

## UUC Board Meeting Minutes

Date: December 12, 2020

Approved: January 9, 2020

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

7:00 – 7:15

Chalice Lighting, Reading (Dave Hundley)

Check-in

7:15 – 7:20

Review and Accept Agenda – approved unanimously.

7:20 – 7:30

Member Forum – no members attended.

7:30 – 7:40

Approve Consent Agenda: approved unanimously

Minister's Report

Administrator's Report

DLFD's Report

Previous Meeting Minutes

7:40 – 7:50

Treasurer's Report

Continuing to work with bookkeepers on details of reports. Vanguard report was received positively for its conservatism. Sandy (treasurer) reported from the Finance committee meeting on Dec. 11 to plan for next year's budget. Initial outline was delivered to board this afternoon so the board members have not had a chance to review yet. The timeline of producing the budget is on time. Regarding the current budget and expenditures, clarified that the minister sabbatical fund should be registered as paid. Coffee line is positive, we assume that this might be due to donations for the coffee fund. UUA dues are paid quarterly so that line will even out throughout the year.

7:50 – 8:40

Old Business:

- Brief report from Past Presidents meeting. Pam and Steve attended meeting on Dec. 1 with the group of 20 past presidents. Reviewed history of the congregation, responded to a questionnaire with questions that focus on what proud of? What do you love most? What should we do more of? What do you want legacy to be? Ensuing discussion about these questions. Big picture of congregation. Highlights: Proud of our history. Board can make bold decisions, don't anticipate that you (board) will please everyone. Small groups should

continue, more communication between committees, need for bigger presence and visibility in the community, want more leadership development, do more fun things together as a group, welcoming but can do more, We can be doing more in the community for justice issues.

- Strategic planning committee update. Pam contacted a variety of people and the following have agreed to serve on the committee: Kim Feucht, Steve Henninger, Jim Kern, Frank Napolitano, Amy Pruden-Bagchi, and Polly Stimson. Board voted unanimously to accept these people as the steering committee. Pam and Steve (and any other board members available) will meet with them in January to charge the group.

- Policy/procedures review – update on status and process. Each board member had read through at least the first twenty pages of the policy. General impressions are that quite a bit of the material is too specific for a policy manual. Suggest in each topic area we have an Objective, Policy, and Procedure. Two members have been working on revisions, but need to pass it on to a new responsible party. Nancy Norton will begin working on this, establish a template for each policy, and start on the Communication pieces of the manual. A few congregational manuals are on-line and have been helpful resources (Nashville?), which Steve, Wayne, and Nancy N. will research and contact. Each of us will continue reading for next month and make comments and questions in the google doc that is in the UUC Board files.

- Citizen's Climate Lobby Sunday Circle reminder (Dec 15). As many board members as possible are requested to attend this circle discussion on Sunday. The group was part of a sermon earlier in the fall and some members have suggested that we consider being a sponsor or endorsing the group, as it seems to be consistent with our values and beliefs. The Board plans to develop a policy regarding the process of congregational endorsement of a group. Pam will look at other congregations to find sample policies so that we can use those in reviewing potential practices of endorsing or joining any particular organization (board vote vs. congregational vote for example)?

8:40 – 8:50

New Business:

- Electronic vote in late November to gratefully accept new paraments from Piece Makers.

- Big picture upcoming budget items that we need to anticipate. We'll plan to finalize proposed budget in January. Possible potential budget from Finance committee. This was delivered to us this afternoon and will be reviewed and discussed in January.

- Issue of UUA retirement plan for DLFD and Administrator.

Through contacts with other UUA staff members, we have become aware that when the UUA initiated a retirement fund for UU staff, the UUC has followed the legal requirements for the minister, but not for other staff members. Basically, after an employee has worked 1000 hours in a year, on the beginning of the next calendar year, they must be enrolled in the UUA retirement plan and the employer must contribute 10% of their gross pay each month to their retirement plan. Staff (DLFD and Administrator) hours have increased over the years since

this policy was enacted by UUA, and an oversight occurred in providing this benefit to staff members as they became eligible. Rev Pam and the board are committed to identifying the history and impact of when the benefit should have been enacted and compensating the staff for the retirement payments and lost earnings, which we are both legally and morally required to do. We are still in the exploration stage of identifying UUA and IRS policy to determine the total amount owed and how we will manage that financially. In the meantime, the Board voted to immediately enroll the DLF and Administrator in the UUA retirement plan for 2019 and to allocate funds in the current budget to pay the 10% retroactively for all of 2019, and we will include this in all budgets going forward.

