

UUC Board Meeting Minutes
August 8, 2019 (approved at September 12 meeting)

In attendance: Steve Keighton (President), Pam Phillips (Ex-Officio), David Hundley (Member-at-Large), Dan Kominsky (Member-at-Large), Sandy Power (Treasurer), Nancy Bodenhorn (Secretary), Nancy Norton (Member-at-Large), Wayne Neu (President-Elect)

Regrets: none

Members: Marilyn and Frank DuPont, Alison Armstrong, Susan Baker

Chalice Lightning, Reading (Nancy N.)

Check-in. Board members shared a brief check-in about events in their lives.

Agenda was accepted unanimously

Member Forum

- Marilyn DuPont expressed appreciation for the idea of being able to talk with the board. Expressed negative views of the possible monitor in the sanctuary. Attended small group discussion on this topic that were offered to the congregation and assumes that these views were recorded. Groups were small. The fact that a member has offered to provide a video monitor as a gift was not known at the time of the meetings. Will not add beauty. Recognizes “everyone has one” as an argument, but not convincing. Restricted gifts of money and/or things should be accepted minimally and only with very careful consideration. This practice is not democratically decided in terms of the priorities of the community. Other (Marilyn’s) ideas that might be more appropriate if there is excess funding or offers of gifts – youth minister, elevator, van for elderly, intern ministers, seeding congregation in Floyd or Radford, solar panels. Suggest taking more time and energy to gain approval of the congregation. Pledge drive could include a dream of something spectacular (expensive) to purchase as a focus for the drive. This was done in the past with a push for paying a volunteer coordinator. Process is important.
- Frank DuPont spoke to the funding process – should have allocated funds in preparation for minister sabbatical. In 2007, used about \$7000 when Christine took sabbatical. Will need more now (recommended having \$10,000 – \$20,000 available, saved over a number of years). If we consider seeding another congregation in the area, rental space and advertising would be critical, as well as supporting an RE program. Hiring a part-time youth minister would be beneficial, especially to the VT students. Frank also asked when the last update of the Policies and Procedures Manual occurred, which was 2017. He also expressed appreciation for the Board.
- Alison Armstrong suggests having a button to identify that we are members of UUC. The button could be worn by UUC members who are participating in community service and be recognized. Past: tee shirts for community service, tee shirts sold for the Katrina relief project. The Board does not believe that a policy exists that requires formal approval, but agreed that this was a positive expression and approved the use. The Board will consider at a future meeting if we need to add a policy related to Board or other committee approval of member- or committee-created UU or UUC “advertising” (i.e., button, t-shirts, bumper stickers, etc.).
- Susan Baker spoke for a parity of salary for the choir director and the pianist.

UUC Board Meeting Agenda
August 8, 2019

7:00 – 7:15

Chalice Lightning, Reading (Nancy N.)
Check-in

7:15 – 7:20

Review and Accept Agenda

7:20 – 7:35 Member Forum

7:35 – 7:40

Approve Consent Agenda:

Minister's Report

Administrator's Report

DLFD's Report

Previous Meeting Minutes

7:40 – 7:50

Treasurer's Report (may include final numbers for 2018-19, but we'll have discussion under Old Business)

Old Business:

Vote on UUC sponsored groups: Trans (new)
+50 singles (current)

Decisions on 2019-20 budget adjustments/priorities

Plans to meet with Finance Committee in August (items to discuss)

7:50 – 8:50

New Business:

Minister's Evaluation Process, timetable

August 10 Retreat Logistics

8:50-9:00

Upcoming:

September Newsletter article -

September Meeting Reading -

Next Board Meeting: September 12, 2019 (with a caveat)

Consent Agenda approved unanimously.

Administrator's Report – note was made of need to anticipate Lisa's retirement in June 2020, will add to September agenda.

Treasurer's Report: Still not final for 2018-2019 budget. Should be a surplus, but not sure how much. There were some errors noted in the spreadsheet (e.g. mortgage shows up as paid 50%). Sandy will contact Bookkeeper to ask about the items that were noticed.

Old Business:

- Vote on UUC sponsored groups: 1) Trans (new) – Board passed unanimously.
 2) +50 singles (current) - Board passed unanimously.

Discussion on approving sponsored groups. Board believes we should have a formal announcement in the newsletter about the groups that are being voted to sponsor (this was done in the July newsletter) whenever there is a request so that congregation members can provide feedback. Implications of sponsoring include insurance, priority in scheduling rooms, webpage links.

