

UUC Executive Board Meeting Minutes
June 5, 2019 5:30pm

Present: Reverend Pam Phillips (Ex- officio), Ellen Plummer (President), Steve Keighton (President-Elect), Irene Peterson (Secretary), Nancy Norton (Member-at-Large), Sandy Power, (Treasurer) Amy Pruden-Bagchi (Member-at-Large)

Regrets: Dan Kominsky (Member-at-Large)

Congregation Members Present: Isabel Berney, Susan Baker

Incoming Board Members Present: Wayne Neu, Nancy Bodenhorn , David Hundley

Chalice Lighting, Reading (Irene), and Check-in. The reading and check in were held. Ellen asked everyone present to offer Steve a few thoughts for his presidency during the upcoming year. Steve emphasized that he is looking forward to working with everyone on the board and within the congregation. He stressed that it was a team effort.

Review and Accept Agenda. Approved, as amended, to include member forum.

Member Forum. Susan Baker shared her desire to support an increase in salary for the pianist. She highlighted the contributions the pianist makes to the congregation. In addition, Susan reported on the status of the Friends of the Library Garden Tour. She said they are “making progress” and reports having a great liaison with the Friends of the Garden committee. There will be a food truck at UUC during the tour and water for guests will be available. Susan noted that this is the first time the Garden Tour has taken place at a church and there have never been accessible bathrooms or a food truck. She also said there might be some musicians on the grounds. Ellen recommended that we put information about purchasing tickets for the tour in the UUC entryway. Susan will work on getting literature to the UU. The tour is July 6th.

Isabel Berney asked the board to consider an increase in the salary for the pianist. She feels as though the pianist is very important to our congregation. Additionally, Isabel feels it is important to get a screen for the sanctuary. She said, “It is a tool of the age”. She noted that during visits to other congregations during the search for the settled minister, every other congregation had a screen in their sanctuary. Candidates asked what our plans were to have a screen. She feels the current screen is not safe to move around. Isabel feels that we need something permanent and functional.

Consent Agenda. Pam reviewed her report. Motion to accept the consent agenda was made and seconded. The consent agenda was accepted. Wayne and Nancy B. want to make sure their correct e-mail is being used.

Treasurer's Report. Sandy will email reports when QuickBooks is updated (The book keepers are working on the software). Sandy reports “we are in good shape financially.”

Old Business. Budget. Ellen brought the following issues to the board in considering how they may impact the budget.

1. The board had been committed to salary equity for all employees. Pam has done research on this issue and was able to present information on the UUA guidelines and from other congregations on salaries for instrumentalists and choir directors. The sense is that our salaries are consistent with other congregations and with the UUA guidelines. Pam noted that it is difficult to compare to other congregations as the job descriptions vary.

2. Ellen offered for the board's consideration that the minister's cell phone and cell phone service be provided by the UUC. The minister uses her phone for ministerial and chaplaincy work and is basically on-call for the congregation 24/7.
3. Ellen also offered for the board's consideration that congregants have offered to purchase and donate a screen/monitor for the sanctuary. The board would need to vote on the acceptance.
4. The board is reminded of our commitment to put money in the sabbatical fund.
5. An additional reminder is the UUC's need to establish a "contingency" fund and the rules around using it.

A discussion continued regarding salary issues that were brought up in the Member Forum. While discussing the budget Steve reminded the group that there will be opportunities to adjust the budget numbers as more data about final year end budget number become available. He feels that he would rather not adjust salaries during the year and thus ideally would like to decide that before July 1. There was also a discussion about how gifts are given and accepted. The monitor issue may be revisited within the next year and may be provided by a donor.

Nancy Norton gave her opinion that its valid to weigh the values of the programs and to view the UUA salary guidelines as just guidelines.

Pam reported on her review of the UUA guidelines for instrumentalist and choir directors. She informed the group of the maximum hourly recommendations. Pam also felt the UUC was well within the guideline for both the pianist position and the choir director.

Sandy made a motion not to make any adjustments to the budget until after the end of this fiscal year and when all the figures, including the presumed surplus, have been calculated. It was noted that final information will likely be available in early August as the fiscal year is closed out. Given that the pianist and choir director are not paid over the summer, we can still make associated salary decisions at that time. A small discussion was held regarding staff evaluations and how difficult it is to compare staff positions of the UUC to another church as staff responsibilities vary from one congregation to the next.

A motion was made to adjust the budget after the current fiscal year is completed. The motion was seconded and carried. The budget will be revisited when the year-end fiscal numbers are in likely in August.

Sandy spoke to Chris Eagan about the need for someone to champion the Amazon/Kroger campaign. Ellen asked Sandy to get with the Finance committee to see how they want to pursue increased rental strategies.

Steve Keighton feels that the Board and the Finance Committee need to work more closely. Wayne Neu would like the Finance Committee to be more involved in the details of the budget planning. Ellen asked Sandy to tell Finance Committee that we are looking forward to a partnership between the Board and their committee. Sandy felt that better communication and clear direction would benefit the committee. Steve would like to have a combined Board and Finance Committee meeting together very early in the new fiscal year.

