

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Meeting Minutes  
Wednesday, February 14, 2018**

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*Marianne Alt, president, called the Board of Trustees meeting to order at 7:00 pm. Also in attendance: Board members: Ed Dobrowolski, Nathalie Edmond, Patrick Kahney, Lynne Quinto, Pam Shadzik (timekeeper), John Ueng-McHale (Process Observer), Susan Irgang, Church Administrator and Rev. Kim Wildszewski.*

*Absent: Pete Raffle, Colin Unsworth, DLRE Robin Pugh (on Sabbatical) and Sue Flynn (Intern).*

**Consent agenda**

- There was a question concerning notifications for the Church Council Meeting. While an email and the agenda were sent, the Board was not included. Susan Irgang made a note to include the Board in future mailings. Rev. Kim forwarded the current email to the Board. In addition, another notice will go out before the meeting. The need for cultural sensitivity by all committees will be discussed at the Church Council meeting.
- Marianne recapped the emails and meetings concerning the need for cultural sensitivity by all committees and ministries. After discussions with the Auction Committee concerning the cultural implications of the Fiesta theme, they decided to proceed with the theme and change the gist of the advertising, but not the food or decorations.
- Marianne wrote this as a description of the responsibilities of the board in addressing cultural sensitivity issues: *The board should be cognizant of places where a racial justice lens is needed and provide appropriate input to the individual or group who is in charge of an event. While, for a while, this may make the board appear to "police" for inappropriate/insensitive expressions of race and culture, as the church culture changes and all members are using the racial justice lens it will become second nature for everyone. The board will express their concerns and ask that they be considered but will not "tell" an individual or group what to do.*
- In commenting on a discussion with Nominating Chair, Geri Koblis, Marianne confirmed that Pete Raffle and Pam Shadzik would be leaving the Board this year. This means that a Vice President will need to be selected from among the next church year's board members.
- The proposal by the Auction Committee to donate a portion of Auction proceeds, over the amount budgeted, to charity will be discussed at the Board Retreat.
- The DLRE Sabbatical team will be submitting a weekly report that Kim will consolidate into to a monthly board report (Note: someone other than Kim will need to do that in April)
- There were no questions reported or shared for these items:
  - Minister's Report
  - Administrator's Report
  - Intern Minister's Report

## **Treasurers Report**

The Finance Committee moved money from our savings account (cash reserve) to a ladder of CDs to obtain more interest.

While we ran a deficit of \$13K for January, there was a \$38K surplus YTD. The deficit is no cause for concern and just a matter of bills and income coming in irregularly.

The congregation raised \$1,766 for Promise and Practice Campaign to date.

UUA dues will no longer be based on the size of the congregation, but rather dues will be based on a percentage of our operating expenses reported during our annual certification process. This change will be phased in.

## **Capital Campaign Team Presentation**

Participants: Jayme Trott, Susan Vigilante (Capital Campaign Co-Chairs)

Lori Hoppmann (Stewardship Chair)

Andrew Hamlin, Consultant

### **Jayme and Susan described the next steps.**

- Information session and Ambassador training took place on January 23rd.
- Stewardship and Capital Campaigns will be run simultaneously.
- The 27 families who were interviewed by Andy will be asked for their pledges during the month of February. This task will be completed by March 4.
- The Kick-off of both Campaigns is March 4<sup>th</sup>.
- There will be Pledge Campaign "Minutes" during the Sunday Service and a Lobby presence during the entire campaign.
- Two Fact Sessions will be held during the middle hour in March and April.
- The end date for both campaigns is April 29th.

### **Questions and Comments**

- The Capital Campaign Team needs a communications person. The co-chairs are taking on those tasks for now.
- The first task will be choosing an Architect. The Building Renovation Sub-Committee will conduct interviews. Mary Acciani and Farzad Shadzik are co-chairs.
- We won't be able to actually do anything visible until next year.
- Team will inform pledgers of tax benefits of Qualified Charitable Distributions.
- We may need to rent portable classrooms during the building phase.
- We will lose rental income during the construction.
- A survey is needed for the parking lot. The Parking Lot Team and the Building Renovation team will coordinate the survey needs of both projects.

### **Andrew Hamlin presented a summary of the Feasibility Study.**

- Andrew's presentation can be best summarized with this paragraph from the Feasibility Study:  
"It is not often that a charitable organization enters into a fundraising campaign with outstanding and respected volunteer and staff leadership, well understood and broadly endorsed plans, and a constituency that is *very* interested in supporting the plans of their #1 philanthropic priority. That UUCWC is in this position is a powerful statement about its leadership and the passionate commitment of its members to UUCWC's mission, vision and faith community. It is also a very strong starting point for beginning a capital campaign."

- In addition Andrew discussed the importance of a Planned Giving Program and incorporating it into the campaign. Susan said it was already included in the contribution form.

### **Personnel Committee Presentation**

Regina Podhorin Zilinski presented the staffing plan and budget that the Personnel Committee plans to submit to the Finance Committee.

The Personnel Committee recommends that we:

- Increase the number of hours of the Office Administrator to 35 hours from September to June.
- Hire a new intern next year. The intern will receive half of the grant from the UUA that we received last year.
- Hire a Membership Coordinator at 20 hours per week.

The UUA has salary guidelines for Ministerial and Staff positions that are based on geographic region, years of experience and size of the congregation. The size of our congregation has now moved us into a new salary band. This puts some positions below the salary midline. The Personnel Committee is recommending that we slowly increase the salary of these positions so that they reach the midpoint over time. This year's budget will include the first step in that plan.

The total staffing plan would increase the budget by approximately \$60,000 for 2018-2019. The Board urged Regina to contact the Stewardship Chair to ensure that these plans are a part of the communications in the Stewardship drive.

### **Executive Session**

There was a short executive session.

### **Cross Currents**

Patrick will write an article about the Service Awards.

### **Church Council**

The Church Council meets on Wednesday, February 21 at 7:00 PM. All Board members are encouraged to attend.

### **Adjournment and next meetings**

The meeting adjourned at 9:10 PM.

The Board Retreat is scheduled for Saturday, March 3.

The Executive Team meeting on March 4 has been cancelled.

The next regularly scheduled Board meeting will be on March 14 at 7 PM.

Two Board Meetings may be needed in April to consider the budget. The meetings will be April 11 and April 25.

Respectfully Submitted,

*Ed Dobrowolski*

Secretary, Board of Trustees