

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560

### **Meeting Minutes**

Wednesday, Oct. 12, 2016

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

*Pam Shadzik, acting president, called the Board of Trustees meeting to order at 7:00 pm. Also in attendance: Trustees Andrew Conrad, Ed Dobrowolski, Heather Edwards, Frank Holstein, and Pete Rafle; Treasurer Lynne Quinto; Secretary Mike Dalzell; Office Administrator Susan Irgang; and DLRE Robin Pugh.*

#### **Consent agenda**

Pam moved that the board accept the September reports of the minister, DLRE, and office administrator (Appendices A, B, and C. respectively), as well as the treasurer's report and the minutes of the September board meeting. Andrew seconded. Lynne offered revisions to the September minutes, which will be amended accordingly. The motion passed unanimously.

#### **Capital campaign consultant**

Andrew Hamlin, a fundraising consultant, was the board's invited guest this evening. Mr. Hamlin is director of development at the Hun School and was a consultant to the UU Congregation of Princeton during its recent capital campaign. Mr. Hamlin talked with the board for about an hour about his approach to a capital campaign, in terms of processes, steps, and timeline.

After Mr. Hamlin departed, the board took time to digest what it had heard, along with its potential implications for canvass and other fundraising activities. The board developed some follow-up questions for Mr. Hamlin; Andrew Conrad will reach out to him with those questions. The board will meet again on Oct. 26 to discuss Mr. Hamlin's responses and whether to engage him as a capital campaign consultant.

#### **Service awards**

Pam requested that board commission a task force to develop criteria for presentation of the UUCWC Service Awards. Robin and Heather Edwards volunteered to serve on the task force. Pam will seek a third participant who can provide input on the social justice award, likely a past winner of the award.

#### **Liaisons**

We assigned the following board liaisons for the 2016–2017 board term:

- Communications — Mike
- Council for Faith in Action — Pete Rafle
- Facilities Management Team — Susan Irgang
- Finance Committee — Frank Holstein
- Gift Acceptance Review Board — Ed Dobrowolski
- Personnel Committee — Ed Dobrowolski
- Safe Congregation Team — Heather Edwards

#### **Deferred until November**

Because of the length of the discussion with Mr. Hamlin, board postponed follow-up to our summer retreat and discussion of the Auction Committee's request to apply for a N.J. Small Games of Chance license until the November meeting.

**Housekeeping**

- The November board contribution to *CrossCurrents* will review our discussion at both October board meetings about a capital campaign.

**Adjournment and next meeting**

There being no further business, the board adjourned at 9:00 pm. Next meeting is Oct. 26 at 7:00 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

## **APPENDIX A**

Rev. Kim Wildszewski  
Board Report October 2016

### **UUCWC Mission**

*To Create Community, Celebrate Life, and Change the World*  
*What does it mean to be a Community of Healing?*

#### **Create Community**

We've had a rich beginning to the fall season. Two services are in full swing, Charles was welcomed back into the pulpit this past Sunday, Talk & Tours have begun again, and the first Roots of the fall is October 23<sup>rd</sup>.

In an effort to expand themed based ministry beyond the pulpit and Chalice Circles, the Chalice Circle Facilitators, Robin and I discussed offering the Soul Matters packet (the resource of materials we receive each month on the theme) to the entire congregation by way of Cross Currents and distributed specifically to the small group facilitators. After a Worship Associate retreat I discovered how meaningful the Reflection Questions have become for some; this would offer an even deeper opportunity to continue the conversation from Sundays.

I thank Ed Dolbrowski for the recent Council meeting that started the season off beautifully – connecting, reminding, and introducing all to the ministries and committees that were in the room.

By request of the Communications Committee, I have written a draft “What to expect on Sunday morning” page for the new website (expected to launch in early November!). I wrote an additional letter for Erin Busch’s job description, outlining the pilot Multi-generational Choir expected to launch this month and gather through December.

Additionally, I've met with a friend of Andrew Conrad's, Angelo Lewis, of the Diversity and Spirituality Network about a potential partnership and shared ministry at UUCWC. Angelo, members of the Adult Religious Education Ministry, Robin and I will meet for a fuller discussion with Angelo in November.

#### **Celebrate Life**

The Pastoral Associates and I met this month and had an honest conversation about the gaps and overlap in care for the congregation. Our main conversation has been wondering how to balance the needs that arise, and the existing culture that immediately cares for one another without any formalized structure. We are hoping that in the coming weeks the Pastoral Associates and Caring Committee will finally become one group, not only in name, but in practice: gathering for one

meeting, oversight and companionship in the work by the minister, and creating small caring circles with both a caring and associate involved – rather than neither or both, with confused roles. All of this is still “in conversation” but I am hopeful about a better system for where we are now.

This month we remember Debs Couch and Rollie Rahn, who both passed this month in the last two years. In addition to regular pastoral care, I will be officiating the service and committal of a non-member later this month. With Nancy Neff leaving the congregation to move to ME, the Widows Group and/or a Grief Group will need new energy and leadership.

