

Unitarian Universalist Church at Washington Crossing Board of Trustees

268 Washington Crossing-Pennington Road
Titusville, NJ 08560

Meeting Minutes

Wednesday, July 13, 2016



Join the Journey.
Open to You.

Pam Shadzik, acting president, called the Board of Trustees meeting to order at 7:01 pm. Also in attendance: Trustees Andrew Conrad, Ed Dobrowolski (tonight's process observer), Heather Edwards, Frank Holstein, and Pete Rafle; Treasurer Lynne Quinto; Secretary Mike Dalzell; DLRE Robin Pugh (tonight's timekeeper); and Rev. Kim Wildszewski.

Process Check

Process check is a relatively new addition to the monthly agenda. It is an opportunity for the board to examine how we interact with one another. Briefly, the board discussed the legitimacy of holding votes by e-mail. The bylaws give the board the authority to meet virtually. It was agreed that prior to an e-mail votes, the board should declare a virtual meeting and ascertain a quorum for conducting business.

The discussion grew out of the board's July 1 vote to accept Pam Shadzik's offer to serve as interim vice president for a three-month period (or less, if Kathy is able to resume her duties prior to then). At its June meeting, the board and trustees-elect agreed to hold a vote by e-mail on July 1 to fill the position of vice president. The vote to accept Pam's offer was unanimous and, under authority of the bylaws, elevated her to acting president. This action ensured continuity of leadership from the start of the board's term rather than waiting until the board's July 13 meeting to hold a vote on leadership. Because the July 1 vote was preplanned, the board agreed that the July 1 vote constituted a virtual meeting.

Consent Agenda

Andrew Conrad moved that the board accept the reports of the minister, DLRE, and office administrator. The motion passed unanimously.

Minister's moments

Rev. Kim has met with Lou Csabay and Joe Schenk to examine the financial year cycle and timing of such events as the canvass and auction. The Finance Committee will discuss this further at its Aug. 8 meeting, then will send a representative to make a recommendation at the board's Aug. 10 meeting. Frank Holstein volunteered to serve as the board's liaison to the Finance Committee and represent the board at the Aug. 8 Finance Committee meeting.

The Black Lives of UU Organizing Collective has asked UU congregations to provide meeting and healing space for members of the black community to be in community with one another. UULMNJ has encouraged congregations in New Jersey to follow through on this request. Rev. Kim sought affirmation from the board to do this at UUCWC. The board concurred without a vote, voicing no dissention.

Memorial Garden

Bernie Ruekgauer updated the board on recent improvements to the Memorial Garden and its plans to install fencing around its perimeter. The Memorial Garden team sought ideas from a vendor for erecting a fence in an aesthetically pleasing manner and received an estimate of \$6,300 for the work. The team will seek at two other quotes and is interested in design ideas that preserve the garden's dignity and aesthetics.

The cost would be paid from the team's reserve account, which accrues funds from burial and reservation fees. There is an open question as to whether the team needs board approval to spend the funds for this purpose; policy requires that the board approve expenditures from the Building Reserve for \$5,000 or

more, but it is unclear whether this requirement carries to other reserve funds. The board will make a determination and reply to Bernie.

Concert fundraising series

Nick Mellis approached the board with a proposal for a concert series at UUCWC. In contrast to Concerts at the Crossings, which hosted concerts at UUCWC under a rental arrangement, this program would be a fundraiser for UUCWC. Intrigued by the idea and Nick's enthusiasm for engaging his connections in the local music scene, the board recommended that Nick work with Susan Irgang and Fundraising to organize the series in a fashion that complies with UUCWC policies.

Treasurer's report

At the end of the 2015–16 budget cycle, a \$36,606 surplus remained. The final surplus will be determined after the last outstanding invoices circulate through the system.

Capital campaign planning

Andrew and Frank represented the board at a meeting with Rev. Kim, Joe Schenk, and Andy Hamlin on June 21. Hamlin is a consultant who advised UU Congregation of Princeton in its recent capital campaign.

Andrew shared several learnings from the meeting; one key takeaway was that it's important to ensure that the entire congregation is represented — either in meetings in which needs are heard and prioritized or in groups who create strategy for a campaign and execute it.

Rev. Kim will determine Hamlin's availability to speak with the board, either at its next meeting or at its August retreat. A determination on selecting a consultant to advise UUCWC on a campaign may follow.

Vice president's role

With Pam Shadzik's elevation to acting president, the board recognized the need to fill the role of vice president on both an interim and a full-time basis. Pam's tenure as vice president/acting president expires on Oct. 1, at which point she will resume her role as trustee. The board may select an interim vice president whose tenure coincides with that of Pam, or may choose an interim vice president whose position converts to permanent vice president after Oct. 1.

If Kathy Frey is unable to resume her board duties by Oct. 1, then a permanent vice president would assume the role of acting president on Oct. 1. The board deferred a selection until its August meeting.

Annual meeting recap

Discussion was deferred to the board retreat.

Housekeeping

- Andrew Conrad will write an article for CrossCurrents about his meeting with the consultant. Mike Dalzell will write an article introducing the congregation to the new board members.
- Our summer board retreat will take place Aug. 12–13 at the home of Mike Dalzell. Agenda planning will take place prior to the board's Aug. 10 meeting.
- Mike handed out a calendar of board activities, but some church council dates must be confirmed.

Adjournment and next meeting

There being no further business, the board adjourned at 9:00 pm.

Respectfully submitted,



Mike Dalzell, Secretary, Board of Trustees