so must purchase meals. We are happy to be able to offer the space, as we will not likely be able to do so once construction begins in earnest.

On the suggestion from a Peter Bowden video about church visibility, UUCWC's presence online was reviewed. Susan discovered that we have a presence on YELP (listed as #10 in a search of churches in Titusville); the Yelp site was updated with pictures, but has few reviews. Check us out and feel free to leave a review!

[https://www.yelp.com/search?find\\_desc=churches&find\\_loc=Titusville%2C+NJ](https://www.yelp.com/search?find_desc=churches&find_loc=Titusville%2C+NJ)

Our Annual Fire Inspection passed with two minor violations (use of extension cords and door stops on fire doors), both of which have been abated.