8:50-9:00

Upcoming:

Newsletter article (Steve, due Dec. 26)

January Meeting Reading – Nancy Norton

Next Board Meeting: January 9, 2020

Chat with Board at UUC potluck on January 12 – Steve and Wayne

Getting to know UUC – January 19 – Nancy Norton

Adjourned at 9:12

Respectfully submitted by Nancy Bodenhorn

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Approve Consent Agenda:

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7:40 – 7:50

Treasurer's Report

7:50 – 8:40

Old Business:

- Brief report from Past Presidents meeting.
- Strategic planning committee update.
- Policy/procedures review – update on status and process
- Citizen's Climate Lobby Sunday Circle reminder (Dec 15). Review sample policies from other congregations (from Pam) on how to endorse or join any particular organization (board vote vs. congregational vote for example)?

8:40 – 8:50

New Business:

- Electronic vote in late November to gratefully accept new paraments from Peace Makers.
- Big picture upcoming budget items that we need to anticipate. We'll plan to finalize proposed budget in January.

- Possible potential budget from Finance committee

- Issue of UUA retirement plan for DRE and Administrator (don't know details of any financial obligation yet, but need to be prepared to determine how we will support this if necessary)

8:50-9:00

Upcoming:

Newsletter article (Steve, due Dec. 19)

January Meeting Reading -

Next Board Meeting: January 9, 2020

Chat with Board at UUC potluck in January 12?

Getting to know UUC – January 19

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

### Leads Worship and Officiates Rites of Passage

November's theme of Attention gave us the opportunity to explore the connection between mindfulness and compassion and the way we attend to our the most difficult parts of our past. We held a child dedication for three children (two children were unable to participate because of illness but will be included in the dedication in the spring). We also observed Transgender Day of Remembrance with a reading of the names of those who have been killed in the past year. Four members of YRUU led the Time for All Ages, reading and acting out *The Mitten Tree* story with the children.

Our theme in December is Awe. We'll have several multigenerational services because of the holidays and not having religious education classes during winter vacation. Karen Hager's Frosty the Snowman service was well received, including the fine trio Jared Gibbs put together.

It was a great joy to officiate at the wedding of Meredith Hundley and Jason Cooper, with many members of the congregation in attendance. I also met with and then married a couple who are not affiliated with UUC. It was lovely to be able to take photos for them in front of our decorated Christmas tree.

### Provides Pastoral Care and Presence

This past month has been a difficult one for many members of our community, including the deaths of Peer Segelke and long-time UUC member Johnny McCord. Several people notified me of Peer's death as they were seeking ways to help his wife and family. It was touching to see how so many wanted to help. We will hold his memorial service the afternoon of December 14<sup>th</sup>. Likewise, many people were saddened by Johnny's death. We honored his wishes by not having a memorial service but did hold a gathering for those who wanted share stories. This gathering was very well attended, including several people not associated with UUC.

I've also met with several people—in my office, their homes, and the hospital.

### Encourages Spiritual Development for Self and Others

We completed the Transgender Inclusion in the Congregation workshops, with all agreeing that it was very worthwhile. We held a conversation for those who had completed the course at home on their own, but only three people attended. We also completed the "Exploring UU Theology" class in November.

The second "Spirituality of Aging" meeting was as well-attended as the first (over 20 people attending). The conversations were lively and many expressed gratitude for the opportunity to talk with others about aging.

### Witnesses to Social Justice in the Public Square

The Montgomery County Board of Supervisors will be voting on December 16th whether to become a "Second Amendment Sanctuary." I've been told that the meeting where the proposal was discussed felt unsafe to many who attended and was asked to attend the next meeting with other clergy in hopes of making it less contentious. Several of my colleagues have expressed interest in attending. I will be wearing a clergy collar to the meeting—something I

haven't done in the past but which has been recommended as a way to make it clear that I am attending as a minister.

### Leads Administration

I have learned that the congregation may have made an operational error in their administration of the UU retirement plan—both the administrator and the director of lifespan faith development should have been offered retirement benefits. I have been investigating, but it has been difficult as no one seems to have been in charge of administering the plan. It's clear that ministers have been receiving retirement, at least as far back as Rev. Richardson but probably also Rev. Brownlie. Lisa and I are meeting with UUA staff on Tuesday and I will report what we learn at the board meeting. I'm afraid this will have pretty serious financial implications for UUC.

