

**Unitarian Universalist Church at Washington Crossing**  
**Board of Trustees**  
268 Washington Crossing-Pennington Road  
Titusville, NJ 08560



**Board of Trustees Meeting Minutes - APPROVED**  
**Wednesday January 8, 2020**

*President Nathalie Edmond, called the Board of Trustees meeting to order at 7:05 PM. Also in attendance: Vice President, Marianne Alt; Treasurer, Jim Sanders; Secretary, John Ueng-McHale; Scribe, Nina Todor; Trustees: Jeffrey Lang, Dianne Ross, Sue Saddlemire; DLRE, Robin Pugh. Absent: Patrick Kahney; Congregational Administrator, Susan Irgang. On Sabbatical: Senior Minister, Rev. Kim Wildszewski.*

**First Hour**

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

**Policies and Procedures (P&P)**

- Notes regarding P&P discussed at 1/4/20 combined retreat/meeting need to be put in spreadsheet. **ACTION:** Board members in each group will follow up until the end of the year for completion.
  - **Policies** that must be addressed due to new bylaws include Governance, Public Expression, Disruptive Behavior, and Finance. Deadline for update: end of **April 2020**.
- Spreadsheet will provide a clear plan for remaining work -- for future boards!
- Plan is to separate policies from procedures -- possibly taking form of two manuals.
- Feedback from congregants regarding the most recent council meeting was generally positive, with many congregational leaders engaging in the work. Suggestion: explore alternative days and times for council meetings (e.g., on Saturdays) to facilitate participation from individuals who cannot attend on a weekday night.
- Discussed our gratitude for Board of Trustees circa 2010, led by Jerry Scheick, who established the foundational policy and procedure document infrastructure that we are attempting to nourish and update. **ACTION:** John will send a letter of gratitude on behalf of the board to Jerry.

**Succession Planning**

- Dianne, Nina, Marianne, and John will complete their terms of service on the board in June. **ACTION:** identify successors.
- We discussed our desire to minimize multiple vacancies (e.g., President and Treasurer) along with associated practical difficulties.
- **NOTE:** Board members can act to recruit and nominate new trustees, including individuals for the executive team.

**Personnel:** while Rev. Kim is gone we need to manage how committees will function. Rev Kim, Joe Schenk, and Marianne met to discuss. Goal: establish and/or nurture channels of communication to maintain system health.

Support team for Rev. Sue team will meet with her this week.

The Board entered two **executive sessions** in the first hour for a total of approximately twenty minutes.

## **Second Hour**

### **Liaisons**

- Liaisons provided updates on Stewardship, Personnel, Sabbatical, and the Capital Campaign.
- Jeff stated that his role with the staff is evolving. Jeff is planning to check in with Robin, Susan, et al. by the end of February.

### **Other discussion:**

- **ACTION:** February **Cross Currents** article about Council meeting to be written by Diane.

### **Board Calendar**

- Feb: Council, Sabbatical team, Dan Tuft will talk about 8<sup>th</sup> principle
- March: Minister eval task force, nominating
- April 15: 6-9:30 pm. Working dinner, combined budget and regular meeting.
- No meeting on April 8<sup>th</sup>.
- Council meeting Feb 26th.
- Discussion from Marianne re visiting or contacting other churches. Report on board functions etc. Nathalie will go to Cherry Hill next month.

### **Capital Project and Stewardship**

*Jayne Trott, Susan Vigilante, Bob Alt, John Unger, and Andy Kidd presented.*

Kick off **February 9:** Joint Stewardship and Capital Project teams will present to congregation between and after second service. Suggested an evening session for those who cannot attend.

- “One ask”: *combined* stewardship and capital campaign.
- Team discussed sharing UUA giving guidelines.
- Capital project requires an additional \$500,000 (approximate). Team plans to ask congregants to extend their giving (e.g., from three to five years, or five to seven years) as well as ask new members to contribute.
- Stewardship will ask for 10% YOY increase aimed at full-time assistant minister -- starting hiring process once budget is approved. If approved, we would search for a minister starting in November 2020 and into April 2021 (per the UUA minister-search process) so we are ready to on-board assistant minister in the following church year.

- Goal: be clear about why increase is needed; specifically, a **full-time** assistant minister and building maintenance fund require additional income. Be transparent about needs and increases. Post in lobby, publish an article in Cross Currents etc.
- Team will visit as many people in person as possible -- Board members are encouraged to participate, and there will be training for all.
- We discussed the requirement to address the specific needs of **actively parenting families** in the context of the Capital Campaign. The Board stated that **furnishings** (from furniture to AV equipment) **must be included in the scope of the capital campaign**, meaning part of this additional fundraising ask. The Capital Campaign Team stated that they need collaboration and input from congregants to ensure that the final result meets our needs! **ACTION**: Board to support this request for engagement and feedback.
- Multigenerational congregation must be reflected in new construction. Need to celebrate the fact that we are a full life-span church.

