

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Meeting Minutes  
Wednesday, September 12, 2018**

*Marianne Alt, president, called the Board of Trustees meeting to order at 7:05 PM. Also in attendance: Vice President Nathalie Edmond (Timekeeper); Treasurer Lynne Quinto; Secretary Ed Dobrowolski; Trustees: Patrick Kahney, (Process Observer), John Ueng-McHale, Dianne Ross, Nina Todor; Church Administrator Susan Irgang; DLRE Robin Pugh; Ministerial Intern Hannah Gallo; Minister Rev. Kim Wildszewski.*

*Absent: Trustee Colin Unsworth*

**Consent Agenda**

There were no questions related to the Consent Agenda.

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

**Treasurer's Report**

Lynne reviewed the August budget with these comments:

- We ran a deficit of \$2.3K for August, as is typical (last August we ran an \$11K deficit); with a \$33K surplus Year to Date.
- Pledge payments of \$26.5K included \$1,465 for the previous year.
- Plate of \$2.1K was below budget, not unusual for August.
- Interest included \$301 from one of our maturing CDs; have purchased another one to continue the "ladder."
- Budget has been updated with staff pay rates for this year. The second pay period in August included a differential to make up for raises being put into effect in August rather than July; pension contributions were also caught up.
- Operations and programs were under budget for the month.
- Have 5.4 months in reserve (does not include Capital Campaign)

Lynne also shared an updated version of the July Financial Report that included minor updates to finalize it.

**Fellowship Hour**

Fellowship hour continues to be organized by Susan Irgang.

**History**

- Fellowship hour was run by the Fellowship Committee who was also responsible for organizing social events such as all church pot lucks, Halloween parties and other events.
- Fellowship Committee responsibilities were split between the Community Building Team and a Fellowship hour coordinator. After a few years, the coordinator moved on and no one stepped in.

- Our Administrator took on the responsibility of coordinating Fellowship hour. Committees/ministries/teams are assigned to a Sunday. (Small or single person groups are eliminated from the pool.) Some people serve on multiple groups and can find themselves responsible for coffee hour a number of times per year.
- Assigning individuals rather than groups resulted in Sundays with little or no “snacks”.
- During the summer, individuals were asked to volunteer to bring food items with limited success.
- Our administrator also monitors and purchases napkins, sugar and coffee as needed.

## Issues

The Board needs to address the following

- Do we want to continue to have paid staff to organize Fellowship hour?
- Are there other ways to organize this important part of Sunday morning that eliminates the problems?
- Whose responsibility is it to work on this issue if the Board is to maintain its strategic role?

## Capital Campaign

Susan Vigilante presented an update on the status of the Capital Project. Prior to the meeting the Board had access to [an article describing the status](#). Susan walked us through that document.

### Parking Lot Status

Susan explained that we had obtained the approvals from the various governmental agencies to expand the parking lot. Due to the changes to the original plans, required by these agencies, an additional approval must be sought from Hopewell Township. Unfortunately, Hopewell hired a new engineer who was unfamiliar with our project. In addition, he was unable to review the plans in time for the September Township meeting, possibly postponing it until October. Construction cannot begin until this approval is received. A construction firm is ready to start the work as soon as approvals are obtained. If we have a mild, early winter, the construction may be able to be completed before December. We will be adding a limited number of spaces paved by plastic blocks to ensure permeability of the surface. The work should take two weeks to complete. A Q and A on parking will be held in October to answer questions from the congregation.

### Architect

A total of five Architects have been asked to bid on our project. Only two have responded. The Proposal was reworked at the suggestion of one of the Architects. It split the work into stages with the remedial work (wall repair) being permitted first. The bids for the reworked proposals should be received by the end of September.

Susan felt that it is possible that they may not be able to obtain 3 bids.

Hannah offered to consult with family members who are architects to find architects (but not her family member) to who might bid on the project.

### Pledge Campaign

The team took a break from the pursuit of additional pledges during the summer. They have scheduled a meeting with Andy Hamlin, our Capital Campaign consultant, to find out the best approach for obtaining the additional funds to meet our goal. We have raised \$930,000 with a goal of 1.1 Million.

The team believes that once we have tangible plans, we may be able to raise the addition funds. Individual Pledge Statements will be mailed by the end of October. Payments can be made at any time

### **Construction**

Due to the delays in obtaining an architect and expected delays in the permitting process, construction will not begin until the Fall of 2019.

### **Communication**

The Capital Campaign Team understands the need for a communications person to inform the congregation of their progress and to keep the project visible. They have found someone who may be able to assist but a commitment has not been made. Nathalie invited Susan Vigilante to the Church Council meeting to update church leaders on the status.

### **8<sup>th</sup> Principle and the Capital Project**

In keeping with our goal to support the 8<sup>th</sup> Principle, Marianne suggested that we ask the Capital Project Team to solicit bids from Architectural firms owned by a person of color. After a short discussion Nathalie made the following motion:

The Board of Trustees requests that Capital Project team solicit at least one bid from an Architectural firm that honors the 8th principle."

John seconded and the motion passed unanimously.

### **Executive Session**

The Board went into Executive Session.

### **Church Council**

Nathalie listed these items as the topics for the Church Council.

- Community building activity
- Announcements/administrative items
- Fellowship Hour
- Growth Through Service program
- Review Board Goals for the year
- Capital Campaign Update
- Closing

Nina asked about Board Member attendance at Church Council meetings. Marianne requested that each Board member attend at least two of the meetings.

Marianne also reminded the Board of the monthly Board Chats and encouraged members to attend. There will be no schedule in advance. A reminder will be sent out before each chat. Respond if you plan to attend on that Sunday.

**Internship**

Rev. Kim informed us that we'll soon need to make a decision on whether to pursue an intern for the 2019-2020 year. She will send a document that will explain the pros and cons that will enable us to make a decision either by email or with an additional meeting.

There is some discussion as to whether we should engage another intern or hire a membership coordinator. The Personnel Committee may discuss the options with us if necessary.

**Adjournment and next meetings:**

The meeting adjourned at 9:20 PM

**Future Dates:**

- Church Council: Monday, September 17
- Meet the Board: Sunday, October 7
- Upcoming Board meeting: October 10

Respectfully Submitted,

*Ed Dobrowolski*

Secretary, Board of Trustees