

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



**Board of Trustees Meeting Minutes - APPROVED**  
**Wednesday 2/12/2020**

*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, Jeffrey Lang, Sue Saddlemire; Congregational Administrator, Susan Irgang; DLRE, Robin Pugh.*

*Absent: Secretary, John Ueng-McHale; Dianne Ross.  
Sabbatical: Senior Minister, Rev. Kim Wildszewski.*

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

Discussion:

- Rev Sue requested leading the next Roots Class. **Decision** to wait for Rev Kim's return.
- Linda Hamberg (Childcare) will now be an employee
- The next Faith Forward during the middle hour, Marianne A. will do first hour, Sue S. will do second hour, in place of Rev Kim.

**Sabbatical Team Update**

**Marilyn Chickowski: Sabbatical Team Representative present:**

- All appears stable
- Issue: Robin reported on email from member of congregation, who found on social media page, a neighbor complaining about un-neighborly behavior by "church on the corner"; feels we are rude. Writer said he talked to Minister, but no help. Feels parking is an issue. Robin tried to follow up.
  - Some solutions: need to review with congregation respecting neighbors' property and being mindful about where they are parking and turning around; We are underusing the new parking area and some may not understand how to park in the new area. Perhaps restarting the parking ministry to show location of parking spaces.
- **Rediscovery while Rev Kim is gone:** Question from Marianne: What is happening with the theme of "**Rediscovery**" which is Rev Kim's theme for sabbatical? Would be nice to report to Rev Kim what happened with "us" (individuals and groups) while she was

gone. What did we discover? Are we a community dependent on each other? What makes us strong as a congregation?

### Suggestions/Ideas

- May talk about it at Council Meeting.
- Convert one of our bulletin boards to have people write about what they are rediscovering in their life.
- How do things get to Sabbatical team? Susan I. will contact if she thinks it is particular for minister. Different for Robin's Sabbatical, her work had to be covered.
- **Welcome Back**- Sabbatical team will plan, now in process. Rev Kim will be in touch a week or 2 before her return, for Order of Service (OOS) and planning.
  - May have a place to gather during her first service back.
  - The most urgent issues will be brought to her first.
  - But people should not expect that Rev Kim will get back to them right away. Her emails are still being deleted every week without being read.
- Will have another Board chat in the spring where sabbatical team will be invited to attend.

### Council Meeting

- Next Council Meeting- Feb 26, 2020, 6:30 pm
  - Dinner first to honor people in council. Will ask why they do the work they do on the council and in church. Need to ask how to get people not on committees or on leadership to come to this meeting. Will send evite.
  - Marianne and Jeff to plan. Will discuss food, cost, room and invitation.
  - Will put in Crossings 2 and email along with evite.
- Agenda
  - Budget
  - "Self sexton-ing" since no sexton. Need to roll out, people not cleaning up after meetings finished. Susan I. has a checklist for each room, with picture of room. Sanctuary needs to be cleaned after Sunday service.

### Second Hour

#### Racial Justice, Dan Tuft representative present:

- He will give report to council meeting.
- Discussed how Board incorporated 8<sup>th</sup> principle
  - Adoption of 7 Board Practices

- Stopped using Roberts Rules, more collaboration with pulse check and consensus building.
- Adjusted agenda, more free flowing.
- Challenges:
  - Do our P&P's adhere to 8<sup>th</sup> Principle? How do we use the 8<sup>th</sup> principle to do what the church should be doing?
  - Board has dedicated time in our group on retreats, but how do we encourage other committees to incorporate this into their groups? How do we translate that to them? They want to be shown.
  - Don't know if council discussions get to the committee members.
  - 8<sup>th</sup> principle was "loud" for a while, not so now. Need to re-engage discussions around 8<sup>th</sup> principles in committees and ministries.
- How can RJM assist?
  - Perhaps pick a committee that can pilot some of the ways the Board has restructured their meetings. CFA was suggested.
  - Have RJM go to Council, and groups and discuss 8<sup>th</sup> principle and examples of how to incorporate.
  - Training new and existing leaders to incorporate different ways of leading their meetings.
  - All church reading an anti-racism book together.
  - When meeting ask, "What point of view is not being heard here?"
  - What does RJM want all leaders to know?

### **Open Leadership Positions**

- Nominating -Having difficulty finding people for empty slots.
  - Discuss info on openings in small groups. Discuss "What is leadership?" and "Why do people lead?"
  - Discussion about length of terms: Treasurer and finance positions will both be open at the same time, need to stagger terms. Is Mary B. willing to do for another 2 years as Finance chair? She is new and not experiencing this church as she wanted. Would be nice for the next treasurer to be a 3 year term and there be a year of shadowing.
  - Need to grow finance committee with more members at large, to have someone feed into the leadership role more naturally.
  - Nathalie discussed looking at abundance. Invite people to Board meetings to observe, don't have to take on the work right away then inspire them to step in.
  - Nathalie: need to do something radically different! What?