## **Change the World**

Council for Faith in Action held two Information Sessions on the Movement for Black Lives. The first, after a Sunday, had just over 60 participants; the second, on a Wednesday night, had just about 30 participants. These sessions were factual offerings, historical grounding, and tone-setting only. Discussion and sharing will be had at the upcoming Listening Circles this week.

I anticipate the Listening Circles will be very helpful for some, and an opportunity to shape the conversation for others. This is to be expected and I trust the Right Relations Committee will do their best to allow everyone to speak, be heard, and also leave room to consider what is within their own hearts and minds. Some concern remains in that I did not see many folks who have their mind already set in one direction or another; their perspectives are helpful to add to the conversation; their participation is helpful in being able to have a shared conversation and limit myths or clarify the “why” of our having the conversation.

Lastly, the second of the two sessions had some technical challenges – allowing us the opportunity to once again realize the need there is in “leadership development” (use of technology, accruing passwords, etc). Susan Irgang and I have begun the discussion with Nominating Committee to take on some or all parts of this need.

In meeting with the Personnel Committee, I’ve come to realize that it may be a surprise to some that there are evaluations of the staff each year. Susan Irgang and Robin Pugh have been evaluated by me for two consecutive years. Katie Seeley (Bergin) is evaluated by Susan and Robin; Ed Mann was evaluated by Susan and myself last year but was not this past year. Roberto, in coming up on his first anniversary with us, will have to be evaluated by Susan and I in the months to come. These evaluations are both written and oral and kept in our personnel files. A discussion is now needed on how I will be evaluated and by who. The Personnel Committee will be attending the November Board meeting to discuss this and other things.

I’ve been recruiting for the Social Justice ministries once held by Mary Kay Mitchell & Jim Bicksler. This past week I was asked to be one of the key speakers for the area clergy at this

weekend's UULM-NJ Issues Conference breakout session. I enjoyed prepping for this evening's meeting by speaking with our prospective Capital Campaign Consultant, Andrew Hamlin.

As you likely know, I am unable to be with you this evening as I will be on Long Island for my grandfather's funeral this Tuesday and Wednesday. I thank you for your understanding and support during this time.

All my best and looking forward to seeing you each soon,  
Kim

## APPENDIX B

To: UUCWC Board, Barbara Jensen, and Kim Wildszewski  
From: Robin Pugh  
Date: 10/8/16  
Re: Monthly DRE Report

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### Create Community

- Teacher orientation: 30 out of 40 teachers and assistants attended. I rewrote it to reflect 1/3 inspiration, 1/3 connection, 1/3 information. Teachers loved connecting with each other both in problem solving (class discipline) and deeper ways (who was one adult who made a difference in your life as a child). Many assistant teachers are new to the congregation so TT helped them to feel more at home at UUCWC (e.g. an assistant teacher shared for her first time during Sunday joys and sorrows the day after teacher training). Teachers and assistants are scheduled differently and so operate as 2 silos. This year I am spending more time helping all teachers and assistants in the same class feel like a team.

### Celebrate Life:

- Because of Katie, I can spend more time: creating a great teacher training, thinking about and implementing ways to improve the RE program in small and big ways eg photos of teachers on the doors of classrooms, core questions in the order of service, improving the nursery experience.

### Change the World

- Youth group will return to YSOP (NYC service learning trip) on 12/9/16. This trip not only bonds and energizes the youth group, it gives them a sense of purpose.
- I attended the "Think Orange" one-day conference with several other DREs from larger NJ churches. Think Orange is a new philosophy of doing religious education that comes from evangelical mega churches that shows a lot of promise for UU congregations. Over 10,000 churches use their curriculum. At the moment I am focusing on their work on parent engagement and volunteer training.
- The RE Committee will spend this year reading "Think Orange" and then evaluating the RE program with an eye on improving parent and teacher support and communication about the RE program.
- I am organizing "Beloved Conversations" for ARE. I think this program will be transformational to all who take it. It will also be a place for deep healthy conversations given current events inside and outside UUCWC.

I will be out of the office from 10/13-25. Not a vacation, I have nine 9AM-9PM days in a row. I am attending the annual Fall LREDA Conference. The theme is: Money, Death, Race and Sex: Bringing the Spiritual Dimension to Tough Topics. I am staying for an additional day for training on embedding racial justice work within children's religious education programs. Because I'm VP of LREDA, I have 4 days of meetings before the

conference begins. As VP I have been planning and will be co facilitating a forum for the 3 UUA presidential candidates at the conference

## **APPENDIX C**

### **Susan Irgang October 2016 BOT Report**

**UUCWC Mission:** *To Create Community, Celebrate Life, and Change the World*

#### **Creating Community**

Fellowship Hour on Sundays has been greatly helped by the addition to staff of Roberto Santiago; however, additional attention to coffee hour has been needed. As there is no one currently coordinating sign ups for Fellowship Hour, a much anticipated aspect of Sunday mornings, I stepped in to schedule all the committees for the church year and am looking for information about whose budget pays for paper goods and miscellaneous supplies. There has in the past been resistance from committees about providing refreshments; if this continues, alternatives, such as ordering refreshments of cookies or pound cake with church funds as is done in other congregations, should be considered. (See attached for history of Fellowship Hour coordination).

