

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

268 Washington Crossing-Pennington Road
Titusville, NJ 08560



**Board of Trustees Meeting Minutes - APPROVED
Wednesday, 11 December 2019**

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; 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.

Consent Agenda - see appendix for complete reports.

The Board discussed the ushers' and greeters' suggestion for an active-shooter drill (see Exec Team notes). Nathalie will speak with MJ Hansen about an ushers/greeters safety plan that includes an overall risk assessment.

The Board entered Executive Session for approximately ten minutes.

Capital Campaign (CC)

Susan Vigilante presented to the group.

CC Updates

1. Financials \$915k pledged, \$487k expected by end of 2019
2. Gap of approximately \$400k to goal
3. Plans finished, should be final approval by township sometime in Feb
4. Go out for bid to contractors and final pricing April 1
5. Could break ground early summer

Monday (12/9/19) met with finance and stewardship

- Shared a new update that the DRCC is planning on making some changes to Jacobs Creek next year so we are advised to break ground in 2020 and not delay to avoid potentially having to refile and lose some of expanded footprint.
- Thought to have CC work with stewardship for top 30-40 households
- Subject to meeting with Andy Hamlin

Tuesday (Jayme, Susan I, Marianne and Susan V met with Andy)

- Highly suggested we do another dual campaign to **present a coordinated effort as Stewardship and Capital Campaign serve different purposes in the health of the congregation**
- Start with top 30-40 donors: work together
- For CC- Ask if people can extend their gifts 2 years; others ask if they can increase

- Have dual contribution form so it is clear to all
- Soft **launch** mid-January. **Capital Campaign update at January 4th Council meeting.**
- Official Kick-off mid-Feb
- Stewardship gift comes first as **that takes care of operations budget to maintain and expand what we do.**

Thoughts moving forward

- Stewardship/CC meet next Wednesday 12/18 to review list and target who to meet first
 - 1 gift of \$115,000
 - 17 give over \$5,000
 - 42 give \$2,500-\$4,900
- Training in January to Stewardship and CC by Andy Hamlin, minor cost
- Marketing materials for CC working on
- Design a dual contribution form, Andy sending this from Hun
- George and Jim will start meeting with banks in new year to scope out options

Discussion:

- Discussed communication strategy and congregant engagement.
- ACTIONS:
 - Send a graphic by end of December so people can see something tangible.
 - In January go into more depth.
- Discussed potential goals of stewardship such as increasing total pledged amount by some percentage spread over the next two years. Discussed our aspirations for UUCWC **and how it is tied to our vision and mission.**

Sabbatical Plan

- Rev Sue support team:
 - Personnel- Joe Schenk
 - Board- Nina Todor
 - Congregation- Linda Vogt
 - What are goals? Offer Support, describe lay of land, offer positive feedback, criticism if needed.
 - Provide feedback to Kim on her return
 - Susan I. will create group email for this team
- Staff retreat: staff covenant developed, examine personality types, triggers, congregant interactions.
 - Staff will meet to do check in midpoint with a team including VP, Marianne Alt to see how things go. Caryl, Susan, Robin met with Kim. Will do staff meetings every two weeks.
- Sabbatical team...will have all info they all have info they need for support, pastoral care, ministers' needs.

- All guest preachers but one are scheduled. January Minister from Montclair; Sermon on “Why church for Atheist?”; Feb Karen Johnson, March Caryl Tipton, April Jennifer Kelleher.
- Communication is vital for all committees, pay attention to all teams that need to meet, so no one falls off and things are not getting done, or hard feelings build up.
- Inclement weather policy shared with worship associates.
- Pastoral care list has been reviewed, and Rev. Kim and Susan I will go over one more time. Vincent Stefani’s service is in Jan. Rev. Kim will write some words for service.
- Mary Baltycki is investigating some open questions about the sabbatical.
- Rev. Kim will “unplug” from Facebook, etc. while on leave.
- Discussed goals for congregation while Rev. Kim is on leave. E.g., maintain focus on our mission **and goals as well as build excitement for Rev Kim’s return.**
- Board is accountable for staff supervision while Rev. Kim is on leave; **Jeff** (sabbatical-team liaison) will act as point person for this during sabbatical.

Capital campaign tension points across generations....