Discussion:

- Growth through service- Liz Rodenberg had to step back to go through school, on hiatus now, no one to lead it. Have info from interviews conducted but not accessed. Need to connect to admin at Media (congregation that created Growth through Service) to info about purchasing database to store our information.
  - Conversations, talk to people and see what people like to do.
  - Not supposed to just ask people to do the job to “to plug them in”.
  - Need to interview more people, mixed group, different interests, diverse.
  - Robin shared that LREDA uses former Board members to be on nominating committee.
  - How to reshape nominating for the new year, perhaps fold it under newly formed Congregational Life Council.
  - Think of potential board members.

**Other Discussions:**

- Nathalie will write next Cross Currents about what inspires us to take on leadership role.
- Personnel update from liaison, Sue Saddlemire:
  - Discussion of sexton function (options, timing)
  - Personnel is working on Employee handbook
  - Reviewing Rev Kim’s contract
  - Reviewing Leadership Leaves arrangement

**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**

Board Report: February 6, 2020

Rev. Sue Goodwin

CONNECTION TEAM: The Connection Team is providing “hosts” for Sunday Services. Hosts can connect visitors to coffee hour and ensure that questions are answered/needs are met. I am continuing to oversee the Connection Team as they launch. They will be organizing the Welcome Table Wednesday for March and helping to coordinate the LGBTQI+ Potluck.

STEWARDSHIP: I met with the Stewardship and Capital Campaign folks to work on Stewardship Sunday (Feb 9<sup>th</sup>). We are aiming to weave the message of extravagant generosity throughout the service.

WORSHIP: Seems to be going well. I have received very positive feedback on sermon content and delivery.

PASTORAL CARE: I had a home visit with a member and have met with a handful of congregants at the office.

Overall: In terms of Sabbatical coverage I would say things are going very well. It doesn't feel as though balls are being dropped.

Question: We have some folks ready to begin the journey of joining the church. What does the board think of having me lead a ROOTS class (I have observed Rev. Kim lead one) in April? There is a Podcast for ROOTS as well. I can study the Podcast in order to prep for the class. Then when Rev. Kim comes back, she could lead the WINGS class. We would be that much further along the membership journey, and new people would still have a chance to spend time with our Senior Minister. Our other option is to hold any new member activity until Rev. Kim returns.

## Executive Team Meeting on 2/9/20

Minutes submitted by Nathalie Edmond, Board President

Present: John Ueng-McHale, Secretary and Jim Sanders, Interim Treasurer, Nathalie Edmond

Items discussed:

- Reviewed board's role with nominating committee. Need more coordination with nominating committee in order to fill open board positions. Unclear how the liaison is working with Nominating. Other significant open leadership positions are Finance Chair and Treasurer either this year or next. Concern about Finance chair and Treasurer terms ending at same time. Treasurer transition team discussed possibly of making treasurer position a 3 year term to help reduce chances that Finance Chair and Treasurer would end at same time. Board is supposed to pick people for Nominating committee. Discussion about Growth through service not being active now and if the current iteration of Nominating committee is effective. Should we explore other ways of doing nominations. Discussed having discussions about open leadership positions at Council meeting later this month.
- Only one attendee at recent board chat.
- Removed certain items from parking lot of agenda
- Discussed the goal of congregational survey. Agreed to identify some people to be on a taskforce before the end of the church year so that this can be worked on in next church year in preparation for a strategic plan
- Continue to work on developing policies and procedures and will check in with Board at next meeting
- Finalized agenda for next board meeting

To: UUCWC Board and Kim Wildszewski  
From: Robin Pugh  
Date: Feb 5, 2020  
Re: Monthly DRE Report

#### Create Community:

- The newly formed Family Ministry Team and I are discussing and implementing ways to connect parents to each other and to the whole congregation. It is helpful for me to have a team prioritizing this work. Some ways of connecting are administrative and I am implementing those. E.g. a Facebook group for parents, distributing class contact information to parents. Other ways of connecting are events and the family Ministry Team will do that.
- After our discussion last month regarding the RE classrooms and the capital campaign, I formed a group of 16 current and former RE teachers, some who teach in the “real world” to brainstorm what updates are needed in our RE classrooms. I don’t think any of the suggestions that I’ve received so far rise to the level of the capital campaign except for perhaps furniture. The biggest request is a designated middle school/ teen classroom so this age group feels like it’s their church too. This comes from solid UUCWC families whose kids have been attending for years and are now in middle school. This taps in to the same “hole” as the request for a Gaga pit near the playground. There is no space for tweens and teens. I am brainstorming with Susan Irgang to see if we could make one of the downstairs classrooms (which are not used often for meetings) into a teen room. Furniture would need to be donated and or purchased. I’ll have a full list of suggestions after I hear from everyone.  
We don’t need smartboards in our classrooms. The curricula do not call for it. One comment: “In general I will report from the front lines of ed research that more tech is not the answer. Simple, clean, empty spaces. It also dovetails nicely with UU values.”. Most classrooms do need a screen and speakers.

