

**Unitarian Universalist Congregation**  
**Board Meeting Minutes**  
**December 13, 2018**

**Present:** Reverend Pam Phillips (Ex- officio), Sandy Power, (Treasurer), Ellen Plummer (President), Steve Keighton (President-Elect), Irene Peterson (Secretary), Dan Kominsky (Member-at-Large) Andy Roberts (member)

**Absent:** Amy Pruden- Bagchi (Member-at-Large)

**Reading:** Ellen did the reading.

**Chalice Lighting and Check-In was completed.**

**Review and Accept Agenda** – Board reviewed and accepted the agenda

**Member Forum** – no member present

**Consent Agenda was accepted.**

Minister's monthly report

DLFD monthly report – consideration will be given to specific requests made in this report later in the meeting.

Administrator's report

Minutes of November 20, 2018 Executive Board Meeting- correction made to the minutes (spelling of Dan Kominsky's name).

**Treasurer's update and report** – Sandy will look into a negative insurance expense. Ellen will check with Susan Baker about additional expenses that may be required in connection to the upcoming garden tour.

**Old Business**

Stewardship timeline– Andy Roberts presented information for the Stewardship Committee. Andy will send a copy of the stewardship meeting minutes to the board. A discussion was held about how strategic planning is done and what is the best method to use. An effort will be made to recruit members to a long-range planning committee. Pam will order books (A Holy Conversation) for board members. Pam will send a doodle poll for potential alternate dates for long range planning discussions.

Nominees for Board members. We are still seeking for someone to fill the board vacancy.

Church calendar – Annual Meeting date. The date has been set for June 2 for the annual meeting.

Policy work – Still in progress

## New Business

Karen Hager has made the following requests of the board in regard to our snow policy:

*\* a. A representative of Buildings and Grounds Committee (BGC) will assess the safety of parking lots and/or sidewalks no later than 8 a.m. – request that this be changed to 7:30 a.m.*

*\* b. i. arrange to have the drive and parking lots plowed and salted or sanded before 9:00 am. – request that this be changed to 8:15 a.m.*

*\* c. add DLFD to the list of people to be contacted (in practice, this already happens)*

*\* d. The Administrator (or alternate) will follow written procedures for installing an outgoing message on the church phone; notifying television station WSLs; and sending a message to the listserv no later than 8:30 a.m. – request that this be changed to 8:00 a.m.*

*\* e. The Website Administrator or designated alternate will place a notice of cancellation on the home page of the UUCNRV website no later than 8:30 a.m. – request that this be changed to 8:00 a.m.*

The board unanimously approved these changes.

Confirm January meeting dates. January 17<sup>th</sup> will be the next meeting. The executive committee will meet December 18<sup>th</sup>.

## Upcoming

Safety initiatives

Spring initiatives

Review board goals

Sending folks to GA in June – re-allocating funds to help pay for trip expense

3<sup>rd</sup> Sunday new to UU – December 16 is Sandy, January 20 is Amy

Next reading: Ellen will do reading

**Meeting adjourned at 9:35 PM**

Respectfully submitted by Irene Peterson

**Unitarian Universalist Congregation**

**Executive Board Meeting**

**DRAFT Agenda**

**December 13, 2018**

**Chalice Lighting and Check-In:**

**Reading:** Ellen will provide reading

**Review and Accept Agenda**

**Member Forum**

**Consent Agenda**

Minister's monthly report

DLFD monthly report

Administrator's report

Minutes of November 20, 2018 Executive Board Meeting

**Treasurer's update and report**

**Old Business**

Stewardship timeline

Strategic Planning- Ellen will present a preliminary scheme for long range planning at the December meeting

Nominees for Board members. Update status.

Church calendar – Annual Meeting date. Pam will speak to staff about the possibility of changing the date.

Policy work – Still in progress

**New Business**

Confirm January meeting dates. Executive committee will meet December 18<sup>th</sup>.

Are there other spring initiatives we need to attend to?

**Upcoming**

Spring initiatives

Review board goals

Sending folks to GA in June – re-allocating funds to help pay for trip expense

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**Women’s March in Washington DC is January 20**

**Roanoke March is January 19**

DRAFT

December 2018 Minister's Report to the Board  
Submitted by Rev. Pam Philips

Leads Worship

In November, we explored what it means to be a people of Memory. The last Sunday of the month was a family service because there were no religious education classes. The children modeled how to talk with each other during the Time for All Ages and then we had the congregation talk to one another about their holiday memories in the midst of the sermon. People seemed to enjoy the opportunity to talk with one another during the service.

December's worship theme is Mystery, and it is also a month full of holidays. Worship services will touch upon and explore Advent, Hanukkah, Solstice, and Christmas. The Earth Spirit Sisters will be creating a Solstice Spiral for a Saturday evening event and leave it up for the Sunday worship. The annual multi-generational service and Buddy project lunch was planned for the 2<sup>nd</sup> Sunday, but had to be canceled because of snow. Staff is planning for an alternate way of uniting Buddies.