- Robin had a discussion with a congregant who did NOT contribute to CC. Felt children and youth are 1/4 of congregation and we are not supporting children. We are not doing enough.
- How can we use the input from families with children from the feasibility study in today’s communications about the capital project?
- How can we communicate to all that our children are the future of the congregation?
- How can we make spaces that invite children and youth to want to be here?
- **Nathalie** will speak with CC team about these questions and the board’s desire to ensure that families with children at home feel welcome at UUCWC.
- What other demographics do we need to address? E.g.e, pulpit is not accessible for seniors, sanctuary needs to be accessible, there are no toilets for small children.
- Jan 4th **council meeting**: let’s use this for feedback for this issue. We need to listen but we need to let them know in advance. We should put marketing for this off until January for actively parenting families.
- In the past and currently we do not have enough money for interior design. We have come a long way from how we were in the past and we need to be creative with how to find money for the interior parts now.

Jan 4th Board meeting

We will discuss **Policies and Procedures**. We will look at John's map, and add the existing policies to these categories. The attendees to the meeting will divide into groups and discuss generally about P&Ps that exist.

Meeting adjourned at 9:30 pm.

Respectfully Submitted,

Nina Todor

Scribe, Board of Trustees

John Ueng-McHale

Secretary, Board of Trustees

Appendix: staff, executive-team, and treasurer reports

Sr. Minister's Report

Create Community

As November's ministry concludes and we experience again the headlong tumble of December, I hope we pause to celebrate our 16 new members to the life of UUCWC. 4 of these folks are already in leadership. 8 of these members are 40 years old or younger; there are 2 People of Color; 1 self-identified trans* person and 9 children that come with these adults. New Member Sunday is this Sunday, December 15th. Our current formal membership is 299.

We held our first Welcome Table Wednesday of the year with around 70 people in attendance. Hanging of the Greens was revamped so that it matched the multi-generational services of last year with an opportunity to decorate the sanctuary through ritual. We heard from Chris Marietti, Jamie Evanini and Penny Gardner as part of this service and had the whole community present from grades 3rd and up.

At the recent Q&A for the Minister Faith Forward session a lot of conversation came up regarding the Capital Campaign and Sabbatical (during-sabbatical questions and after-sabbatical questions). You should be hearing from Marcia Whittman who will be asking that the upcoming Q&A with the Minister sessions (during sabbatical) be Board Chats instead.

I had the honor of preaching the ordination sermon of Hannah Capaldi (Gallo) on December 1st. It was a joy to have so many UUCWC members present for this special occasion. I am now preparing for my sendoff sermon, the pageant homily, Christmas Eve service and a memorial.

Celebrate Life

We mourn the loss of Vincent Stefani, who was a joy and big love in this world. Because the service will likely be in January, I will not be doing the service. Judy, his wife, has asked me to write something to be read by another. Rev. Sue will likely officiate this service.

On December 14th I will memorialize John Fast, Sandy Muccioli's brother. In November I officiated the committal of Victor Vogel, Roy's son, to our memorial garden.

With less than 2 weeks left until sabbatical, I have closed down my calendar and am no longer taking appointments with congregants. Many have come in in the last few weeks wanting pastoral care before I leave, including unexpected conversations on memorial plans and decisions. I trust they will turn to Rev. Sue in my absence, but it is important to note how the anxiety or anticipated anxiety is showing up.

Change the World

We said goodbye to Rachel Hansen as our Office Assistant and hired Caryl Tipton, our Director of Music Ministry, as our interim Office Assistant through June 30th. We are creating a support team for Rev. Sue in my absence. The Personnel rep for this team is Joe Schenk and we **still need a Board representative.**

We had our second quarterly meeting for the Council for Faith in Action. For future communications, Dan Tuft is the Board Liaison for that group. One important thing to note: this group is responsible for allocating the excess funds from last year's Auction. They are considering splitting it between two local organizations (I am Trenton and Isles). They will be working with the Auction team to celebrate this and to market the Auction as a way of giving back to the larger community. They hope to have an organization picked out before this year's Auction and have representatives from that organization present (and perhaps presenting) at the Auction, too. Separately, I celebrate their work as a Council and see such growth and possibility coming from this new organization and the players at work; I hope you will celebrate them too.

The Right Relations Saturday session for leaders was postponed due to low RSVPs.

Friends, I am working each minute to get to December 25th but only because of the amount of work, not to get to sabbatical any sooner. I will miss you and the work we do together. Thank you for your leadership, your thoughtfulness, vision and heart. You make me believe in church work and I look forward to doing more of it together when I return in May.