David Hundley questioned the budget amount for sound. He agreed to delay further discussion about this to a future board meeting.

Ellen requested members of the board to note any questions about the budget and its line items and bring them to the next meeting. Ellen and Sandy are going to meet at a separate time to "annotate" the budget in an effort to clarify line items. Wayne would like the Finance people included in this

discussion. Ellen is going to initially meet with Sandy and the information will be dispersed to the Finance Committee later for their review.

Strategic/Long Range Planning – next steps. Nancy Norton gave a review of the Board's input about our strategy for long range planning. She noted the following: a) there was not a consensus of how the committee would be formed b) we need to evaluate where we are now c) what are some ideas we should explore? d) how does the committee start?

Ellen stated that the questions are 1) what do we want to do? 2) We do not want to lose our momentum. She notes that the current policies and procedures need a complete re-organization (and she is continuing to work on that with help from member Linda Cherry). Nancy Norton questioned the difference between a long-range planning committee and a strategic planning committee. Wayne feels the board should be looking ahead (bigger picture view). Steve feels as though we need to address the environmental justice concerns. Steve would like to see a new Long Range Planning Committee pick up where the last one left off and focus on assessing how we are doing and how we want to live our mission and vision. We don't necessarily need a standing LRP committee. We may just need a temporary committee to revisit the issues. Amy expressed a concern that we need to find a better way to take advantage of the individual or smaller group energy and enthusiasm and ideas (such as from the Environmental Justice Committee). Wayne Neu is going to follow-up with the environmental justice committee about the solar panels when needed.

Strategic planning will be on the July agenda, as well as orientation information for new Board members.

Orientation / Retreat ideas for new board. Things to consider: What do you need as a board member? What do you think you don't know? Steve suggested that August would be a good time for a full retreat. The retreat could spend a lot of time on strategic planning efforts as well. The new board members were informed that usually board meetings will be the 2nd Thursday of the month. The next meeting will be July 11th 7 PM. The executive committee meeting date will be determined later.

New Business – none

Acknowledge incoming and outgoing board members. Ellen and Pam expressed appreciation for board members going off the board. Ellen acknowledged Amy and Irene for their roles as board members and thanked Pam and Steve for their support, especially over the past spring. Steve acknowledged the hard work done by Ellen and gave her small token of his appreciation (for which Ellen is touched and grateful).

July Reading- Steve will do the reading.

Meeting was adjourned at 7:46 PM

Respectfully submitted by Irene Peterson.

**UUC Board Meeting Agenda
June 5, 2019**

Chalice Lighting, Reading (Irene), and Check-in.

Acknowledge incoming and outgoing board members.

Review and Accept Agenda.

Consent Agenda.

Treasurer's Report.

Old Business

- **Discussion of proposed 2019-2020 UUC budget.
(assuming congregation votes budget – we might want to “circle back” and outline next steps for closing out 2018-19 budget – end of July; and what might be needed for 2019-20 budget)**
- **Strategic/Long Range Planning – next steps.**
- **Orientation / Retreat ideas for new board.**

New Business

June 2019 Minister's Report to the Board
Submitted by Rev. Pam Philips

Leads Worship and Officiates Rites of Passage

May's worship theme was curiosity, but we also had lots of variety and ritual throughout the month. I was pleased to hear that our guest speaker/singer Andrew Neil on the first Sunday in May was very well received. I appreciate Kristine Reid working with me to plan the service and Earle Irwin stepping up as worship associate to pull it together on the day. In the weeks that followed, we dedicated seven children, welcomed five new members, and bridged three youth to young adulthood. I worked with the youth to plan their bridging service, and they did a phenomenal job integrating the theme of curiosity, including an improv activity called The Great Sphinx. Victoria Taylor and I planned a multigenerational service for the last Sunday of the month that included opportunities to talk and listen and create pipe-cleaner art. Thanks to her son-in-law Matt for drumming as we sang and walked up the hill for a dedication of the water feature, and to George Lally who helped coordinate the dedication.

Our first Sunday in June was the annual flower communion, and we tried a new way of sharing flowers by recognizing all the people who volunteer their time and talents to help fulfill our mission. The children were excellent flower deliverers. We also tried a new way of configuring the chairs to allow people to see each other and to move around during the service. Thanks to Hayden Catlett for his care in setting up the chairs and the greeters for adapting to the new configuration. We'll leave it up for at least a few more weeks (and devise a better way to pass the joys and sorrows cards and collect the offering!).

Provides Pastoral Care and Presence

I continue to visit with congregants in my office, at their homes, and at the hospital. The lay pastoral care ministry associates also visit with people. We are shifting to an every-other-month schedule of LPCM meetings—thinking that less frequent but longer meetings will better meet our needs. Marilyn DuPont is stepping off the team; thanks to her for participating. I also want to lift up the care shown by members to each other. The many joys and sorrows shared during our most recent service are a testament to the way people take care of each other.

Encourages Spiritual Development for Self and Others

My trip to Martha's Vineyard for a friend's ordination was a spiritually enriching time for me. Staying with religious naturalist Ursula Goodenough along with colleagues created an opportunity for long conversations and long walks. The ordination service itself included beautiful music and an amazing sermon by Wesley Wildman of Boston University School of Theology.

