

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Board of Trustees Meeting Minutes - FINAL
Wednesday September 11, 2019**

President Nathalie Edmond, called the Board of Trustees meeting to order at 7:02 PM. Also in attendance: Vice President, Marianne Alt; Treasurer, Jim Sanders; Secretary, John Ueng-McHale; Scribe, Nina Todor; Trustees: Patrick Kahney, Jeffrey Lang, Dianne Ross, Sue Saddlemire; Senior Minister, Rev. Kim Wildszewski; Congregational Administrator, Susan Irgang; DLRE, Robin Pugh. Absent: Minister of Congregational Life (MCL), Rev. Sue Goodwin

Consent Agenda - **see appendix for complete reports.**

- Senior Minister's report: Clarification about worship associate (WA) roles/duties, including ongoing discussions about what worship should look like and that WA's should be models for worship for fellow congregants.
- DLRE report: Robin clarified the situation with the complaint to be raised re: the book *The Gadfly Papers*. Robin has guidance from the board of LREDA about how to deal with this issue.
- Administrator's report: Welcome, Susan, to full time!
- Executive team report: Lot of work has been done w.r.t. the Treasurer position; e.g., much triage and due diligence has been done in past 4 weeks.

Motion to accept the consent agenda moved by Nathalie; motion was seconded and passed unanimously.

Discussion: Consent agenda: does not get posted for the public to see, they are not part of the public record. But we should share with congregation, due to all the work that is done.

- Discussion re: where and what to share, on paper, or on line? Location of the former documents newest found were 2016 in the minutes.
- Decision: add them to the minutes going forward, starting with these minutes.
- Discussion about where to find mission statement of UUCWC. Some places:
 - It can be found here: <https://www.uucwc.org/about-us/what-we-believe/>
 - That mission statement can be found in board-meeting agenda (starting with 2019-2020 church year)
 - Copied for reference:

“Inspired by our Principles and Purposes, members of the Unitarian Universalist Church at Washington Crossing unite to create a welcoming, caring religious community. Within this community, we encourage and affirm the individual's quest for authenticity, wisdom and spiritual

deepening. We gather to celebrate the wonder of the cosmos and the mystery of life, its passages, its joys and sorrows. Compelled by justice, we give voice to societal concerns and reach out to touch the lives of others.

Aware of our profound potential to affect the individual and global community, we commit our personal resources to each other and our shared sacred mission.”

Sabbatical Update

Sabbatical update: Sabbatical team consists of 5 people including Susan Irgang representing the staff. Rev. Kim said the team is great! The team suggested that Rev. Kim focus her sabbatical to express herself differently and use “different muscles” than she does in the routine of congregational life. Board wholeheartedly approved this approach!

Treasurer's Report - see [appendix](#)

Jim stated Mary is doing an amazing job.

Process:

- The Treasurer Team consisting of Jim, Mary, and Susan, with assistance from Patrick, Lynne, and others, continues working towards streamlining and simplifying the treasurer’s many duties. Examples:
 - Triage mode: ensure critical functions (payroll, supplier payments, etc.) are executed effectively. Ongoing.
 - Looking at the current complicated spreadsheet with many links. It has been reconciled July and August.
 - Historically our budget for each month is the yearly budget divided evenly into 12 months, but this does not take certain large receipts and payments into account. July/August anomalies occur due to this.
 - Ongoing “checks & balances” discussions; e.g., one person to write checks, another to validate the amount and sign.
- Next actions:
 - Clear process narrative by board chat (9/29)
 - More details by next council mtg
 - Communications plan
 - Payroll, bills are being paid
 - CrossCurrents article due 9/20
 - Long-term planning is needed

Calendar

- Exec team 2 committees have dual reporting. CFA and communications. Mary will attend Board meeting to discuss treasurer's role status.
- Invitations to board meetings: Traditionally Secretary did invitations, but now Liaison will do it. **ACTION: liaison** to schedule representative from committee according to published calendar.