The office has been working with some of our newer leaders (Community Building, Cosmic Concerts, Fine Crafts Festival) to explain how to work within UUCWC systems for communications, room reservations, etc. These are enthusiastic people who are bringing great energy to their new ventures.

#### **Celebrate Life**

Our membership numbers are 272 Church Members, 35 Friends and 24 Attendees.

Rev. Charles J. Stephens, minister emeritus, was in the pulpit on October 9<sup>th</sup>. Per discussions with Heather Edwards, Rev. Charles received an honorarium of \$300 plus mileage; at IRS rates for 2016 of \$0.54/mile for business travel, and with 1,030 miles round trip given to us by Rev. Charles, the mileage cost was \$556.20, for a total check to him of \$856.20.

#### **Change the (UUCWC) World**

##### *Parking:*

The next issue of CrossCurrents will include an article on parking, outlining the information previously presented to the Board, with these updates:

- I reached out to the three remaining groups from whom we will need approval: Mercer County Planning Board, Mercer County Soil Conservation District and the Hopewell Township Board of Fire Commissioners.
- The Mercer County Planning Board replied that, as we are situated on a county road and next to Jacob's Creek, we must submit an application (fee waived as we are a nonprofit) and must obtain an additional drainage report, 2 copies of a current survey, and an amended plan showing the use of permeable pavers.
- The Mercer County Soil Conservation District requires a Soil Erosion and Sediment Control Permit prior to the start of construction; fees for the application for this permit and review of requested documentation will be approximately \$985. They also need to see plans from a licensed engineer, as well as all hydraulic and hydrologic data; upon receipt of this information, they will review to discuss the project and other needed measures further. By far, it seems this group will require the most information and additional work.

- The Hopewell Township Board of Fire Commissioners may have no objection to our plan, making this the most hopeful news on the project.
- We are reaching out to the engineer, who is currently working out of state, to get the requested plans and information.

#### *Building:*

1. **Fire Door Update:** A new fire door has been purchased to address the fire code violation in the stairwell by the office; installation will be done professionally as there are some adjustments that will be needed. Our extension to complete the work is until November 30, though we can ask for more time if needed. There are related storage changes that will need to accompany the new fire door installation; we are sourcing someone to build a closet in Room 103 to accommodate this need.
2. **Bathroom Update:** Andrew Kidd and Farzad Shadzik have taken detailed measurements of the bathrooms, partitions, etc., and discussions about flooring have begun. It was agreed that the use of a designer is imperative to not only help in selection of proper products but to address accessibility issues. Once basic information on various specifications for this job (ex., the thickness of the vinyl flooring), sourcing of products will begin.
3. **Crossings Room Floor Refinished:** Roberto Santiago did an incredible job refinishing the floor in the Crossings Room this past month. The floors in the hallway downstairs will be redone during the Christmas holidays; deep cleaning is being done by Ed Wittmann as in interim measure, since the refinishing process requires not using the floors for 4 days, a near impossibility for the downstairs hallway.

#### *Grounds:*

Exterior improvements include new wood chips for the playground and the raising of the walkway stones from the driveway to the front entrance, as well as lawn and garden maintenance.

#### *Safety Team*

The team worked with the office to update and issue improved Emergency Instructions which are being posted in all rooms of the church (pending some additional sign holders that need to be purchased and installed).

The *Memorial Garden Team* continues to work on fencing redesign and expansion, brick pavers, documentation of procedures and policies, and many related tasks. An accessibility walk has been discussed to help those with mobility issues access the Memorial Garden, however there is no current funding for this.

*Rentals:* Using photos taken by Katie Seeley (a professional photographer as well as an amazing assistant at UUCWC) and revised copy, I gave our Communications Committee information to be used on the new website and which will hopefully improve awareness of UUCWC as a rental venue and increase rental revenue.

#### **Conclusion:**

We continue to do the everyday work of keeping the congregation informed through emails, Crossings II, orders of service, and via phone calls and emails while also tending to ongoing projects and issues that arise as part of the day to day operations of the church.

**History of Fellowship Hour Coordination:**

A few years ago, when a new chair for the Fellowship Committee could not be found, duties were split into Community Building, which arranges fun churchwide events, and Hospitality, which oversees coffee hour. Maria Baratta helped coordinate coffee hours using SignUp Genius and scheduled committees and groups to contribute drinks and snacks; she also monitored supplies of paper goods. (An attempt to get all members of the congregation to participate in providing coffee hour refreshments was not well received or supported prior to this change). Maria indicated last spring that she no longer wanted to be responsible for these tasks, in part because of pushback from some committees and groups about bringing refreshments as some people sit on multiple committees or groups and so are “tapped” more than once a year. While new leaders have been found to coordinate Community Building, no one is currently looking at or after Hospitality. A schedule for the church year for committees to supply refreshments once a church year through June 30th has been created; no coverage for summer 2017 has been addressed.