

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Meeting Minutes  
Wednesday, August 8, 2018**

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*Vice President Nathalie Edmond called the Board of Trustees meeting to order at 7:06 PM. Also in attendance: Trustees Nina Todor, John Ueng-McHale (Process Observer), Colin Unsworth, Treasurer Lynne Quinto; Secretary Ed Dobrowolski; Church Administrator Susan Irgang, DLRE Robin Pugh (Timekeeper) and Rev. Kim Wildszewski.*

*Absent: President, Marianne Alt; Trustees Patrick Kahney and Dianne Ross.*

**Consent Agenda**

**Minister's Report**

Rev. Kim returned from leave. Our new Ministerial Intern, Hannah Gallo, began working earlier than expected.

There was a short discussion concerning congregation's reaction to the time that Rev. Kim was on leave. The HR Committee working to shape Rev. Kim's sabbatical which is in two years. In addition, she asked for the Board's help in ensuring that she builds a more sustainable schedule for the coming year.

There was also a discussion concerning the startup of the 8<sup>th</sup> Principle Steering Committee. It will start implementation of the 8<sup>th</sup> Principle at UUCWC beginning in September.

**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 a number of plastic paver options. Our engineering firm will present the latest plans to Hopewell Township and hopes that new hearings are not required.

**DLRE's Report**

Robin explained that this is a time when the RE Program "is up in the air". She will be working out all of the teachers' schedules. There are over 35 people involved. In addition there are considerations of teacher's children and the grades they are in. This situation is typical and she is confident that the RE program (which starts the 3<sup>rd</sup> week in September) will be ready to launch.

The Consent Agenda was approved unanimously with Nathalie making the motion and Ed seconding.

**Treasurer's Report**

Lynne shared both an updated version of the June (end of fiscal year) budget as well as the July figures. The books on the 2017-2018 budget will not be closed until the Finance Committee approves them in September.

### The July Budget Summary:

- We ran a surplus of \$35K for July. This is due in large part of \$34.6K in prepaid pledges (some payments were made in late 2017 due to the changes in tax law).
- Pledge receipts also included \$14.7K in "late" payments - 2017-18 pledge payments made this month. Plate was below budget, not unusual for July.
- \$5K of auction income was shifted from 2017-18 to this year.
- Staff budget lines are approximate; will be updated once final information is received.
- Operations were over budget for the month, due to the payment of annual insurance payments.
- As to be expected, program expenses were low for July, consisting mostly of the pass-through of CFA's portion of the plate.
- An additional \$25K was transferred from savings to our TDAmeritrade account;
- Another CD has been purchased (We now have 5, with one maturing every 3 months.)
- Have 5.6 months in reserve (does not include Capital Campaign Funds).

### The primary changes in the updated June Budget are as follows:

- We had a deficit of almost ~~\$24K~~ \$26K for June, which is to be expected due to year-end spending, and currently have a ~~\$32K~~ \$27K surplus for the year.
- We have ~~5.3~~ 5.2 months in reserve (does not include Capital Campaign)
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Ed asked a few questions concerning the Capital Campaign, but Lynne and the Finance Committee haven't receive an update. Rev. Kim said that once the summer is over, the Capital Campaign team will continue efforts to reach our original target.

### **Annual Meeting Minutes**

The two versions of the Annual Meeting minutes were posted for the Board to review.

Lynne found a few typos and noted that the budget information was not correct. She will provide the details offline.

Ed made the motion to approve the Annual Meeting Minutes with the changes recommended by Lynne. Colin seconded and the motion passed unanimously.

### **What We Do Right: Brainstorm**

In preparation for goal setting for the church year, the Board held a brainstorming session to recognize the things we do well. Our goals for the year should not be just focused on improvements, but also a celebration of what we are doing well. As is typical of brainstorming, just the thoughts that were expressed are captured here with no commentary.

- New people keep coming. There are many visitors. Newcomers were impressed by the lay-led services.
- We have a reputation for being welcoming. We welcome people by being brave and initiating conversations. We're accessible. We quickly start connections. We are nurturing.
- Our Leadership behaves professionally. Our congregation expects excellence from volunteers.
- We are socializing in new ways. Not just Neighborhood groups. A number of children are at Murray Grove camp together.

