

UUC Board Meeting Minutes

Date: January 9, 2020

Approved February 13, 2020

In attendance: Pam Philips (ex-officio), Steve Keighton (president), Wayne Neu (president-elect), David Hundley, and Nancy Bodenhorn (secretary). Dan Kominsky and Nancy Norton attended via Zoom.

Not in attendance: Sandy Powers (treasurer)

Chalice Lighting, Reading (Nancy Norton)

Check-in

**Review and Accept Agenda.** Approved unanimously

**Member Forum.** George Lally attended to speak about encouraging UUA General Assembly (GA) attendance. Previously the Committee on Denominational Affairs has encouraged attendance, but that committee is not currently active. The GA in 2020 is in Providence, RI this summer and George believes there should be an effort to make attendance increased. He suggests an advertising blurb in the newsletter and weekly updates – wants approval to conduct this process. Any number of members and friends can attend GA, the UUA allots us five delegates based on the size of our congregation. Registration is \$400, we currently have \$450 allotted in the budget to support delegates. Omni is hotel for the conference, not sure how much cheaper the UUA rate is. We know that Helen Renquist is going, Nancy Norton plans to go, and Karen Hager will be getting her new credential as a Religious Educator. There was general discussion about doing some fundraising to offer some amount of additional financial assistance for those who want to attend. Board voted in support of George moving forward with the plan to advertise and generate excitement about GA.

**Approve Consent Agenda:** Approved unanimously

Minister's Report

Administrator's Report

DLFD's Report (please note that DLFD report is missing while on sabbatical)

Previous Meeting Minutes

**Treasurer's Report.** Sandy could not attend the meeting, but Wayne attended the Finance Committee meeting the previous evening. There was some lack of communication and information available at this meeting so those in attendance at the Finance Committee meeting did the best they could to finalize a proposed budget for the Board (see below under Old Business). Kroger/Amazon and rentals need to be drummed up – request was made to the Finance Committee at the beginning of the year to work on that, but we will follow-up and ask them to re-visit that. Suggestions included a weekly e-mail to include the Kroger information. As far as the current budget, a suggestion was made to drop

the line from the budget sheets titled Net Income and Net Ordinary Income (lines 157 and 164). With a balanced budget, the percentages are meaningless and confusing. DLFD and Administrator have been enrolled but not yet paid into the new retirement fund, so line items need to be added to the spreadsheet to show those expenses.

### **Old Business:**

- **Review 2020-21 proposed budget.** Walked through the budget lines of the proposed budget as developed by the Finance Committee. Some discussions but generally agreed and approved of the planned budget. Wayne, Steve, Sandy and Pam will continue working on some small adjustments to the budget with the Finance Committee to submit to the Stewardship Committee within a few days after the Board meeting.
- **Continue Policy/Procedures review.** Asked for any major concern issues that Board members have noticed from the sections we read in the last month. None were lifted up, but general statement of approval of the system we are using and acknowledgement that the document includes excessive information in many places and needs revision. Nancy Norton, Steve, and Ellen Plummer will meet early next month to look at the process and make a plan to merge what the Board is currently working on with some of the recent work by others to propose some revisions and improved organization. Board members should continue working through the next 20 pages and make comments in Google Doc.
- **Further discussion/decisions regarding developing policy for congregational endorsement** of lobby groups (and specific action on Citizens Climate Lobby). Pam provided some examples used at other congregations and has talked with other ministers. Suggest allowing Boards to be nimble about these decisions as well as opportunities to decide when Board makes decisions and when the whole congregation needs to be involved. There was some brief discussion on some of what we liked from the examples Pam provided, and Nancy Norton will present a draft proposal utilizing the resources from other congregations for further consideration at our February meeting.
- **Strategic Planning update.** January 19, Pam and Steve will meet with the six who have agreed to serve on the Strategic Planning Committee. Meeting will provide their charge and how they might decide to work together and report back to the Board.
- **Retirement plan issue for DLFD and Administrator).** Wayne has been researching the needs for how to replace the funds that should have been paid, plus the lost earnings on that money being invested for the appropriate number of years. U.S. Office of Budget provides a lost earning calculator that he has used, as well as UUA guidelines. Wayne developed a spreadsheet with guidance from UUA starting the year after the policy was established and the first year the employees were eligible, 2012. Calculation is that we owe Lisa \$24,100 and Karen 25,550. This amount will compensate the amount that would have been paid as well as the interest compounded. Others will review the calculations to ensure the correct amount, and a lawyer will be consulted to ensure that we have managed the process correctly.

