

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Meeting Minutes
Wednesday, April 11, 2018**

Marianne Alt, president, called the Board of Trustees meeting to order at 7:05 pm. Also in attendance: Board members: Ed Dobrowolski, Nathalie Edmond , Lynne Quinto, Pete Rafle (timekeeper), Pam Shadzik (Process Observer), John Ueng-McHale, Colin Unsworth, Susan Irgang (Church Administrator).

Absent: Patrick Kahney, Rev. Kim Wildszewski (on leave with her new baby) and DLRE Robin Pugh (on Sabbatical).

Consent agenda

CFA asked the Executive Team to provide an opinion on wording of the proposed by-law changes. Marianne responded by accepting the phrase “public expression outside of church”. CFA will be setting up Listening Circles explaining the by-law changes prior to the annual meeting.

The consent agenda was approved unanimously with Pete making the motion and Lynne seconding.

Treasurers Report

- Lynne explained that we will be receiving a refund from Leadership Leaves for money paid into the previous cycle, when a sabbatical was not taken, as it is problematic for their bookkeeping system to apply this money to a future cycle. We have continued to contribute to Leadership Leaves, and Rev. Kim will take a sabbatical in the current cycle . The refund will be placed in a reserve fund, to use if we decide to self-fund future sabbaticals. Leadership Leaves will not be including DLRE's in their program at this time
- The date was set for the Craft Fair and a line item is in the budget.
- Over 100 pledging units have not responded to the Stewardship Campaign. The team will step up promotion as the deadline approaches.
- The Parking Fund was transferred to the Capital Campaign account, as some expenses will be common to both.
- Have 5.1 months in reserve. (Does not include Capital Campaign)

Budget Proposal from the Finance Committee

Joe Schenk, the chair of the Finance Committee presented a preliminary proposed budget for the 2018-2019 fiscal year.

He reviewed each of the major sections:

- Income
 - Pledges
 - Fundraising
 - Income
- Expenses

- Staff
- Program
- Operations
- Denomination

The budget that was presented was a first draft. Joe will attend the Board Meeting on May 9th with an updated draft, as income and expense numbers are finalized, for the board's review and adoption. The budget will be discussed with the Congregation at the Budget Discussion Meeting scheduled for May 20th.

Ministerial Evaluation

John and Pam proposed an evaluation process for the minister. The goal was to formalize a process that can be followed consistently. The process is designed to encourage constructive guidance and feedback for the Minister in their vital role as spiritual leader and voice of the UUCWC congregation. The process is also designed to clarify the roles of the **Board of Trustees**, the **Personnel Committee** and the **Ministerial Relations Committee** as there has been some confusion in the past. There are three main phases:

- Gathering input from the Board, committee chairs and others in the Congregation.
- Providing Feedback to the minister
- Setting Annual Goals

The Board of Trustees will appoint the Evaluation Task force. The Task force will collect feedback and share that feedback with the Board. The Board President then shares the feedback with the Minister. The Personnel committee's role is to ensure that the evaluation takes place and uses summaries of the evaluation as input to salary decisions. The Board and the Minister set goals after the Summer Retreat. During years when an annual survey of the congregation takes place, the results will further inform the ministerial evaluation.

Separately, the Ministerial Relations Committee will provide support to the Minister regarding individual development goals and personal growth not necessarily related to the evaluation process.

The proposed Ministerial Evaluation Process was approved unanimously. Marianne made motion and Ed seconded.

John will create a policy using the official template and present it to the Board for approval and publication.

Adjournment and next meetings:

The meeting adjourned at 9:05 PM.

The next Board Meeting is scheduled for April 25. Pam volunteered to provide opening words.

Executive Team meeting April 29.

Meet the Board May 6.

Respectfully Submitted,

Ed Dobrowolski

Secretary, Board of Trustees