

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Meeting Minutes  
Wednesday, 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: Dianne Ross (Timekeeper), Nina Todor (Process Observer), Colin Unsworth; Church Administrator, Susan Irgang; DLRE, Robin Pugh; Ministerial Intern, Hannah Gallo; Minister, Rev. Kim Wildszewski.*

*Absent: Trustees: Patrick Kahney, John Ueng-McHale.*

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

**Staffing Discussion**

The meeting opened with a discussion of the Application for a Chalice Lighters Grant to help fund an Assistant Minister position. The grant provides \$20,000 spread over 2 years. Additional funds will come from pledges and a self-funded grant from reserves. The amount of the Grant decreases each year so that the total cost is slowly absorbed into the operating budget. At a previous meeting, Rev. Kim described how an Assistant Minister might be the best option to handle the needs of our growing congregation. Joe shared a spreadsheet that showed a 5 year budget projection.

There were a number of questions concerning the application for the Grant and the Assistant Minister position:

- What is the difference between Associate and Assistant Minister?
  - An Assistant Minister is a contract employee hired for a specific time period with specific duties. Congregational approval is not required. An Associate Minister is called and requires a vote of the congregation. Their responsibilities are mutually agreed upon.
- What responsibilities will the Assistant Minister have?
  - The Assistant Minister will be accountable for Membership, Pastoral Care, Leadership Development and Social Justice. Currently, these tasks are being performed by Rev. Kim and all staff members share in these tasks.
- How much will the position cost each year?
  - The total cost of the position has not been determined. It will be provided by the Personnel Committee which will meet next week. The range is from 50k to 75K including benefits and meeting UUA guidelines.
- Why are the UUCWC membership numbers in the application different from those that are reported quarterly?
  - The definitions of Friends, Members etc. is different from those used by UUCWC causing a discrepancy.
- Are there guidelines specifying a ratio of staff to members of the congregation?
  - Rev. Kim shared a document that described one such guideline called the Attendance to Staff Ratio. It is the Ratio of Average Attendance to each Full-Time Equivalent (FTE) Staff Member. The most common range cited is between 73 and 76.

- Do we have to go out to other congregations to raise the Chalice Lighters funds?
  - No. The program was revised and no longer requires that task.
- Does the Application present an accurate description of our congregation?
  - Board members agreed that the application presented an honest appraisal of our need for additional staff, particularly an Assistant Minister. There was one paragraph that will be modified slightly.

Marianne made the following motion: The Board of Trustees approves submitting an application for a Chalice Lighters Grant to help finance the Assistant Minister position. The motion was seconded and it passed unanimously.

### **Consent Agenda**

- Triggered by a statement in Rev. Kim's report, we discussed the committees/ministries that are feeling pressure right now. One committee that has a big task is Nominating. Three important positions need to be filled in 2019: Board President, Treasurer and Finance Chair. We discussed how we might assist.
- Rev. Kim also discussed the Inclusion Team who she worked with to ensure that they didn't replicate work that was already being done by others. They are on track and moving forward with that guidance.
- We also discussed the summary of the Board Chat provided by Nina. We agreed that she would write an article about the chat for CrossCurrents.
- There were no questions on the other items that included Staff Reports and a report on the Bylaws Team and the Church Council Meeting.

Marianne made the motion to accept the Consent Agenda. The motion was seconded and it passed unanimously.

### **Treasurer's Report**

Comments on YTD Budget vs Actual Income and Expenses.

- We had a deficit of \$15K for November (last Nov we ran a \$7.4K surplus); with a \$3.7K surplus year to date.
- Pledge payments of \$15.7K were below budget (budget is \$32.7K per month) included \$390 for the previous year; total pledge payments are \$4K below budget. YTD. (Deposit for 12-02-18 included \$14K in pledge payments.)
- End of Year gifts were at \$640.
- Plate of \$2.8K was just about at budget for the month.
- Craft fair proceeds total \$5.1K to date; some expenses still need to be submitted.
- Staff expenses were on budget for the month.
- Operations were below budget for the month. Grounds included \$945 for unscheduled repair of the shed door. We are still working down our gas credit, so no payment due this month.
- Program expense was below budget for the month.
- We have 4.0 months in reserve (does not include Cap Campaign).
- The ARE annual fee for Wellspring program was paid.

Ed asked a question about the Pledge Payments which were half of the budgeted amount. Lynne explained that the budgeted amount is calculated by dividing the total pledges by 12. There are ups and downs in the collection of pledges. Since pledge payments have been below the budgeted amount for two months straight, we should appraise the situation in January. Many members make pledge payments in December for tax reasons so we typically catch up with payments by January.

### **Capital Project**

Marianne attended the Capital Project meeting and provided a summary. We discussed the size of the committee and the additional people and skills that might be needed as the project moves forward. There will be a need for someone to be on-site when construction is taking place. The Church Administrator does not have the bandwidth to handle this work, even with expanded hours. Nina, Lynne, Marianne and Rev. Kim agreed to meet together to discuss the best way to support the committee.

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

Marianne would like the Board to make a statement concerning implementing the 8<sup>th</sup> Principle in all church activities. There was discussion concerning the wording and how specific it should be. Marianne will develop a motion to be shared via email.

### **CrossCurrents**

Nina agreed to write the January article for CrossCurrents about what was discussed at the Board Chat and invite people to attend the next one on January 6.

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

The meeting adjourned at 9:15 PM

### **Future Dates:**

- Board Chat: Sunday, January 6
- Upcoming Board meeting: January 9
- Church Council: February 26

Respectfully Submitted,

*Ed Dobrowolski*

Secretary, Board of Trustees