

Unitarian Universalist Church at Washington Crossing

Board of Trustees

268 Washington Crossing-Pennington Road
Titusville, NJ 08560

Meeting Minutes

Wednesday, Dec. 14, 2016



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

Pam Shadzik, acting president, called the Board of Trustees meeting to order at 7:03 pm. Also in attendance: Trustees Andrew Conrad (tonight's process observer), Heather Edwards, Frank Holstein, and Pete Rafle; Treasurer Lynne Quinto; Secretary Mike Dalzell; Acting Vice President Ed Dobrowolski; DLRE Robin Pugh; and Rev. Kim Wildszewski (tonight's timekeeper). Mike offered opening words.

Consent agenda

Andrew moved that the board accept the monthly reports of the minister, DLRE, and office administrator (Appendices A, B, and C attached to these minutes). Pete seconded. The motion passed unanimously.

The board briefly discussed issues raised by Susan Irgang in her November report about (a) whether Fellowship Hour scheduling and supply replenishment is a staff, not volunteer/committee, responsibility, and (b) how to handle Fellowship in the summer months. Finding workable solutions to these issues is one of the board's goals from its summer 2016 retreat. Discussion on these issues is ongoing.

Long-range staffing/Ministerial intern

Personnel Committee chair Regina Zilinski shared a report outlining projected staffing needs for UUCWC over the next five years. There will be ongoing discussions with the Finance Committee to determine which positions can be launched in a given fiscal year and sustained over time, relative to costs and growth projections. Any staff additions or increases in staff hours would be designed to support, not replace, volunteers whose work creates an important part of the culture at UUCWC. The board voted to accept the report.

The UUA has approved UUCWC's application for a grant to pay for half the salary of a ministerial intern. Rev. Kim has begun the interviewing process and hopes to make a decision by Feb. 20. The deadline for selecting an intern and claiming the grant is March 1.

Capital campaign

Rev. Kim expects that UUCWC will, before the end of the year, sign a contract with Andrew Hamlin, a private fundraising consultant, to develop a feasibility study and to conduct related duties in preparation for a capital campaign. At its Nov. 9 meeting, the board voted unanimously to engage Mr Hamlin, pending a Finance Committee endorsement of the expenditure.

In his meeting with the board on Oct. 12, Mr Hamlin discussed how church members would optimally be involved in leading the campaign. Initially, a group 10 people would help with cottage meetings, development of a vision, and preparation of a case study; later, they would lead the operation of the campaign itself. Since the board's Nov. 9 meeting, Rev. Kim has spoken with a handful of people about participation in this group. Each person who has been approached has enthusiastically agreed to participate. When the composition of the group is complete, Rev. Kim will announce the team to the congregation.

Service awards

At the board's October meeting, Pam asked the board to commission a task force to develop criteria for presentation of the UUCWC Service Awards. Two of three participants have been selected; Pam will speak with a third potential appointee in January (refer to October minutes for details on team composition.)

Endowment appointments

The board discussed appointments to fill vacancies on the Endowment Committee. While the bylaws give the board the authority to appoint committee chairs (which are also elected by the congregation) in the event of a vacancy, the bylaws are silent about non-chair appointments to Endowment. Those positions are normally elected by the congregation.

The board agreed that it has fiduciary authority to appoint nominees to fill all elected vacancies, be they chair or non-chair. Under the bylaws, committee chair appointments made by the board would serve on an interim basis until June 30. The congregation would vote at the next annual meeting whether to affirm that appointment, assuming the person wanted to continue in that role. The board believes that the same should apply with non-chair appointments to Endowment.

Under the bylaws, the Nominating Committee would present the names of replacement chairs to the board for consideration. We believe the same should apply with non-chair appointments to Endowment, and as such, Nominating should inform the board president of its choices. The board would then vote on these interim appointments at its next regular meeting on Jan. 11.

UUCWC Website

On behalf of the Communications Team, Mike Dalzell and Lynne Quinto gave the board a tour of the new UUCWC website in development. When Communications began its effort in 2015 to revamp the website, Rev. Kim shared a vision of who a new site should engage and how it would do so. In their presentation, Mike and Lynne discussed the methodology that guided site development and the navigation of the site, both of which were designed to achieve Rev. Kim's goals. Communications will launch the site in January.

