

**UUC Board Meeting Minutes**  
**September 12, 2019**  
(Approved at October 10, 2019 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)

**Chalice Lightning, Reading** Wayne Neu

**Check-in**

**Review and Accept Agenda** accepted unanimously

**Member Forum** None in attendance

**Approve Consent Agenda:** accepted unanimously

Minister's Report – short discussion for clarification and support for NAACP banquet and Floyd Amnesty project

Administrator's Report

DLFD's Report – noted that RE attendance is up 10% from last year.

August Meeting Minutes

**Treasurer's Report**

Meeting and communication from Finance committee indicated they want to be sure that Vanguard Account (mostly bonds and a little in stocks – an investment fund) remain as contingency. Costs for various building projects (roof, painting, HVAC) will be determined along with their expected lifespans for financial preparation, knowing that they will need replacement at some point.

Discussion held regarding some confusion of what items belong where in the statements [e.g. Restricted assets (line item in Financial Condition statement) is more than what we have in checking account, so some of that must be in Vanguard. Checking accounts are flush right now, as some pledges are paid early. Wayne concerned that Vanguard investment is longer term and is not really appropriate to hold restricted assets, David believes it is better in Vanguard than in a bank, as the return is better.]

Question raised as to how the Unrestricted Net Assets figure of \$1,313,341.25 is calculated and no one seemed to know. Different accounting systems seem to be in use, which is causing confusion. If pre-paid pledges are counted, then it changes our cash accounting.

General agreement that we should look at budget and statements more thoroughly and that a meeting should be held with Board President-elect, Treasurer, Bookkeepers, Finance Committee chair, and Administrator to sort through the funding numbers.

Endowment fund – is in a UUA managed fund devised to be socially responsible.

Escrow fund is for anticipated needs (building maintenance, sabbatical).

We have \$20,294 surplus from 2018-2019.

\$8,000 is committed already in the 2019-2020 budget as an expected surplus and has already been distributed. An additional \$2,387 is available from pledges received after the budget was finalized, so we are working with \$14,681 for distribution.

Future planning will prioritize establishing a building escrow fund to be funded out of the surplus this year (19-20) but to be included in the budgeting process in future years. Budget will be set aside for specific items that are anticipated (HVAC, Roof, etc.).

**Old Business:**

- 2019-20 budget decisions related to overages from previous year

Brainstormed suggestions included Sabbatical fund (will need in 4-6 years). Building. Personnel committee suggested raising the pianist salary by 10%. Flooring in kitchen and bathroom needs to be replaced. Hospitality snacks for kids for coffee hour (RE committee recommendation). Leveling accessible entryway. Monitor. One month overlap for Lisa's replacement when she retires this summer. Pay principal on mortgage. Member loans.

Voted and unanimously approved:

Administrator overlap	\$2500
Facilities maintenance escrow	\$4000
Pianist raise	\$639
Replace kitchen and bathroom flooring	\$3500
Hospitality snacks for kids in coffee hour	\$600
Minister Sabbatical fund	\$2500
Building and Grounds contingency	\$942

As entry leveling is examined, this might be funded through the extra contingency.

Idea for the Minister sabbatical fund is to include contributions to the fund in future budgets until we have \$10,000, which was estimated to be the largest amount potentially needed, and then will not need to be funded until after a sabbatical is taken and the funds used need to be replenished. We are on target to have this amount a couple of years prior to the first year that Pam is eligible for sabbatical.

- Strategic planning next steps. Steve suggested that he and Pam will propose a process for strategic planning and ideas for a committee. Will bring to next board meeting.
- Update on discussions with Finance Committee and timeline goal for planning next year's budget. Calendar will be moved forward for stewardship and budgeting. Meeting was well received and seemed to be appreciated by the Finance Committee.

#### **New Business:**

- Plan for a process for ID'ing and editing appropriate policy sections (3 identified already). Will be continued next time.
- Request from Auction Committee to submit auction item. Board was asked to think of ideas to offer.
- Bobbie Littlefield has donated \$100 to George Lally Gift Fund to build a retaining wall. The gift was gratefully accepted.
- Mental health justice committee is disbanding as a UUC committee in October. The local division of NAMI, which was initiated through the work of the committee, is doing the work on which the MH justice had been focused. They request that the MH justice committee receive their budget request prorated for 3 months. They have a specific amount (\$850.20) of money in a restricted asset account (from half plate, etc). This amount will be distributed to them as the local NAMI chapter.
- Report of conversations from Chat with Board at potluck. 1) People who are coming in through accessible entrance are challenged - there are level changes in the walkways and the doorways (this was discussed in reference to the surplus and is being examined for proposal). 2) Suggest an administrative support committee to stuff envelopes etc. which would then be in

place to support and entice the new administrator. Pam will discuss the necessity for such a committee with Lisa.

