

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Meeting Minutes**

**Wednesday, November 14, 2018**

*Corrected: December 12, 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: Patrick Kahney (Timekeeper), Dianne Ross, Nina Todor John Ueng-McHale, Colin Unsworth (Process Observer); Church Administrator, Susan Irgang; DLRE, Robin Pugh; Ministerial Intern, Hannah Gallo.*

*Absent: Minister, Rev. Kim Wildszewski.*

*Guests: Loren McAlister representing the Personnel Committee and Joe Schenk representing the Finance Committee.*

**Personnel Committee**

The *New Jersey Paid Sick Time Law* requires changes to our personnel policies. Loren presented the changes with a logical and clear description of how the changes would impact the different categories of employees.

The law requires employers to accumulate paid time off for each employee based on hours worked. It also allows employees to carry over unused hours with some restrictions. These changes will require additional record keeping.

In addition, the current policy specifies that the chair of the Personnel Committee maintains Personnel Records. This will be changed to indicate that the Office Administrator maintains these records. The Personnel Policy Guidelines will be updated with the specific changes.

The Board voted to accept the changes to the UUCWC Personnel Policy Guidelines contained in the handout provided by Loren. Employees will be informed of the changes by November 29 as required by law.

The motion passed unanimously with Marianne making the motion and Ed seconding.

**Action:**

Loren will update the current policies with the text that she shared with the Board. She'll then send them to Ed to post.

**Murray Grove** (Added as a correction.)

At the request of Sonia Hardaway (Murray Grove Board Member) and Tony Panzetta (former Murray Grove Board Member). The Board voted to increase the UUCWC donation to Murray Grove from \$500 to \$1000. The difference to come from savings. Colin made the motion and Dianne seconded. The motion passed unanimously.

## Finance Committee

The Board invited Joe (Finance Chair) to review the UUCWC budget to help us to understand the annual surpluses that occur each year. The goal of this review was to gauge our ability to afford additional staff or other expenditures.

Joe highlighted a series of line items explaining why there were discrepancies between what was estimated and what the actuals were in last year's budget. He demonstrated that the discrepancies were one-off situations that couldn't be counted on year after year.

He advised against making changes to the current budgeting process.

When asked specifically about funding additional staff, he recommended that we finance it through our cash reserves for a limited time period (~two years). Then the funds would become a part of the annual operating budget. He felt that we have sufficient reserves to handle unexpected expenses as well as this expenditure.

The Board thanked Joe for his clear explanation of our positive financial situation.

## Consent Agenda

Susan was asked to explain the membership categories that she has been reporting on.

The definitions are:

**Member:** pledged and signed the book.

**Friend:** pledged but has not signed the book.

**Participant:** those who attend regularly but are on the path to membership or are engaged in other ways

**Attendee:** someone who comes occasionally and does not regularly contribute financially or participate.

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

## Treasurer's Report

Comments on YTD Budget vs Actual Income and Expenses.

- We ran a deficit of \$10K for October (last October there was a \$7.8K surplus); with an \$18K surplus YTD.
- Pledge payments of \$24.4K were below budget. This line item includes \$250 for the previous year. Total pledge payments are a bit ahead of budget YTD.
- Plate of \$2.5K was below budget.
- Craft fair registrations continued.
- Concert income mostly for two Cosmic Concerts.
- Staff expense was on budget for the month.
- Operations were below budget for the month. We are still working down our gas credit, so no payment was due this month.
- We submitted our NJ annual report/registration.
- Program expense were slightly above budget for the month.
- ARE annual fee for Wellspring program was paid.
- Membership's Faith Forward fee, a portion of the youth group's service trip fee, and music was purchased.
- We have 5.0 months in reserve (does not include Capital Campaign).

- The decrease in the TDAmeritrade account is due to a recent stock donation for the Capital Campaign that was sold and transferred to the Capital Campaign account.

## **Board Goals**

The Board Goals were finalized by Nathalie and John and reviewed by Board members. The Board Goals were adopted unanimously with Marianne making the motion and Colin seconding.

## **Process Observer**

Ed described the process observer role going forward. The process observer will use a checklist to Guide their observations. The Process Observer is expected to intervene in the meeting if behaviors on the checklist are observed. A brief summary of their observations will be offered at the end of the meeting.

Going forward the Process Observer, Time Keeper and Opening Words responsibilities will be assigned at the beginning of the church year. If a Board member expects to miss a meeting in which they have an assignment, then they'll arrange to switch places with another.

## **Capital Project**

Marianne attended the Capital Project meeting and provided this summary:

### **Parking Lot:**

The township memorialized the parking lot plan. Neighbors have 45 days to file an objection. None is expected, so work will commence after the Memorial Service on November 18.

A Purchase Order was drawn up with the vendor to complete the work replacing a verbal agreement.

### **Architect:**

The team has selected David Singer to be the architect of the project. He was given a retainer. We expect a plan in early December.

### **Questions:**

Nathalie asked about honoring the 8<sup>th</sup> Principle in future project hires. Marianne said that she is working on a policy that requires 8<sup>th</sup> Principle alignment in all UUCWC purchases and contracts.

A question was asked about the need for a construction loan. Marianne said that we expect income from the Capital Campaign to keep pace with the construction costs. Lynne and Joe offered that we could meet any cash flow issues with our reserves.

## **Cross Currents**

Marianne agreed to write the December article for CrossCurrents on the Board Goals.

## **Adjournment and next meetings:**

The meeting adjourned at 8:55 PM

## **Future Dates:**

- Church Council: November 27
- Executive Team: Sunday, December 2
- Board Chat: Sunday, December 9
- Upcoming Board meeting: December 12

Respectfully Submitted,

*Ed Dobrowolski*

Secretary, Board of Trustees