

UUC Board Meeting Minutes
July 9, 2020
Approved August 13, 2020

In attendance via Zoom (required for social distancing): Wayne Neu (president), Meredith Hundley (treasurer), Nancy Bodenhorn (secretary), Bob Stimson (president-elect), David Hundley, Brandie Lemmon, and Mindy Quigley.

Not attending: Pam Phillips (summer leave)

Chalice Lighting, Reading (Nancy Bodenhorn)

Check-in

Review and Accept Agenda – accepted unanimously

Member Forum -none

Approve Consent Agenda: approved unanimously

Minister's Report

Administrator's Report

DLFD's Report

Previous Meeting Minutes

Treasurer's Report:

Financial Condition (balance sheet) is updated and incoming and outgoing treasurers have been working together to maintain the continuity of records. Financial Activity (Profit and Loss), some members have not completed pledges, Meredith will contact those who owe more than \$100. Some expenses are under the expected, often due to closing, and some are over the expected. Next month will show the actual end-of-year results.

Finance committee met regarding our Vanguard investments to discuss having them aligned with UU values, as raised at the annual meeting. Vanguard does have a Social Index Fund that invests in companies that might be more aligned with these values. Performance might not be as positive as the original fund, which is a global fund. Discussed also considering ratio of Bond to Equity, current ratio is 62/38. Board might want to consider shifting to more conservative ratio in light of current state of affairs in the world. Finance Committee suggests 25% in Social Index Fund and 75% in a bond account. Bob will send performance information on the funds for further discussion in August.

New board member welcome, review of procedures – Wayne explained the Google Drive structure of finding information, agenda setting, e-mail lists, newsletter and reading.

Old Business

- Building closure discussion, Report on Safety Committee draft policy.

Safety Committee draft of partial opening recommendations was shared and discussed.

Recommendations are sensible, cautious, and data-driven. Part of the recommendation is to monitor the trend of COVID-19 cases in Montgomery County, and to move opening and closing decisions based on an upward or downward trend over 7 days. After some discussion, there was a motion **to accept the Safety Committee recommendations, allow for individual exceptions upon request to the Board, and begin opening the building for small (10 or less) groups if there is no upward trend in new cases for seven prior days on August 1. Approved unanimously.** Reservation expressed that individuals should continue to maintain social distancing and make individual decisions about in-person involvement in small groups. The Board Appreciates the Safety Committee for their quick and thorough work.

- Draft policy on animals in the building. A draft policy was shared, Board members will go into the Google Doc to read the draft and add comments over the next month. Vote will be taken in August.
- Policy and Procedures Manual review and editing. **Moved to give Wayne permission to make necessary changes in the Policies document for organization and clarity, and to bring substantial issues to the Board for a vote on revisions. Approved unanimously.**

New Business:

- Planning for board retreat. August 15 or 16 is available for all Board members, will decide on specific date with Pam.
- Vote to accept up to **\$3000 anonymous donation for new grounds shed. Approved unanimously** with appreciation to donor.
- Consideration of parking spot rental. Member requested to park a small camper in the parking lot until Sunday services are offered, with a payment of \$60 per month. Member's insurance covers the camper. **Move to rent parking space to Linda Cherry for \$60 with provision that she execute a release of liability to UUC. This rental agreement can be terminated at any time. Approved unanimously.**

Upcoming:

Newsletter article (due 7/23) – Nancy Bodenhorn

Next Meeting Reading – Bob Stimson

Next Board Meeting: August 13, 2020

Meeting adjourned at 9:00

Draft of UUC Partial Opening

Keep track of trends by checking on-line resources to see if cases reported in Montgomery County are increasing or decreasing (<https://www.vdh.virginia.gov/coronavirus/>). The executive board should consider closing building to small groups if there is an upward trend over 7 days.

- Begin date: August 1, 2020

- Limit use to Elarth

Bathrooms -- one person at a time, wipe off faucets and handles with sanitizing wipe--no need for toilet lids, but keep the fan running 15 minutes after each use before another person uses the toilet.

