

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



Board of Trustees Meeting Minutes - APPROVED
Wednesday July 8, 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, Sue Saddlemire; Treasurer, Jim Sanders; Secretary, Colleen McCourt; Scribe, Michael Howe-Smith; Trustees: Jeffrey Lang, Michael Waas, Jamie Evanini, Congregational Administrator, Susan Irgang; and DLRE, Robin Pugh. Outgoing Trustees: Nina Todor, Dianne Ross and Outgoing Vice President Marianne Alt Absent: Senior Minister, Rev. Kim Wildszewski; Patrick Kahney, Trustee

First Hour

Confirmation of New Executive Board Members

The Board held **a consensus vote** to confirm Sue Saddlemire as Vice President and Colleen McCourt as Secretary of the Board beginning new terms. The vote passed unanimously.

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

Treasurer's Report

- Church finances reflect a "positive outlook." We currently have a \$49,000 surplus, mainly due to reduced operations and programming costs from the church building being closed.
- An insurance review is required by August.

Finance Committee Discussion

- The Board discussed the need for support and succession planning for the Finance Committee.
- Considerations include whether the current distribution of work and committee structure are sustainable.
- Mary Baltycki has requested a board liaison, separate from Treasurer. Will try having this be a shared role between Capital Campaign and Stewardship liaisons since those committees are part of Finance.
- Other potential solutions will be explored upon further discussion of committee needs.

Re-opening Guidelines

- The Board reviewed the proposed guidelines from the Re-opening Team and discussed liability considerations. See admin report for guidelines. Suggestion was made to have people email who is on grounds so that contact tracing is possible.
- There was a **motion to approve** the procedures. The motion passed unanimously via Zoom poll.
- Per Susan and Nathalie, messaging to the congregation about the guidelines is in development.

Second Hour

Ministerial Evaluation

- The Board discussed the ministerial evaluation process initiated in March.
- The Executive Board's recommendation is to defer a formal evaluation at this time, and continue to gather information through the 2020 Board year. Rev. Kim is welcome to look at the feedback gathered this year.
- **A consensus vote was held** to approve the Executive Board's recommendation. It passed unanimously.

Executive Session: Safe Congregation Team and Policy

- The Board entered executive session rules for approximately 20 minutes to discuss the current Safe Congregation Policy and Procedure, and review the structure of the Safe Congregation Team. Robin Pugh agreed to take the lead in updating the policy.
- Executive session concluded.

Policies and Procedures

- As part of an ongoing process to update each Church policy and procedure, the Board reviewed the draft CFA FEFT policy document for approval.
- Per consensus discussion, the Board recommends further revisions around the distribution of funds as it relates to the goal of promoting equity in decision-making and institutionalizing the 8th Principle in policy.

Congregational Access to Board Governance Documents

- The Board reviewed current practices and timelines for posting Board meeting agendas and minutes on the UUCWC website for congregational review.
- Agendas and minutes will continue to be posted regularly, and the website language will be updated to accurately reflect the current schedule. Agreed it was more accurate to post minutes within two weeks of the meeting and to attempt to have draft agenda posted within 48 hours of the board meeting.

Supporting Reverend Kim's Return

- The Board continued to discuss ways of supporting Reverend Kim in her return to work as well as supporting congregational needs.

Housekeeping

- Deferred some agenda topics to August 12 Board meeting due to time:
 - Disruptive behavior policy review
 - Reflections from General Assembly
 - Continuing Board roles for new year; the Board may wish to evaluate ongoing need for timekeeper and process observer roles during Board meetings in the future.

Meeting adjourned at 9:15 pm.

Respectfully Submitted,

Michael Howe-Smith

Scribe, Board of Trustees

Colleen McCourt

Secretary, Board of Trustees

Appendix: staff, executive-team, and treasurer reports

July 2020 Treasurer Report to the Board - June 31, 2020 End of Year

We completed the fiscal (June 30, 2020) with an approximately \$49,000 surplus on a budget that was scheduled for a -\$1,026 deficit.

The month of June's income was down by \$7,900 and expenses up by \$5,000. This, coming off of the month of May that had a surplus of \$39,000, after the successful auction, and putting off the payment of our UUA Annual Program Fund dues till the end of this quarter.

Anomalies for the month are explainable.

- 1) UUA paid final quarter's payment which is 3 times the monthly budgeted amount.
- 2) Professional expenses for staff were paid in June.
- 3) Credit card fees of \$1,360 for the online auction were made in May but paid in June.

The July-June fiscal shows the \$49,000 surplus in income.

Expenses showed some savings based on the milder than usual winter along with the suspension of in-building activity due to Covid-19.

