

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Board of Trustees Meeting Minutes - FINAL
Wednesday 11/13/19**

President Nathalie Edmond, called the Board of Trustees meeting to order at 7:00 PM. Also in attendance: Vice President, Marianne Alt; Treasurer, Jim Sanders; Scribe, Nina Todor; Trustees: Patrick Kahney, Dianne Ross, Sue Saddlemire; Senior Minister, Rev. Kim Wildszewski; Congregational Administrator, Susan Irgang; DLRE, Robin Pugh.

Absent: Secretary, John Ueng-McHale; Trustee, Jeffrey Lang; Minister of Congregational Life (MCL), Rev. Sue Goodwin.

Personnel: Joe Schenk and Mary Baltycki

First Hour

Personnel Representatives Joe Schenk and Mary Baltycki attended meeting.

Personnel issues discussed at the time of the meeting:

- Susan I's change, now doing bookkeeping, may need to change her role and get more help for some of her other tasks specifically related to building.
- Office Assistant Rachel H. leaving. Caryl T has agreed to cover the Office Assistant role through the end of the fiscal year (thanks, Caryl!). We need to find a long-term solution with Personnel, and this will be reviewed with the next budget. Some suggestions: ask church members to help with some of the office roles. Must consider how to mix our needs and plug in existing roles. In addition the Capital Campaign will be looking at needed tasks that need to be covered.
- Sexton role: we are now outsourcing for cleaning only. Do we need to hire a new sexton as some of the duties previously assigned to this role are now falling to Susan Irgang? We need maintenance role and in future will need more, with more rooms and more space to manage.
- Extensive discussion re: Assistant Minister role and church needs. Reviewed pros and cons of continuing to budget for this role for the coming church year with existing personnel and new personnel.
- **MOTION**: Nathalie motioned that we are **not** pursuing a search for an Assistant minister for 2020-2021 church year; Dianne 2nd; Passed unanimously.

Second Hour

Consent Agenda - see appendix for complete reports.

- No times are listed for Agenda items, time keeper's role is to keep us from going too much out of range per hour, board members to monitor time.

- Sue S had some questions, they were discussed. But it is advised that if there are questions, send an email to the author of the report before the meeting. Sue also suggested a common read for the church on racial justice.
- Financial report : Commend Jim for Quick Books spreadsheet, more paper, but easier to read/understand. He received access to account, last month, to endowment statement. There were questions about some amounts, but JS is providing accurate number, he is still cleaning up reports.

The Board entered **executive session** for approximately 3 minutes.

Active shooter: Will be discussed at next executive committee meeting. How do we prepare for this without traumatizing congregants, especially children.

Capital Campaign: Goals reviewed. We discussed having capital campaign be an active participant in Finance committee and coordinate asks with other subcommittees of Finance such as Stewardship.

Council meeting, feedback: During winter retreat, invite non board members to capture institutional wisdom. Felt a need to begin anew to build new passages for getting things done. There will be a sub group first to plan consisting of policies and procedures subgroup. Board retreat will be Jan 4th .

Gifts:

- One donor asked for their donation to go to Social Justice group, they said OK per gift acceptance policy. But if we receive a large gift, there is a policy for how to handle that. See Unrestricted gift policy.
- Legacy gift: Discussion- there are policies that will cover this. Last year voted to not accept restricted funds. UUCWC can fund side pockets, we need to use that money for the greater good but we must use policy to guide us. We have a Gift review board..\$2000 or less goes to general funds; when memorial gifts are made, it goes to general fund. We need to accommodate for giving to personal-favorite project(s) for individuals.
- Conclusion is that we will need to clarify our gift giving policies when we meet in January to review policies and procedures. Sense was to move towards having more of a single budget.

Board goals: see Appendix; wording updated during meeting.

Discussion: (2 things to think about it)

- Outreach- suggestion that Steve Saddlemire, could be a resource for where we can work outside UUCWC. Long term, to get us to think about changing the world. Our goals are

internally focused. Can we change the focus this year? Can it be aspirational? Can we explore ideas about building beloved community outside of our walls and who will do this?

