

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560

### **Meeting Minutes**

Wednesday, Aug. 10, 2016

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

*Pam Shadzik, acting president, called the Board of Trustees meeting to order at 7:02 pm. Also in attendance: Trustees Andrew Conrad, Ed Dobrowolski (tonight's process observer), Heather Edwards (tonight's timekeeper), Frank Holstein, and Pete Rafle; Treasurer Lynne Quinto; Secretary Mike Dalzell; DLRE Robin Pugh; and Rev. Kim Wildszewski.*

#### **Process check**

Process check is an opportunity for the board to take a “gut check” on how we work or interact with one another. Frank asked questions about how the board reviews and approves decisions involving large sums to be spent on building improvements. Frank's questions related to the board's approval in June to allocate up to \$25,000 from the building reserve for restroom renovations. It was unclear to Frank whether the board's approval was final or preliminary pending a formal bidding process, the latter of which is required by a 2004 policy on procuring services.

*Postscript: At its semiannual retreat on Aug. 13, 2016, the board agreed to invite Susan Irgang and Andy Kidd to September's board meeting to update the board about the project.*

#### **Consent agenda**

The minister, DLRE, and office administrator prepare reports of activities for the board on a monthly basis. These reports form what is called the “consent agenda.” Andrew moved that the board accept the August reports. Pete seconded. The motion passed unanimously.

Frank suggested that, in the name of transparency, these reports be released publicly with the minutes. Up to now, consent agenda reports have not been released publicly, owing to confidentiality concerns, such as the protection of congregant privacy. Kim, Robin, and Susan will write future reports in a way to respect people's privacy as necessary. Andrew volunteered to review the reports for sensitive matters prior to release. The board will begin to make these reports public, starting with the next issues in September.

#### **Executive session**

The board met in executive session from 7:30 to 7:40 pm.

#### **Stipends**

Rev. Kim asked Heather and Peter to investigate standards for stipends for guest preachers.

#### **Appointment of vice president**

The board deferred selection of a vice president until its September meeting.

#### **Fellowship hour**

The board deferred discussion of Fellowship Hour until its September meeting.

#### **Treasurer's report**

At the end of the 2015–16 budget cycle, a \$32,470 surplus remained. The first month of the 2016–17 cycle shows a \$17,108 surplus, due primarily to \$20,000 in prepaid pledges. The treasurer used this opportunity to pay up insurance premiums for the year.

#### **Housekeeping**

- Mike will begin to upload board documents to Google Drive and organize them. The goal is to have this work completed and to give all board members access to these documents by Oct. 1.
- The next board contribution to *CrossCurrents* will be a summary of goals developed by the board at its August 13 retreat.
- Church council dates have been confirmed. The next council meeting will be on Sept. 28. In the absence of a board vice president, Rev. Kim will officiate.

### **Board retreat**

The board discussed an agenda for its Aug. 13 retreat:

- Check in
- Values exercise
- Development of 2016–17 board goals, to be related to values expressed in the exercise above
- Dreaming: capital campaign planning discussion
- Projected adjournment: 3:00

### **Team-building**

Rev. Kim led the board in a team-building exercise.

### **President's comments**

Pam commented that our first two meetings as a board have inspired a feeling that this group is working and bonding together well – a hopeful sign for the hard work to come in the year ahead.

### **Adjournment and next meeting**

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michael Dalzell", with a long horizontal flourish extending to the right.

Mike Dalzell, Secretary, Board of Trustees