Note that savings were in the area of facilities operations at 74% of budget, and programming at 68% of budget.

Personnel and other fixed expenses (insurance, copier lease, mortgage, and even utilities were on or close to budget.

Final notes on year from the Treasurer:

I have yet to sell any of our SRECs, and hope to do so over the summer months.

After we review the latest job description, note that the Treasurer still

needs to coordinate access to the ICON database and banking online remains an issue with our bank.

We will be working this year on transitions.

Respectfully submitted,

Jim Sanders, Treasurer

Susan Irgang
Administrator BOT Report for July 2020

To Create Community, Celebrate Life, and Change the World

Create Community

For the first time in my ten-year tenure, I attended the AUUA (Association of UU Administrators – my professional group) Professional Days and General Assembly (GA), courtesy of virtual gatherings and Denominational Affairs coverage of the GA registration fee (Professional Days were free). The workshops from the AUUA were informative and inspiring, and I have many ideas to share/implement concerning communications and other areas. The GA workshops, worship and other offerings gave a broader view of our denomination, ideas and insight on anti-racist/anti-discrimination work in our communities, and a great introduction to design thinking. There was a lot to process, with many hours of screen time, but it was definitely worthwhile. I hope, as with church services, that some aspect of virtual attendance is available going forward for those without the time or funds to travel to the destinations; there is much to learn!

I continue to weekly monitor the church building and grounds, collecting mail and checks for deposit, doing a security check of building and grounds, watering the plants and dealing with any maintenance issues. The church continues to be in good condition awaiting our return.

Celebrate Life

Our membership now stands at 287 members, 28 friends, 45 Participants and 21 Attendees.

Change the (UUCWC) World

I continue to work with Mary Baltycki on the administration of the Payroll Protection Plan (PPP) loan, for which we received an extension until July 15th for use of the funds. We are creating the thorough documentation that will be needed for this loan to be forgiven.

The Reopening Task Force met to finalize outside guidelines based on current recommendations, guidelines and restrictions for outdoor spaces. We recommend the attached requirements for use of our outside spaces be shared in an email to the membership, with additional notes that the building is closed even to those who have keys and that the recommendations apply to all of our grounds, including the Memorial Garden, Meditation Trail, playground and gardens. The group also recommends signage that is simpler, making notices more adaptable to the ever-changing situation and CDC/NJ guidelines. With Board approval, we will create and issue that

communication about outdoor use. At this time, the group continues their recommendation that the building remain closed except for staff and maintenance until further notice.

Follow up to the Fire Department Inspection reported last month: the kitchen suppression system inspection/service has been completed and the recharged fire extinguishers returned and I have submitted the necessary paperwork to clear the violations from the local Fire Department.

Staff Notes: Caryl Tipton is recovering well from surgery and, as of June 30th, ended her time as our Office Assistant. Future staffing will be discussed with Rev. Kim on her return.

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Requirements for use of UUCWC grounds:

1. Email [uucwc@uucwc.org](mailto:uucwc@uucwc.org) if you plan to use the grounds.
2. Wear a face covering/mask.
3. Maintain at least a 6' separation from others.
4. Do not visit the church grounds if you are feeling ill or have had contact with a person with Covid-19.
5. The church building is closed (including bathrooms) even to those with a key.
6. Play at your own risk on the playground equipment which will not be sanitized.
7. Bring your own chairs and do not share food or beverage.
8. Take all trash with you; trash pick-up at the church is suspended.

We thank you for keeping yourself and others safe.



To: UUCWC Board and Kim Wildszewski

From: Robin Pugh

Date: July 7, 2020

Re: Monthly DRE Report

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#### Create Community:

- I attended professional days before GA and General Assembly. I was able to connect with other UU professionals and invited to join a team of DRE's who are re-imagining what RE may look like in the fall. Before I commit to joining them, I will meet with Rev. Kim to discuss UUCWC's fall programming.
- I volunteered to work with the Congregational Life Council until Rev. Kim returns. Holly Bussey initiated the "ask me" table after services. We will restart Faith Forward in August. We have some visitors but not many compared to our live services. We will re-think strategy when Kim returns.
- I continue to offer a parent check in on Monday nights. Parents who attend are very appreciative for the time to talk and connect.
- I am part of the UUCWC re-opening team. Proposed guidelines for using our grounds is part of the Congregational Administrator's report

