

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Meeting Minutes  
Wednesday, January 9, 2019**

*Marianne Alt, president, called the Board of Trustees meeting to order at 6:57 PM. Also in attendance: Vice President, Nathalie Edmond; Treasurer, Lynne Quinto (Process Observer); Secretary, Ed Dobrowolski; Trustees: Patrick Kahney, John Ueng-McHale, Dianne Ross, Nina Todor (Timekeeper), Colin Unsworth; Church Administrator, Susan Irgang; DLRE, Robin Pugh; Ministerial Intern, Hannah Gallo; Minister, Rev. Kim Wildszewski.*

*Guests: Colleen McCourt, Bernice Husk and Regina Podhorin Zilinski representing the Bylaws Task Force. Nathalie Edmond is the Board Liaison.*

**Consent Agenda**

- Rev. Kim said that she hoped to hear about the Chalice Lighters Grant soon.
- We discussed committees that are co-owned by the Minister and the Board and agreed that Rev. Kim could proceed in consulting with them.
- When asked about the Communication Committee tasks, Rev. Kim replied that Susan and Lynne are performing necessary tasks but not external communication or strategic tasks.
- Susan responded to a series of questions concerning the plumbing issue. During the week the plumbing backed up in the lower level bathroom. While doing the repairs, the plumber discovered mold which needs to be remediated.
  - The insurance adjuster and the plumber are not in agreement over the mold, so work is stalled.
  - We will perform only necessary repairs since the area may be reconstructed as part of the Capital Project.
  - Susan commended Farzad Shadzik for his intervention with the contractor and insurance adjuster.
  - Once the impasse is resolved, we will need to do the following:
    - Perform mold remediation
    - Replace drywall
    - Paint the walls
    - Replace floor tiles
    - Replace kitchen cabinets, possibly with rolling shelving.
  - In the meantime:
    - The rooms will remain sealed
    - Cold drinks will be served during coffee hour
    - The UU Princeton Congregation as agreed to allow us to use their kitchen for HomeFront and the Food Ministry.

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

### **Bylaws Task Force**

The Bylaws Task Force explained that they approached the bylaws with a number of goals in mind:

- They wanted to ensure that they include our core values and provide structure.
- They endeavored to streamline language and eliminate procedures that should be in supporting documents.
- Ease of operations was also a goal.

Sections that were changed or added include:

- Addition of provisions for virtual meetings and voting.
- Revised the procedure for expelling a member.
- Chairs for the Standing Committees will be appointed by the Board of Trustees and affirmed by the Congregation.
- The number of members required to call a congregational meeting was changed to a percent of the membership.
- Added the responsibility to hire staff to the role of the Minister.
- Changed the role of the Board in the hiring of staff.
- Increase in the percent of the congregation required to approve the calling of a minister.

Many sections require fine-tuning of wording and organization, including but not limited to the role of the Personnel Committee.

John asked why the requirement to call a minister was raised to 90%. It was explained that the UUA advises ministers to not accept a position if they receive less than 90-95% of the vote.

Ed asked the taskforce to review the text to ensure that Committees and Ministries are clearly labeled and defined. He also cautioned that the Endowment committee should have strict controls since they have a fiduciary responsibility. Since our governance model relies on polices, he also asked that a provision be added to ensure that the policies are updated regularly. Finally, he questioned the addition of a sentence in which members are "...charged with accountability to act in accordance with our eight principles". After asking if this was a creedal statement, he clarified that his concern is the word accountability. He felt that being accountable implied judgement and punishment for not abiding by the principles. Without clear criteria, anyone could be charged with failing to live up to the charge. Discussion followed.

Marianne and Rev. Kim thanked the team and advised them to finalize the document and proceed with their communication and feedback plans.

## **Treasurer's Report**

Comments on Year to Date results:

- We had a \$20K surplus for December (last December had a \$27K surplus); with \$24K a surplus year to date.
- We received pledge payments of \$47.3K (budget is \$32.7K per month), This includes \$250 for the previous year; total pledge payments are slightly ahead of budget year to date.
- End of Year gifts are at \$14.7K (a few more will be deposited in January.).
- Plate of \$3.9K was over budget for month.
- The negative Craft Fair proceeds for December is due to expenses.
- The Plant Sale netted \$423.
- Greater Good Campaign was at \$3.4K (Additional funds have been received, but not yet recorded.)
- Staff expense was slightly above budget for month.
- Operations were below budget for the month. Grounds included \$310 for snow removal (The New parking area will only be plowed if needed for a Sunday service to try to contain costs as it is now more costly to plow).
- Program expense were slightly above budget for month due to: annual payment to Murray Grove, partial payment to UUFANJ, above budget plate share to CFA.
- Q2 payment made to UUA.
- The Capital Campaign received \$46K in pledge payments in December. Payment for parking improvements will be made in January from Capital Campaign
- We have 5.0 months in reserve (does not include Capital Campaign).

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

Marianne introduced a motion concerning the implementation of the 8<sup>th</sup> principle. After some discussion a modification was made replacing the word "minority" with "people of color and other oppressed groups".

The adopted motion is as follows:

*The Board respectfully requests that all committees, ministries, and staff, when considering engaging outside vendors or contractors, make a conscious effort to find and solicit vendors who are in a category that honors our 8th Principle: specifically, vendors who are people of color and other oppressed groups.*

*Marianne made the motion, it was seconded and adopted unanimously.*

This resolution will be one of the topics at the next Church Council meeting.

### **Board Retreat**

The Board Retreat will be held on March 2 and Dianne Ross agreed to host. Board members are encouraged to consider topics that we may discuss.

The topics so far include:

- Committees/Ministries needing assistance
- Leadership Development/Nominating Committee/Growth Through Service
- Long Range Staffing Plans
- Portfolios of the Board and Minister
- Strategic Deep Dive

### **Housekeeping**

- Patrick agreed to invite the Nominating Committee to the next Board Meeting.
- Ed asked everyone to check the Action Item list.

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

The meeting adjourned at 9:15 PM

### **Future Dates:**

- Meet the Board: Sunday, February 10
- Upcoming Board Meeting: Wednesday, February 13
- Church Council: February 26
- Board Retreat: Saturday, March 2

Respectfully Submitted,

*Ed Dobrowolski*

Secretary, Board of Trustees