Committee Liaisons

- Updates from following liaisons:
 - Jim - Finance
 - Dianne - Stewardship
 - Marianne - Capital Campaign
 - Sue S - Personnel
 - Board discussed possible additions to staff including bookkeeper role. Discussions will proceed in coordination with Treasurer Team.
 - Nominating - Patrick

Minister's Evaluation

- Patrick stated that this was intended to be a yearly evaluation, but the current timeline and format do not work. So, Patrick and team will create a form-based evaluation, rather than using the current open paragraph format. Will start in March 2020, April to June eval period.

Executive Session

The Board entered Executive Session for approximately 20 minutes at 8:30 pm.

Cross Currents : Nathalie will write for November regarding the evolution of the Treasurer's role.

Middle Hour: Sept 29. Board chat

Retreat: Gravity Hill farm, Oct 5th 8:30am-3pm

Meeting adjourned at 9:08 pm.

Respectfully Submitted,

Nina Todor

Scribe, Board of Trustees

John Ueng-McHale

Secretary, Board of Trustees

Appendix: staff, executive-team, and treasurer reports

Minister's Board Report

September 2019

Rev. Kim Wildszewski

UUCWC Mission

To Create Community, Celebrate Life, and Change the World

What does it mean to be a Community of Expectation?

Create Community

This month we hosted two guest preachers, a Union Theological Seminary student, and Christina Rivera for her weekend long consulting on racial justice and furthering the 8th Principle. I am working with the Worship Associates on how to take charge of Sunday preparation when there is a guest preacher, how to model for the congregation a spirit of generosity for our student and lay preachers, and generally what it means to be a worship *leader* rather than *associate*.

This August I had the joy and challenge of teaching a class to 12 members and friends of UUCWC. After the Good News offered a rich opportunity for discussion, discernment, honest reflection and more. I am so grateful for this time and plan to build in teaching a class during my summer months, as well as – on the good advice of a trusted colleague – during high stress times like the Stewardship season when it is easy to forget what ministry can be!

We've had to say goodbye to more long-term members this month including Helen Dodson, Juliet Marlier, and Barbara Farwell. The transience of chosen community can be so hard on the heart for so many of us. We wish them well and hold tight to their ongoing relationship with the community. You will see in Susan's report a lower membership number due, in part, to these moves.

Welcome Table Wednesday will begin the third week of October, including the first opportunity for potential new members to enter into the path to membership this fall.

Celebrate Life

With fall's momentum growing, pastoral care has increased rather dramatically. I have been utilizing our Pastoral Care Team where there is need of ongoing assistance, and also delegating to individuals with skills and training outside of the PCT to help support members and friends in need. Where clergy is required or requested, it has been helpful to pass non-member needs and rites of passage to Rev. Sue. As always other staff like Susan, Caryl and Robin are all points of caretaking too, and are utilized by different populations in the congregation, for which I am grateful.

There have been a few remarks that, come sabbatical time, Rev. Sue will not have enough time to do both pastoral care and worship within her 20 hours / week. I think this is an important opportunity to remind or teach congregants that I am not able to spend 20 hours per week on

those two vital parts of ministry, nor should we expect that a minister of a congregation this large could. Ministers cannot be at the bedside of every congregant, though we would like to be and often went into ministry expecting to be able to! We have a fantastic network of caregivers that are not ordained; this is the work of shared ministry and most important the theology of Unitarian Universalism.

Change the World

Bridging off the Celebrate Life section: we have had more people in need of financial and food assistance coming into the church this past month than has been typical (Monday – Sunday). I am setting up more transparent and communicated systems so that church members know how to access my resources (shop rite and dunkin donut gift cards, etc) when I am not available. Most recently it was apparent that some think the only response is to connect the person with the minister. We can all do the work of caretaking and that will feel easier for some when they know exactly what to do or what we might typically offer in terms of tangible resources.

In August I met with the group who previously held the title of Council for Faith in Action (group still to be renamed). This retreat was to help clarify their purpose after CFA becomes a representation of all the justice ministries (the first meeting of that group will be held on September 16th, which I will lead). We articulated that this group's mission is to include two primary tasks: public expression, as per the congregational vote in 2018, and internal and external funding allocation. The group met this week where more was likely decided but I was not present for this meeting. *Jim may be able to update the Board.*

I led a retreat with the Right Relations Committee which allowed us to clarify the work we hope to bring into the congregation, leadership and staff on creating a culture of covenanting. This is based off the consulting work with Rev. Scott Taylor. This retreat revitalized the group not only for what they have been doing but how much more purposeful they could be in the congregation. We have our second meeting of this nature at the end of September. Joe Schenk will also be joining as the sixth and final Right Relations Committee member. He will be paired with Michelle Hunt and they now begin their first of three years.