- 2nd to get us out of our silos, how to have committees share best practices? We could try grouping: example Congregational life and CFA are doing this with Kim's help. We need to work together more. Council needs to work like cohort. This was tried with two groups, and one declined. There are issues due to budget restrictions. Should have the mindset of "one church, one budget for church".
- **MOTION: To accept goals as written for 2019-2020**, raised by Nathalie; seconded by Patrick, Motion unanimously passed.

Other issues:

- Winter board retreat will focus on other committees and ministries. Morning session, other groups will be invited to discuss policies and procedures, afternoon board meeting only. Each board member will be assigned a particular policy to lead a discussion.
- Each group with financial accountability should be meeting together to coordinate efforts.
- Capital Campaign (CC) worried about when the money will be coming in; Board wants all representatives to go to Finance meetings. CC wants to speak before Stewardship Sunday, Finance has umbrella oversight, and is seeking collaboration between CC and Stewardship.
- Marianne- will be away, Patrick will go to Cap Campaign meeting
- Cross currents article: Topic working together, Intersectionality. One church, one budget. Marianne will write article.

Meeting adjourned at 9:10 pm.

Respectfully Submitted,

Nina Todor

Scribe, Board of Trustees

John Ueng-McHale

Secretary, Board of Trustees

Appendix: staff, executive-team, and treasurer reports

Rev Kim Report to BOT

Create Community

Throughout October we dove repeatedly into our monthly theme of Belonging; these services felt engaged and pastoral. Attendance (members, friends and number of visitors per Sunday) finally feels like we're hitting what I'd expect. Apparently "October is the new June"...

I led a Roots class for 8 potential new members (4 people 60 yrs or older; 4 people 40 yrs or younger; 5 self-identified women, 2 self-identified men, 1 self-identified trans* person, 2 POC). On November 20th many of these people will join for the Wings class (also Welcome Table Wednesday --- one of two Welcome Tables we will have this church year). On November 16th I am offering an abbreviated Roots & Wings combined session (3 hours on a Saturday morning) for 9 potential new members (7 of these 9 are under 40; all but one self-identify as female, 1 POC). December 15th will be New Member celebration; I anticipate that of these 16+ potential new members we will see more than 10 sign.

Last week I launched the newest Coming into Connection group: pairing up 12 members, 6 new and 6 long term, into a 10 week theological and spiritual exercise. Folks taking this class are staunch Humanists, curious Mystics, and folks simply longing for connection. Robin will conclude this class during my sabbatical.

I met with Erin Busch to further our music & meditation Auction offering that will be recorded and dispersed by December 1. I continue to work with the Right Relations Committee and the UUA consultant on creating a culture of covenanting. We plan to invite all church committees and ministries to a December 7th Saturday morning retreat in which we train groups on how to write and use their covenants. I continue to have involvement in the Faith Forward program following both services, when the session topic is a Q&A with the minister.

We had the great joy and success of hosting the LALDEF fundraiser and dinner through Barbara Jensen and the Faith Action Ministry's vision, relationships, and discipline.

I was glad to be a part of the recent Council meeting and the Board Exec Team debrief that has brought so much forward for the possibility of Leadership and Leadership Development. I am meeting with the Growth Through Service interviewers from last year to identify their learnings and interest going forward. I am meeting with the Racial Justice Ministry co-chairs to discuss, among other things, how to integrate a Racial Justice educational component into the path to membership as well as our leadership development and policies.

Celebrate Life

In addition to the regular pastoral care (which seems to have ramped up since naming sabbatical!) I've been supporting several congregants as they navigate challenging personalities

and situations including how to include congregants with notable mental health concerns or boundary issues; addiction in the home; and support of older adults coming out as LGBTQ. I met with the staff and Pastoral Care Ministry co-chairs to review the entire Member and Friend list (~330 people) for pastoral concerns and membership updates.

I had the real joy of planning and leading a class on “learning how to pray” this past week for 16 members and friends. Unfortunately more were pushed to a wait list; I hope to offer this again next church year. It was good for me to be in a space like this, too.

I am planning for a memorial service on December 14th for a member’s brother, and a committal service in the next few weeks for a member’s son.