With care and appreciation,
Kim

Susan Irgang
Administrator BOT Report for December 2019

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

Create Community I worked with the Sabbatical Team and Lori O'Neil on the creation of an FAQ brochure. A preview of the brochure was sent with an invitation to the send-off on 12/15 during coffee hour; this was the last of the pre-sabbatical communications to the congregation. We are working on the details of the send-off, which will include some words and cake (including gluten free). Once sabbatical begins, the team will use some general guidelines from Rev. Kim on division of duties among members for checking in with key groups in the next four months. The team feels ready to address any concerns that may arise.

The Capital Campaign Steering Committee met with David Singer, the architect, to review plans that include the additional space we are now be permitted following a survey that allowed for a slightly larger footprint. These plans were reviewed with Rev. Kim as well. I worked with George Faulkner and Mary Acciani (and with Nathalie Edmond's signatures) on completion of the permits, applications and fees required for the engineers and lawyers. Acceptance of this paperwork is the next step before going before the Township Planning Board for approvals. Discussions were also held about where the campaign is financially, and what additional money will need to be raised. The Capital Campaign will be connecting with the Stewardship Committee about timing of "asks" to the congregation.

I trained Andrew Kidd, Stewardship Campaign, on the use of the ICON membership database, which is used for tracking pledges and contributions. We reviewed the basic system contents, entering pledges, reports and creation of statements, which were issued on 12/4. This team has a great deal of energy and strong plans for making the upcoming Annual Pledge campaign, as well as the End of Year Appeal, successful.

I had a quarterly meeting with the Communications Committee, and we are actively working to coordinate notifications simultaneously across all platforms (emails, website, Facebook, press release, etc.) I am also working with Lynne Quinto on the creation of a Leadership Resource page for the website. So far, it will include the Powerpoint presentation by Marianne Alt from the recent Church Council meeting; information for leaders from the office on how to do things in the church (ex., reimbursements); instructions for posting on the website, style guidelines by the Communications Committee; and more items as they become available. This resource for leaders is a work in progress that we hope to have available early in 2020.

I discovered and am testing with George Faulkner, Building Committee chair, an app called Trello for task management. This app creates shareable lists which can be used

for maintenance tasks that need to be done in the absence of a sexton. George and I will test this app with others that George may recruit to help with this work.

I met with Mary Baltycki, Finance, to review materials that will be used by the Stewardship team and which offer a different way of looking at church expenses. This concept, presented by Rev. Kim and previously attempted by staff, was moved forward with Mary's analytical skills and strong determination.

Celebrate Life

We were deeply saddened at the loss of member Vincent Stefani; a memorial service in January has been discussed. We had one of the largest "incoming classes" of new members thanks to a Roots/Wings combination class offered by Rev. Kim on a Saturday as well as a Wings session during Welcome Table Wednesday. Thirteen new members signed the book and an additional 3 will be signing on Dec. 8th. This means our membership numbers are currently at 296 members but will rise to 299 after 12/8. Compared to our December membership number at the start of Rev. Kim's time in 2014, we have seen a 26% increase in church members alone; statistics on Participants, Attendees and Visitors were not tracked prior to Kim's start. Additionally there are 30 Friends, 48 Participants and 20 Attendees. We also have 110 children in Religious Education and over 100 people on our Visitor list, or a system of over 500 being served.

Change the (UUCWC) World At the last Treasurer Transition Team meeting we reviewed and refined job descriptions for the Treasurer, Finance Chair, Assistant Treasurer as well as the fiduciary responsibilities of the Congregational Administrator position. We believe that combined with some additional narrative, we will have a revised Treasurer job description for recruitment and publication in the month or two.

The pervious parking area repairs have been completed as a "band-aid" to the larger problem outlined in previous reports. We will see how the surface fares through the winter, and hope to address the seeding and permanent resolution next year.

The church had its first snow closure of the season. One of the many factors in consideration for closure, aside from weather forecasts and road conditions, is the cost of snow removal. Currently, the cost to salt the driveway/main parking lot is \$310 per application. The rate for snow removal on the driveway/main parking area for a modest (2.1-4") snowfall is \$660, while the rate for the new pervious paver parking area, which requires special attention, would be \$890 for that same amount of snow. This is after getting bids from several contractors for what is generally the "going rate" and is tied to contractors' liability insurance increases. Note that these costs are for EACH time the property is salted or plowed so during an all-day storm, having the main parking lot cleared twice for daytime meetings/staff use and evening meetings would exceed \$1300. We will be judicious in decision making, and will use Zoom and remote work to contain costs.

