

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



Board of Trustees Meeting Minutes - APPROVED
July 14, 2021

Zoom Meeting due to Covid-19 Virus Social Isolation

President Maria Baratta called the Board of Trustees meeting to order at 7:04 PM. Also in attendance: Vice President, Jamie Evanini; Secretary, Colleen McCourt; Scribe and Trustee Heather Edwards; Trustees: Michael Waas, Wendy Stasolla; Jim Sanders; Michael Howe-Smith; Congregational Administrator, Susan Irgang; and DLFE, Robin Pugh. Also present were outgoing Executive Board members Sue Saddlemire and Nathalie Edmond. Absent was Joe Schenk, Treasurer.

First Hour

Consent agenda (no vote):

- President Maria Baratta welcomed new board members and asked them to share their thoughts on joining the board.
- Trustee Jim Sanders provided a summary of Finance Committee activities, including the use of new accounting principles and how they will be used to close out the end-of-year figures, and be formally used going forward. End-of-year reconciliation is almost complete. As outgoing Treasurer, Jim will work with incoming Treasurer Joe Schenk, volunteer bookkeeper Mary Baltycki, and Sue Saddlemire (as a member of the Personnel Committee) to continue documenting/defining the roles of bookkeeper and treasurer. This will inform the formal job description of the bookkeeper when it's time to hire for the role externally, so it's important to understand and define the specific tasks, time involved and skills required.
- The Board discussed housekeeping and calendar items for the coming year, e.g.:
 - Board retreats and goal-setting. **ACTION:** Maria will put together a doodle poll.
 - Check-ins with standing committees
 - Council meetings
 - Proposed 8th Principle Observer Role
 - Board roles and practices such as consensus-building, pulse checks, etc.
 - Sue Saddlemire provided an update on the in-progress Board orientation resources. **ACTION:** Trustee Heather Edwards agreed to help review/maintain the info and it will be shared with the full board when ready.
- **There was a motion to approve** Trustee Jamie Evanini as Board Vice President; it passed with unanimous consent.

Second Hour

Reopening Team Update

Michael Waas, the Board liaison to the Reopening Task Force (with input from Congregational Administrator, Susan Irgang; and DLFE, Robin Pugh) reviewed the team's history and progress and provided an update on current status. Key points included:

- Reviewed different draft plans and highlighted differences; includes plan for reopening as well as contingency plans
- Broad plan recommendations include potentially opening to small groups in August, with worship in some form in September, with critical details to be defined. Key items of note:
 - Details of reopening logistics are beyond the task force's purview; their charge is specifically to review safety.
 - All potential plans are pending Rev. Kim Wildszewski's input upon her return from parental leave.
- Reviewed determining factors (CDC guidelines, local/regional risk factors, UUA guidelines, etc.) that informed the recommendations.
- There is mostly consensus on the task force on the overall plan, but there are split viewpoints on key items such as masking and vaccination status. This is in part because the CDC guidelines are looser than UUA guidelines. **ACTION:** Michael brought the discussion to the Board to get their input.
 - There was general discussion of logistics around visitors, greeters, messaging, etc.
 - Overall, members expressed the view that requiring masks for all (regardless of vaccinations status) and following the UUA guidelines would be most aligned with church principles and inclusive of all groups including children, immuno-compromised individuals and other vulnerable populations.
 - **There was a pulse check** to determine whether church should remain closed through July, with small groups in August and worship in September (pending Rev. Kim's input). There was 1 no vote, with Michael Waas expressing a concern about the specific language that affirms the Board's intention/commitment to plan and timing. However, the overall decision was to affirm the plan as it stands, pending a formal vote at next month's Board meeting. The specific wording can be revised as needed.
 - **There was a pulse check** to determine the Board's affirmation around requiring masking for onsite worship services through the end of October, with reassessment at that time. Small groups would decide among themselves on a covenantal basis. The Board unanimously affirmed this as a working plan.
 - **ACTION:** The Board needs to vote formally at the August meeting (or beforehand via email) so that messaging to the congregation can be rolled out.

Capital Campaign Liaison Report

As Board Liaison to the Committee, Michael Howe-Smith provided a short history of the project for the benefit of current and new Board members, reviewing the original scope and planning, pledges, etc. and explaining gaps, changes along the way, etc. Key points included:

- Based on the logistical and financial challenges of the pandemic, which drove bid costs way above expectation, the Committee, with input from the Board, chose to reduce the original scope and is moving forward with the revised plan.
- The architect will return to our project in the fall with new plans. The Potential to break ground is not anticipated to be before December 2021.
- Key tasks include elevator and kitchen, with some repair to Crossings Room wall (new doors and windows).

Housekeeping & action items

- The Board will review open liaison positions for the coming year.
- The Racial Justice Ministry (RJM) team will attend the next Board meeting.
- Staff along with Sue and Jamie will set a date for the next council meeting.
- The next Executive Board meeting will be held Aug 4.
- ACTION: Maria will write the CrossCurrent article for September.