- Social Justice energy is a positive in the church.
- We seem to get along. No obvious factions. We're healthy.
- We're willing to have difficult conversations. We still like each other after them. We are covenantal.
- We care for each other. While caring ministry is functioning well, many people take it upon themselves to look after each other. We welcome people into our church family. Joys and Sorrows helps us stay connected.
- There are many children. Many are in the same age group. They can grow up together sharing milestones and establishing long friendships.

### **Leadership Resource Collection**

Board members reviewed the content of a leadership blog hosted by the UUA called the [Leadership Resource Collection](#). We shared what we liked and didn't like in and open discussion.

- Ed recommended the videos by [Dan Hodgkiss](#). They were clear and easy to understand. He sought to debunk the myths about program based church governance. In general, Ed felt that the quality of the postings varied.
- Nina viewed [Lay Leadership as a Spiritual Practice](#). She found it intense and deeper than she expected. She was able to glean some good ideas from it. .
- Nathalie found [6 Styles of Congregational Governing Boards](#) interesting. She encouraged Board members to read it and choose our style. Nathalie believes that we are a Strategic Board. She also recommended [Practicing Intercultural Agility](#)
- John recommends the following articles:
  - Governance guidance: <https://www.uua.org/central-east/resources/topics/cergovernance>
  - Robert's Rules "cheat sheet": <https://www.uua.org/sites/live-new.uua.org/files/cer-robertsrulescheatsheet.pdf>
  - UUA Guide to writing effective bylaws: <https://www.uua.org/leadership/learning-center/governance/bylaws>
  - UUA Guide to writing effective bylaws (PDF version): <https://www.uua.org/documents/congservices/congbylaws.pdf>
  - UUA Bylaws: [https://www.uua.org/sites/live-new.uua.org/files/uua\\_bylaws\\_2017.pdf](https://www.uua.org/sites/live-new.uua.org/files/uua_bylaws_2017.pdf)
- Lynne felt that we should remember Leadership Resource when we confront issues. She also suggested that we share it with the Church Council. We should avoid reinventing wheel. Rev. Kim pointed out that some congregations are selling their solutions to typical problems rather than sharing them.
- Rev. Kim asked that we consider the following questions:
  - What to do with this information?
  - Do we want to dive deeper as a group?
  - Should we present the Leadership Resource blog or a particular article to the congregation or smaller groups within the church?

### **Article for Cross Currents**

Nina agreed to write an article about being new on the board from her perspective. Most likely it will be ready for the September issue.

### **Good of the order**

Colin pointed out that he couldn't find out who to send announcements to on the website. Susan explained that the information is in every email and in Crossings II. However, it's not on the website. Lynne suggested that Susan write a post that details who to contact for what. As a post, it will appear in the website search results.

Nina and Lynne will be attending the course: "Board Basics Training for Congregational Leaders" on August 11.

Nina asked that we define what the responsibilities of the process observer and the timekeeper. Rev. Kim thought it might be an opportunity to be intentional about what type of feedback we need from those who volunteer.

### **Comments from the VP**

Nathalie asked if it was time for a new 5 Year Strategic Plan. Ed pointed out that we did some of that work in the sessions prior to the Capital Campaign. However, that work focused primarily on facilities. We didn't do an all-out strategic plan. Rev. Kim Rev Kim mentioned that typically a task force is put together to work on strategic plan. Rev. Kim also suggested that there has been work on planning for future staffing by the HR Team and there is new work being done by the Membership Ministry. Perhaps it is a matter of pulling together the work that is already done. A suggestion was made to summarize accomplishments from strategic plan at quarterly council meeting. We may want to include a strategic plan discussion at the Retreat.

### **Adjournment and next meetings:**

The meeting adjourned at 8:50 PM!

Board Meeting: September 12

Board Retreat: September 15

Church Council: September 17

Respectfully Submitted,

*Ed Dobrowolski*

Secretary, Board of Trustees