Staff Notes: Caryl Tipton has started as our Interim Office Assistant until June 2020, and we are delighted to have her in the office! I provided Personnel with information about the financial impact if Caryl's hours exceeded the threshold above which benefits must be provided according to our policy; they are comfortable with the potential outcome. I also worked with ADP (Payroll vendor) and Mary Baltycki to set Caryl up in the unique position of both a salaried (Director of Music Ministry) and hourly (Interim Office Assistant) employee.

Board Report: Rev. Sue Goodwin, Minister of Congregational Life

Date: December 3, 2019

Overview: What a difference a month makes! Things are coming together in the world of Congregational Life. I have now preached/assisted in worship, attended Fellowship time (in the Crossings Room) and participated in events to the point where I am becoming familiar to/with a majority of the congregation. This is important because many congregants are now sharing deeply with me, and I feel increasingly ready for the pastoral care functions I will be handling during Rev. Kim's sabbatical.

Congregational Life Council

As you may know, the Membership Ministry has now been reformatted under the arm of The Congregational Life Council. Following the guidelines in the book Simple Church we have moved toward a structure that has multiple ministry teams under one enveloping council. The ministries now include: Ushers and Greeters, The Connection Team (bringing new folks into community and also Welcome Table Wednesday), Faith Forward, Community Building, Kinship Circles (Tony Panzetta and Penny Gardner leaders), Fellowship Team (Coffee Hour and Quieter Coffee Hour), Ask Me Table and potentially Nominating. When Growth Through Service (GTS) is kicked off it will undoubtedly be under this Council's wing as well.

Knowing congregants better has led to some welcome discoveries (pun intended. For example, Linda Vogt has agreed to lead the "Connection Team". More details to follow but suffice to say here that the Connection Team will help folks socially, particularly new members looking to "find their people". Welcome Table Wednesday will also fall under this team's leadership.

Eileen Spedding and Judy MacLaury are working with me on the Quieter Coffee Hour and I am working on expanding the Community Building Ministry (currently composed of Meghan and Colleen Horn--needs more people and clearer statement of purpose) particularly as it might facilitate opportunities for social interaction. Currently we are considering going to a Trenton Thunder game as a group during PRIDE week.

Welcome Table Wednesday: We held the first WTW in some time on November 20th and featured two break out sessions. Rev. Kim taught the "Wings" class and I led a session called "Quick Connections". It was a blast. (A little too loud, but really fun.) Members and new folks learned a lot about one another.

Preaching: I have gotten wonderful feedback on sermons preached and I look forward to preaching more regularly from January through the end of April.

To: UUCWC Board and Kim Wildszewski
From: Robin Pugh
Date: Dec 9, 2019
Re: Monthly DRE Report _____

Create Community:

- The new Family Ministry Team surveyed RE parents about why they come to UUCWC, whether they feel connected, how they find the RE program, the desirability of whole family activities and what barriers they face in becoming more involved in church life. I'll have a fuller report next month, but after a quick read of the survey results by the Committee last night, there were common themes. Parents have no time and that's what prevents them from participating more, they are generally happy with the RE program especially OWL, neighboring Faiths and Coming of Age. They come to UUCWC for the values, community, social justice and RE. The survey prompted good discussion and tweaks to the current program that will help parents feel more informed and connected.
- I am the facilitator in a new chalice circle that meets on-line only (via zoom). I am modeling it after a successful on-line chalice circle that I am a participant in with the creator of soul matters. I've learned some tips from him on how to connect as a group on-line. (It's all about the covenant!). The new chalice circle is not only our first on-line chalice circle but also our first on-line ARE class! The first class went well.
- Having high participation in our programs (which we want) takes up more staff time than you imagine. People don't read anything anymore. So pinpointed recruiting works. I've found that my success rate is quite high if I think about who would be good for a task or ARE class and then write a personal email stating why. This is true for ARE classes, volunteer positions and RE teachers. Connecting people together and to UUCWC is part of deepening the commitment to UUCWC. When people become more committed, they become co-owners of what happens at church rather than consumers, our goal!

