

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



Board of Trustees Meeting Minutes - APPROVED
Wednesday May 13, 2020

Zoom Meeting due to Covid-19 Virus Social Isolation

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; Congregational Administrator, Susan Irgang; DLRE, Robin Pugh.

Absent: Senior Minister, Rev. Kim Wildszewski.

Others in attendance: UUA Trauma Response Team member, Rev. Craig Hirshberg; Worship Associate, Scott Cullen; Sabbatical Team, Marilyn Cichowski; Right Relations, Dan Tuft; Personnel, Joe Schenk; Nominating Committee, Sandy Muccioli; Observers: Colleen McCourt, Michael Waas, Jamie Evanini; and Director, Music Ministry, Caryl Tipton.

First Hour

Consent Agenda - see appendix for complete reports.

Supporting Rev. Kim: Rev. Craig Hirshberg provided an overview of the grieving process along with things to keep in mind to support both Rev. Kim and the congregation in this period of trauma and grief.

The board discussed how to support and encourage an online vigil (May 14) and “drive-by” at the Wildszewski home (May 16). The board discussed the need to provide pertinent facts to the congregation as we learn them and the desire to have a single point person for communication wherever possible. The board agreed that we should attempt to follow Rev. Kim and Tara’s lead.

The board also discussed utilization of Lots of Helping Hands and Pastoral Care for both Rev. Kim’s family as well as congregants (and board members!) who need support.

Discussion with Members of Worship Associates (WA), Personnel, and Sabbatical Team for plans during Rev Kim’s Bereavement leave:

- Discussed logistics for Vigil May 14 and breakout sessions and Drive By.
- WA to coordinate services reaching out to guest ministers as needed.
- Communicate with New Tech Team about Services.

- Ongoing communication with the congregation and monitor discussions.

Budget Discussion

- Discussion re: balanced budget; board needs to closely monitor finances during first quarter of next fiscal year.
- The board passed a **motion** (via Zoom poll) to hold virtual services for the first two quarters of the 2020-2021 fiscal year, with quarterly revisiting.

Policies and Procedures

- Disruptive Behavior & Removal of Board Member policies were updated; they were adopted by a unanimous **motion** (via Zoom poll).

Second Hour

Nominating/Leadership-development update

- Sandy Muccioli: Slate for Annual meeting
 - Discussion ensued regarding all open slots and who has accepted these openings and what remains to be filled.
 - Questionnaire given out by Nominating was very helpful in recruitment and the Council Meeting in January.

Capital Project

- The board held a wide-ranging discussion of possible futures, potential approaches the capital project might take, risk management, and other related topics. The board discussed the continuing need for an elevator and repairs (e.g., wall in Crossings room) as well as a desire to implement the many identified improvements.
- **Motion:** Board reaffirms its commitment to the capital project *utilizing a phased approach*. Passed unanimously via Zoom vote.

The board entered **executive session** for approximately forty minutes.

Annual Meeting

Extra meeting will be held on May 20, 2020 to help plan the meeting.

Other items

- Future action: many policies & procedures need to be rewritten/edited!
- Cross current article: Marianne will write.
- **Action**: executive-team job descriptions need to be updated.

Meeting adjourned at 9:31 pm.

Respectfully Submitted,

Nina Todor

Scribe, Board of Trustees

John Ueng-McHale

Secretary, Board of Trustee

Appendix: staff, executive-team, and treasurer reports

Executive Team Meeting on 5/5/20

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

Food ministry

- People are interested in giving for those who may have less financial resources right now. Discussed minister's discretionary fund (donations/honorarium), CFA funds, people donating to a restricted fund or "second collection".

Annual meeting

- Keep it contained to an hour
- Focus on financial picture, slate, and when church will re-open
- Discussed having quarterly meetings to give updates to congregation to create transparency and the need for pivoting as we learn more information about COVID-19
- Need to finalize voting process. Discussed having people raise their hands in zoom and doing roll call for those on the phone. Nathalie will reach out to Susan I about specifics for annual meeting in terms of logistics

Financial

- Continue to need a succession plan for treasurer so that finance chair and treasurer terms do not end at same time
- Discussed modifying first quarter expenses in anticipation of not opening church for services in the first quarter of new church year. **Needs affirmation from board.**

When will we re-open?