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**

To: UUCWC Board and Kim Wildszewski

From: Robin Pugh

Date: Jan 6, 2020

Re: Monthly DRE Report

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### Create Community:

- I participated in the Council Meeting that reviewed policies on Jan 4<sup>th</sup>. In retrospect, it was an empowering and energizing experience for our leaders to participate in just days after Kim began her sabbatical. Bravo! I am also aware that only 4 of the approximately 35 participants in attendance are actively parenting. (3 of them are on the Board). I hold that up as a reality of leadership in the congregation. It is difficult for RE parents, particularly those where only one spouse attends UUCWC, to be in leadership. Thank you, John, Patrick and Nathalie, for your time on the board. Your voices are so important.
- Currently, ARE has 9 ongoing classes. Additionally, ARE will offer 3 new classes beginning in Jan and Feb. One new class is a 4-month pilot of Neighboring Faith for Adults. The adult class will take their field trips with the current 6-7 grade class. I'm hoping for a good multigenerational shared experience. I am aware that the adults need to give the 6-7 graders room to ask questions.

### Celebrate Life:

- In December, there were 2 multigenerational services that I co- planned with Kim. The first was our revamped Hanging of the Greens service, which Kim wrote about in her December report. The second was the annual Christmas Pageant on Dec. 22<sup>nd</sup>. Both services highlighted families in the congregation, important for the whole congregation to experience.
- As we have done in the past few years, the pageant is the worship service the Sunday before Christmas, instead of Christmas eve at 6 PM. This allows more families and non-actively parenting adults to attend as a result we have better attendance and less stressed parents on Christmas eve.

### Change the World:

- LREDA's complaint against Rev. Ekloff, author of The Gadfly Papers, was filed with the Ministerial Fellowship Committee in December. I wrote the complaint, with comments and input from many others.

Staff Notes:

At the Personnel Committee's request, Linda Hamberg has agreed to be an employee of the congregation, not an independent contractor. She works 3 ½ hours on Sunday morning. We have a 2nd babysitter, Ellie Mcgwin who is a college student and works every Sunday for 90 minutes. She may be an employee too.

Board Report: Rev. Sue Goodwin  
January 8, 2020

Summary: The Sabbatical has begun. It is very obvious that Rev. Kim prepared us well for the upcoming months. Our staff is professional, steady, hard-working and very capable. We had our first staff meeting of the year yesterday (run by Robin Pugh—we are taking turns) and it went very well.

My duties have shifted to pastoral care and worship planning/preaching. I am in the “sticky” phase right now having to say no to many things in order to maintain my 20 hours a week. It would be helpful to me if Board Members could remind others (and perhaps one another) that my hours remain the same, though my responsibilities have changed. This helps adjust expectations.

I am meeting next week with the newly formed “Connection Team” led by Linda Vogt. This will be my last “Congregational Life” meeting until post Sabbatical and it will serve to get them launched. I am hopeful that this team will keep the momentum going in the area of building connections, ushering new folks into deeper engagement in church life and hosting some intergenerational activities.

Some specifics: In December, I asked folks if they would be interested in an LGBTQ & Friends Potluck. So far, I have had 15 people respond enthusiastically. I hope the Connection Team will host this.

On February 5, there will be an Usher/Greeter/Faith Forward Appreciation Dinner in the Crossings Room at 6 pm. Panera will be supplying the food. I had to step away from hosting and organizing this event and it has fallen on Marcia Wittmann and MJ Hansen to run it. Perhaps a Board Member or two might be able to attend and let the gathered group know how much their work means to the church?? Some supportive words to Marcia and MJ would be great too.

My experience of Sabbatical is that the church works with a theme as well as the minister who is on “the journey”. Rev. Kim’s theme is REDISCOVERY. While I am preaching from the UUA themes (this month is INTEGRITY), I am also incorporating the following themes into at least one sermon a month to dovetail with Rev. Kim’s journey.

January: Rediscover Simplicity

February: Rediscover Play

March: Rediscover Gratitude

April: Rediscover Balance

I’ve been asked if these themes replace the UUA themes and the answer is no. But this is a time set apart for all of us. When the Sr. Minister is on Sabbatical it is helpful if we maintain an

introspective practice, preparing ourselves for her return and working to ensure that her rest and recovery is supported by our own rediscovery.

Vincent Stefani's funeral is January 18<sup>th</sup>. I met with Judy Stefani (his wife) yesterday and we have many of the details for the funeral planned. There will be a lot of participation from congregants including the ROMEOS. Susan Irgang has been very helpful with funeral planning as well.