Celebrate Life:

- A few congregants and I sent out 6 care packages to our college students. 3 more will go out in the spring. Parents were very appreciative when I asked for addresses. This lets our young adults know that UUCWC is thinking of them and they always have a home here. This is a pilot program suggested by Kim.

Change the World

- We had our annual homefront UUCWC craft night last week. The homefront kids had a great time. This is an event that used to be done by the RE committee. I am finding that I can recruit non- parent adults to host the 9 craft tables and be on kitchen set up and clean-up crew. My plan was to not only have this be an opportunity for our adults to meet homefront kids but also have a multigenerational experience for our kids and adults. Unfortunately, we had low attendance of UUCWC kids this year. I have some ideas on how to improve

UUCWC attendance next year. The event is successful even if our kids do not attend, it is just different.

Executive Team Minutes

Executive team (Jim Sanders, Nathalie Edmond, Marianne Alt, and John Ueng-Mchale) met on 12/4/19

Discussed deferred agenda item from last Board meeting related to whether we should do active shooter drill. Agreed that congregation should follow up on existing recommendations from Safety team related to consistently having presence in lobby when activities are occurring on site as well as patrolling around classrooms. Also discussed doing an assessment (risk management) of all possible safety concerns (i.e someone having a heart attack during service), determining the likelihood and developing a plan to address safety concerns. Revisiting having an active shooter drill at that time if that seems warranted. Ok with having a fire drill and verbal discussions around ways people can stay safe. Exec team didn't agree with having an active shooter drill at this time.

Executive team agreed that we need to shape a culture where representation of all parts of finance at UUCWC should meet monthly and coordinate an approach and timeline for financial asks. Next finance meeting is 12/9 and all are invited to attend along with board liaisons. Capital Campaign committee may be inviting consultant, Andy Hamlin to attend and Exec team thinks the conversation should include the full financial picture and not just capital campaign.

Policies and procedures group met last week and reviewed some ideas for January 4th Council meeting/Board retreat. Will try to merge existing policies and procedures into one manual.

Jim reported that a draft job description for treasurer responsibilities that includes treasurer, finance chair, assistant treasurer, and congregational administrator is available.

Treasurer Report to Board December 11, 2019

Treasurer Activity for November 2019

November Financials:

We are in good fiscal shape 5 months into the fiscal year.

We have income in excess of expenses for November, 2019 in the amount of \$12,458.14.

Year to date, our P&L compared to budget is a surplus of \$15,067.25 against a budgeted loss for the 5 month period of (\$429.04).

Plate collection is running 82% of budget 0 4% lower than 2018

Operating Pledges is running 13% ahead of budget

The 2019 End of Year Appeal is \$2,811 as of 11/20/19.

NOTE before December is reported - there is no Craft Fair this December (2018 netted \$5,117)

Expenses are on track or slightly below at 92% of budget with denominational support still to be paid for the quarter and program expenses historically run behind budget. This should even out with end of calendar year December 2019.

Comparing year over year to 2018

Pledges are coming in at 21% ahead of last year

Other income is skewed ahead of last year with payment of the UUA Grant for Minister of CL applied in November. Again this will even out over time.

Except for Personnel which is a budgeted increase, all other Expense categories are trending the same as last year.

EXCEPTIONS:

There were no identified anomalies in need of reporting for the month of November; however, I have asked the Endowment committee to provide records for each year's activities in the fund that brought it from the reported level of \$92,842 to the actual balance of \$177,921.56 (as of 11/27/19).

The historical data available on the UU CEF site goes back to 2014, which this treasurer can pull data, however any transactions prior to that resides with the Endowment Committee.

Files in the shared drive include:

- Bank Balances as of November 30, 2019 – reconciled
- Balance Sheet as of 11/30/2019 -detailed and collapsed
- P & L October – detailed and collapsed
- P & L July to November 2019 YTD – detailed and collapsed

- P&L Prior year comparison Collapsed - 2019 vs 2018

Treasurer Task Force Update:

This months meeting of the task force resulted in the presentation of what should become the Treasurer job description moving forward. I am providing a copy of the current draft list of activities by identified person (Treasurer, Assistant Treasurer, Finance Chair, Administrator, etc.)

The team next meeting has not yet been scheduled.

Respectfully submitted,

Jim Sanders – Interim Treasurer, UUCWC