**Upcoming:**

- Pam and Steve – will propose names for 3 soon-to-be vacant positions on the Committee of Ministries and will vote on at Oct meeting.
- Bulletin board bios, and future “Chat with Board” Potluck and Get to Know UU sign-ups
- Reminder of Sept 24 Minister Evaluation dinner meeting (where, what time?) 5:30 – 7:30 UUC

**Newsletter article** (due Sept. 26) – Nancy Bodenhorn

October Meeting Reading – David Hundley

Next Board Meeting: October 10, 2019

Meeting was adjourned at 9:15.

Respectfully submitted by Nancy Bodenhorn

UUC Board Meeting Agenda  
September 12, 2019

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7:00 – 7:15

Chalice Lightning, Reading Wayne

Check-in

7:15 – 7:20 Review and Accept Agenda

7:20 – 7:30 Member Forum

7:30 – 7:40 Approve Consent Agenda:

Minister's Report

Administrator's Report

DLPD's Report

Previous Meeting Minutes

7:40 – 7:50 Treasurer's Report

7:50 – 8:30 Old Business:

- 2019-20 budget decisions related to overages from previous year
- Strategic planning next steps
- Update on discussions with Finance Committee and timeline goal for planning next year's budget
- Any updates from Personnel Committee on Lisa's retirement plans at end of FY and process for hiring replacement?

8:30 – 8:50 New Business:

- Plan for a process for ID'ing and editing appropriate policy sections (3 identified already)
- Request from Auction Committee to submit auction item.

8:50 - 9:00 Upcoming:

- Pam and Steve – will propose names for 3 soon-to-be vacant positions on the Committee of Ministries and will vote on at Oct meeting.
- Bulletin board bios, and future "Chat with Board" Potluck and Get to Know UU sign-ups
- Reminder of Sept 24 Minister Evaluation dinner meeting (where, what time?)

Newsletter article (due Sept. 26)  
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Next Board Meeting: October 10, 2019

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

### Leads Worship and Officiates Rites of Passage

Worship highlights this past month include working with Avi Shroff on a sermon she "purchased" at our annual auction, working with Jamie McReynolds and Steve Keighton on the service reporting back from General Assembly, and two multi-generational worship services with worship associates Stephen Henninger (water ingathering) Kimberley Homer (Labor Day service). We used new-to-UUC music in the water service, including a song written for the first water service in 1980 and a newer one. Thanks to Ella Kromin and the choir for learning these pieces in their first rehearsals of the year to support the congregation. Thanks, too, for the choir debuting a hymn quite popular at GA on their first official Sunday performance and to Jennifer Thomas for her solo. On the first Sunday of September, beginning our exploration of the theme of Expectation, we started the new practice of introducing Soul Matters small group spiritual exercises so that everyone may explore them on their own.

UUC was the site for a memorial service for a long-time member of the Blacksburg community and Shadowlake Village. Because my letter of agreement stipulates that I am "responsible for all worship services, including seasonal celebrations and rites of passage, such as weddings, child dedications, and funerals and memorial services," I worked with the minister conducting the service.

I'll be training new and returning chalice lighters this week and next and am really excited that thirteen children have signed up to participate in our worship services. I've also talked with one of the leaders of YRUU to discuss ways that the youth might participate in Sunday services.

### 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 continue to meet with congregants, but they have suspended their "office hours" after Sunday services because so few people have made use of them. The team decided that providing a support group for members of our community who are caregivers was a significant, unmet need. Dan Kominsky will head up monthly meetings for those who are caretakers, with support from other members of LPCM on the 2<sup>nd</sup> Tuesday of the month at 7:00 p.m. in Room 3 (downstairs). Please spread the word, particularly to those who might not self-identify as caregivers who would benefit from support.

### Encourages Spiritual Development for Self and Others

Marilyn DuPont and I have recruited 7 facilitators for this year's Soul Matters Small Groups, and we will train them on Saturday, Sept. 7<sup>th</sup>. Anne Hall, who facilitates the Parents of Young Children covenant group will be joining the training so that group can also use the materials. So far, thirty people have signed up to participate, and we will assign groups early next week.