#### *Celebrate Life:*

- We had 31 people (10 kids and 21 adults) visit St. John’s Baptist church in Ewing. The congregation was very welcoming. The feedback from the visit has been great. The St John’s congregation wants to visit us when Kim is back from sabbatical. I’m having lunch with their education director later this week.

#### Change the World

- On Feb 27th, UUCWC will be part of the Human Rights Campaign’s Jazz & Friends National Day of School & Community Readings to show UUCWC’s support for trans and non-binary children and youth in our community. We will read and discuss 3 inclusive picture books. Pizza will be served. Thanks to Marilyn Cichowski for bringing this event to my attention.
- I am the point person for LREDA in the ongoing investigation of LRED’ s complaint against Rev. Ekloff, author of The Gadfly Papers.
- Linda Hamberg agreed to be an employee of the congregation, not an independent contractor. Does the Board need to approve a new employee?

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

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

**Create Community**

My biggest challenge this month was completion of the UUA Annual Certification, a task that usually has strong involvement by Rev. Kim. The UUA requires calculating and reporting membership, attendance and financial statistics for the previous year, as well as completion of questionnaires on diversity, use of UUA resources, etc. Preparing the information requires a review of our membership roles as well as determination, with the help of Jim Sanders as Treasurer, the interpretations of the financial numbers required. This can be a challenge as each year the UUA changes what they ask for a just a little, but enough to make consistency in preparation of the information challenging; nonetheless, all was submitted by the Feb. 3<sup>rd</sup> deadline.

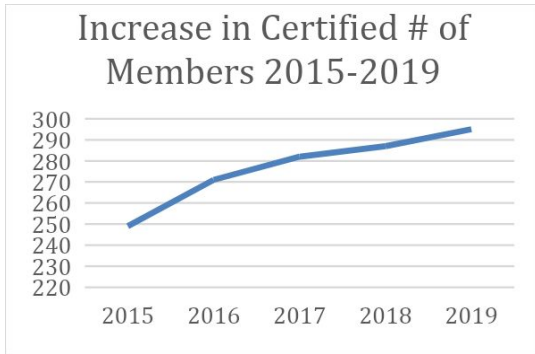
I worked this past month with both Stewardship and the Capital Campaign on the preparation of materials for the launch of this year's canvass. This Stewardship Team used the database to prepare the pledge forms (mail merge) themselves, and both teams used outside (color) printing to prepare their main materials. This differs from prior years when I was much more involved in the preparation of the pledge packets. I continue to help with printing personalized thank you letters (EOY), inserts, etc., but I welcomed the respite this year as this team assumed more of the usual tasks.

Last month I reported the possibility of a long term rental by a nature school group. I worked with Holly Bussey, representing Finance, and Mike Muccioli, as the Rental Coordinator, to determine fair rates for a 5 day a week, 7 hour a day renter that would cover the church's expenses while being competitive. After calculating a baseline of what our monthly utilities, supplies, etc., costs are, I met with the team to create updated rates that minimally cover our costs and are competitive (comparable to UU Princeton, for example). While the rates were much higher than the potential renter expected, their director has shared what they are able to pay, using rates they calculate based on square footage costs per year. I have asked the team to review our pricing to see if some negotiation may be possible. Such a rental will help defer operating costs as well as create new partnerships.

**Celebrate Life**

Following the review of the membership for the UUA certification, we are at 295 members, 30 Friends, 46 Participants and 21 Attendees. As a reference, here is a representation of the increase in membership using UUA certified numbers:|





Calendar Year (not fiscal)	# of Members	Incr/Decr to prior year
2019	295	3%
2018	287	2%
2017	282	4%
2016	271	9%
2015	249	5%

### Change the (UUCWC) World

The pervious parking area received damaged from truck or ATV tires, and the repair was \$885; it is the second that has been needed. Grounds chair Steve Saddlemire wrote an article for CrossCurrents on how to preserve the parking lot, using education is the first step. If damage continues, we will move to signage or a weekday movable barrier. In light of the situation, Grounds has decided to put the reseeding project on an indefinite hold until construction from the capital campaign is completed, as this area may be needed during that time.