My first Sabbatical Support Team meeting is Thursday of this week.

Looking forward, anticipate a robust MLK service on January 19<sup>th</sup>. There will be several places in the service for "the spoken word" (readings from Dr. King's work) and if any Board Members would like to participate, please let me know.

February 9<sup>th</sup> we kick off the Stewardship Campaign and I'll preach on the importance of sharing our time, talents and treasures. I'm looking forward to coordinating with the Stewardship folks on this.

**Susan Irgang**  
**Administrator BOT Report for January 2020**

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

**Create Community**

December was, as usual, a busy time of coordination of many moving parts for special services, such as the Nativity Pageant and Christmas Eve Candlelight Service, in addition to regular Sunday worship needs. Attendance for both the Nativity Pageant and Christmas Eve was among the highest in the past 6 years. Despite the official office closing between Christmas and New Year's, we produced and scheduled orders of service and weekly emails for the holiday period. I also coordinated an annual rental by a local yoga/healing arts group which has held New Year's Eve and New Year's Day celebrations here for almost 8 years. They are a delightful group that is respectful of and enjoys using our space; they also account for about 30% of our current rental income.

The Sabbatical Team's send-off of Rev. Kim happily went as expected. We planned and executed not only the refreshments but creation and distribution of the Sabbatical FAQ brochure, the blessing for Rev. Kim at the end of the service, cake cutting ceremony, assistance in moving Rev. Kim from service to Crossings Room to Quieter Coffee Hour and eventual departure. It was a logistically challenging and wonderful send-off. The Sabbatical Team will meet later this month and regularly for any issues that arise; next topics include how the team can support themes that Rev. Sue will be using that are compatible with the "Rediscovery" Sabbatical theme: January, Simplicity; February, Play; March, Gratitude; April, Balance. If the Board has any specific expectations of the team, please let me know so I can share them.

Following the release of statements by the Stewardship Team, I investigated questions and corrections that arose about application of donations (pledge, capital campaign, etc.) that inevitably arise; the Stewardship team is still in the training process and such inquiries require deeper knowledge of the database and money handling systems. With the help of Mary Baltycki and Lynne Quinto, we were able to make corrections to better reflect the intention of congregational donations, while documenting the process for future use. I hope to hand off future investigations to the team as their knowledge of the systems grows.

The Capital Campaign Steering Committee will be doing a joint "ask" with the Stewardship Committee; there will be a training session by Andrew Hamlin on January 8<sup>th</sup>. I will be working with both teams to support their separate yet coordinated efforts in the coming months. As of today, February 9<sup>th</sup> has been selected as the Stewardship Sunday/kick-off.

I will be working with the Finance Committee and others on a potential future rental of a nature home-school group, looking to use two classrooms 4 -5 days a week, and beginning after our renovations are completed. As we have never had such a long term rental before, we need to examine rates as well as potential issues that can arise from such a use of our facilities. We will work through any challenges in an effort to make this potential source of income a viable prospect all around.

### **Celebrate Life**

Following our New Member welcome on December 8th, our current membership numbers are 297 Members (there are 2 as yet unsigned members who have been unable to get to church to officially sign the book), 30 Friends, 46 Participants and 22 Attendees. We also have 110 children in Religious Education and over 100 people on our Visitor list. I worked with Rev. Kim to coordinate the welcome of the new members, including processing their paperwork, addition of new members to our databases as well as the UUA's for delivery of UU World magazine, new member welcome gift bags and certificates of membership. Next week I will be working with Rev. Sue and Judy Stefani to plan the memorial service and reception for Vincent Stefani, scheduled for January 18th.

### **Change the (UUCWC) World**

The pervious parking received some damage which appears to be from a truck or a vehicle turning sharply and quickly in the new parking area. We will be getting estimates on repair costs and will determine the best way to keep this area from getting damage in the future; at this point we are considering blocking it off during the week and "opening" the new parking area on Sundays only. We may also alert the local police to the fact that on at least two occasions (known because of the tire tracks left behind), large vehicles or an ATV may be using the new parking area to turn or for recreation, creating damage to our property. I will share updates as available.

I attended the Church Council/Board Retreat on Saturday, 1/4, facilitating and participating in an excellent discussion on Membership policy and procedures with an excellent cross section of leaders. This well attended event seemed to engage the leadership thoroughly as well as create some interest and excitement around the Capital Campaign.

In terms of my bookkeeping responsibilities, I continue to expand my knowledge of Quickbooks and the interaction of our bookkeeping, banking and database processes, working with Mary Baltycki to create and document procedures for the future. In the

coming weeks, there will be new tasks to be learned and incorporated into the workload and documentation that are associated with the calendar year-end.