We have had excellent response to the Transgender Inclusion in the Congregation, with twenty people attending the first session. Hayden Catlett, Jennifer Mercier, and I will be facilitating this

six-week workshop. In addition to those who will attend in-person, six people have signed up to take the class on-line at home.

So far, sign-ups for the “Exploring UU Theology” class has not been good (only one registrant). I had hoped that offering a daytime class would draw different participants, but it may be that we need to find another time.

I have begun working with a new spiritual director, using Zoom and look forward to deepening my own spiritual practices.

### Witnesses to Social Justice in the Public Square

I was a facilitator during the Dialogue on Race Summer Summit and was honored to be asked to give the invocation. I saw at least a dozen UUC members there, including several who had never been there before. The NAACP religious affairs committee is planning an event on October 20<sup>th</sup> bringing together a multi-generational, multi-race, multi-faith group, and I hope that many of our members will participate. More information will be coming. We are also still looking for people to attend the NAACP Freedom Fund banquet (\$60/ticket); last year UUC had two tables there.

I am meeting with a representative of the Floyd Friends of Asylum Seekers later in September to see how we might support their work. I’m glad to hear that members of UUC (Dick Luke and Dean Mook) have provided transportation for those who need to make immigration appointments in Richmond.

I have been invited to participate in a new initiative encouraging local employers to pay a living wage. I think it is important that UUC participate. If you or someone you know supports a living-wage campaign and would like to participate in this effort, please contact me.

### Leads Administration

I met with the personnel committee, in large part to discuss the suggestion that the pianist receive a higher salary in recognition of outstanding service. After much discussion, here is their recommendation: **“The personnel committee recommends a 10% increase for the pianist based on the position’s contribution to the Sunday morning services and other performances that bring people from the local community, increasing the visibility and reputation of the congregation.”** This would bring the budgeted salary from \$6392 to \$7031. The personnel committee will be working with me to revise the administrator’s job description and plan the process for advertising and interviewing for a replacement for Lisa Evanylo as she retires.

I have also been in discussions with Building committee chair, Dick Luke, about the work completed by our facilities manager, Joe Parrish. Due to some miscommunication and misunderstandings, Dick, Joe, and Steve Keighton and I met to discuss the role and responsibilities. I will be revising the agreement with the facilities manager based on this conversation (as soon as I get a copy of the last one, signed several years ago) to clarify the expectations for this position in terms of communication, prioritization, and documentation of work completed.

As we consider how we might use the budget surplus, I would like the board to consider replacing the vinyl flooring in the kitchen and the bathrooms, both of which are in poor condition.

I worked with the Connections Committee to come up with plans to make our social hour and 2<sup>nd</sup> Sunday potlucks more welcoming to families with young children. As noted in my newsletter column, we will have seating available in Elarth, including a table with arts and crafts supplies for the children (and anyone else who wishes to use them), and light snacks. **I would like the board to consider adding \$800 to the hospitality budget line to pay for the snacks.** To make potlucks more accessible, we'll wait for the children to come up from RE before beginning to make sure they and their parents are able to get food. We'll also open the blue doors and put up more tables to accommodate everyone.

#### Serves the Larger Unitarian Universalist Faith

I attended my first planning meeting as the “dean” of the group formerly known as VACUUM (Virginia Cluster of UU Ministers). We continue to seek a new name that reflects that we include ministers and other religious professionals. We will be discussing proposed guidelines for the UUMA (UU Ministers Association) in anticipation of our regional meeting at The Mountain in November.

I'm excited to participate in the ordination of Elizabeth Ide (who preached at UUC last December) as the first female minister of the First Church in Salem (Massachusetts), Unitarian Universalist on September 22<sup>nd</sup>.

#### Leads the Faith into the Future

Ten of us from UUC (9 in-person and 1 on-line) participated in a Green Workshop via Zoom that was hosted by Rev. Andrew Millard, UU minister in Newport News. My role was limited—encouraging members to register and setting up the TV, but in the process I purchased a webcam that will prove useful in our participating in future virtual workshops.

#### Time away from Blacksburg

UU Religious Professionals meeting in Charlottesville – September 17<sup>th</sup>

Ordination in Salem, MA – September 21<sup>st</sup>-23<sup>rd</sup>

My father is starting treatment for cancer in Oregon, and I may need to go be with him at some point later this fall. I appreciate all your good wishes and prayers.