Change the World

With the help of the Sabbatical Team, we have launched the first Sabbatical communication – a letter from me to the congregation outlining the expected experience for all. Two weeks following we will hear from the Sabbatical Team; two weeks after that an FAQ will be sent with an invitation to the December 15th “soft send-off” (my words, my request!) which will be 2 weeks after. (In other words, there will be communication re: sabbatical every two weeks from now until my leave). I am in conversation with both Rev. Sue and the other sabbatical worship leaders to prepare them to lead knowledgably and relationally on Sundays.

One additional note on Sabbatical that will have to be given a better outline from the Personnel leaders: Questions remain about our involvement now and going forward regarding Leadership Leaves; the way they count “cycles” of involvement, and what it will mean to pay into the program for this current year.

I continue to work with the Personnel Committee, who is growing in their identity and practice as a shared leadership team. Personnel is an active team right now working on clarifying Sabbatical commitments for the DLRE, reviewing my contract (which should be done every 3 years and has yet to be!), clarifying language around Head of Staff for Board review, and working with me to consider the financial implications of potential hires for the Office Assistant position.

With Rev. Sue, I met with the Membership Ministry and began a conversation about the function of Membership as a ministry. Instead I proposed that we move to a Congregational Life Council in which representatives (that used to live within Membership eg Ushers & Greeters, Faith Forward, Ask Me Table, etc) work alongside other Congregational Life ministries (Community Building, Nominating / Growth through Service, Adult RE rep, etc). This will be a process and adjustment for all involved.

I am working to communicate and plan for the Assistant Minister search committee.

I had the joy and honor of speaking at my best friend's Installation this past month, an Evangelical Lutheran Church of American pastor in CT. I am thrilled to share that Hannah Gallo has asked me to preach her ordination sermon on December 1st in Concord, MA. I have joined a Zoom colleague group for those of who are pastoring and parenting; we will meet for the first time this month and continue to do so monthly. I continue to meet with my coach via phone once a month.

Staff meetings, worship meetings, supervision meetings, etc. continue on a regular schedule. With sabbatical coming soon I've also got many requests that would be asked of me in the winter (a letter introducing Stewardship; thank yous for stewardship, etc etc) that are coming at me on top of a regular high energy season. I'm pushing back where I feel I can but am definitely struggling to balance work, expectations, and the sabbatical anxiety. I wonder if there might be a word from the Board on sabbatical, too?

One last note: The Stewardship Team is implementing projects I've brought up for years - ! One includes showing the congregation our budgeting based on usage of staff time (how much of my salary, for example, goes to worship, pastoral care, programing, management, etc). In an effort to get a jump start on that I've tracked the last week and a half of my schedule and included it here.

Typical Week Doc from Rev Kim.

Monday:

9:30-10:30: Meeting with lay leader: philosophy of leadership, Board expectations, right relationship

11-12pm: Work with UUA consultant re: RRC

12:10-1:30pm: Pastoral Care (affair /anticipated divorce)

2pm: LALDEF thank you cards and emails

2:30-3pm: VP phone call to prep for Council

3-4pm: Prep to lead evening RRC meeting

7-9pm RRC meeting

Tuesday:

9am: Caring email recap & pastoral care reach out via email

9:30-10:15: Treasurer Task Force mtng recap

10:30-12:30 Membership Meeting

12:30-1pm: prep for Sunday with DLRE

1pm: Pastoral Care (concerns re: self-harm)

1:30pm: Pastoral Care (emergency follow up)

2pm: LALDEF follow ups in person with leadership

3:15pm Cross Currents

8:30pm Email catch up – including pastoral care exchanges (addiction & arrest, marital discord), worship attendance study

Wednesday:

Sermon Writing, Council Prep, Pastoral Care & one-off questions by text

7pm -9pm Council Meeting

Thursday:

9am-10:30am Staff Mtng – catch up, Sunday review and prep, Council Mtng review, etc

10:30-1pm emails, staff one-offs, congregant brief visits

1-3pm Pastoral Care Review of all Members and Friends

3-4:15pm Sunday prep

Friday (sabbath): *paid to put kids in school an extra day to catch up*

10:30-1pm Finish Sunday prep & few emails

Sunday

8-1pm Worship

Monday:

9:30-11:30 write Cross Currents; write / plan out Prayer Class; pastoral care email; supervision concern; combine Coming into Connection partners; invite to Roots & Wings; urgent emails

