

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



Meeting Minutes

Wednesday, October 11, 2017

Marianne Alt, president, called the Board of Trustees meeting to order at 7:00 pm. Also in attendance: Board members: Ed Dobrowolski, Nathalie Edmond, Susan Flynn, Patrick Kahney (by phone), Pete Raffle (time keeper), Lynne Quinto, Pam Shadzik, John Ueng-McHale (process observer), Colin Unsworth, Robin Pugh, DLRE and Rev. Kim Wildszewski.

Board Goals: Marianne distributed draft copies of the Board Goals and asked everyone to review and think about them during the meeting. She will ask for a team of two people to finalize the goals for adoption.

Consent agenda

Minister's Report: Clarifications/Questions

The Board discussed the formation of a Ministerial Relations Committee at the suggestion of the Personnel Committee.

The board discussed an incident at the Community Meeting on Immigration that occurred at the church.

Kim suggested the creation of a Task Force to investigate the need for a new church database to manage membership data more effectively.

Motion:

Create a task force to investigate the need to purchase a databased to serve current and future needs of the congregation. The Task Force will report back at the February Board meeting. Susan Irgang will form the Task Force.

Nathalie made the motion and Colin seconded. The motion was approved unanimously.

Administrator's Report: No Questions

DLRE Report: No Questions

Intern Minister's Report: No Questions

RJI Report: No Questions

Pam moved to accept the Consent agenda. John Seconded. The motion passed unanimously.

Treasurers Report

The CD Purchases will proceed.

John asked if the budget status was reviewed on a regular basis. Lynne responded that the budget is reviewed monthly by the finance committee. In addition an article is written two times per year to inform the Congregation of the financial situation. She also said that future communication from the Finance Committee will explain the basics of the budget process.

The Finance Committee will work to institutionalize the funding of the Building Maintenance Fund along with the long term maintenance schedule. This reserve fund will and needs to grow to meet upcoming needs. However, it will become a tempting target.

Congregational Meeting:

Overall, the Board agreed that the meeting went well. We discussed how to allow all questions to be asked without having the meeting last too long. We determined that when the question is called, the presiding officer should make clear that the vote is on suspending discussion and not the question itself. The chair may express concern that there are more hands raised or, that the discussion has gone on for a long time. The Congregation can then decide to end discussion or not.

Kim suggested that we try to institutionalize the preparation that took place for this and the previous Congregational meeting. This prep helped the meetings to run smoothly. The template for Congregational Meeting Preparation is posted on the Board's cloud drive.

Congregational Meeting Minutes

Ed explained that according to our Communication Policy, releases must be obtained in order to post names on our web site. The Congregational Meeting minutes contain the names of 25 members, but only 8 have releases.

After discussion it was suggested that there should be two versions of the minutes. A public version that lists Questioner 1, Questioner 2 etc. while the internal version would contain the names of those who participated.

Motion

The motion to accept the Congregational Meeting Minutes was made by Pam and seconded by Nathalie. The motion carried unanimously.

The Congregational Meeting Minutes will be approved by the Congregation at the next meeting.

Capital Campaign

Marianne provided the report from the Capital Campaign Team. She attended a meeting with Jayme Trott and Susan Vigilante.

Timeline

Now

Conduct Feasibility study

Feasibility Study Interviews to be completed by Thanksgiving or soon after.

The Team is reviewing the letter to be sent by Andy Hamlin to those to be interviewed for the Feasibility Study.

December

Seek volunteers and create the main committee and sub-committees

January

Solicit Large Donors

Spring

Kick Off

Campaign Begins

Candidates for Capital Campaign Committees

There are many tasks that need to be performed in relation to the Capital Campaign, from asking for contributions, to party planning to overseeing construction. Marianne distributed a list of suggested candidates for the Committees and Sub-Committees that will be a part of the Campaign. We are also seeking volunteers. She would like to build a team that is representative of the Congregation. In forming the committees we should think of not just the skills that individuals possess, but the demographic or interest group they may represent in the congregation.

Executive Session

The Board Went into Executive Session at 8:27 PM.

Topic for Crossings Article

Marianne offered to write an article to help the Congregation deal with all of the change that is occurring. The theme will be: "Honoring familiar traditions while creating new opportunities that will enrich us further".

Board Question Time

The Board will be available for questions during the Middle Hour on November 12. Marianne and Ed will host. All Board Members are invited to attend.

Adjournment and next meeting

The meeting adjourned at 9:23 PM. The next regularly scheduled meeting will be on November 8 at 7 PM. The Committee Council meets on Wednesday, November 15, at 7:00 PM. All Board members are encouraged to attend.

Respectfully Submitted

Ed Dobrowolski

Secretary, Board of Trustees