Meeting adjourned at 9:05 pm.

Respectfully Submitted,

Heather Edwards

Scribe, Board of Trustees

Colleen McCourt

Secretary, Board of Trustees

Appendix: Executive Team, Staff and Treasurer's Report

Executive team meeting July 7, 2021

In attendance: Nathalie Edmond, Sue Saddlemire, Colleen McCourt, Jim Sanders, Joe Schenk, Maria Baratta

Michael Waas shared Reopening Team updates and some of the sticking points that the team is dealing with, especially in regard to mask wearing. The team is seeking guidance on moving forward with elements of the plan. Board should decide at July meeting whether to open up for small group events onsite in the building in August. Attendees at this meeting recommend deferring decision for when/how to resume onsite Sunday services until Rev. Kim is back and able to provide her input on the decision. Also, the Board needs to vote on whether to remain closed for the month of July since the last decision on opening/closing only covered through June.

Discussion was held as to the job description of the open VP position on the Board. Sue indicated the role requires participating and leading Council meetings and attending Exec Team meetings. This position should be voted on at the July meeting.

Calendarizing Board meetings for August 2021-July 2022 needs to be reviewed, including the 2 meetings needed in April for finalizing budget and annual meeting preparation. Board retreat scheduling will be done via Doodle poll once Rev Kim is available to respond. Assignments for Process Observer and Meeting Timekeeper for the monthly meetings should also be recorded.

There was a discussion as to the need for explaining the role and expectations of Board Liaisons. Sue is finalizing orientation materials for new Board members that will be shared as part of the pre-read for the July meeting.

Since the Capital Campaign Team will be holding listening circles on Tuesday, July 13th (day before Board meeting), ask CC liaison (Michael Howe-Smith) to share an update at the Board meeting on the 14th.

Jim Sanders asked that all Board members for the 2020-2021 year complete the Ministerial Evaluation, if they haven't already done so. He shared the link:
<https://forms.gle/kZQR4Q4oNZmuPB1a9>

Discussion was held regarding Board orientation, reviewing the Board Covenant, voting procedures, consensus process and more. There are a number of resources to review and support new members on these matters in the Onboarding folder that Sue is updating/editing.

There was a brief discussion about items like strategic planning and a congregational survey, which have been on the Board's list of parking lot items for several months. (Sue recommended explaining the use of the phrase 'parking lot' for new Board members, as well as any other terms commonly used by the Board, but not necessarily clear to a new member.)

Maria will do the opening words for the July meeting.

Susan Irgang

Administrator BOT Report for July 2021

Create Community

In June, I attended General Assembly (GA) and the Association of Unitarian Universalist Administrators (AUUA) Professional Days. This was my second time attending these events, possible because they were available virtually. The Professional Days are always filled with acknowledgement of the diverse work facing administrators and workshops that are informative; as well, General Assembly had some excellent worship and workshops. I appreciate the opportunity to interact with the broader Administrator community as well as with UUs worldwide.

The Reopening Team has met weekly to create a suggested plan for reopening for Board approval. Board guidance will be needed in some areas where there is not consensus in the group. Michael Waas will be sharing a draft for discussion at the Board meeting.

I continue to work with the Communications Team on website content and visual updates, the first major update since 2014. We hope to share the new look and layout by September.

The Annual Meeting preparation and execution took much of my time in late May and early June, as did preparation of the draft Annual Report. The meeting was well attended and much information was shared with the Congregation.

Celebrate Life

Our membership is now 285 Church Members, 19 Friends, 36 Participants and 27 Attendees.

Change the (UUCWC) World

With input from the Finance team, I created a proposal for local synagogue looking to rent our Sanctuary weekly beginning in spring 2022. I met with the rabbi last week to discuss our delays in construction, review the proposal, and discuss any issues or concerns. As UUCWC is only able to supply their ritual space and storage needs, they are looking to piece this proposal with other spaces that can offer offices and classrooms; they will review with their Board our proposal as part of a larger picture of their total costs. We agreed that there is no firm deadline for their response, but they will let us know how things progress. I will keep the Board advised on this highly desirable rental.

In May I finalized the job description for the Worship A/V Tech Coordinator position with Personnel, and posted the opening on our website and Indeed.com. Five candidates applied, and I held screening interviews on three. Two candidates did not

have relevant experience; one of the three screened did not advance to the next level. The two top candidates were subsequently interviewed by the Worship Tech Team leaders, Robin Pugh as acting supervisor, and Jamie Evanini as Board representative. As a result, Ariel Schwartz was hired as our new Worship A/V Tech Coordinator, and he will begin the week of 7.19, reporting directly to Rev. Kim. Ariel has extensive experience in content creation and production, as well as technological skills from helping his synagogue (the one looking to rent at UUCWC) create virtual and livestreamed services. I am in the process of onboarding Ariel; we are delighted to welcome him to the team!