11:30-12pm – Travel to offsite Pastoral Care

12-12:45 – Pastoral Care offsite

12:45-1:15 - Lunch

1:15 – 1:45 pm Travel back to office *use as meeting time / call staff member*

2-4pm – Plan / Write / Prep class on Learning to Pray

7-9pm - Learning to Pray class

Tuesday:

8:45am-10:30am – Sabbatical Letter, begin Board Report, conversations regarding personnel changes

10:30-11am – Personnel Conversation

11am – 12:30pm – Staff Meeting

12:30-12:45 – Lunch

12:45-2pm Worship Meeting

2pm – 3:30pm calls & emails (memorial service, committal service, Roots and Wings invites, Growth through Service planning email, Coming into Connection follow up, etc)

3:30 – 4:15 – Personnel & Communication meeting

8:30-9:45pm Write Board Report

Susan Irgang
Administrator BOT Report for November 2019

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

Create Community

The Sabbatical team continues to meet and have scheduled various communications. A letter from Rev. Kim, a letter from the Sabbatical Team and a FAQ sheet/invite to the yet to be planned send-off on 12/15 to the congregation throughout November and early December. The team feels we are well placed for handling any questions or concerns that may arise.

The Capital Campaign Steering Committee met via Zoom (one of the first groups to utilize this technology). Following a survey of the flood line, we learned we will potentially, though only slightly, be able to expand more than anticipated. The architect will have preliminary plans soon. The current concern is the need for a lawyer for the site application paperwork and hearing; Phyllis Warren, the lawyer who previously helped with the parking project, will be on inactive status starting next year and no other lawyers within the congregation can help for various reasons. The team will identify and retain a lawyer to get us through these essential steps. Everyone is excited as we get closer to final plans and the beginning of construction.

I met with Rev. Kim, Rev. Sue, Robin Pugh and the Pastoral Care Ministry Leaders to review our list of members prior to sabbatical. This serves two purposes: identifying those who may be in need of care and preparing for UUA Certification in January by noting those who are not attending/may not have pledged. Additionally, reviewing this list reminds us to reach out to those we do not see often but who are in our thoughts.

Celebrate Life

Membership numbers are 284 members, 31 Friends, 48 Participants and 25 Attendees; we currently have about 105 people on our Visitor list as well. There are a number of people in the Path to Membership cycle, which will have a positive impact on our numbers.

Change the (UUCWC) World

A Treasurer Transition Team meeting brought us closer to understanding what work needs to be covered, when it needs doing and who would be best suited to do it, using the Treasurer's job

description and information from Lynne Quinto on daily/monthly/yearly tasks. I have moved from training to independent work on Accounts Payable, Payroll, and Human Resources related work, such as insurance enrollments, retirement account payments, etc. Mary Baltycki and I continue to meet/touch base weekly to review any questions or concerns as we tweak daily operations. The Transition team discussed hiring a bookkeeper but I do not believe that is the solution at this time; help with Facilities work would free me up to do this fiduciary work that is part of the Congregational Administrator job description. While this is still a work in progress, we are each learning our responsibilities while crafting a workable and sustainable portfolio for the Treasurer, Finance Chair and Congregational Administrator.

The parking issues, as discussed, will now be handled by Grounds as a maintenance issue, rather than by the Capital Campaign team. We have contracted with the company that does our snow removal to do the repairs needed on the parking area where the pavers have been damaged. This work should begin this week at a cost of under \$1000 but is only a “band-aid” and not the solution to the larger problem outlined in a previous report. We have delayed addressing the greater need of seeding to anchor the pervious pavers until spring, the next planting time, and hopefully resolve ongoing issues with a more permanent solution. That additional seeding project will be paid for from the Building Reserve account and is estimated at \$11,500.

The office’s technical issues reported last month were addressed by an outside IT professional with a workaround, the only option that appeared feasible after incurring over \$600 in service call/IT support costs. Through some connections of Jim Sanders’, I interviewed a provider of ongoing IT support that looks promising. This is an unbudgeted expense and Finance has been asked to approve the budget overage to allow for full IT support on the administrator computer as the office hub, and a retainer for billable hours at a discount for all other IT needs. In the absence of volunteers with technical expertise, I await their consideration; meanwhile we are operational.

