

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Meeting Minutes
Wednesday, June 13, 2018**

Marianne Alt, president, called the Board of Trustees meeting to order at 7:03PM. Also in attendance: Board members: Ed Dobrowolski, Nathalie Edmond (Process Observer) Patrick Kahney, Lynne Quinto, Pete Raffle (Process Observer), Pam Shadzik, (Timekeeper), Susan Irgang (Church Administrator). DLRE Robin Pugh, Rev. Kim Wildszewski.

Newly elected Board Members Nina Todor and Dianne Ross attended as non-voting guests. Their terms start in July.

Absent: John Ueng-McHale, Colin Unsworth.

Marianne took time to explain our process for each agenda item to our new members.

Consent Agenda

- Susan provided a brief update on the parking lot progress. A multipage report from the engineering firm is being reviewed by the team. We are seeking approvals from the remaining agencies. Plastic pavers are being evaluated by the team. Construction may not start until late summer.
- Nathalie asked if a monthly report will be required from RJI since the Praxis survey is complete. It was agreed that a Quarterly report would keep the Board up to date.
- There was a discussion about institutionalizing the 8th Principle. Nathalie said that the RJI steering committee owns this task. They plan to meet with individual committees during the coming year.
- Marianne will ask for volunteers from the Board to meet with RJI to discuss ways the Board can assist. The meeting should occur before the Board retreat.
- There were no comments concerning the other reports.

The Consent Agenda was approved unanimously with Pete making the motion and Pam seconding.

Treasurer's Report

Lynne believes that we may have a surplus of around \$25,000 at the end of the fiscal year.

- We ran a surplus of \$11.5K for May, with a \$53K surplus YTD; last year we had a YTD surplus of \$49.7K at the end of May. May's income included a net of \$26K from the auction.
- Pledge receipts were low this month at \$19.6K, but anticipate they will be higher next month with statements/outreach for the end of the fiscal year.
- Plate of \$1.8K for May was very low, but surprisingly within \$5 of last May.
- Operations were under budget for month, and are under budget YTD.
- Kitchen Ops included renewal of our retail food license with Hopewell Twp.
- Office tech expenses included costs for projector/screen installation in the Crossings Room that were beyond the Endowment Grant.
- Program expenses under budget for month and YTD.

- We have 6.0 months in reserve (does not include Cap Campaign), this often goes down a bit in June with year-end spending.

The Board went into Executive Session.

Annual Meeting Review

Rev. Kim thanked Ed and Susan Irgang and everyone involved for pulling the pieces together. She thanked Marianne for her non-anxious presence and preparation. The general opinion of the Board was that the meeting went well.

There were comments on the following:

- Marianne was calm poised and in control.
- There was civility, energy and anxiety in the room.
- Preparation made it a success
- The Service before the meeting set the tone for the meeting.
- Seating the two parliamentarians up front added assurance.

Lesson's learned:

- A checklist is needed to ensure that all of the pieces come together.
- Make the due dates for input earlier than actual dates.
- Avoid a second email 48 hours before the meeting due to the logistics of sending materials to members without email.
- Explicitly not allowing speakers to hold the microphone worked well.
- Posting the Annual Meeting Packet as multiple files on web site should become the practice in the future.
- Always do a survey before a big vote, but more than a week before.
- If VP is departing the Board, someone else should thank them for their service.

Patrick responded to Marianne's request for a volunteer to send thank you notes to the presenters. Ed will send a list of speakers to Patrick who will send the notes.

Sexual Harassment Policy

As requested by the Board, the Right Relations Committee developed changes to the Disruptive Behavior Policy to explicitly mention Sexual Harassment.

Upon review of the changes, Pam made the motion to approve them and Nathalie seconded. The motion passed unanimously. Ed will post the revised policy on the UUCWC website.

Leadership Development

Marianne shared an email with links to the [LeaderLab](#).

She asked that Board members explore the site and choose a focus. Share those that seemed helpful at be prepared to talk about them at the Board retreat.

Link will also be shared at Church Council.

Ministerial Evaluation

The Board discussed the new Ministerial Evaluation Process.

Now is the time to collect feedback.

Patrick will send an email to Board Members requesting feedback for the Ministerial Evaluation.

Board members will also be asked to reach out to other leaders in the congregation for feedback.

Rev. Kim's goals will flow out of the Board's goals from our retreat as well as personal goals.

Farewell to Pam and Pete

Each member of the Board individually expressed their appreciation for outgoing Board member's Pam and Pete's service.

Pam was recognized for her leadership role as Acting President. She was also thanked for her sense of humor combined with her businesslike approach.

Pete was recognized for his wise council, calming presence and willingness to take on assignments.

Adjournment and next meetings:

The meeting adjourned at 9:00PM.

Dates needed for Brunch and Retreat

Church Council Meeting June 20

Board Meeting July 11.

There will be just one newsletter in August.

Respectfully Submitted,

Ed Dobrowolski

Secretary, Board of Trustees