

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Meeting Minutes  
Wednesday, October 10, 2018**

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

*Absent: Trustee Patrick Kahney*

**Consent Agenda**

Quarterly Report

Rev. Kim and staff submitted a quarterly report that included demographic data about our congregation. This report will be submitted each quarter in lieu of the typical monthly report. Monthly reports will be posted as usual for the remaining months. Colin felt that the report was helpful and showed that the congregation was evenly divided across a number of parameters. Ed asked about data on the age of congregants. Age data is not collected but the staff will develop a best guess report for the Board.

Parking

Susan Irgang clarified the pre-read report on the parking lot. Once the current plans are approved by the township, there will be an appeal period during which neighbors could object. We will be contacting neighbors at the appropriate time to avoid any miscommunication.

Staffing

The Personnel Committee is drafting a presentation for the board that includes three staffing options:

- Intern
- Membership Coordinator
- Developmental Minister (contract)

In the meantime, steps are being taken to enable us to move forward with all of these options until a final decision is made. Interns become available around Thanksgiving, making it the nearest deadline.

The choice is linked to the dates of Rev. Kim's sabbatical. For instance, we can't have an intern when Rev. Kim is on sabbatical.

Hiring a Developmental Minister would be a big commitment, similar to our decision to fund a full-time DRE. The DM's portfolio would include pastoral care, membership, leadership development and social justice. Funding for the Developmental Minister might come from the following sources:

- A grant to help fund the Developmental Minister for the first year.
- Leadership leaves fund.
- Funding allocated for our Ministerial Intern.

## Stewardship

Stewardship is preparing for both the Annual Holiday Fundraising drive (beginning Nov. 11) and the Promise and Practice funding for BLUU. There will be two collections with one designated for Promise and Practice on October 14.

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

## Treasurer's Report

### Comments on YTD Results

- We ran a deficit of \$4.1K for September (last September we ran a \$7K deficit); with a \$28K surplus year to date.
- Pledge payments of \$26.6K included \$250 for the previous year.
- Plate of \$3K was slightly above budget, but September was a 5-Sunday month.
- Craft fair registrations are being received.
- Staff was below budget for the month due to receipt of the UUA grant (\$4,250) for the ministerial intern. This is all that we'll receive.
- The Sunday Steward's additional time was for Bill Cox's memorial service.
- Operations were below budget for the month.
- Workers comp premium paid was additional due after our 2017-18 audit.
- No payment for gas due to a credit received that was larger than our fee for the month.
- Program was below budget for the month.
- Negative balance for Children's RE is due to the chili fundraiser for their NYC trip; most expenses haven't been accrued yet.
- Have 5.0 months in reserve (does not include Cap Campaign).
- Most of the increase in the TD Ameritrade account is a recent stock donation for the Capital Campaign that will be transferred to the Capital Campaign checking account in the near future.

### Process Observer

Currently, the Process Observer summarizes their observations of the meeting interactions at the end of the meeting. Going forward, we agreed that the Process Observer's role would include intervention during the meeting. They would act somewhat like a facilitator.

The process observer role will rotate among the members of the Board except the President and Secretary. Staff would also not take on the role.

Ed will develop a checklist of behaviors that the Process Observer will be on the lookout for.

It will become a part of the Board Agenda.

These are the types of behaviors that the process observer should flag:

- The meeting has gone off on an unproductive tangent.
- Some members are dominating a discussion.
- Some members have not expressed their views on a subject.
- When everyone agrees, question if there are people in the congregation who might disagree and discuss.
- Someone is not acting in accordance with our Covenant of Right Relations.

Once we settled on the tasks of the Process Observer for the Board, we began discussing how we might institutionalize the practice in all committee/ministry meetings. We'd like to ensure that committees are operating in a healthy manner and abiding by our Covenant of Right Relations. One approach would be for RRC members to attend meetings and make observations, sharing them with the committee/ministry. RRC is not comfortable with that role since it would put them in the position of policing meetings.

Other suggestions included discussing the topic at the Church Council and developing a training program of some sort. Ed suggested a poster in each meeting room that would list the behaviors that are expected during church meetings. They would be similar to those developed by the children's RE classes.

Nathalie agreed to add a Board Action to our goals that includes helping committees/ministries to implement a process observer role.

### Board Goals

There were recommendations that urgent and important tasks should be included in the Goals and that urgent and important items belong in the Board Agenda.

#### 8<sup>th</sup> Principle Goal

We agreed that it is the Board's responsibility to ensure that the 8<sup>th</sup> principle is institutionalized. This is a big topic that would include communication, training for the board and other leaders. We also mentioned avoiding last minute directives and how we'll handle push-back and is the Board ready to take this on?

We will discuss implementing the 8<sup>th</sup> principle at the next Board Meeting.

#### Capital Campaign Goal

We agreed that the Board needs a monthly report from the Capital Campaign. Board Goals should include one that ensures sufficient communication by the Campaign Project

We agreed that Nathalie, John and Hannah would flesh out the goals and have them posted in the Pre-Reads for the November meeting.

### Board Action Items

Due to a number of circumstances, last month's motion related to the Capital Campaign Committee and the 8<sup>th</sup> principle was not communicated in a timely manner.

We agreed that we need to formalize the assignment of tasks and to follow-up.

Ed created a template that he would use to ensure that each motion or action has an owner, an action date, and a date for Board follow-up.

Sample template:

<b>Motion:</b> Discuss helping Board with...	
<b>Action</b>	Contact Sam personally
<b>Action Date</b>	Before January
<b>Owner</b>	Jane
<b>Board Follow-up</b>	January

## **Cross Currents**

Marianne agreed to write the November article for CrossCurrents.

## **Intern's Observations**

Hannah shared her observations of our community after two months.

- She believes that the congregation is a healthy one.
- She has observed the high number of latecomers to the service. She has not experienced this at other congregations. The Board thought that it was a UU trait, and not just a UUCWC trait.
- She commended the RRC and plans to make sure that a similar group is formed when she has a church.
- She was surprised by the lack of the use of traditional terms for the parts of the service such as Benediction.
- She is glad to be in this position. She will most likely be called to a church that is smaller than this one that hopes to grow to our size. Her time here will help her to observe the workings of a larger church.

## **Adjournment and next meetings:**

The meeting adjourned at 9:10 PM

## **Future Dates:**

- Meet the Board: Sunday, November 11
- Upcoming Board meeting: November 14
- Church Council: Tuesday, November 27

Respectfully Submitted,

*Ed Dobrowolski*

Secretary, Board of Trustees