From last month: last year the Board decided that donations made to the church could not be designated to go to a specific group; however, as this does not appear to have been communicated to the congregation, we are in receipt of a check in memory of someone with a request that it go to Racial Justice Ministry. The Board needs to decide the disposition of this check as well as the need to communicate this change more broadly.

Staff Notes: Rachel Hansen has submitted her resignation as she makes a career move to do more writing. To date we have had over 15 applicants for the position, as well as some internal queries, and will be assessing the best route forward for covering the work as we head into the busy holiday season.

To: UUCWC Board and Kim Wildszewski
From: Robin Pugh
Date: Nov 6, 2019
Re: Monthly DRE Report _____

Create Community:

- Our Youth group is small this year (about 3-4 teens) The Youth groups of our 3 closest congregations are also small. I've been in conversation with the DRE's from all 3 congregations about how to get these few committed youth together so we don't lose them. UU Princeton is launching a concerted effort to gather youth. I met with our youth group to discuss options for youth group this year and social justice opportunities. They want to meet at 11 AM (In the past, youth group met in the evening or the afternoon) There is no classroom space available at 11 AM so they will have to meet in my office. After discussion, they decided to join UU Princeton's Youth group (which meets at 12 PM on Sundays) for the opportunity to be with a larger group of youth . Our youth will try this for the next 6 weeks and then decide whether to continue. They are interested in doing a service trip this summer.
- I don't have enough teachers in the PK and K-1 class right now. Unfortunately, I've already tapped all available parents of current students in that class I will not be able to get them from the parents of children in that class. I've done a personal ask to many people without kids. I did get one person but I need at least 2 more. In the meantime, I've had to teach most Sundays and have asked one of our nursery caregivers, Ellie McGwin, to leave the nursery and assist in PK on some Sundays. This is a Band-Aid at best. I will continue to work at recruiting. The commitment is once per month.
- A congregant brought to my attention that children and youth are ¼ of the congregation and in her opinion, the capital campaign is not providing enough resources to support the children. (If the capital campaign is supporting children, that has not been communicated). There is a divide in the congregation between people actively parenting and people who are not. I hope the capital campaign does not highlight that tension. Can we encourage conversation and listening among both groups?
- The Ushers and greeters want the whole congregation and RE to have active shooter drills. I believe the trauma caused by having them for our children is higher than the chance of an active shooter. (See article from National Association of school psychologists website: [Mitigating Psychological Effects of Lockdowns.](#)) Additionally, I've been told by Noelle Kahney and Michele Downie , Public school classroom teachers, that they are instructed to lock their doors during a drill. (something we can't do because we don't have locks and because of safe congregations). I understand that the ushers and greeters feel vulnerable and want training AND Kim and I think there are a lot of problems with this idea.

Celebrate Life:

- I met with the personnel committee to discuss future sabbaticals. I have not signed my 2019-20 contract with UUCWC because a sabbatical provision was not in my contract. The personnel committee was to decide whether to add a sabbatical provision to my contract last year.
- Rachel Hanson, Susan's and my assistant, is leaving on november 27th to pursue what she loves. I expect the hiring and training of a new assistant to be time consuming for both Susan and me. Additionally, Susan and I expect to spend more time hearing from congregants during Kim's sabbatical, especially early on. It means we both will be doing less than what we do right now at the beginning of the year.

Change the World

- I'm spending 25% of my time on Adult RE which is more than usual. It continues to be a challenge for me to find a way to have the ARE team administer the program. The ARE team supports me by publicizing programs and evaluating classes. Now that ARE classes are free, at least 50% of participants don't register for classes, (they just show up.) Follow up is required to register participants. Also, despite lots of publicity, people don't sign up for classes, but when personally asked, they do. This is worth it because ARE classes do connect people to UUCWC. On a more positive note, our ARE program is strong. It offers a good array of classes, connects people with each other (both new and longtime members), and is giving people something that they need. (15 people registered for "Learning to Pray", 19 are in a chalice circle, 10 are in Transgender Inclusion, 19 are in 2 racial justice discussion groups).