Kitchen--(Off-limits)

Maximum # of people in small group: 10 in Elarth

- Must be spread out at least 6 feet apart, and wear masks at all times in building (if need to get a drink or a snack must do so away from group)

- Must bring your own mask and wear, covering nose and mouth

- Put tape X's on the floor showing distance required

-Hand sanitizer at entry door -- handicapped entrance and downstairs door

- Hand sanitize upon entering the building

- Wash hands after using the bathroom and as needed, avoid touching face.

- If groups meet in person, then they need to have a Zoom link for those who don't feel able to attend in person so all can participate. One person in the group would need to have a laptop and feel comfortable setting up the Zoom. (need to use webcam so that participants can be seen)

- Group must provide one laptop to use for Zoom if any of the participants cannot attend in person.

- Keep large TV set up in Elarth. (instructions on how to connect--YouTube video on how to do it. Webcam set up)

- Limit gathering time to 1 hr

- No food sharing or potluck

- Clean / wipe down with disinfectant following any meeting: door handles, chairs, thermostats, bathroom sinks, anything that was touched.

- Groups need to schedule with Lisa and must be 1 hr gap between groups (no overlap of groups coming and going)

- One person in the group must be identified to ensure that all of the requirements are met (including wiping down surfaces)
- Groups can be UUC committees/groups or outside groups who typically use our space.
- Rules on thermostat/AC use: if they touch the thermostat, they must wipe it down with a sanitizing wipe. The blower fan should be set to run constantly (during the meeting time). (Sanitizing wipes should be available)
- What happens if we learn someone in the building with a group tests positive shortly after being in the building?
 - must notify administrator or minister
 - identify and notify all participants who were in the meeting
 - deep cleaning (the room or rooms where the person was)
 - close building again for 2 days
 - anyone who was in contact with the person who has tested positive will need to self-isolate for 14 days before returning to our building

Outdoor space guidelines:

- Reserve space with Lisa
- Maintain social distancing
- Wearing masks encouraged
- 10 people

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

Leads Worship and Officiates Rites of Passage

We finished up the theme of Compassion in our services this past month, and we attended the General Assembly Sunday service on the 28th. Several congregant remarked on the beauty of the music and expressed appreciation for the readings and sermon—despite a pretty significant gap between the audio and video.

For the month of July, the worship associates will be leading worship. We met and went through the technological requirements of Zoom. Many of them have already had practice leading worship independently during the mid-week gatherings. Two of the services this month will include sermons recorded by UU ministers in my clergy cluster, giving our congregants the opportunity to hear other ministerial voices and perspectives.

Our mid-week gatherings have continued, with somewhat smaller attendance (7-8 people). The team considered holding outdoor, in-person gatherings but decided it was not viable at this time.

Provides Pastoral Care and Presence

The facilitators for the Lay Pastoral Care Ministry, Jane Mahone and Jennifer Mercier, will be the primary contacts while I am on vacation this month. I will be available for emergencies, but I have full confidence in both facilitators to handle anything that comes up. We were all saddened to hear of the death of Dean Mook, made more difficult because of the inability to be with Sally at this time.

Encourages Spiritual Development for Self and Others

I met with Karen Hager (thanks to her for carving out time during her sabbatical) and am very excited about the plans she has been making for lifespan faith development for the year ahead. She will be making a report to the board this month and will no doubt give you all a preview. I'm especially intrigued by her ideas of how to create opportunities for families to learn together and ways to include the rest of the congregation in lifespan faith development.

Attending Ministry Days and General Assembly virtually was not as satisfying as in person, but they were both filled with opportunities to worship together. It was very good to be on the other side of Zoom worship—getting a sense of what feels worshipful and renewing for the viewer. I'm also planning to do some at-home spiritual retreat experiences during the month ahead. I'll let you know how they go when I return.

Witnesses to Social Justice in the Public Square

The Blacksburg Ministerial Association has begun to talk about how we might as a group of clergy respond more publicly to social justice issues like police violence against black people. I look forward to our becoming a more "activist" organization.