Marilyn DuPont and I are meeting with the Soul Matters facilitators for an end-of-year reflection on the program—how it went and how to improve it next year. The first group of facilitators with whom we met had generally positive experiences with the program and also had good suggestions for improvements.

Karen Hager and I have begun mapping out adult faith development classes for next year. I'll be offering a sermon-writing series based on *The Shared Pulpit* throughout the year, along with a fall course exploring UU theology and a winter course exploring world religions.

Witnesses to Social Justice in the Public Square

We held a Virginia Interfaith Center for Public Policy event here on June 3rd which was very well-attended. Thanks to Stephanie Gilmore for setting up food and drink and doing the clean-up afterwards.

Jane Mahone and Jennifer Mercier have volunteered to co-chair a new committee to help the congregation re-certify as a Welcoming Congregation. Karen Hager and I have met with them to schedule offering a Transgender Inclusion in Congregations course in the fall.

Leads Administration

I congratulate the board on the care with which you went through the budget line-by-line (twice!) to create a budget that reflects our values.

I have done some research into fair compensation for music professionals according to the UUA because of questions asked at the informational meeting about the budget. Here is a [link](#) to the recommendations for our geo index; the relevant information is on page three. In short, choir director salaries are higher than pianists' (the figures are for full-time annual salaries while our musicians work 10 months and part time).

Serves the Larger Unitarian Universalist Faith

At the last meeting of the Virginia Cluster of UU Ministers (VACUUM), I volunteered to serve as "dean" for the organization beginning next fall. This means I will preside over our business meetings, convene leadership meetings, maintain the calendar and email distribution list, and welcome new religious professionals into the group.

I look forward to attending GA later this month with Jamie.

Leads the Faith into the Future

I've found one more person willing to moderate a Facebook group for UUC and consult on our use of social media (Jenna Nichols). I hope to have the new group up and running soon. I'm hopeful this will be a way for people to connected to the community even when they are unable to attend services.

Time away from Blacksburg

June 14-24 – Visiting family in Seattle, then Ministry Days/General Assembly in Spokane.

I will be on vacation/study leave for the month of July and out of town on the following dates:

July 1-5 – in Charlottesville

July 19-27 – Visiting family at a lake in the Columbia River Gorge in Washington.

I will be available by phone/email for emergencies. Lay Pastoral Care Ministry co-facilitator Jennifer Mercier will also be able to field pastoral emergencies.

Administrator's Report to the Board
June 5, 2019

Pledge Reminders: Email sent on June 4 reminding people that the fiscal year will be ending June 30 and to get remaining pledge payments in.

Annual Committee Reports: All are available in the website member area. A highlights sheet was available at the annual meeting and is also available online.

Updating Board Contacts with UUA: On July 1, I will update the UUA Data Services page with the names and contact info of new Board members (and remove those going off the Board). I'll also update our email lists for board and boardonly.

Vacation Time: I will be on vacation July 12-19 – will check emails as able but don't plan on responding unless requires quick response.

Attendance/Members: See online Google Doc. Several members removed following stewardship campaign and several added at book signing service.

DLFD Report to the Board – June 2019

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

End of year numbers:

- CYRE: 134
- LFD Activity Slots: 175
- UUC Activity Slots: 189

Registration is up 10% over this time last year.

Registration has now opened for fall; numbers will reset to 0.

This Month

- Summer and fall recruitment finished May 30, with all teaching positions filled. All youth group advisors for MSYG, YAC and YRUU are returning this coming year. Mentor recruitment for Coming of Age will begin as soon as enrollment decisions are made.
- Fall registration has opened. Pre-filled registration forms have gone out to all returning families, making registration as easy as possible.
- Summer RE begins June 9. Our theme in the PreK room is Sunday Funday, with playtime, stories and coloring; summer is used as our time to transition toddlers from the Nursery to PreK also. Our K-4 theme is Holidays and Holy Days, summer edition.
- We have 2 new Adult RE classes happening this month, both under the theme of Personal Spiritual Practices. Nancy Norton will be leading a class on UU Prayer Beads, and Diane Jackson will lead a class on Labyrinth Meditation. Rounding out this theme will be the return of free Tai Chi classes at the end of the month.
- I purchased the six-session class Transgender Inclusion in the Congregation for use in the coming year. This will be an Adult RE class in support of our Welcoming Congregation renewal.
- Plans are underway for Adult RE for the coming year. The prospectus is in progress and I expect to finalize it after GA.
- Due to changing class sizes, we will be switching the Gr. 2-3 and Gr. 4-5 classes this fall. This means that in mid-August, we will be moving the largest chairs into classrooms 3 & 4; classroom 5 will have the chairs currently in 3/4. Adults meeting in classroom 5 may use the rolling stack of chairs located in the closet, if they wish to have larger chairs.

Professional Development

- My work continues with the UUA Credentialing program. I have been appointed a new mentor and will begin working with her later this month.

Upcoming Dates

- 6/9: Summer RE begins
- 6/21: UU Prayer Beads
- 6/30: Labyrinth Meditation