The board appreciates Annie Dornberg for initiating and leading the +50 singles group, and to Linda Cherry for picking up the leadership of this group.

- Discussion on 2019-20 budget adjustments/priorities
Discussion was held, with recognition that decisions cannot be made until a final financial report is received from 2018-2019. Maintenance escrow account (anticipated payments), preparing for Pam's sabbatical, preparing for Lisa's retirement (overlap with a new administrator), monitor, pianist salary, contingency fund (unanticipated payments) were all discussed as important use of any surplus money. Will discuss with the Finance Committee to establish both a budget line for Maintenance escrow, and Contingency. Wayne will learn from the Building committee what the expectations and anticipated costs are for the maintenance. The board is aware of policy that indicates budgeted carry-over funds should go to operations and building contingency in a specific ratio, and wondered if the ratio and allotment were something we are comfortable being tied to or whether a change is needed to give us more flexibility . Board will examine the policy and implications, and examine whether the policy commands that the surplus we might have needs to go to these two funds. Further discussion about the potential of a monitor continued, with questions regarding the cost and technology. The personnel committee will work with Pam on a job description for the Administrator, and to examine staff salaries (choir and pianist particularly). The personnel committee needs a new

Board member to serve on the committee (Amy Pruden-Bagchi served previously). David Hundley agreed to serve and was approved unanimously.

Discussion regarding restricted gifts – policy requires board vote to accept gifts of earmarked money or materials (pieces of art, equipment, etc.). Pam indicates that UUC accepts more gifts than other congregations. Pam suggests that the Board needs to be careful about this, that there is a slippery slope of managing priorities with this practice.

Discussions will continue to decide on the budget in September.

- Plans to meet with Finance Committee in August (items to discuss – clarifying roles of Finance vs. Board, clarifying duties specifically charged to finance committee, re-examining timeline for proposed budget to give to Stewardship committee, suggestion for line items, can they send requests for committees instead of Treasurer) Tuesday Aug. 13, 5:45.

New Business:

Minister's Evaluation Process, timetable. Last year, each board member added their individual comments under each section of the evaluation document. This resulted in some conflicting feedback, which was not as helpful to Pam as she would hope. Pam suggests: all look at evaluation form (using "Fulfilling the Call") to create comments on each of the areas, meet together in person as a Board to agree on feedback (short meeting with Pam present, then just Board), send common comments to Pam, a few of us meet together with Pam to review.

There are alternatives, but Pam thinks this has worked well for others in the past. Give and take of information is valuable and is simultaneous to the Committee on Ministries evaluation. Timeline – evaluation to be conducted and meeting held in September (Sept. 24 goal), together with old Board members as well. Meeting with Pam in October.

August 10 Retreat Logistics – potluck lunch planned, form for suggestions circulated. Start at 9:30 in Women's Center.

Upcoming:

Aug 18 - RE Ice Cream Social (3 Board scoopers requested – Steve and David are the only ones here, Steve will notify Karen so others can fill in)

September Newsletter article - Steve

September Meeting Reading - Wayne

Sept 22 - Possibilities Fair (Steve and many others will be there)

Next Board Meeting: September 12, 2019

Meeting adjourned at 9:15 pm.

Respectfully submitted by Nancy Bodenhorn

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

Because I have been away, my report is brief. One thing of importance for the board is beginning the evaluation process for my second renewal of preliminary fellowship. The form is in the folder for the August board meeting. (You'll recognize the areas of ministry as they are the ones I use for my monthly reports.) It has an introduction that explains the philosophy behind the evaluation process. Last year's process of having all members of the board write their comments on the form to be collated by one person was not as useful as it could have been. This year, I suggest a different process:

- Individual board members (including those who stepped off the board in July) read over the evaluation and make a few bullet points under each area
- Hold a meeting to discuss your collective responses (I could attend the beginning of the meeting to answer any questions or concerns board members might have)
- Record consensus responses on the form
- Send completed form to me to review
- One or two board members meet with me to review it together.

I welcome input into the process.

Leads Worship and Officiates Rites of Passage

It was a joy to participate in worship from the seats. The worship associates have done an excellent job this summer. I look forward to being in the pulpit this Sunday.

Provides Pastoral Care and Presence

I'm grateful for Cynthia Luke and Jennifer Mercier for making sure pastoral needs were addressed while I was on vacation and updating me upon my return. I've kept in touch with some members via email. I was grateful to be present for the Sunday service after the shootings in El Paso and Dayton.