Dick Luke and I met with Joe Parrish to go over repair needs and prioritize them. Dick has also ordered flooring that will be installed in the kitchen and the bathrooms near the accessible entrance.

Ellen Plummer, Steve Keighton, and I met with many past presidents of UUC in anticipation of the strategic planning process. The past presidents shared their ideas—in writing and discussion—which should prove useful.

Steve and I have been contacting prospective strategic planning committee members and may have a full slate in time for the board meeting. I would like to collect copies of Holy Conversations to distribute to members of the committee to review as they start the process.

The leadership development committee has met and is beginning to come up with some names for adding new members to the board in June. They will be sponsoring a workshop led by Mark Benson in the new year.

### Serves the Larger Unitarian Universalist Faith

My time at The Mountain for the SEUUMA (Southeast UU Ministers Association) retreat was restorative and gave me a chance to meet new colleagues. I joined in writing postcards to those who couldn't attend. I also attended a Blue Ridge cluster gathering in Waynesboro, where we continued our discussion of the proposed UUMA guidelines.

### Leads the Faith into the Future

I hosted the Blacksburg Ministerial Association on December 4<sup>th</sup> and will co-chair the Lenten Supper series with Andrew Fairfield (Christiansburg Mennonite Fellowship). We may not host a service this year to let another congregation have the opportunity, but I hope we might support another church when they host.

### Time away from Blacksburg

Trip to Oregon to see my dad December 25-30

(I may have to go sooner, depending on what his doctor has to say later this week.)

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

**Community Assistance Fund:** Note that the offering at the Christmas Eve service will go to our CAF. The fund currently has \$1040. We receive many calls from people in the community seeking help with food, utility payments, rent, etc. Since January, Pam has contributed about \$1400 to helping those in need.

**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 with all staff on vacation. I will be out of town Dec. 24 returning Jan. 2 but will be checking email and working some online during this time.

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

**Stewardship Committee:** The committee met in November and worked on the timetable for the upcoming spring campaign. There will again be a pre-campaign opportunity for pledging.

Wishing everyone a very happy holiday season.

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

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

Registration numbers to date:

- CYRE: 120
- LFD Activity Slots: 146
- UUC Activity Slots: 165

*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**

- Buddy Project finishes this month at our annual multi-generational service.
- YRUU will host JEOPARDY! again this month. Many thanks to Linda and Joe Powers for their help with this event! All Board members are urged to attend and support our high school youth. The event is free, but youth will be holding a Holiday Cookie Sale, with donations going to their trip fund.
- MSYG will be making holiday gifts for our congregants, and relatives of our congregants, that live at Warm Hearth. About 30 people will be receiving gifts.
- There will be no Children's RE or YRUU meetings on December 22 or 29.
- Recruitment is underway for spring CRE teachers. Teacher training will be held on January 11.
- LFD is sponsoring a movie in our Social Justice Film Series, *The Armor of Light*, which will be co-hosted by Moms Demand Action for Gun Sense in America on January 12. YRUU is expected to attend as a group.
- A 4-part Adult RE workshop, Money Empowerment, begins January 13 and will facilitate discussion around personal experiences with money. (Not intended as financial advice.)
- OWL 8-9 begins in late January and will run through early May, meeting Sunday afternoons. The class will be meeting downstairs and that floor will be off limits during class time to anyone not associated with the class.
- In January, our middle school RE class will visit the Islamic Society of New River Valley.
- YRUU and YAC (adult) advisors will have a retreat on December 15.
- I have created a digital binder for Rachel to use during my sabbatical that details work that will need to be completed by month. I have also created templates for monthly newsletters and weekly email newsletters that Rachel can edit and publish. As a reminder, Rachel will be covering Children's RE, Coming of Age, Middle School Youth Group, and the Library. She will also serve as the point person for communication vehicles for LFD. The main contact person for questions about other groups will be:
  - YRUU/YAC: Jane Keppel-Benson
  - OWL: Andy Roberts
  - ARE: Pam
  - LFDC: Jane Keppel-Benson

I have met with all of the individuals above and they are clear as to what they will be covering in my absence.

**Sabbatical Dates**

- I will be taking vacation December 23 through the end of the year.
- My last Sunday will be December 15 and my last day working will be December 20, before my sabbatical, which will allow Rachel to ask questions during the timeframe I am on vacation. My sabbatical will begin January 2 and I will return July 6.