The Stewardship Team launch meeting was a high success. Each person came with more enthusiasm and readiness to be a part of this conversation than I anticipated. The group is mixed with “nuts and bolts” perspectives and big picture project and feeling-oriented folks; new and long-term members; new and long-term UUs; big givers and sustainers. Their first order of business was to tell me they didn't need my leadership to continue to be motivated and get on the work that needed to be done in the immediate. Diane was also there as the Board liaison and I will trustingly hand over reporting on the group to her from here on out!

After meeting with my Sabbatical Team, the group encouraged me to remove most of the trainings and work that could and should be done throughout the year and during non-sabbatical time. They asked me to consider using my time for things that help me express myself differently and use different muscles than I do in the routine of congregational life. Therefore, I'd like to propose a change in my plans to include / emphasize playing my violin

again (for the first time in over a decade), a crash course in Spanish, and other items that fall into this category of expressing myself differently like the stillness work, reading theology & fiction, etc. Once the BoT gives us the go ahead the Sabbatical Team will move forward with printed marketing materials that will express excitement, opportunity, and readiness for my leave.

I am working closely with Barbara Jensen on increasing Faith Action Ministry's communication strategy and congregational involvement in their many worthy efforts. With Barbara and Gina Turner, I am helping them think through the upcoming October LALDEF community-building and fundraising event, including how to best disperse the many responsibilities and making sure those who participate from UUCWC are prepared to serve with our local AME partners for that evening and serve the Latinx community, responsibly. We held an open meeting in the sanctuary a few weeks ago and were met with close to 20 interested and ready to participate congregants. Long-term members, folks new to the community, and others new to justice work are all signed up to help make this a successful event. I do hope many from the Board will try to be in attendance for either the entire evening (tickets are close to sold out) or at least for the presentation portion (which does not include dinner). We have asked that any UUCWC volunteer read *White Fragility* before agreeing to serve.

One last point of business: This summer I have, of course, heard from and of folks who remain uncomfortable with our racial justice work and focus. I have also heard from more longer term and older members about their growth and excitement in this work. A member in their late 80s who participated in the *White Fragility* class in June reported to me that this book and the conversation that was facilitated after changed them – their actions, their understanding of the world, their understanding of who they are and want to be. Another member (long term and older) shared with me yesterday that the weekend with Christina allowed them to engage in this conversation for the first time, and they hope Christina returns. This member was someone who, in June, was expressing frustration about our focus on this work and disinterest in coming to church because of it.

I share this to say the spectrum remains wide, but it is not unmoving.

Personally, I want to offer that this August was especially good, joyful and rejuvenating for me. I believe this was due to a number of things including teaching the class, Christina Rivera's time with the Board, having the opportunity to launch or deepen ministry teams, and preach thematically rather than from one external or internal pressure to another. It has been a summer of giving attention to people and places I have missed and that have deserved my energy. I felt a great deal of reciprocal trust in the system --- and where that has not been the case, it feels circumstantial rather than symptomatic. Thank you for being a part of that and for the conversations this spring that gave such a summer the opportunity to come to life.

To: UUCWC Board and Kim Wildszewski

From: Robin Pugh

Date: Sept 7, 2019

Re: Monthly DRE Report

Create Community:

