

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

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Board of Trustees Meeting Minutes  
Wednesday, May 8, 2019**

Vice President, Nathalie Edmond called the Board of Trustees meeting to order at 7:00 PM. Also in attendance: Vice President, (Opening Words); Treasurer, Lynne Quinto (Time Keeper); Secretary, Ed Dobrowolski; Trustees: Patrick Kahney, Dianne Ross, Nina Todor, John Ueng-McHale, Colin, Unsworth (Process Observer); Church Administrator, Susan Irgang; DLRE, Robin Pugh; Ministerial Resident, Hannah Gallo; Minister, Rev. Kim Wildszewski. Nathalie provided the Opening Words. Absent: Marianne Alt, president.

Also Attending: Guest: Sue Saddlemire

**Consent Agenda**

The most recent draft of the Annual Budget for 2019-2020 from the Finance Committee showed that we will borrow approximately \$17,000 from reserves to make up the deficit. However, additional pledges are still being received, so that number should be lower by the time of the Annual Meeting. Susan pointed out that she had implemented the recommendations of the Inclusion Team and asked if she should let them know and who to contact. She will contact Judy MacLaury about the steps that have been taken.

A discussion that occurred concerning staffing and sabbatical leave is covered later in this document.

*Patrick made the motion to approve the Consent Agenda, it was seconded and it passed unanimously.*

**Treasurer's Report**

Colin commented that percentages in the budget are rounded off. He felt the some people might be confused because, if you do the math, the numbers don't seem right. Lynne explained that adding decimal places would only make the budget more dense and not easy to scan.

The final figures for the Auction were not in yet. They have made the goal in the line item, but not as much as last year. Perhaps the Auction as a fundraising event has peaked. Board members felt that it was very successful as a fundraiser and as a social event.

**Staffing, Sabbatical, and Personnel Discussion**

There was a wide-ranging discussion concerning staffing, the Personnel Committee etc. Highlights are recorded here:

**Personnel Committee**

There is no Board Liaison to the Personnel Committee.

Rev. Kim has been communicating information from the Personnel Committee.

There is shared leadership on the Personnel Committee and communicating with the Board was not addressed.

These factors have left the Board "in the dark" about Personnel Committee activities:

There was no coordinated communications plan related to the timing of Rev. Kim's sabbatical plan.

This is a lesson for next year. We should develop a communication process between the Board and the Personnel Committee (and other key committees/ministries). This might include a Board Liaison and quarterly in-person reports to the Board by a representative of the committee.

Question: Should the Board approve the timing of the Minister's sabbatical?

While the Minister's contract specifies a sabbatical, should the Board of Trustees approve or have input into the timing of the sabbatical or is it entirely up to the Minister. What is the appropriate process?

At the current time the Board of Trustees doesn't have access to the Minister's Contract while the Personnel Committee does.

Rev. Kim has at least one candidate for the Assistant Minister position and is forming a Search Committee to assist her in evaluating candidates.

Rev. Kim has determined that she will not take her sabbatical next year if we don't hire an assistant minister.

Susan Irgang will begin full time as Church Administrator beginning September 1.

**Nathalie made the following motion:**

*The Board whole heartedly supports the recommendations of the Personnel Committee concerning the Ministerial Sabbatical planned for 2020.*

*The motion passed unanimously with one member expressing reservations since we did not have access to the specific sabbatical language in the Minister's Contract at the time of the meeting.*

### **Chat Discussion**

There was a larger than usual turn out for the Board Chat. 5 people including Regina Podhorin Zilinski attended along with Board Members: Nina, Ed, and Lynne.

Regina answered most questions concerning the Assistant Minister position as well as the need for a full time Church Manager. One participant felt that we should go for a full time Assistant Minister no matter what the cost.

There was also a question on the goals and purpose of the Pastoral Care Committee.

### **Executive Session**

The Board of Trustees went into Executive Session to discuss the Service Awards.

*Nathalie made the motion to approve the awards as proposed by the Awards Sub-Committee.*

The motion was seconded and approved unanimously. The names will not be made public until the Annual Meeting.

Susan and Rev. Kim brought up the need for an award for those who contribute of their time but do not meet the criteria of the Service Awards.

We discussed the Good Cookie award bestowed by Rev. Charles Stephens in the past.

There was also an unsung hero award in the past.  
We agreed to put this idea into the parking lot for the next Board to evaluate.

### **Approve Faith Action Affiliate Agreement**

UU Faith Action NJ updated their affiliation agreement.

We are currently affiliates of that organization. We agreed to reaffirm the affiliation with UU Faith Action NJ.

*Lynne made motion that UUCWC reaffirm our affiliation with NJ Faith Action and proceed with signing and submitting that agreement.*

The motion was seconded and approved unanimously.

### **2019-2020 Board of Trustees**

John has agreed to be Board Secretary, Nina and Dianne rotate minute taking.

Marianne will continue as liaison to Capital Campaign

Other Trustees will be liaisons to key committees.

### **Annual Meeting**

In order to streamline the Annual Meeting we agreed to eliminate most of the verbal reports and ask the congregation to refer to the written reports.

In addition to the Board and Minister's report, a report will be requested from the Personnel Committee and Capital Campaign.

Rev. Kim's report will include reports from the staff and a summary on the Ministries.

We agreed to a verbal summary of the Annual Report but not who would deliver it.

### **Bylaws**

Question: Should we accept amendments to the proposed bylaws from floor?

A Member of Bylaws team believes that we should accept amendments from the floor and not doing so does not comply with Roberts Rules of Order. This member will offer a motion to suspend the Roberts Rules to recognize that we are not following standard procedure.

Nathalie suggested that we continue to take amendments via email until the Annual meeting.

Alternative is to look at the Bylaws as an interim and accept amendments all year.

## Tentative Annual Meeting Agenda

Opening Words	Rev. Kim
Call to Order-Quorum-Welcome	Board President – Marianne Alt
Vote to Approve Minutes of June 2017 Meeting	Board President – Marianne Alt
Board of Trustees Report	Board President – Marianne Alt
Minister’s Report (Includes Staff & Ministries)	Rev. Kim
Annual Report Summary	Rev. Kim?
Capital Campaign Report	Capital Campaign Team
Personnel Committee Report	Personnel Committee Team
Current Budget Presentation	Treasurer - Lynne Quinto
2019-2020 Budget Presentation	Finance Chair - Joe Schenk
Service Awards	Board President – Marianne Alt
Presentation of Slate	Nominating Committee - Sandy Muccioli
Revised Bylaws	Bylaws Task Force
Recognition of Outgoing Trustees	VP- Nathalie Edmond
Closing Words	Rev. Kim
Adjournment	Board President – Marianne Alt

### Housekeeping

- Budget Meeting: May 19 after the service (Board attendance requested by the Finance Committee.)
- Annual Meeting Email: May 23
- Annual Meeting: June 2
- Executive Team: June 4
- Board Meeting: June 12
- Annual Board Luncheon: TBD

Nathalie asked that we save the date for the evening of Friday, August 16th for the board anti-racism training with Christina Rivera and that we make it our August meeting rather than meeting on 8/14.

Respectfully Submitted,  
*Ed Dobrowolski*  
 Secretary, Board of Trustees