I am pursuing advice on how best to bring a permanent video screen into the sanctuary so that we can show videos/images/hymn lyrics during the service.

Thanks to Joe Parrish for setting up the Christmas tree in the sanctuary and to Jane Mahone, Boo Domermuth, and Lisa Evanylo for decorating it.

Officiates Rites of Passage

We haven't had any rites of passage since my last board report.

Provides Pastoral Care and Presence

I continue to visit with congregants in my office and at their homes. Frank DuPont is stepping down as co-chair of the Lay Pastoral Care Ministry. Jane Mahone is continuing, and we are seeking another co-chair.

Encourages Spiritual Development

A check-in meeting for Soul Matters small group ministry facilitators was scheduled for December 9<sup>th</sup> so will be rescheduled. Groups have been meeting.

The New (Or Not So New) to UU classes have ended. I plan to teach an adult faith development class in the spring semester exploring personal theology.

Witnesses to Social Justice in the Public Square

Jamie and I attended the Love thy Neighbor NRV event on December 2<sup>nd</sup>, organized after the synagogue shooting in Pittsburgh in an effort to form greater bonds in the community. Mayor Leslie Hager-Smith was one of the speakers, and I was pleased to see Molly McClintock, Irene Peterson, and Julie Griffin from UUC there. I hope we will have an even greater showing at their next event. It was good to gather with members of other faith communities.

Thanks to the Mental Health Justice Ministry/NAMI for sponsoring an entry in the Blacksburg Christmas Parade. Over a dozen congregants and youth walked with the truck carrying "Elvis" (aka John Imbur) singing "Blue Christmas" and handed out candy canes with information cards.

The holiday concert organized by Jared Gibbs and held at UUC on December 8<sup>th</sup> raised \$1,475 for the NRV Immigrant Advocates group. Thanks to Jared and all the musicians who performed and to emcee Jim Flowers who encouraged generosity throughout the evening.

### Leads Administration

I've asked the administrator to keep a weekly/monthly record of her duties for the upcoming year to help the person we hire next year.

I discussed the timing of the congregation's annual meeting with staff. They pointed out the need to have a quorum (50% of the members, including proxy votes) and to have the budget prepared in time for an informational meeting not less than one week prior to the annual meeting. These should be considered as we schedule the meeting.

### Pursues Personal Renewal and Professional Development

We enjoyed capping off the Thanksgiving holiday by attending our first Virginia Tech football game and there was some question about who to root for. Jamie and I have apparently become Hokie fans, as we are planning to attend the Military Bowl in Annapolis on New Year's Eve. I am being more intentional about taking vacation days throughout the year to pursue personal renewal.

### Serves the Larger Unitarian Universalist Faith

I attended an interesting presentation at the VACUUM meeting in Richmond from a colleague who went on a UUMA (UU Ministers Association trip to Transylvania this past summer. She encourages such cultural exchanges as especially important for the Transylvanian Unitarian clergy, to know that they are not alone. We have not been active in the partner church program due to an apparent lack of interest. One way to increase interest is for our members to travel to Transylvania. If you or someone you know is interested, the UUPCC (UU Partner Church Council) is sponsoring two [pilgrimages](#) in 2019

**Administrator's Report to the Board  
December 13, 2018**

**Community Assistance Fund:** Note that the offering at the Christmas Eve service will go to our CAF. The fund currently has \$2362 which is the most ever at this time of year.

**Annual membership number certification with UUA:** I will submit this information along with other requested info (budget numbers, attendance, RE registration, etc.) in January.

UUC offices are closed December 24 through January 1, although I will not be taking vacation time.

**Attendance/Members:** See online Google Doc.

**Stewardship Committee:** The committee met December 2 and worked on the timetable for the upcoming spring campaign although much still to be determined. Ideas were discussed for the kick-off, and we'll most likely have an ice cream social again to celebrate the (hopefully) successful conclusion.

**Mailing list numbers:** Ever wonder how many receive our monthly newsletter announcement email – 692 with about a 34% opening rate. Our twice weekly announcements go out to 417 with close to a 50% opening rate.

Wishing everyone a very happy holiday season.

## **DLFD Report to the Board – December 2018**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

- CYRE: 122
- LFD Activity Slots: 141
- UUC Activity Slots: 156

Registration is up 11% over this time last year.