At the winter quarterly Facilities Management Team (FMT) meeting, we discussed Earth Ministry’s plans for celebration of the 50<sup>th</sup> anniversary of Earth Day in April; building issues including a fire door not locking (now repaired), and other items. A vigorous discussion arose on the issue of maintenance and cleanliness of the building in the absence of a sexton. We identified areas of church maintenance that are not encompassed by the cleaning service; specifically, overall appearance, such as furniture not reset after meetings, lights left on, dirty dishware left around the building, etc. A proposal for “self-sextoning” was made by an FMT member, encouraging the congregation to do their share to help maintain the church. As a result, we will create room cleanup checklists and share through Council meetings and CrossCurrents articles. It was noted that other facilities management work, such as minor plumbing repairs, paint and spackling touch ups, monthly check of all fire exit signs as required

by code, thermostat settings, etc., will be continue to be done by George, ROMEOs, and me; other tasks such as floor refinishing and carpet cleaning will need to be outsourced.

I continue to expand my knowledge of QuickBooks and managing bookkeeping and database processes. I meet regularly with Mary Baltycki to create and document procedures for the future. This past month new items included issuance of 1099s, processing paperwork and setting up a new employee, distribution of W2s, and more.

**Staff Notes:** Rev. Kim's Leadership Leaves check/bonus was issued on 1/31/20. Mary Baltycki determined the amount and I sent a letter explaining the calculations. As a reminder, the amount received from Leadership Leaves was for a 6 month sabbatical, and the amount Rev. Kim received was prorated for 4 months, and at 50% of the total, per her agreement last year.

**Treasurer Report to Board  
February 12, 2020**

**Treasurer Activity for January 2020**

**January Financials:**

We remain in a healthy cash balance 7 months in.

Previous treasurers reported out our liquidity to cover operations expenses at around 6 months. I have included short term investment funds that we have in our CDs and Savings accounts as liquid, which allows us to show a 15 month liquidity. A very good sign of fiscal health.

January is a deficit month:

HOWEVER, as is historically seen in the month after the end of the calendar tax year, the January receipts run in deficit for the month, we remain at a surplus of \$16,600, where we budget at -\$600 for the year to date.

We have expenses in excess of income for the month of January in the amount of \$17,787, reducing the December income surplus by around \$2,000.

Plate collection is running 86% of budget.

A conversation was sparked in Finance to consider other forms of payment methods for weekly collections, as it was stated that more and more people don't carry cash, and checks are on the down-swing. Ways of giving to consider - text to give as an example.

Operating Pledges is running 5% ahead of budget, though January collections remained low as was historically seen in prior years.

The 2019 End of Year Appeal is \$19,274 as of 1/31/2020

**Capital Campaign:**

Campaign Treasurer report provided here. Slight discrepancy in reporting showing cost basis vs. market value for mutual funds gift received in December. It is accurately reported in Finance balance sheet along with interest accrued.

George Faulkner and Mary Baltycki are meeting with our bank (Ocen First) Tuesday, February 11th to review needs for applying for construction bridge loan and mortgage note moving forward.

I supplied information to them regarding the possible use of a UUA Loan Guarantee, which could increase the allowable loan amount and position pledges outstanding as having a cash value in negotiating a commercial loan. That avenue has not yet been explored. I suspect that we will have more information and require board input in the Spring.

**OVERALL income is running 1.3 % below budget.**

**Expenses continue to track at 93% of the budget.**

### **Comparing year over year to 2018-19**

I am not formally reporting historical data at this point, to keep my report concise, however, at quarterly reporting, I will do year over year comparisons where needed.

### **EXCEPTIONS:**

January saw the moving of Linda Hamburg, our child care personnel from contract to staff position.

January 31st also saw the payment of Rev. Kim's approved bonus in her salary line.

We are still waiting for a fuller accounting from Endowment to be reflected in the church's balance sheet, but we have to consolidate up to 5 years of data into Quickbooks.

### **Files in the shared drive include:**

- Bank Balances as of January 31, 2020
- Balance Sheet as of 1/31/2020
- P & L January, 2020
- P & L July 2019 to Jan 2020 YTD
- Capital campaign Treasurer Report

### **Treasurer Task Force Update:**

The task force met this past week, at which I invited Nathalie, along with Sandy Muccioli representing the Nominating Committee. I called this meeting for us to begin the discussion of succession in both the roles of Treasurer and Finance Chair to best create a smooth transition (when it does occur) that does not create the perfect storm as we had this year with both financial roles changing in the same year. The conversation was both realistic and pushed the creative realm in seeing what different scenarios would produce. We will be presenting these to the board as we get closer to the April presentation of the proposed new job description for the current and next treasurer.

**Respectfully submitted,**

**Jim Sanders – Interim Treasurer, UUCWC**