Board Report: Rev. Sue Goodwin

November 5, 2019

Membership/Leadership: My work in this area has been deeper/richer this past month. The Membership Ministry is being reconfigured so now we are headed toward a ***Congregational Life Council*** with multiple ministries housed within. There is an *Usher/Greeter Ministry* which is coming together. MJ Hansen and I have put on two Saturday morning trainings for Ushers and Greeters, training a total of 29 people thus far. Ushers and Greeters are beginning to see themselves as part of a team. I have personally reached out to several people asking them to consider becoming a Greeter. This is a great way to get to know people in the congregation and we need to refresh the team a bit.

I am working on procedures to connect visitors and new members with ministry teams and social opportunities.

NOTE: In both Trainings the subject of congregational safety came up. The group wants you to know that they feel we need to hold two drills. One for Fire Safety Procedures and the other for Active Shooter Procedures. It is thought that a Sunday morning is the time for this.

There will be an “Ask Me Table” that comes under Holly Bussey’s leadership and Marcia Wittmann is in charge of the *Faith Forward Ministry*. We are currently offering Faith Forward after each service and announcing it from the pulpit.

NOTE for 11 AM Service: We need help getting folks to come to church on time and to leave the lobby and get into the sanctuary by 11am. (The early service isn’t the same in this regard.) The noise level in the lobby is getting out of control and it is difficult to properly welcome new people with everyone milling around.

December 15 we will be launching our first *Quiet Coffee Hour* after worship. QCH is in response to folks who are overwhelmed by the Crossings Room Coffee Hour. Individuals with issues related to hearing, sensory overload, social anxiety and mobility, will all have another option. Sadly, due to space considerations we can only present this once a month (when RE is not using the space).

I started *Bagels & Belonging* during Middle Hour on 10/27. It was a chance for new folks to meet with “old timers” and just visit. It began with a focus question and then offered space for informal conversation. We had bagels, talked, asked/answered questions, etc. It worked very well.

The procedure of having Ushers deliver *Connection Cards* during worship seems to be working well. We will also be using our 3-panel brochure with Faith Forward, Chalice Circles and Welcome Table Wednesdays.

I met with the *Kinship Circle Ministry* and we are working on ways to direct new members toward participation in a kinship circle.

November 20th we will be offering ***Welcome Table Wednesday***. Rev. Kim will offer a Wings class and I will host an alternative offering for those who have completed Wings. I was able to attend the Roots class a few weeks ago.

Other Topics: I met with the Pastoral Care Team to go over the roster of individuals in our congregation needing care. This helps with the transition to my new duties while Rev. Kim is on Sabbatical.

Preaching is going well. I will be preaching on November 10th. Kim and I will co-facilitate on November 24th and then I preach on December 1st when Homefront’s Executive Director, Connie Mercer, will be with us.

Executive Team Minutes for 11/3/19

Present: Nathalie Edmond, Marianne Alt, Jim Sanders, John Ueng-Mchale, Rev. Kim

- Debriefed on recent council meeting where the 7 Board Practices and goals were introduced. Validated that we are in the middle of changing a culture and there may be some challenges with that. We also need to be clear about how we see Council and how we want to shape it. Discussed how to support leaders in congregation to have more of an identity to council and incorporate leadership development in the meetings while also allowing various committees and ministries to report in. Does the Council need to meet more than twice per year if we want it to have a stronger identity? Discussed how challenging it was for some individuals to identify how they “embody the mission”. Agreed to incorporate a dinner the hour before the next Council meeting to help foster community and appreciate leaders.
- Reviewed how to reconceptualize policies and procedures rather than working with the current system. Discussed inviting leaders to the next board retreat, preferably in January, and focus on fleshing out the Board Practice of capturing institutional wisdom. Will need to figure out logistics and invite various leaders to answer certain questions related to policy such as: how do you work towards the mission; how do you run meetings; how do you recruit members; who do you consult with. An example given was how having a policy/procedure about obtaining a key is related to safety. Also discussed how the committee reports at the annual meeting can also be reconceptualized.
- Capital Campaign committee was informed that parking lot is now living under Grounds and they were fine with that. We would like representation from Capital Campaign to attend Finance committee meetings so that all groups who tend to solicit money coordinate efforts.
- Personnel has been invited to come to next board meeting as we continue to plan for upcoming sabbatical, ministerial search and deciding whether to budget for sexton or bookkeeper.
- Next Board Chat will be 12/8 during middle hour

Treasurer Report to Board
November 13, 2019

Treasurer Activity for October 2019

BANK:

It is official, I signed all the necessary paperwork to be the signer, along with Nathalie and am the super-user, and have access to adding/deleting users as needed.