I attended the Poor People's Assembly and Moral March on Washington, a Digital Justice Gathering on June 20th. It was a powerful event, with inspiring speakers and testimony by those most affected by poverty and injustice.

I also attended an [8th Principle](#) Learning Community zoom meeting (thanks to Barbara Taylor for making the connection for the anti-racism discussion group). This proposed new UU principle asks us to center building the Beloved Community by dismantling racism and other oppressions. The initiative, led by Paula Cole Jones (member at All Souls UU in Washington DC, who has held many positions within the UUA), is for individual congregations to adopt the principle in anticipation of the UUA doing the same. I'm hopeful that we can begin this discussion at UUC. The anti-racism discussion group will be moving their meeting time to Sunday afternoons at 1 pm in hopes that more people who are interested will be able to attend.

Leads Administration

I've begun staff evaluations, giving drafts to some staff that we'll discuss and complete as soon as I return from vacation. My own evaluations (from the board, committee on ministries, and myself) for the Ministerial Fellowship Committee of the UUA will be due on November 1st. You will find a copy of the evaluation form in the board resources folder. Please take a look at it so the board can begin the process of completing it.

I met with the safety committee, and we created a draft of proposed guidelines for reopening the building for small group meetings. We had considered using one of the larger rooms downstairs for meetings, but they proved too small and without enough ventilation for more than 2 or 3 people. I sent the proposed guidelines to Linsey Marr, who answered a few questions and said our plan looks ok. Lisa has ordered at least one hand sanitizer dispenser for the building and will purchase sanitizing wipes in case the board approves a policy for this limited re-opening. The proposed guidelines are in the board folder.

I'll be sorry to miss the transition to the new board at your meeting but look forward to hearing about your deliberations and decisions.

Serves the Larger Unitarian Universalist Faith

Attending Ministry Days and GA gave me an opportunity to participate in the larger denomination in meaningful ways. The UU Ministers Association made a big step forward by voting to approve new guidelines that are less legalistic and more focused on repair and restoration of relationships. They also promise to improve accountability between and among religious professionals. The General Assembly accepted the report of the Commission on Institutional Change—*Widening the Circle of Concern*—which “analyzes structural and systemic racism and white supremacy culture within Unitarian Universalism and makes recommendations to advance long-term change.” Several of the workshops I attended during GA address focused on anti-racism and ways we might engage in this work faithfully. I look forward to sharing what I've learned with the congregation and ways we can collaborate with other UU congregations.

Leads the Faith into the Future

I look forward to working with a task force to discuss our technological needs for the future— both to improve the online worship services we will be offering through the coming months but also assuming that we will want to continue offering online access to services even after we are able to gather in-person. I'm pleased that the choir is considering using software to create musical offerings beginning this fall.

Time away from Blacksburg

I'll be in Charlottesville the weekend of the 11th /12th. The rest of July I plan to be at home, with some day trips at most.

Administrator's Report to the Board

July 9, 2020

Late Pledge Payments: I sent Meredith a list of all those owing over \$100 on their 2019-20 pledge. As Treasurer, she will be (or already has) sending emails asking if they intend to pay up or not – and that if not, not a problem but just to let us know. The total of these pledges is \$5673 (not including pledges owed below \$100). With many pre-paying their 2020-21 pledge, we have already received \$48,121 for this fiscal year.

Updating Board Contacts with UUA: UUA Data Services has been updated with current contact info for Board members. I believe this gets you on the mailing list for the Region newsletter and other communications from the UUA.

Hand Sanitizer Dispenser: I ordered a 1-liter automatic dispenser for wall mounting and 1 gallon of 70% alcohol sanitizer gel which should arrive mid-July. I'll have the Building Committee mount it so anyone entering the building can start sanitizing immediately. I'm still looking for sanitizing wipes, but we do have 2 containers that I took from the nursery to be used until I find more. These items will be used when the building opens to small groups. Once we open for services and other events, I can purchase more dispensers so there's one at each door being used.