Human Rights Campaign (HRC) rental

The New Hope chapter of the HRC, which is led by a member of our congregation, is looking for new meeting space and is considering UUCWC. Under the church's current rental policy, member-led not-for-profit organizations may use space at the church at no cost. Because the HRC engages in partisan political activity, however, the church must treat the group as an unaffiliated rental to avoid jeopardizing its not-for-profit status. The board discussed amendments to the rental policy to cover situations like this. Susan Irgang will revise the policy and send it to the Finance Committee for review.

Deferred until January

Because of time constraints, agenda items covering the Auction Committee's request to apply for a Small Games of Chance license and a discussion about the board retreat and were deferred to the board's Jan. 11 meeting.

Housekeeping

- The January board contribution to CrossCurrents will review the new UUCWC website. The topic of a February article may discuss the capital campaign team, though this is yet undetermined.
- Signups for 2017 opening words will be solicited at our January meeting. Heather volunteered to take opening words for the board's January 2017 meeting.

Adjournment and next meeting

The board adjourned at 9:15 pm. Next meeting is Jan. 11 at 7:00 pm.

Respectfully submitted,



Mike Dalzell, Secretary, Board of Trustees

Rev. Kim Wildszewski
Board Report December 2016

UUCWC Mission

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

Create Community post-election

It has been a challenging month in ministry. The election has certainly made congregational life and community mean something different and, perhaps, have different goals. Across the country Unitarian Universalist congregations are reporting **higher attendance than usual and record visitors** since November 8th. This is true for UUCWC too.

After the election a lot of energy was first given to short term needs: opening the sanctuary on Tuesday and Wednesday during the days; a Wednesday night vigil; three Sundays of worship that spoke to the personal grief, then the anxiety of being in community or family, then, by way of a guest preacher, action and response. On behalf of the congregation I wrote letters and emails of solidarity to the local mosques and to the mosques we've worked with through Neighboring Faiths. Two Sundays after the election I briefly met with the Youth Group to offer support to the youth at Council Rock North where derogatory language was written in numerous places and named the President Elect as allowance to do so.

Pastoral care was around the clock and as intense as if individuals were grieving a death. Some of the work was in listening; other times it was reeling people in from what was feasible within a congregational setting; other times it was organizing large disparate groups of people who wanted to do their own action-responses, and asking them to work together.

Some have found new community at UUCWC because of the post-election experience; others have stayed away in recent weeks not knowing where to enter the conversation or if this is a place in which they would still be welcomed.

Coincidentally, **Beloved Conversations** occurred shortly after the election. About a quarter of the congregation is participating in this hard work of exploring race and ethnicity. This time created a whole additional outlet for grief, need, articulation of anger, feelings of helplessness, and criticisms of how the church runs. While most of the work was purposeful and helpful, it is clear this work will be vulnerable and test how we are with one another. It requires a great amount of staff time, primarily of Robin's, to make it run properly.

The inability of others to participate in this work is also cause for disappointment among many members. There is a theme of "being left out" or of folks "moving forward without" others. We're looking at organizing some folks into book discussion groups to start. The Worship Associates are looking to intentionally name community, affirmation of process (even when it's different or at a different pace than others) and our commonalities within worship each week.

In part because of the work of Beloved Conversations, as well as the work of last year's Racial Justice Initiative, a **People of Color group** has begun. Eight congregants are gathering once every other month for reflection, community and solidarity on how to be a Person of Color within a predominately white space. In support, we are offering childcare during these meetings and available for other ways in which we might make that time purposeful.

Additional areas of ministry that were given time and energy this month include:

The Usher and Greeter gathering; chairing the Membership Ministry meeting for visioning work and a “reset” of the team;” facilitating Wings in which six new members signed the book; led worship for the NJ Ministers; planning for Caryl’s 25th anniversary celebration; a formal and official combining of the Pastoral Associates and the Caring Committee; two child dedications; and our third Hanging of the Greens.

Celebrate Life

In addition to the pastoral care mentioned above, it should be noted that there is a lot of grief in the congregation right now. Loved ones are passing unexpectedly or more quickly than expected; divorce; end of life planning; mental health issues, and other care that is in addition to the “normal” companionship. My ability to visit many of our elders who are in need of long-term pastoral care is far from what I wish it could be.

From last month: On January 8th we will be celebrating **Caryl Tipton’s 25th anniversary** with us at UUCWC with one 10am service. Charles Stephens, Linda DeSantis and two previous accompanists will also be in attendance. The staff will take Caryl and her family out to lunch after the service.