**Staff Notes:** Following recommendations from Personnel, we will be welcoming Linda Hamberg, our child care provider, as a staff member effective January 1, 2020. I will be working with Robin to have Linda complete all the relevant paperwork and add her to our systems.

**Treasurer Report to Board**  
**January 8, 2020**

**Treasurer Activity for December 2019**

**December Financials:**

We are in good fiscal shape 6 months into the fiscal year.

We have income in excess of expenses for December, 2019 in the amount of \$19,342.47.

Year to date, our P&L compared to budget is a surplus of \$34,409.72 against a budgeted loss for the 6 month period of (\$517.07).

Plate collection is running 87% of budget, 8% lower than 2018

Operating Pledges is running 14% ahead of budget

The 2019 End of Year Appeal is \$17,624 as of 12/31/19.

OVERALL income is running 6.5% of budget.

Capital Campaign report is in this monthly report.

**Expenses are on track or slightly below** at 93% of budget with program expenses historically run behind budget.

**Comparing year over year to 2018**

Pledges are coming in at 13% ahead of last year

As reported last month, 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, Operations expenses are trending 5% lower than last year, and Programs 10% less than last year

**EXCEPTIONS:**

There were no identified anomalies in need of reporting for the month of December.

Several Capital gifts and pledges have been paid with combination of Mutual Funds and Stock gifts are reflected whose sales are reflected in the TD Ameritrade Accounts.

The Endowment fund reporting while accurately noted in my reports to the Board, need some more historic documentation support from the Endowment Treasurer before posting to the Balance Sheet. Hope to have this done for January 2020 reporting.

Files in the shared drive include:

- Bank Balances as of Dec 31, 2019 – reconciled

- Balance Sheet as of 12/31/2019 -detailed and collapsed
- P & L December 2019 – detailed and collapsed
- P & L July to Dec 2019 YTD – detailed and collapsed
- P&L Prior year comparison Collapsed - 2019 vs 2018
- Capital Campaign Treasurer Report (added 1/8/2020 9 AM)

**Treasurer Task Force Update:**

The task force has not met in December, however we are continual conversation, and I have had conversations with the Capital Campaign and Stewardship Teams during our January 4th Council review of policies and procedures, where coordination of activity was invited by each team member.

Today's stewardship training for the combined ask for the Cap Campaign Phase 2 and the 2020-21 Stewardship Drive will report out at today's board meeting.

**Respectfully submitted,**

**Jim Sanders – Interim Treasurer, UUCWC**

Executive team (Nathalie Edmond, Marianne Alt, John Ueng-Mchale and Jim Sanders) met on 1/5/20

Debrief about recent meeting with Rev Kim, Marianne, and Joe Schenk (representing personnel) - discuss more in executive session

#### Policies and Procedures Manual

- Brief debrief of positives from Council meeting on 1.4.20
- Agreed to focus on creating a separate policy manual by the end of the church year with a focus on governance and policies that cut across all groups, disruptive behavior policy, membership policy, finance, and public expression. This policy manual can have hyperlinks to existing procedures.
- Board members/staff who led discussions in these above areas will be responsible for working with groups to have these policies created/updated. This will ensure that the new bylaws have associated policies.
- Next church year will focus on developing the rest of the policies and procedures
- Long term vision is to have a more sophisticated system like a wiki that would allow for searching, tagging of content, etc. Wonder if there is someone in congregation with this skill set.

#### Scheduled meetings

- Board chats 2/2 (sabbatical), 3/15 (journey of a gift), 4/05 (sabbatical), 5/17
- Exec team meetings: 2/9, 3/08, 4/1
- Nathalie will reserve rooms
- Need to follow up to see when we might need to attend Faith Forward in place of Rev Kim during sabbatical. Marianne agreed to contact.
- Typically there are two board meetings in April with one of them being a regular board meeting and the other meeting a budget meeting. Nathalie is away the 2nd Wednesday of the month. Discussed having one long meeting in April rather than 2 meetings. Finance will not have a budget ready by 2nd Wednesday of the month as they will not have met yet. Proposed meeting on 4/15 from 6 pm to 9:30 pm and having a working dinner for the first part of the meeting.
- Wondered if annual meeting is 6/7 and if finance will have a budget overview meeting with congregation on 5/31 after service

#### Discussed the need for succession planning of board member positions

- Terms ending: Marianne, John, Dianne, Nina. Marianne and John will not be continuing so will need two exec team members of VP and Secretary. Jim is willing to move from interim treasurer to treasurer next year with idea of someone identified to be treasurer the following year and shadowing him.
- Liaison can invite Nominating to attend March board meeting

#### Disruptive Behavior

- RRC was not aware of the participant who has been suspended from certain activities. We will need to inform them prior to sending the letter to be in line with our policy. Marianne agreed to let them know.