- The Board will continue to monitor trends and consult with staff, finance, and personnel committee to determine when we should re-open. Do not envision re-opening before September and even then it will be a slow transition and safety protocols will need to be implemented.

Capital Campaign

- Discussed whether we should continue with project at this time given large amount of uncertainty financially as well as not knowing when we will be physically in the church again. Explored possibility of doing it in phases and getting consultation from capital project team about options. Marianne and Rev. Kim will reach out to co-chairs of project to begin conversation

To: UUCWC Board and Kim Wildszewski
From: Robin Pugh
Date: May 4, 2020
Re: Monthly DRE Report _____

Create Community:

- I continued to work with Rev. Sue and the Worship Associate chairs to create online services this month. Again, there were challenges with technology, with having rehearsals beforehand and of having a leader who oversaw the overall service.
- Rev. Kim was in conversation with Susan and I for 2 weeks before her sabbatical officially ended. Her comfort with technology is a burden lifted from Susan and I. With her return, the leadership needed for the overall Sunday worship is back.
- Staff is checking in frequently with each other to make sure we know about or have seen all members of UUCWC. I reached out to all RE families that I have not seen in UUCWC spaces.
- Everything the staff does is taking longer than usual. All contacts with congregants are pastoral even if discussing business.

Celebrate Life:

- I am offering 4 children's chapels per week for ages pk-9th grade. The chapels are not as well attended as our RE classes, but the kids (and parents) who I reach are thankful. I am hearing from some parents that their children are "Zoomed out". I may cut down the number of chapels per week until school is out.
- I am offering a parent check in on Monday nights and Friday mornings via Zoom. The small number of parents who attend are very appreciative for the time to talk and connect.

Change the World

- I am reading in my DRE and professional UU Facebook groups and listening to webinars about what church and RE may look like going forward. There is no one answer, but it is likely to not be the same as what it was. I am in conversation with Kim about what this summer and fall for families might include.
- A few more people have joined Chalice Circles. I lead 2 circles and others lead a 3rd one. The programming for Chalice Circles during the pandemic is very good. Soul Matters, (The organization where we get the theme of the month information) distributed several sets of Covid stay- at -home reflective questions as resources that are very well received.
- I am thankful that Kim is back and we can begin to look forward in a strategic manner.

Susan Irgang
Administrator BOT Report for May 2020

To Create Community, Celebrate Life, and Change the World

Create Community

I continue to monitor the church on a weekly basis, including collecting mail and dropping checks for deposit at the Assistant Treasurer's house, checking the building and grounds, watering the plants and dealing with any issues. This week's inspection revealed new damage to the new parking area and an ant infestation in the kitchen. I am working with Steve Saddlemire of Grounds on more permanent ways of protecting this parking area. On a related facilities note, we have further reduced the cleaning service to once every two weeks and continued the suspension of garbage pick-up as cost saving measures. As we settle in for another month, I will consider monitoring the building more through our Ring video doorbell as a security measure. All other work continues remotely.

I worked with Rev. Sue's support team and the Board on plans to mark the departure of our Assistant Minister, arranging for flowers and a small token gift. As well, I consulted with the Sabbatical Team on a virtual welcome back for Rev. Kim on May 3rd, as well as how to support her in a healthy re-entry to a church system. While the sabbatical team email to the congregation noted she would return to office hours the week of May 11, Rev. Kim entered the system about 2 weeks before her return to the pulpit, learning how we do online worship technically while putting forward changes to enhance the worship experience while maintaining security.

To that end, I collaborated with the newly formed Worship Tech Team to explore and enable all the Zoom setting changes, created a procedure for Sunday Tech Hosts, and trained this new team who will be handling Worship Tech for online services. As a result of Kim's planning and vision, work with this team and others, as well as a solid rehearsal, the welcome back service on May 3rd was the smoothest yet most complex to date. John Harvi and Nancy Neff have agreed to co-chair the Worship Tech team until September 2020, when our needs and their continued service will be considered.