- I have recruited 36 people to teach in our children's RE program in 7 classes this year. Fourteen people do not have children in our RE program. 10 people are teaching or assisting for the first time. UUCWC has excellent volunteer retention and recruitment in RE compared to other churches. I spend all year thinking about our RE volunteers. I am not filling spots but trying to place people where volunteering is enjoyable and life-giving. Every hour of volunteering is a stewarded gift.
- I am holding 7 separate teacher meetings divided by class. Meeting in these small groups is time consuming for me, but worth it to build relationship and connection between the teachers. Additionally the teachers and I share information about the needs of the class and strategies to meet these needs.
- Class teachers are selecting the class curriculum from options provided by me. This gives them more ownership of the RE program and has led to good discussions on what kids in the class need, what is a UU religious education and what is engaging for the particular group of kids. It also gives me an opportunity to highlight which curriculum are better for educating our children in multiculturalism, anti oppression, anti racism.
- I am not sure whether we will have a youth group that meets twice a month this year. There are 5 possible youth to be in a youth group. No one has expressed interest in coming 2x per month thus far. I have been communicating with youth and their parents. They have committed to meeting in October to discuss youth group options. We may meet less often for larger projects or co-meet with Princeton.
- The new Family Ministry Team will meet for the first time later this month. Our initial task is to hold each other accountable to this year's goals from the Dismantling White Supremacy in RE Assessment. They will also suggest and implement ways UUCWC can be more welcoming to families and act as an advisory board for me.
- ARE is offering 8 classes this fall. The Adult RE Team continues to experiment with setting up systems to administer ARE. I am working to pass on more of the administration of ARE to team members. We are figuring out together the best way to do that.

Celebrate Life

- We are offering the full year OWL program to our 8th and 9th graders this year. There are 16 teens in the class. Twelve come from UUCWC, Two come from Lower Bucks UU Fellowship, one comes from a UCC church and one comes from the community (the teens grandparent is a UU at Summit). All non-UUCWC members pay \$100 for the class. OWL attracts outside families to UUCWC (siblings enroll in other RE programs and parents attend services) and causes UUCWC families to attend more consistently.

Change the World

- I participated in a 2-½ day training for religious educators called “Building a Culture of Inclusion” led by Paula Cole Jones, one of the authors of the 8th principle. She outlined 6 ways to build a culture of inclusion including: thinking of church as a community of communities emphasizing the wellbeing of the collective not individuals, adopting the 8th principle, doing the accountability assessment tool that we did last year in RE, antiracism education through “Jubilee Kids and adults”, witnessing and documenting the story of our faith’s (and our church’s) transformation as it builds a culture of inclusion and adding restorative practices to support this work.
- Christina Rivera came for the weekend. She met with the Board on Friday, and 36 people on Saturday in 2 sessions (11 people went to both sessions). I heard good feedback from attendees. Although her visit was not under RE, I ended up being the defacto “stage manager/administrator” for the weekend. I wanted the weekend to be a success (and I would have been an attendee regardless) so I stepped in to fill a void. Next time I will step back.
- I have been asked by the current LREDA Board to file a complaint of professional misconduct with the Ministerial Fellowship Committee about the minister who wrote The Gadfly Papers, a controversial self-published book that was distributed at G.A. Among other things, the book is inaccurate about what happened at LREDA’s 2017 fall conference. I was Vice President of LREDA at the time and have standing to file the complaint

Susan Irgang

Administrator BOT Report for September 2019

**UUCWC Mission:
To Create Community, Celebrate Life, and Change the World**

Create Community

I held the first quarterly meeting of the evolving Communications Committee, which reports both to the Board and the Minister. Our call for new participants went unheeded; with everyone currently on the team already having a portfolio, some of the initiatives we had in mind may be delayed. We identified as projects: a review of Facebook policy and enhancing the main page posts; potential redesign of the weekly email for easier reading on portable devices; a review and update of website pages and better use of the picture carousel; search for helpers for bulletin boards, annual report, and a social media strategist. Our next meeting is in October.

I met with the Sabbatical Team to discuss Rev. Kim's plans for this needed restorative and growth time for a minister. She is sharing information in her report on the team's work, so I will not repeat more here except to say that it is a great team and I look forward to working with them.

Since the last Board discussion on the role and responsibilities of the Treasurer, I have worked closely with Mary Baltycki, and had a video meeting with Jim Sanders and Mary, on how to best clarify and delegate the new position. This is ongoing work is clarifying the scope of work, time and energy we were asking of the Treasurer. Others have been pulled into this work for checks and balances, historical knowledge, and short term relief. It is with gratitude and great pleasure to work with Mary, who is putting an enormous amount of time and energy and talent into this endeavor.