John Harvi and Andrew Kidd are installing and testing the new livestreaming equipment and furniture, and MJ Hansen will be working with consultant Michael Hodgkin on the installation of upgraded network equipment. It is anticipated that all should be completed and tested in the next month. I've worked with this group to review and purchase all of the equipment and furniture needed for these improvements as well as discuss needs and logistics of the installation. These enhancements, together with the upgrade to 1G service from Verizon, will markedly improve and expand the technology and capabilities of UUCWC.

The transition of bookkeeping and assistant treasurer functions to Mary Baltycki has been completed. I still consult with Mary regularly and assist as needed, but she has handled all of the fiscal year end tasks as outgoing Finance Chair in addition to taking on the new work. As a result, we now have a single person recording information in QuickBooks and ICON, as well as making deposits and doing transfers, creating improved security and accountability.

To: UUCWC Board and Kim Wildszewski

From: Robin Pugh

Date: July 13, 2021

Re: Monthly DLFE Report

Celebrate Life (Worship and Rites of Passage)

- Rev. yadenee has been a pleasure to work with. Her message of spiritual wellness and healing for all and especially Black bodies is inspirational for me.
- I've rejoined the reopening team as we get closer to meeting physically. I'm thankful to Susan who has been on the team all year and to Michael Waas who steers the team past the murk of the many debates possible. The team is a case study in group dynamics. It is hard to make decisions with changing information and many opinions.
- In Kim's absence, Jamie Evanini and I interviewed the finalists for the Worship tech position (because the position reports to Kim). Both candidates were strong. We are thrilled with our choice of Ariel Schwartz, who has many years' experience and is in charge of worship tech at Har Sinai Temple.
- I enjoyed one week of vacation in the Adirondacks over July 4th week.

Create Community (Small Groups)

- I continue to work hard on Chalice Circles. Our 9th chalice circle started in June. As we look to September, I am surveying participants to determine which groups will be in person and which will be virtual. Most will be virtual. I continue to struggle to recruit facilitators. I need to free up some of my time to focus on children's RE.

Change the World

- I am collecting ideas and doing research on what reopening for our children's program may look like. How we may be together. The UUA's OWL program is advising us to take it slow this year and not jump right back in to human sexuality education. This advice is from OWL Staff but it can be applied to our UUCWC community as a whole.

"In order to be together in a healthy Community we need Consistency, Connection, Caring, Covenant, and Consent. Oftentimes in religious education we get caught up in another C, Content. When trauma and grief are in the room, content needs to take a backseat to the other Cs. Our focus needs to be on community, consistency, connection, covenant, caring, and consent. Content cannot be absorbed without attention to the first six Cs.

Now is the time for us to give space and grace to people as they figure out how to self-regulate in seemingly new spaces. Now is the time for us as adults to talk about how things are hard for all of us. We need to teach/re-teach social skills and coping techniques, including to ourselves. We are not ready to jump into big thinking and learning. None of us are. Instead, this is the time for us to focus on community and caring for ourselves and each other.

We may experience a push to get back to "normal" and to do the things we used to do. To jump right back into the content and curriculum and get back to business. This is a consumer mind frame, not a community mind frame. This

mind frame prioritizes doing over being, knowledge over wisdom, and production over care. This is a time to prioritize community over capitalism and consumerism.”

- I attended General Assembly and was inspired by the speakers and heard about some good programs. I realized I need to be more intentional about AROMAC work and signed up for virtual Beloved conversations in the fall. I learned about a new children and youth curriculum by someone whose work I respect that focuses on building an anti-racist multicultural religious foundation for children and youth. To use the program, the congregation needs to have passed the 8th principle and the DRE needs to take a new Renaissance training (15 hours) on “Leading Culture Change” . I signed up for it in September (not a great time for me but not offered often).

Treasurer's Notes

Budget Update, June - End of Fiscal Year 2020-2021

1. The fiscal year ending June 2021 is closing with very positive results as a result of strong giving, fundraising (auction) and savings in several areas of our planned expenses. We enter the 2021-2022 fiscal year in a strong financial position.
 - a) Preliminary 2021 Fiscal Year end financial statements are attached.
2. Finance, Treasurer and Bookkeeper Leadership is meeting and transitioning (Steve Saddlemire, Joe Schenk, Mary Baltycki)
3. Year End closure is in process with final processing of receipts
4. Cash on Hand:
 - a) \$476k
 - b) \$550k Capital Campaign Funds
5. Liabilities:
 - a) \$345k Mortgage Note
 - b) \$66k Restricted Funds
 - c) \$116k Capital Improvement Reserves
6. Year End Closure Highlights
 - a) Pledges: \$5k positive variance (after reserves for uncollectable)
 - b) Net Income: \$500k with a \$22k positive variance
 - § Does not include an additional \$30k from the PPP Government Grant
 - c) Expenses: \$36k positive variance (under-spent)

Joe Schenk