**Administrator's Report to the Board**  
**September 12, 2019**

**New Directory:** In the next month or so, the directory will be updated, and only those few with no internet access receive paper copies (done once/year in the fall). This includes an updated "Who are your UUC neighbors" file. The updated directory will be on the member area of our website and is updated quarterly. Note that you can download the directory to your desktop, and every update gets included with the weekly announcements.

**Committee Meetings:** Attended Auction Committee meeting last month. Be sure to get your auction donations in and plan to attend!

**Stewardship Committee:** The committee is meeting September 15 after taking the summer off to start planning the spring pledge drive for 2020. Andy Roberts will again serve as chair.

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

If you ever see anything on our website that needs updating, be sure to let me know.

## **DLFD Report to the Board – September 2019**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

Registration numbers to date:

- CYRE: 108
- LFD Activity Slots: 121
- UUC Activity Slots: 150

*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**

- Coming of Age kicked off at the end of August with a family cookout/potluck that included our 5 participating youth and their families, the 5 mentors and their families, our facilitator and staff. This was a change from previous years and worked very well. The group socialized over food, then younger children went to childcare while the COA group had their kick-off meeting. For the last 15 minutes, mentors and youth spent time together in their first activity. COA will meet this year approximately every 3 weeks from 9:45-11:15 am on Sunday mornings September-November; work together to provide service to UUC at our annual holiday multi-gen service in December; meet again in January; then take a hiatus February-April to allow youth to attend 8-9 OWL. Mentors and youth will meet in pairs during this time, with the group coming back together in April for our annual bonfire and May's bridging service. We have also built in opportunities for group socializing and social action this year; in September, the group will be making blankets for Project Linus.
- Children's RE begins September 8, as does YRUU. MSYG begins the following week. The CYRE number above represents a record large registration for the first day of RE.
- Over the summer, a survey was conducted of LFD parents to provide feedback on our program. There were no real surprises, with overall excellent results. Their feedback was provided to Pam to share with her committees as desired. One area to be lifted up was overwhelming support for projection in the sanctuary, with only 1 parent objecting (that parent had previously given feedback in one of Pam's listening sessions).

*Would you like us to have the ability to project?*

- Yes 60%
- Maybe 27%
- No 13% (1 respondent)

This was echoed in our recent teacher training, with teachers stating that they would like to see projection (a monitor) added to our sanctuary.

- Evacuation training was conducted during the recent teacher training. As Michelle Tringalli is both a RE teacher and Safety Committee member, she took notes for future Safety Committee use.
- We will be holding another Backpack Blessing on the first day of RE during Time for All Ages.

- YAC began meeting again in August, planning for the YRUU kick-off September 8. We have three youth leaders this year.
- Registration info was mailed to parents who registered, providing information on all registered programs. Email and texting listservs were updated, as was PowerChurch.
- Rachel and I prepped the first 6 classes for all classrooms and finished decorating. The TV has been installed in classroom 3 – thank you Dick Luke and Bob Stimson!
- Our Middle School RE class will once again be visiting other places of worship this year as part of the *Building Bridges* curriculum. September's visit will be to Temple Emmanuel on Friday, September 20. Adult members of the congregation and parents are invited to join the class.
- Our Adult RE class, Transgender Inclusion in the Congregation, is receiving strong registration. This class is offered both in person and online; 75% of respondents plan to attend most or all classes in person, and 25% will attend exclusively online. We are also investigating the possibility of adding a discussion group for online attendees. This class is co-hosted by LFD and the Welcoming Congregation Team and will be used for our Welcoming Congregation renewal. All members of the Board are urged to attend and may register at <https://forms.gle/1pAHQKeDR2dC71ZPA> (registration required). Class begins September 5.
- Pam will be teaching a class on Exploring UU Theology beginning this month. Pam is also planning to teach 2 more Adult RE classes this year, along with serving as a co-facilitator for 2 additional classes.

### **Professional Development**

- My work continues with the UUA Credentialing program.
- As requested, I submitted 2 more competencies for an initial review, for a total of 3 to date. My next submission milestone is February 1, when a long list of items begins submission in preparation for the final interview in April. My mentor has advised that I plan to do nothing but finish credentialing for the first part of my sabbatical.

### **Key September Dates**

- 9/5: Transgender Inclusion in Congregations class begins
- 9/8: Children's RE fall semester begins
- 9/8: YRUU kick-off potluck with parents
- 9/13: MSYG begins
- 9/20: MS RE visit to Temple Emmanuel, Roanoke
- 9/25: Exploring UU Theology begins
- 9/29: Community Conversations