Change the World

We will soon get to celebrate our new **website!** A year and a half in the making and much to be excited about. I am thrilled with the work of the Communications Team and know we will see the fruit of their labor.

The Council for Faith in Action is beginning a once per month discussion opportunity called **“Gathering in Faith in Action.”** *An invitation for folks who are still processing the election; feeling impacted by the Black Lives Matter movement; looking for active ways to respond or become an ally; etc.* Nathalie Edmond, Sallie Dunner and Dan Tuft are leading this effort.

To: UUCWC Board, Barbara Jensen, and Kim Wildszewski
From: Robin Pugh
Date: 12/12/16
Re: Monthly DRE Report

My work schedule has been crazy this fall. In the last 14 weeks, I've worked at least 50 hours per week in all but 3 of them. Of the 28 Friday and Saturdays I am supposed to take off, I've taken off 1/2 of them. I have not had a day off except for Thanksgiving Thursday and Friday since November 13th.

I know that this schedule is not sustainable. Fortunately, the next month looks much better.

Why the increase in hours? It is "normal" for me to put in long hours in September while the RE program gets underway. As VP of LREDA, I expected to be very busy for the 9 days around the Fall LREDA conference. But the election and Beloved Conversations took up the time in November and early December when I regroup.

Create Community:

- The election ate up staff hours in unspecific ways. Congregants were drawn to UUCWC and wanted to talk and process. We all wanted to be there for congregants but know that staff was putting in overtime because they could not get to their regular work.
- The RE committee and I had a successful craft night with 30 children from Homefront and 8 tables of crafts (including 3 run by the youth group and RILA (UUCWC girl scouts) . We had lower than usual UUCWC children attendance, only 10 kids. Hopewell Township has 3 competing events on the same night (the first night Friday in December.) The RE Committee will consider what the purpose of the event is and perhaps change the date if Homefront is available.
- I am behind in recruiting and scheduling teachers for Jan- March. As more parents take on leadership roles at UUCWC, I am losing some good teachers. This is good for UUCWC (and I am all for it) but it is not good for children's RE. I need more adult-without children to be RE teachers. Unfortunately, Adult - without -children volunteers are not usually ready to step in immediately to a lead teacher role. They need more training and support before they can lead teach.

Celebrate Life

- Not celebrating my life: Katie has helped me enormously with the weekly running of the Sunday RE program while my time was spent on Beloved Conversations this month.

Change the World

- There are 57 people taking Beloved Conversations, which started with a retreat in November. To have so many people simultaneously participate in this Anti racism class is a first for UUCWC. I hope it gives participants a sense of what UUCWC can uniquely offer in the future: engaging programs that encourage people to live their UU values more fully.
- Beloved Conversations has taken much more of my time than I anticipated. We are running 5 groups, which for me it is like running an entire additional Sunday morning program. I thought it would be like other adult RE classes. It is not

because of the sensitive topic and vulnerability of the participants. Both facilitators and participants have needed more support from me than usual. Kim and I are working to put additional systems in place for that support.

- I brought 11 youth group members and 3 of their friends to NYC this past weekend to do service work with YSOP (Youth Service Opportunity Project). The teens made dinner, ate and played games with 9 men experiencing homelessness. On Saturday we divided in to 3 groups and served meals to people needing food in the Bronx, Brooklyn and Queens. The weekend is inspiring, educational, bonding, and cements UU values into our teens.

Susan Irgang
December 2016 BOT Report

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

Creating Community

The office team worked closely with the Fine Crafts Show and Bake Sale team for their inaugural event on December 3. It was a highly successful event in terms of participation within the congregation, satisfaction from the vendors, and raising about \$3500. The event went fairly smoothly, thanks to the hard work of that team; the office gave a great deal of support in terms of guidance and help with logistics of set up, clean up, publicity, as well as education on process, procedures and policy, and an extra few sets of hands as needed in the days leading up to the event. Using hindsight from several new ventures at the church, I will be creating a process and procedures sheets to help guide new organizers as well as serve as a checklist for existing organizers for event planning at UUCWC.

I met with Steve Tuorto, visitor to UUCWC and a scientist working at the Stony Brook Millstone Watershed. He approached us to discuss a possible collaboration on the parking project as well as possible certification of UUCWC as a River Friendly organization. Following our conversation, I believe this organization's assistance with parking in the form of grants is unlikely as we are not technically in their watershed, but there are opportunities for collaborations with Stony Brook and Earth Ministry and Grounds that support our 7th principle. I have shared the information with those two groups accordingly.