### **This Month**

- About 40 people came to our multi-generational showing of “The Polar Express” on November 30. 100% of attendees ordered pizza for \$6/pizza; we paid for delivery, tax and the tip, plus supplied popcorn, drinks and movie snacks. The crowd skewed toward very young children; based on this attendance, I will not be showing “The Simpsons Movie” in March as tentatively planned, as I doubt that age will attend. The event received many positive comments, and I believe it shows that there is a desire for family events for young children. Unfortunately, my hours are not likely to allow me time to put on more events this year; future events would require volunteer help.
- YRUU began offering tech help, their auction donation this year. One hour slots will be offered after services in December and January.
- America Inside Out with Katie Couric continues to be well attended with 18-25 people coming each month. The series continues next month with an episode on gender inequality.
- K-1 and 4-5 OWL begins January 27. Based on early feedback, we will have full classes for both age groups. A short-term covenant group for parents of kids registered in 4-5 OWL has also been formed and will meet monthly, facilitated by Jennifer Mercier.
- The Buddy Project culminates at the multi-generational holiday service on December 9, with 23 pairs of child and adult Buddies meeting. A contingency plan has been created in case the service is cancelled due to bad weather.
- Regular RE classes, YRUU and the Buddy Project will not be held on Sunday, December 23 or 30. Attending children will attend the Family Service.
- A discussion group on the UUA Common Read “Justice on Earth” begins January 6 and runs for 3 Sundays.
- The Powers are once again hosting a JEOPARDY! night to benefit YRUU’s Trip Fund January 11. I urge all Board members to attend this very fun multi-generational event!
- Spring teacher recruitment has begun and has started out strong. As of this writing, 16 of the 20 teacher positions have already been filled. Spring teacher training is January 19.

### **Snow Policy**

As we now have ARE groups meeting at UUC on Sunday mornings nearly every week beginning at 8:30 a.m., LFD would like to request the following changes to the Snow Removal Policy, located at [https://uucnr.org/uucwp/wp-content/uploads/PandP-I\\_March\\_2017.pdf](https://uucnr.org/uucwp/wp-content/uploads/PandP-I_March_2017.pdf) (page 42).

#### **In 1. Sunday morning services:**

- *a. A representative of Buildings and Grounds Committee (BGC) will assess the safety of parking lots and/or sidewalks no later than 8 a.m. – request that this be changed to 7:30 a.m.*
- *b. i. arrange to have the drive and parking lots plowed and salted or sanded before 9:00 am. – request that this be changed to 8:15 a.m.*
- *c. add DLFD to the list of people to be contacted (in practice, this already happens)*
- *d. The Administrator (or alternate) will follow written procedures for installing an outgoing message on the church phone; notifying television station WSLs; and sending a message to the listserv no later than 8:30 a.m. – request that this be changed to 8:00 a.m.*
- *e. The Website Administrator or designated alternate will place a notice of cancellation on the home page of the UUCNRV website no later than 8:30 a.m. – request that this be changed to 8:00 a.m.*

Board action requested: approved the changes as listed above.

## Safety Policies Update

I met with Tim Pickering to discuss an active shooter response to be added to our Safety Policies. Tim and I have outlined some recommendations based on our recent visit with the Blacksburg Police and on resources from the UUA Safe Congregations website.

The current response recommendation in case of an armed intruder is **Run, Deny, Defend**. The older plan of locking down and remaining in place is no longer recommended as it is viewed as too passive a response.

**Run:** Our evacuation plan for the children is in good shape, with exits established for leaving the building and getting the children off UUC premises. We still need to establish our communication process; if a gunman enters the sanctuary, how will we know downstairs, and how will we notify the classrooms, both downstairs and upstairs? (We must keep in mind that, in addition to the downstairs classroom space, we also have children meeting in the Library, the Nursery, and monthly in the room next to the Nursery.) The Sanctuary still needs a Run response.

**Deny:** This refers to denying the intruder freedom of movement and access to people. If we need to remain in lock-down, we are fortunate to have space available downstairs that includes heavy wooden doors on all classrooms and on all (large) bathrooms. The bathrooms can be easily locked from the inside, but the classrooms require a key. I recommend we consider adding a hotel safety lock (pictured at right) to our doors, placed fairly high on the door. This would allow us to quickly place a barrier to opening the door without needing to find and turn a key. They should also be placed on the downstairs door between the stairwell and lobby, and the downstairs storage closets. Tim has also suggested they be placed on the storage closets in the sanctuary.



A further recommendation is that blinds be installed on the windows downstairs in classrooms 5 and 6. We also need to establish a way to move children who are upstairs in the nursery or in the room next to the nursery away from the windows if a gunman is outside the building.

**Defend:** The best defense is to prevent entry in the first place. Based on input from many sources, we suggest that all but the main entrance door be locked once the service has begun. Members of a safety patrol (needs to be established) could patrol the parking lot to watch for unusual or suspicious behavior. Tim has also pointed out that currently there is no way to lock the main doors from the inside to prevent entry and we need to find a way to do that. In addition, someone could also roam the building during the service to look for anything unusual.

**Communication:** This is one of the biggest issues still to be addressed, in my opinion. We need a way to notify the downstairs and upstairs classrooms, if a gunman enters the sanctuary; or for staff downstairs to notify the upstairs if we see something from the downstairs lobby. We likely need more than one system and to build in some redundancies. We have not yet investigated the possibility but think that a wireless alarm of some type might be available that could be pressed on one floor and sound on the other. In addition, we need to investigate the ability to send an alert via text, as nearly all teachers have cell phones on them during class.

Tim has also outlined the need for an Emergency Response Team to be created that is trained in the appropriate procedures for dealing with an armed intruder. He has also noted that we need to post signage indicating that we are a gun-free zone.