Encourages Spiritual Development for Self and Others

I'm looking forward to meeting with Marilyn DuPont to start up the Soul Matters small group ministry. We've had 35 responses to our survey, including several people who are willing to be facilitators this year.

Witnesses to Social Justice in the Public Square

I'll be participating in the Dialogue on Race summer summit as a facilitator and look forward to seeing many UUC folks there.

Leads Administration

I'll be meeting with Lifespan Faith Director and Pianist this month to complete their evaluations. I'll need to be able to give them contracts to sign (and so need some resolution on the pianist's salary).

Serves the Larger Unitarian Universalist Faith

I hope members will participate in the on-line [Green Living and Congregational Sustainability Workshop](#) being sponsored by my colleague in Newport News. Those who wish to participate together will gather with me in Elarth Hall on August 24th. Likewise, the UUA will be holding a Webinar on [Democracy & Electoral Justice 2020](#) on Wednesday, August 14th, 7 pm. At least one member would like to attend that workshop here at UUC. Please let me know if you are interested in watching it in Elarth that evening.

Leads the Faith into the Future

Administrator's Report to the Board
August 8, 2019

Committee Meetings: Attended Auction Committee meeting last month. Start planning what you will donate to the auction.

Pledges Owed from 18-19: Thanks to Sandy's efforts, emails were sent out to those still owing on their 18-19 pledges. Most did pay up and fulfill their pledges, although a few were unable to do so. The majority of unfulfilled pledges this year were due to people moving away.

Attendance/Members: See online Google Doc.

Time off: I will be taking time off August 28-September 8. Will be checking emails daily, and Isabel Berney is doing the bulletin for both September 1 & 8 services.

Update on Retirement Plans: While it's still a long way off, the Board will need to start thinking about my replacement. I plan to retire at the end of June 2020 and will be out of town June 27 – mid July. A decision will need to be made to hire within the congregation or not – or to advertise within and outside and hire the most qualified. There will need to be some overlap for training the new person which could be done my last month or 2 of working, although there is no money in the budget to pay this person - or I am willing to work an additional month or so as needed for the training after I return in July. After that time, I am of course willing to advise whenever the need arises, particularly for the work that is only done once or a few times a year that the new person won't have done. If funds are found to hire in May or June, that person would be available to be working while I'm away in July. If not, I can do much, but certainly not all, of the work via computer from afar. So there's much to work out but thought it best to start thinking about this earlier rather than later.

DLFD Report to the Board – August 2019

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

Registration is open. Registration numbers to date:

- CYRE: 85
- LFD Activity Slots: 107
- UUC Activity Slots: 126

CYRE refers to unique children; if a child registers for multiple activities, they are only counted once. Activity slots counts the multiple activities.

This Month

- Summer RE finishes August 18 and concludes with LFD's annual Ice Cream Social to acknowledge our summer volunteers. Traditionally, members of the Board scoop ice cream for this event after the service. **LFD is requesting 3 Board members as volunteer scoopers.**
- There will be no RE classes on August 25 or September 1. Children will join parents in the multi-generational Water Service on August 25 and in the Family Service on September 1 (Labor Day weekend).
- CRE teacher training is scheduled for Saturday, August 17. I am in the process of setting up training dates for all other groups. As all of our MSYG, YRUU, and YAC advisors returned this year, training for youth group advisors will be truncated. I am also in the process of setting up a retreat for YRUU and YAC adult advisors.
- As of this writing, I have filled all but 2 Coming of Age mentor roles for this year. Invitations are out and I am awaiting responses. Victoria Taylor will be facilitating COA again this year.
- Our new ARE class, Community Conversations, began in July with an overflow crowd of over 25 people in attendance. Given the large crowd, this class will move to the sanctuary. We have also decided to open the class to the community; Jamie McReynolds will be posting notices at the Blacksburg and Christiansburg Libraries.
- Our LFD year begins September 8. Rachel and I are spending most of our time getting ready for the fall. Room and session prep and registration processing are two of our biggest projects.

Professional Development

- My work continues with the UUA Credentialing program.

Upcoming Dates

- 8/17: Fall Children's RE Teacher Training
- 8/18: Last day of Summer RE; Ice Cream Social after the service
- 8/18: Community Conversations
- 8/25: Multi-generational Water Service
- 9/1: No regular RE; children attend Family Service with parents
- 9/5: Transgender Inclusion in Congregations class begins
- 9/6: Social Justice Film Series resumes
- 9/8: Children's RE begins; YRUU begins
- 9/20: MSYG begins