I met with Angelo John Lewis who will be leading service on January 29th and will hold a program at UUCWC on Diversity and Spirituality on February 4th. He had already met with Rev. Kim, Robin Pugh and Susan Colket (as ARE chair); our meeting was to discuss logistics and publicity. More details will be shared as they become available.

Celebrate Life

Our membership numbers are 277 Church Members, 37 Friends and 24 Attendees. This reflects the addition of 6 new members and one resignation of a member who has relocated to Maine.

Change the (UUCWC) World

The biggest challenge at the moment is a dramatic increase in costs for snow removal. Our contractor for the last 3 years, with whom we have been very satisfied, advised us that due to increases in liability insurance costs, their fees have risen dramatically. An analysis of their proposed rates shows our costs would double and even triple depending on the snowfall scenario. I have contacted 6 additional vendors in efforts to obtain a competitive bid; however, 3 of the 6 have stopped doing commercial work due to the liability insurance increases and one contractor will only do snow removal if they also have a contract for lawn maintenance as well (see below). I met with a contractor last Friday; an estimate is expected early this week; another referred by Lou Csabay will be out on Monday to review our needs. Until this is resolved, we will be a bit exposed with no contract for snow removal, but due to the substantial increase in our costs which were not budgeted, it would not be financially prudent to re-sign with Greenleaf without exploring other options.

I met with a representative from Doerler Landscaping about opportunities for them to help us with lawn and snow removal needs. The rep will prepare a proposal for both services; however, due to their liability insurance costs, they will only do snow removal if they also have a contract

for lawn maintenance. Kathleen Konopka and I discussed that this is important to have in preparation for a changeover to outside lawn care when we have the inevitable loss of the lawnmower to age.

Having inherited Storage Allocation duties from that now dissolved team, I was able to hire a contractor to build a closet in Room 103 to match the existing closet in Room 203 that was built by the ROMEOS. This was a challenging project because the money requested for this project by the Storage Team before they dissolved was for materials only, as they thought ROMEOS might build the new closet as well (they declined). It took almost 9 months to find contractors to bid on this relatively small job, but the project was eventually brought in at a reasonable price (half of one contractor's estimate). The closet still needs painting and shelving, which will be done by volunteers; this new (and already allocated) storage should be available sometime in January. This project was important as fire regulations required installation of a fire door for the closet under the stairs and the entire landing outside the lower level bathrooms be cleared of all flammable materials. With this new closet and some reconfiguring of the space behind the fence in Room 101 and additional shelving by Mike Muccioli, we should be able to satisfy the fire code regulations and be re-inspected within 30-45 days.

Roberto Santiago has been trained to operate the wheelchair lift on Sundays to offer greater accessibility to the lower levels to those for whom the stairs are difficult. The greeters and ushers now have a staff member to call upon if the lift is needed.

The Facilities Management Team met for the winter quarterly meeting. Highlights include:

- The Memorial Garden continues with plans for fencing. Several vendors with whom I met as well as some sourced by the team will be asked to offer advice and bid on this project.
- The Safety Team continues to work on improving the 911 emergency signs throughout the church. They are awaiting finalization on an emergency contact list and chain of command.
- Grounds is investigating snow removal options per above.
- Building identified the front steps have again cracked and preventative measures against further damage during winter, when the cracks worsen due to the use of ice melting products, were discussed.
- The Sound team is dealing with improving reception in the lobby speaker and wireless microphone operation, which may be competing with our wi-fi system.
- Earth Ministry has met with a window film provider, following an action item from the energy audit done in September 2014. Earth Ministry will consider their recommendations during budget time in the spring.
- I will be meeting with Andrew Kidd in the next few weeks to discuss and get updates on the bathroom renovation project.

Conclusion:

Late November and December were challenging for the office team due to logistical needs, publicity, scheduling and support needed for the Beloved Conversations retreat and first class sessions, the HomeFront Craft Fair, the First Annual Craft Show and Bake Sale as well as Hanging of the Greens service (the last three all occurring on the same weekend). We are preparing now for the two additional Christmas Eve services, which have unique preparation needs, as well as the Christmas Day and New Year's Day services. Katie and I do this as we also continue to do the everyday work of keeping the congregation informed through emails, Crossings II, orders of service, phone calls and emails and tending to ongoing projects and issues that arise as part of the day to day operations of the church.