Celebrate Life

Having adjusted our numbers for people moving, inactive, changing status, etc., our numbers now are 283 members, 30 Friends, 54 Participants and 21 Attendees; we currently have about 90 people on our Visitor list as well.

In early August, Rev. Sue Goodwin officiated at a memorial service for a non-member/renter of our facilities. This rental created numerous challenges and last minute arrangements due to specific and often conflicting requests of various family and friends as well as a short turn-around time. On the bright side, one of the attendees who is part of a musical group is interested in potentially having a concert here in the future.

Change the (UUCWC) World

We have been plagued by a series of technical issues, ranging from the malfunction and need for replacement of the new (though refurbished) treasurer laptop, software issues, copier problems and the like. In the continued absence of a tech team leader, I have been trying to

manage these issues through calls to tech support, finding work-arounds and perseverance.

Office/Staff Notes:

I began working full time on September 3rd, the start of my tenth year at UUCWC. My additional hours will be used to take on a greater role in communications, assist with certain tasks previously done by the treasurer, fill the gaps left by and create systems to compensate for the elimination of the weekday sexton position, manage a number of technical issues in the absence of a tech team leader, and other emerging responsibilities.

8/28/19

Board Executive Team Meeting

Present: Nathalie Edmond, John Ueng-McHale, Marianne Alt, Jim Sanders, Patrick Kahney (part of transition out of treasurer role)

-minister evaluation process and timeline

- Create a form to streamline evaluation of minister. Perhaps with ratings such as exceeds expectations, meets expectations, below expectations with opportunity to express rationale for rating. Agreed to focus on creation of goals (board and minister) for this fall and do evaluation in spring as window for evaluation (April to June) has passed. Unclear if evaluation should be done annually or bi-annually at this time. Update policy related to ministerial evaluation. Unclear if policy was approved by board as it is not currently on website and no record of motion was found. Perhaps ministerial evaluation policy did not get voted.
- Patrick agreed to be liaison to nominating and trigger ministerial evaluation for March 2020.
- Patrick and Marianne will meet this fall to look at ministerial evaluation form and create google form and solicit input from Rev. Kim

-treasurer transition

- Mary has met with Patrick, Lynne, Susan, and Jim in recent weeks to facilitate transition of some of treasurer responsibilities
- Need new job description for treasurer by May 2020 which Jim will work on
- Working to simplify processes
- Need Susan, Mary and Jim to go to the bank and have authority on financial accounts once minutes with related motions are available which should be end of first week of September
- Susan will take over payroll and accounts payable in September when she goes full time
- Best practice is to have checks and balances when it comes to bill payment and approval. Recommendation is to have congregational administrator write the checks and treasurer approve it. This team related to treasurer transition should bring update to board in October.
- Finance chair description has changed and needs to be formalized before annual meeting
- Transition for new people in roles should be 8 weeks prior to new physical year to create less overwhelm into new roles

-policy and procedures task force and priorities

- 23 people asked to participate on task force and only one maybe so far. 12 people have declined and others have not responded.

- Need additional board members for task force to identify policies and procedures that need to be created and edited and then delegated to appropriate committee or ministry.

-reassignment of shared leadership responsibilities on the board

- Marianne agreed to lead the October 23rd council meeting
- Patrick agreed to be liaison to nominating and trigger ministerial evaluation for March 2020.
- Working on equitable distribution of responsibilities among board members

-structure of agenda for board meetings

- add 15 minute liaison update to agenda and expect liaison to update board at least quarterly in writing and more informal presentations on monthly basis
- Add 5 minute housekeeping time to agenda to check in on open items.

-resolving open items from last year

- Worked on reassigning certain open items or closing ones that were completed or no longer priority
- Orient board members and staff to document to review action items and update status

-Board chat

- Schedule one for late September/early October and then discuss in October retreat how we want to make ourselves available to congregation.

-create running calendar of when committees/task force should present

- October- finalize goals; finance update
- November- personnel
- December/January- Stewardship update; finance update
- February- Capital Campaign update; council meeting
- March- ministerial evaluation prep
- March- personnel
- April- budget
- May- policies and procedures task force update; service awards
- June- welcome new board members; minister evaluation

-All financial committees (capital campaign, stewardship, finance) should try to coordinate when they communicate about finances to congregation. Jim will share this information with Finance.