Preliminary discussion was held about how to proceed with paying the amounts due to our valuable employees. Wayne, David, and Sandy are assigned as a Board sub-committee (and we will likely solicit help from another member of the congregation with expertise) to evaluate various options, which include loans, second mortgage, member loans, utilizing current assets, or a combination of these. The calculation made assumes these compensations will be paid by the end of March, so that is our deadline. The sub-committee will report back on their ideas and recommendations at the next meeting.

Addendum: Vote taken electronically to pay into the TIAA accounts for Lisa Evanylo and Karen Hager what has been calculated to be the missed payments and earnings through a date to be determined that is as soon as possible from the UUC checking account.

**New Business:**

-**Pam's compensation distribution salary/housing.** For 2020, Pam's compensation distribution should be adjusted to be \$21,500 as housing and the rest is salary. This does not change the full compensation amount. Board approves unanimously that for payroll purposes in the calendar year 2020, Pam's compensation be adjusted to \$21,500 as housing and the remaining as salary.

**Upcoming:**

Newsletter article (due January 23) - David Hundley

February Meeting Reading – Steve Keighton

Next Board Meeting: February 13, 2020

New member recognition ceremony on February 16 – Wayne Neu

Newcomers Orientation Saturday February 1 from 9:00 – 12:00 Nancy Bodenhorn

Chat with the Board at Potluck - January 12 and February 9 – Steve Keighton and David Hundley

Meeting adjourned at 9:30

Minutes respectfully submitted by Nancy Bodenhorn

## UUC Board Meeting Agenda

Date: January 9, 2020

7:00 – 7:15

Chalice Lighting, Reading (Nancy Norton)

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

DLFD's Report

Previous Meeting Minutes

7:40 – 7:50

Treasurer's Report

7:50 – 8:40

Old Business:

- Review 2020-21 proposed budget from Finance Comm and determine priorities and potential theme for Stewardship (20 minutes)

- Continue Policy/Procedures review (5 minutes)

- Further discussion/decisions regarding developing policy for congregational endorsement of lobby groups (and specific action on Citizens Climate Lobby)? (15 minutes)

- Strategic Planning update (2 minutes)

- Retirement plan issue for DLFD and Administrator - update and next steps of ad-hoc committee to continue investigation and suggest actions. (20 minutes)

8:40 – 8:50

New Business:

-Official vote on Pam’s compensation distribution salary/housing (2 minutes)

8:50-9:00

Upcoming:

Newsletter article (due January 23, and who) –

February Meeting Reading -

Next Board Meeting: February 13, 2020

New member recognition ceremony in January/February?

Newcomers Orientation Saturday February 1 9:00 – 12:00

Chat with the Board at Potluck - January 12 and February 9

January 2020 Minister's Report to the Board  
Submitted by Rev. Pam Philips

I appreciate all the messages of support and care from the congregation at the death of my father on December 15<sup>th</sup>. It was good to be able to spend time with my family for the week to plan and hold a celebration of his life without worrying about all the activities at UUC – particularly the Solstice Spiral led by the Earth Spirit Sisters and the service the next day.

