

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Board of Trustees Meeting Minutes
Wednesday, June 12, 2019**

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

Also Attending: Trustee Elect, Jim Sanders

Staffing Update

Rev. Kim described the candidates who have applied for the Assistant Minister Position. She and the Search Team have agreed on a candidate. Rev. Kim described the qualifications of the candidate and asked for guidance from the Board on how to proceed with negotiations. Details of this part of the discussion will remain confidential since it deals with personnel matters.

The Assistant Minister Search Committee includes: Jef Buehler, Michelle Hunt and Maria Baratta and Scott Umlauf.

Review of May Meeting

Rev. Kim and the staff described their uncomfortable feelings about the tenor and tone of the meeting in May. The Board had a different experience.

The discussion last month centered on Rev. Kim's sabbatical and how the dates were determined and announced and if the Board must approve the dates. Rev. Kim and the staff felt that the questions seemed adversarial and indicated that there was either a lack of knowledge or a lack of trust.

Marianne (who was not present at the meeting in question) read the notes that she took at the Executive Meeting describing what she heard from the participants. We went around the room asking for input from the remaining Board members and staff. All but one Board member believed that while there was some intensity, overall the meeting was productive. The staff disagreed and felt that it seemed adversarial at times. Rev. Kim was representing herself personally and as the Minister and the Personnel Committee. This put her in an awkward position.

John asked if there was anything more that the Board could do since the discussion seemed hurtful to the staff. What can we do to repair the relationship? Kim responded that there was learning on both sides and the discussion at this meeting and the Exec. Team meeting was sufficient.

We agreed that:

- Board liaisons should be assigned to critical committees to avoid putting the Minister or staff member in the position of multiple roles including themselves personally.
- Everyone has the responsibility to be a “process observer” and to indicate any time they feel that they aren’t comfortable or a meeting is not going well.
- If there is a concern in the pre-read items, raise the issue by email before the meeting. Then the person can prepare a response either immediately or in time for the meeting.
- Ensure the Minister and staff understands that we support and believe in them even when the words sound untrusting.
- We all need to figure out what it means that Rev. Kim is going on sabbatical...for us, the Board and the Congregation.

Finally, Susan Irgang raised a question concerning the role of the staff at Board meetings. Marianne stated that she expected full participation of staff members in discussions, except that they don’t have a vote.

Treasurer’s Report

Comments on Year to Date Results

- We ran a \$1K deficit for May, with a \$14.4K surplus Year to Date (last year, May had a \$11K surplus and a \$53K surplus Year to Date).
- We received pledge payments of \$23K (budget \$32.7K /month), shifted net of \$2.8K to the Capital Campaign that had been misallocated as pledges.
- We have collected 85% of budgeted total pledge income as of end of May. (Total pledges are \$24.7K behind budget YTD.)
- Auction income for May at \$17.3K; net Year to Date is \$47.7K (This includes a \$5K carryover).
- Plate income almost at budget Year to Date.
- Staff expense a little above budget for month.
- Operations below budget for month.
- There is a negative bank fee due to wire transfer fee from April reimbursed by donor.
- There is no electric bill for May, it will be reflected in June’s report.
- Grounds included March snow removal and April lawn service.
- Program expense is just under budget for month.
- Forwarded funds collected for Promise and Practice BLUU, \$4,072.
- Negative Endowment due to expenses paid but not yet reimbursed from UUCWC's Endowment Fund. (\$2.7K from Fund to be deposited in early July).
- The Archives grant will be completed by the end of June.
- We have 4.6 months in reserve (does not include Cap Campaign).

Lynne reported that the transition of treasurer responsibilities to Patrick is going well. Lynne asked Marianne and Rev. Kim to sign the UU Faith Action NJ Affiliation Agreement that we approved last month.

Review Annual Meeting (Lessons Learned)

Rev. Kim believes that she should not report on all staff positions as she did this time. Each staff member should report individually. This will help to break up the proceedings.

Jim observed that a slide was missing. Susan sent the slide deck out to each speaker for review and no one noticed it.

There were mixed opinions on the fact that there was no discussion on the items voted on. Some questioned whether the members were engaged. On the other hand, all of the preparation prior to the meeting may have smoothed the way. There were listening circles for the Bylaws and the Assistant Minister position. In addition, there was the annual budget discussion that goes into detail prior to the Annual Meeting. In addition, some members who typically ask questions were not present at the meeting. Nathalie pointed out that there has been more engagement at the Church Council meetings which may have enabled church leaders to understand the proposals.

Preparation included recruiting two parliamentarians who didn't have to offer advice. Thank you notes were sent to Ted Fetter and Chris Piatek.

Fundraisers by Outside Groups

There is no approved policy for Fundraisers. A draft of a policy was written in 2013 but never adopted. Susan and the staff have questions that the draft doesn't completely answer. The questions include:

- Under what circumstances can we host a fundraiser for an outside organization? What are the criteria? Who decides?
- Who should pay rent or other fees and who should not? Who decides?

Currently, Susan is making the decisions and would like guidance. She pointed out that we don't have much rental income.

We determined that the incoming Fundraising Chair, Wendy Stasolla, should develop policies and procedures. Wendy can obtain guidance and support for developing the procedures from the Finance Committee. The Fundraising chair attends the Finance Committee meetings. Susan will send an email that lists the questions that the policy should address. The liaison to the Finance Committee (when determined) will contact Wendy about the need for the Policy and Procedures and report progress to the Board.

Shared Leadership

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

Marianne will continue as liaison to Capital Campaign.

No one has agreed to be Board VP. Nathalie suggested rotating the responsibilities of the VP. Lynne pointed out that someone will have to be designated as the VP officially.

Other Trustees will be liaisons to key committees.

Housekeeping

- Executive Team: TBD
- Board Meeting: July 10
 - Tentative agenda items include
 - Shared Leadership
 - Governance
 - Inclusion Group (Invitations needed.)
 - August Retreat
- Annual Board Luncheon: July 14
- Board Anti-racism Training Friday, August 16th will replace the August Board meeting.
- Rev. Kim has invited Rev. David Pyle to work with us on governance sometime after September.
- We assigned Dianne Ross to write the July article for CrossCurrents welcoming new Board members.

Respectfully Submitted,

Ed Dobrowolski

Secretary, Board of Trustees