

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Meeting Minutes
Wednesday, July 11, 2018**

Marianne Alt, president, called the Board of Trustees meeting to order at 7:00 PM. Also in attendance: Trustees Patrick Kahney, Nina Todor, John Ueng-McHale (Process Observer), Colin Unsworth (Timekeeper); Vice President Nathalie Edmond; Treasurer Lynne Quinto; Secretary Ed Dobrowolski; Church Administrator Susan Irgang; and DLRE Robin Pugh.

Absent: Trustee Dianne Ross and Rev. Kim Wildszewski (on leave).

Election of Executive Team

Marianne made the motion to elect Nathalie Edmond as Vice President and Ed Dobrowolski as Board Secretary. Lynne seconded and the motion was approved unanimously.

Consent Agenda

DLRE's Report

There were a number of questions for Robin. She was asked about the lack of RE committees for both children and adults. She explained that there was interest in the Adult RE committee and there would be a meeting soon. She explained that Children's RE is still in the planning stages but she plans an advisory council and separate groups to do one time tasks like a teacher appreciation brunch and the Easter Egg hunt, and a small team to be DRE of the day. The lack of a Children's RE committee won't impact the start of the program in the Fall. Robin agreed that there were benefits to her being away during the Sabbatical related to encouraging communication among teachers. She also said that there was work to do related to adding the 8th Principle to curricula, signs and other materials.

Administrator's Report

Susan responded to a number of questions about the parking lot. We learned that concrete blocks would not be approved by the Delaware & Raritan Canal Commission, so we'll have to use plastic. The team is exploring the plastic paver options.

The Consent Agenda was approved unanimously with Marianne making the motion and Patrick seconding.

Treasurer's Report

Lynne explained that the budget presented is not the year end budget since there were more expenses coming in.

- We had a deficit of almost \$21K for June, which is to be expected due to year-end spending, and currently have a \$32K surplus for the year. This surplus will probably be approximately \$27K due to the additional expenses being submitted.
- Pledge receipts (including payments for last year made this year) will be 96.8% of budget. The plate for the year is at 86% of budget.
- Auction income is negative due to expenses for this month.

- Staff expenses were under budget, mainly due to lower minister's professional expenses, no health insurance for our intern, and lower costs for our accompanist, sexton and Office Assistant.
- Operations and program expenses were under budget for the year.
- We have paid our denomination dues in full for another year.
- We have 5.3 months in reserve (does not include Capital Campaign)
- Our bank, Sun Bank, is now operating as part of OceanFirst Bank.

Lynne explained that the Finance Committee reviewed the budget to determine why there has been a surplus for two consecutive years. In addition to the reduced expenses listed above, there are expense estimates beyond our control such as snow removal that contribute to it. They decided that there is no action to be taken.

Lynne asked for Board approval for the purchase of another \$25,000 Certificate of Deposit to be added to the ladder of CDs already purchased. A CD comes due every 3 months enabling us to access the monies should they be required.

Lynne made the motion to purchase a \$25,000 CD as a part of the Finance Committee's investment plan. John seconded the motion and it passed unanimously.

Annual Meeting Minutes

Since not everyone had an opportunity to review the minutes, approval will be postponed until next month. In order to comply with policy, names of speakers during the discussion portion of the minutes would be labeled "speaker 1, speaker 2" rather than actual names. This was also done last year in the public version of the minutes.

Lynne pointed out the budget excerpts that the Finance Committee felt could be made public. Ed asked for someone to proof read the minutes and Nathalie agreed.

Ministerial Evaluation

Patrick reported that he heard only from three board members with evaluation input. He explained that if you were asked to contact someone for feedback, that you were the only one with that assignment. Staff will also be asked for feedback. Marianne asked for everyone to complete their feedback assignment.

Bylaws Task Force

Marianne explained that our bylaws are outdated, verbose, contain errors and even contains contradictions: She proposed that we form a task force to revise them. The Board suggested a number of members who could be candidates to serve on it. Nathalie agreed to be the Board Liason.

Marianne made a motion to establish a Bylaws Task Force and Colin seconded. The motion passed unanimously.

The Bylaws Task Force is charged with review and revision of the UUCWC Bylaws by performing the following tasks:

- A complete review of the bylaws to identify any language issues and bylaws that are outdated, confusing, contradictory or repetitive.
- Revise the bylaws so that they match our governance model.

- Identify any gaps in the bylaws and offer solutions.
- Report progress to the Board periodically.
- Offer the congregation opportunities to provide input into proposed changes.
- Create a revised version of the bylaws ready for approval at the Annual Meeting in 2019.

Social Action

We discussed the meeting held on July 1st concerning social justice projects at UUCWC. Nathalie reported that the Social Action Ministry has been revived and they would continue existing projects and seek more. The Social Action Ministry would reside under the Council for Faith in Action as it did in the past. Also under CFA are the Racial Justice Initiative, Homefront tutoring, Kitchen Ministry and Earth Ministry.

Implementation of the 8th Principle

Marianne described an August roll-out that would be planned with Rev. Kim. A press release is also planned. Lynne showed us the web page in which she added the 8th principle. It includes a note that explains that the UUA hasn't adopted it yet. Marianne wanted to make sure that we keep our momentum, besides making the text changes. Nathalie said that the RJI team will be responsible for next steps.

Capital Project Team

Susan reported that there is some confusion concerning the organizational structure and approval authority of the Capital Project Team. Decisions by the Parking Lot task force brought the issue to light. She felt that we should resolve the issues now, before the project fully begins. Marianne suggested that the Board Executive Team meet with them. Marianne will arrange the meeting.

Board Retreat

The Board Retreat will be held on September 15 at Marianne's home. The three major topics are: leadership development, the 8th Principle and Board goals. Marianne asked for additional topics and it was agreed that those three would be enough. We are considering inviting RJI leader Mary McKillip to the retreat to discuss 8th Principle next steps.

Housekeeping

The topic for the newsletter will be "Meet the new Board Members".

Adjournment and next meetings:

The meeting adjourned at 9:40 PM.

Board Meeting August 8

Board Retreat: September 15

Respectfully Submitted,

Ed Dobrowolski

Secretary, Board of Trustees