FINANCE:

I continue to work with Mary Baltycki in creating all our reporting functions through Quick Books.

This month's reporting is completely through Quick Books.

We are working at streamlining the line items for our restricted accounts and as reported on the current Balance Sheet, more will be done in the month to come.

Mary worked with me on the October 2019 bank reconciliations and we will be doing so on a monthly basis, for the time being – until we have a change in our software (if that is to be – I will explain in person)

October Financials:

We are in relatively good shape 4 months into the fiscal year.

Before Endowment correction – our cash balance is \$21,979 increase from September 30th balance

Anomalies for the month include the added IT expenses associated with Office technology.

The balance sheet now reflects the accurate balance in the UU Common Endowment Fund accounts, after gaining access to the site this month. I shared that new number with the Endowment Committee, we will review at Finance meeting, Monday, Nov. 11th.

Files in the shared drive include:

- Bank Balances as of October 31, 2019 – reconciled
- Balance Sheet as of 10/31/2019 -detailed and collapsed
- P & L October – detailed and collapsed
- P & L July to October 2019 YTD – detailed and collapsed
- P&L Prior year comparison Collapsed - 2019 vs 2018

Treasurer Task Force Update:

This month, we further identified task assignments. I have calculated that this month I have spent roughly 2 to 3 hours per week on the Treasurer/Board Exec Team activities. I suspect, but don't have numbers, Mary and Susan's time (as well as Lynn Quinto) is significantly more, at this time of year and point in our transition work. I am humbled by the amount of time and energy that our team is putting into this task.

The team still needs to determine the pros and cons of upgrading our software to Quick Books Online vs. 2015 Installed version.

The team next meeting is **Monday, November 25th**.

Respectfully submitted,

Jim Sanders – Interim Treasurer, UUCWC

UUCWC Board of Trustees 2019-2020 Goals

7 Practices of Board Leadership:

The UUCWC Board of Trustees will:

1. Discerning the Congregation's Mission and Vision
...center the mission/vision in strategic decision-making. Claim our role as Religious Leaders.
2. Holding the Fiduciary (Resource) Responsibility
...be aware of the way we develop and utilize ALL resources (people, time, money, space) as we support and collaboratively move forward the:
 - a. *Capital project and campaign*
 - b. *Treasurer transition team*
 - c. *Staffing needs (with Personnel)*
 - d. *Implementation of leadership training*
3. Capturing Institutional Wisdom by Generating Policy
...complete a thorough survey and update of all policies and procedures with a focus on those that need creating due to the new by-laws. This will be achieved with the leadership of a Policy & Procedure Task Force and with input from every committee and ministry.
4. Assessing the Health of the Congregation
...continue to invite feedback from the congregation and staff to examine programming, staffing and building needs for maintaining a healthy congregation.
Methods: open board meetings, focused board chats, council meetings, scheduled committee conversations at board meetings and development of a congregational survey
5. Planning for the Congregation's Future
...investigate what else needs to be done to achieve our mission and realize our vision, including but not restricted to:
 - a. *Schedule and support staff and leadership sabbaticals*
 - b. *Select a model for short- and long-range planning*
 - c. *Invite ideas for alternate worship scenarios*
 - d. *Implement leadership training*
 - e. *Hold focused board chats and listening circles*
 - f. *Explore ideas about building Beloved Community outside of our walls*
6. Building and Maintaining Relationships
...increase transparency and accessibility to information around board actions and decisions and encourage committees and ministries to share current and best practices with other groups:
 - a. *Re-energize our board liaisons to committees*
 - b. *Share staff and written liaison reports with online meeting minutes*
 - c. *Encourage coordination and scheduling of financial requests to congregation*
 - d. *Hold focused board chats and listening circles*
7. Transforming the Congregational Culture
...center the 8th principle to implement fully inclusive practices for all current and potential congregants by focusing on HOW we do things together:

- a. *Shared spiritual leadership*
- b. *Informed, collaborative decision-making,*
- c. *Intersectionality (e.g. Councils of common ends)*