Leads Worship and Officiates Rites of Passage

We explored Awe throughout December, including multigenerational services because of no RE classes. We sent Karen Hager off to her sabbatical with the children's recessional on the 15<sup>th</sup>. Victoria Taylor and Kimberley Homer stepped up to lead the Solstice service because I needed to be with my family. Ellen Plummer worked with our guest preacher, Rev. Tiffany Sapp, whose time for all ages and sermon were very well received. Leon Kok's music was also much appreciated.

I was grateful to be able to return to Blacksburg in time for our Christmas Eve service, which was very well attended, as was the potluck that followed (approximately 60 people stayed for dinner).

January begins our consideration of the theme Integrity. The first service of the new year had a pretty full house.

We held a celebration of life for Peer Segelke on the 14<sup>th</sup>. We anticipated a large turnout, opening the doors into Elarth Hall, but so many attended that even more chairs had to be set up. Thanks to all those who helped with the logistics, including setting out food for the reception and cleaning up afterwards.

Provides Pastoral Care and Presence

December was a busy month in terms of pastoral care needs, with several people experiencing health issues. All of the lay pastoral care ministry associates are matched with people in need of support, which hasn't been the case for some time. We'll be training at least one new associate in the month ahead. New messaging in the newsletter and emails may have encouraged people to ask for support (thanks to Mark Benson for working on this).

Our Caregivers Support Group will continue in Dan Kominsky's absence (he and Sara need to be in Durham). Thanks to Joanne Wolff, who has offered to facilitate the group while he is gone.

Encourages Spiritual Development for Self and Others

I had to miss my monthly meeting with YRUU and look forward to seeing them this month. Likewise, the holidays and school vacation meant cancelling several lifespan faith development activities (including RE classes and conversations on faith). We're back on track, though, with another very well attended "Spirituality of Aging" gathering.

**Administrator's Report to the Board**  
**January 9, 2020**

**Community Assistance Fund:** Thanks to the generosity of our members, \$1494.25 was donated at the Christmas Eve service.

**Annual membership number certification with UUA:** I will submit this information along with other requested info (budget numbers, attendance, RE registration, etc.) in January. There's also a 10-question questionnaire to help the UUA gain a sense of what is important in the life of each congregation and how they can help support that work. I'll work with Pam to provide our information. There are also questions on diversity of membership, staff, and board.

**Annual Tax Letters with Donations for 2019:** Will be emailed within the next 2 weeks to all who donated to UUC in 2019. Pledge reminder letters will also go out via email this week.

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

**Time Away:** I will be out of the office Jan. 28-31 and possibly also Jan. 15-19 but will be available via phone and email and working online during these times. I'll find someone to print the bulletins on Jan. 17 if needed.

### Witnesses to Social Justice in the Public Square

I was sorry to miss the Montgomery County Board of Supervisors vote on December 16th whether to become a "Second Amendment Sanctuary" and am grateful that Rev. Jamie McReynolds attended in my place.

### Leads Administration

We have made progress in getting information together so that we can resolve the staff retirement issue. Linda Rose and Richard Nugent have let us know that UUC started paying into the UUA retirement plan beginning in December 2011 and provided us with signed participation agreements from 2011, 2014 (when the plan was restated), and 2016. Lisa has provided me with the monthly salaries for her and Karen. I've passed on all of the information to Wayne Neu, who has been reading up on the plan and IRS regulations.

I've sent out a doodle poll for our inaugural Strategic Planning committee and hope to meet with them by the end of January. Several members have gotten a copy of *Holy Conversations*, but if board members still have their copies, please let me know so that I can pass them on.

### Serves the Larger Unitarian Universalist Faith

I'm looking forward to meeting with the UULMVA (UU Legislative Ministry Virginia) in anticipation of the upcoming General Assembly session that begins January 8th.

### Leads the Faith into the Future

I had a wonderful conversation over lunch with Rev. Tiffany Sapp after she led worship on the 29th. She was ordained last fall and is in search for her first parish ministry. It was good to talk with her about her process and to be able to support a new UU minister.

### Time away from Blacksburg

VACUUM meeting in Richmond, January 21st