Reminders from Rev. Kim:

Water Communion is the 8th, we go to 2 services and RE starts up again on the 15th. Taking information from 2 years ago when we bombarded people with information in September, we will be launching most standard information now and anything new or the start up big projects, like Welcome Table Wednesday and Faith Forward, in October. A later start than I'd like but again, what we've learned, is that we don't get more or even an expected number of participants when we communicate in September.

I'll be preaching at Murray Grove on the 29th as the preacher for the Home Coming weekend (and then I'll preach the same sermon the following weekend at UUCWC). It's 5 Sundays in a row but not at UUCWC so I had to do a bit of a dance with my Sundays off at the start of the season.

On the Council Meeting note - Whomever does decide to lead or help lead Council should include Sue, as Leadership is under her portfolio.

Many of my colleagues don't have evaluations every year but every three years (or every other). That said, many of my colleagues don't have evals! So take that or leave it. I have no preference I'm just throwing that out there.

Update on Sabbatical:

After meeting with my sabbatical team (who are amazing) they were really encouraging me to strip the sabbatical work down to things I can't do throughout the year and have one of the learnings be that I need to include the management trainings, etc into my regular year. SO I will focusing more on

1. picking up my violin and taking lessons for the first time in over a decade
 2. crash course in learning Spanish (again)
 3. and the other pieces like reading fiction & theology, the revolutionary love conference, etc.
- Things that feed me.

We're trying to come up with a theme for my sabbatical that I can journey with and that the congregation can also consider while I'm gone. This isn't the word but right now I feel the theme of my sabbatical morphing into expressing myself with languages I rarely use (my body, my music, another language, stillness, etc)....

I'm feeling so very excited for this time and this theme.

We need clarification on this request that Rev Kim received: "The Chalice Lighter Grant Committee now requires that grantees **appoint a Chalice Lighter Ambassador to promote participation in the Chalice Lighters program and to conduct a Chalice Lighter Sunday during the year to keep the program strong.** Please send the name and contact information for your

Chalice Lighter Ambassador to me and I will connect them to the Committee Members who handle marketing and outreach."

Executive team went into executive session to discuss confidential matters that were disclosed by Rev. Kim.

September 11, 2019

Report of the Treasurer to the Board of Trustees of UUCWC

Prepared Date: September 10, 2019

The books for the first two months of the 2019-2020 Fiscal year have been reconciled to our Bank Statements. The numbers are presented here (in separate document) in summary form.

The main takeaways are as follows:

Income is ahead of budget, and is historically so, as pre-paid pledge income is posted to the month of July.

Insurance payments were made in July, and the % will flatten out as the year progresses.

Because of seasonal and yet to be reviewed historical variances from month to month, I will re-cast the annual budget more in line with actual Income and Expense schedules that are skewed when the budget is divided into a purely one-twelfth of the total per month.

I have to give credit where credit is due. Mary Baltycki has done a wonderful job in pulling together and outlining where we need to perform “triage” and what items can be left for upcoming months’ activities.

Net-net: Our income has exceeded our expenses and this is a good thing.

Next STEPS:

I will be working with Mary to get a copy of the Quickbooks accounts for historical review of the ebb and flow of funds to create a budget worksheet that will highlight both positive and negative activities.

I will be registering with the bank for the records, as soon as they have Susan’s and Mary’s proofs of ID. (Still to be determined as to who actually is really needed)

In Susan’s report, she highlights that she will be performing the Accounts Payable and payroll functions. She, Mary and I will determine the least disruptive and effective way to get approvals of bills (checks and balances), and any changes needed in processes for reimbursements for church members.

In the very near future, once the dust settles, we will see what changes need to be made to responsibilities (I do not want Mary to be overburdened)

Treasurer's SNAPSHOT report will be updated in the next month to also reflect account balances.

I will also prepare, in advance of the BOARD CHAT on September 29th, an outline as to what changes are being proposed and what our interim changes have been with the change in Treasurer and the addition of new Finance Committee and Administrator duties around treasurer duties.