#### Celebrate Life:

- In June, I continued to offer 2 children's chapels per week for ages pk-5th grade.
- Beginning July 6<sup>th</sup>, UUCWC joined a summer program developed by 7 religious educators in congregations in NY and NJ. (I am not one of the 7 but I am helping with the program now). It is open to UU children across the country but will be attended mostly by kids in the metro NY area. For years, religious educators have wanted to collaborate on programming but the driving distances between congregations were a barrier for family participation. A benefit of Zoom classes is it allowing us to pilot collaborative programming.
- Besides for 2 classes for elementary aged children, there is twice monthly social time for teens entering 6<sup>th</sup>-8<sup>th</sup> grade. I'm hoping that meeting other middle school UU's this summer, will make attending high school youth conferences more appealing. There is a vibrant national UU youth community that begins with local youth conferences. I encourage our youth to participate in these events each year but it is not for everyone and there has been very little interest. Having relationships with other teens and wanting to see them at a conference is a big draw.
- Another benefit to joining a summer program that is open to UU's across the country is that there will be more children of color and children who identify as

non- binary in the program. It's important for kids with these identities to have fellow students like them in their classes. UUCWC has been unable to meet this need.

#### Change the World

- ARE plans to offer a full schedule of classes virtually in the fall. There were many good ideas for racial justice programming at GA. ARE is in discussion with Racial Justice Ministry to prevent overlapping programming.

## **Executive Team Minutes 7/1/2020**

### **Transitional meeting between outgoing and incoming members**

Present: Nathalie Edmond, John Ueng-Mchale, Jim Sanders, Marianne Alt, Sue Saddlemire, Colleen McCourt

#### Rev Kim

- Rev Kim will return on July 6<sup>th</sup> from bereavement leave and return to pulpit on July 19<sup>th</sup>. Board will take her lead about how she wants to be supported in her transition and will help communicate that to the congregation.

#### Assistant office administrator position

- Still being discussed if this position will be filled and by whom as we enter into new fiscal year and needs of congregation are evolving

#### Safe congregation team (executive session)

- Robin Pugh has recommended formation of Safe Congregation team to address confidential issue related to developing limited access agreements. Jeff Lang will represent the Board and Bud Johnson will represent RRC.

#### Minister's evaluation

- We are waiting on feedback from 3 people. Recommendation is to not do full evaluation this year and continue to aggregate info next year. Rev. Kim is welcome to see the feedback if she would like. Needs approval from full Board.

Sue Saddlemire is going to create an onboarding folder as a resource for new board members to supplement what has already been given to new board members.

Annual meeting minutes are being published for 30 day review. Colleen will send to Lynne to review and should be referenced in weekly minutes.

Reminder to complete feedback form for RRC if you attended discussion on covenant in January 2020

Discussed Treasurer team and what is needed in next year. Discussed idea of having paid bookkeeper take over some of the responsibilities and/or splitting Finance Chair between two individuals. Nathalie will check in with Joe Schenk to get more feedback about Finance Chair role as well as speak to Mary Baltycki.

Board job descriptions have been updated in last two years except for President job description. Nathalie will complete on drive.

Policies and procedures that need to be updated or developed this year

- Journey of Gift
- CFA- Public Expression. Recent feedback came up about the 8<sup>th</sup> principle open letter that was approved by the board but didn't solicit congregational input. The current policy is not updated.
- Membership procedures
- Liaisons can work with committees to develop policies and procedures this year
- More details available in excel document

John Ueng-Mchale's response about the pilot of policies and procedures on wiki site:

No, we did not go live with the wiki site in any official sense; I'd still call it "sandbox mode".

This project got somewhat sidetracked, but the good news is that all P&P (with the exception of the new disruptive policy / removal of board member policies) are live on the site, including several drafts I created.

**Colleen** has admin access. **You** have "master admin" rights, but you can give that to Colleen in the admin panel:

We did not pay for a site - we didn't make a decision about it.

Options ([link](#)):

(1) Keep it private to the exec team. There can be five members/editors/viewers. (This is free.)

(2) Pay for a "Pro Plus" account (\$240/year) for unlimited private membership (e.g., all members of UUCWC could have read or read/write access, but the site would remain behind a firewall).

(3) Same as (2) but make it publicly viewable.

In all 3 scenarios, you can limit **editing** to the exec team or (in 2 or 3) a larger group of editors (e.g., church council).

The challenge, I think, will be in maintaining it since it uses a special syntax (see [here](#) for documentation). Of course, you have plenty of examples now to use as templates! :)

Since I finished it, I have used this wiki site instead of either the UUCWC website or even the Google drive because of the tags and search functionality as well as the "table of contents" structure.

But it's up to you all to decide the next actions. :)

If you opt to use this site beyond "sandbox mode", I could show Colleen and others how to use it if you'd like. I could even possibly create several short Loom videos for reference, but I won't do that until you've made a decision.