The Capital Campaign team met virtually for final reviews of the mechanical, electrical, structural, etc., plans, which were ultimately approved at the April 24th Township Planning meeting. This approval will be memorialized (made official) at the May township meeting. Soon preliminary bids will be solicited; as well, discussions about funding and bridge loans continue.

Celebrate Life

With the passing of long-time member Bobbye Galloway, our membership now stands at 289 members, 29 friends, 46 Participants and 21 Attendees. Attendance at virtual

worship continues high, with 188 in attendance at Rev. Charles Stephens' Earth Day service as well as Rev. Sue's last service as staff on 4.26, and 234 attending Rev. Kim's return from sabbatical on 5.3. This number is our "best guess" based on participants signing on and additional visible attendees; we do not know of others who may be sharing a screen that has video off.

Change the (UUCWC) World

My bookkeeping responsibilities continue, as does close collaboration with Mary Baltycki on Finance and George Faulkner as Capital Campaign Treasurer. Newer tasks include deep investigation into reconciling past transactions as they pertain to the Capital Campaign as well as the regular church operations. This work can be time consuming but does show our good practices in documentation that enables tracing transactions to their source.

I will be working with the Communications Team in the next few weeks to determine best practices in sharing the volume of complicated information that now defines access to our Virtual Church life. The challenge is to find a balance in giving the secure details of all our offerings without overwhelming people with the number of emails or the density of content. We will also be looking at our website and outdoor signage to reflect our changes to virtual worship.

Work in preparation of the Annual Meeting on June 7th will begin in the next weeks as we re-imagine how this will look and what needs to be done to do this in a virtual setting.

UUCWC Treasurers Report – May 13, 2020 – Board Meeting

The month of March was budgeting season for the Finance Committee, Treasurer and Board. As of last month's board meeting, I presented a balanced budget, that included assumptions brought on by the current Covid Pandemic stay at home orders and our 3 weeks (now 7 week) experience and track record of maintaining staff, the physical space and the reduction or shift of programs and activities to a virtual platform.

While March showed a continued deficit of income to expenses, and not yet showing savings in expenses (mostly pre-paid), April has been the month of increased plate collection (5% ahead of budget), where the previous 24 months stood at roughly 20% behind budget.

Pledge collections remains on target and in fact ran 13% ahead of the month's budget, and even without the resulting \$37,000 estimated net receipts for the Spring on-line auction, the month of April was 5% ahead on all income.

On the expense side, for April, operations was 55% of budget, all other areas, from staff to program to debt service were on budget. Overall expense for the month was 87% of budget.

OBSERVATIONS:

In the current environment, our church community is becoming a very important part of congregants' lives while sheltered in place. And while we have heard about families with food insecurities, our congregation remains generous and is holding to their pledge and plate gifts. A possible future consideration, which Rev. Kim suggested several years ago, is to be proactive in initiating virtual plate donations via text or other available methods that stream-line the process (we receive PayPal payments in several forms currently, and confusion is apparent for many as to how to make that type of gift payment).

YEAR TO DATE:

For the period of July 1 2019 through April 30, 2020 (10 months) our income sits at 94.5% of budget (this will increase after the auction numbers are reported for May). Our expenses are running at 91% with a current surplus of \$12,900 vs. a budgeted shortfall of \$857.60.

Cash on Hand:

Increase of \$29,738 since March.

Endowment has seen its second month of losses (on paper), February and March of roughly \$36,000.

Unrestricted Cash Reserves totals \$168,586, the equivalent of 4 months expenses (at current levels) and still have reserves (restricted currently) to carry us for an additional 3 months.

Treasurer:

Mary Baltycki has stated that she will not add a third year to her term, and that she is adamant that we have a Treasurer on board for the coming year, whether that be July 1 or in the Fall, she will not continue after June 2021, and wants to fully train the new Treasurer as well as I in the current year.

It is the responsibility of us as Board along with Nominating to get the job opening publicized as soon as possible. The Finance Committee is currently working on some preliminary ideas.

Respectfully submitted (albeit later than I'd like)

Jim Sanders

Interim Treasurer, UUCWC