Administrator Pro Days: I attended the 2 afternoons via Zoom just before GA began. It was good to see and meet in small groups with other administrators, and much of the conversation focused on what congregations are doing during this time of isolation. The workshops themselves were somewhat interesting. Another administrator mentioned the free online Zoom class, Adaptive Living, being offered via The Mountain which I signed up for. After the 1st session, the leaders requested that it be advertised to congregations as they had room for 400 more, so I did include the info in our announcements and hope to see some from UUC at the next class this week.

Attendance/Members: For those interested in weekly attendance, see the Google Doc that is now in the Board files for 2020-21 in the Board resources folder. I am only recording the number of households that log in to our virtual service. Some households have 2 or more online at once so numbers are deceiving. There has been a general trend downward since we went to Zoom which will hopefully pick up again in the Aug/Sept.

Piano Rental: The person who used the piano last month for several hours is returning for another 4 hours later this month – already approved by Board in June. She loved the piano!

DLFD Report to the Board – July 2020

Submitted by Karen Hager, Director of Lifespan Faith Development

This is a long report, but I have been gone for six months! Happy to be with you all again!

Registration

Registration opens this month for 2020-21. Registration numbers have been reset to 0. Pre-filled registration forms will be sent to all 2019-20 registered families to make registration for this year easier.

Sabbatical

Due to the pandemic, my sabbatical did not go exactly as planned! (But then, what did?) January and February were spent entirely on my credentialing, meeting many, many deadlines for submission. Much of March and April was spent preparing for the interview itself, which was held in late April. I've been asked many times what credentialing entailed so here's a laundry list:

- a 150-page portfolio demonstrating competency in nine areas, with 3-4 work examples provided for each
- attending 6 Renaissance Modules, with 15-35 hours of training each, plus numerous other trainings of less time
- reading 63 books and/or websites
- 3 essays
- an interview consisting of a worship service, presentation, and questioning by a 10-member panel
- plus, a bunch of other stuff that was quicker than the above but still time consuming!

Since I could not travel as planned, the remainder of my time was spent mainly learning from other congregations about their experiences with the pandemic, and using this information to begin formulating ideas for UUC. I also wrote a new curriculum, CARTUUNS, which we will be using this fall (see below); CARTUUNS uses the wonderful animated shorts from Pixar and Disney as the basis for teachings on values, ethics, and feelings. I am very excited about this curriculum, which, although not being finished yet, has begun selling very well to other UU congregations in pre-sale. (As my previous curricula, this one was written on my own time; I retain the copyright.)

I also attended General Assembly and the LREDA Professional Day. I still have many workshops bookmarked to watch over the summer and particularly appreciated how much online interaction happened via the LREDA Facebook page that week.

Fall Plans

Rachel and I have been in touch quite a bit over the past six weeks, and have agreed upon a plan for Children's RE (CRE), our main concern in the coming year.

In early June, Rachel sent out a survey to our families for input on fall CRE and received a decent response with representation across all grades. 40% of families wanted to homeschool RE this fall, and 60% wanted zoom classes; of those 60%, 78% of those in K-5 preferred a multi-age class, versus our typical 2-grade class structure. I believe the reason for this is that parents do not want to be responsible for getting kids to different classes, monitoring multiple classes, etc.

Because the developmental differences are huge between a preschooler and a kindergartener, we believe it's necessary to have a separate PreK program. A high number of those families with children in that age group indicated that they wanted a zoom option. Conversations with other congregations have indicated that the optimal time online for PreK is only 15-20 minutes; longer, and you can't keep children engaged. As such, we are planning on a short weekly class, containing a chalice lighting, check-in, and storybook, with coloring sheets and easy crafts to be done at home on their own.

We are also planning a mixed-age 30-minute K-5 class, using CARTUUNS. CARTUUNS was intentionally written to be used online, in person or in a homeschool setting. It also allows us to move seamlessly between these settings, meaning that parents can choose to homeschool some weeks and attend via zoom others; if we find we can come back in person, the curriculum simply picks up where we left off in zoom. The class will include a chalice lighting, brief check-in, viewing of the animated short, a short discussion and an explanation of the craft project(s) or activity included; these projects and activities will be done at home on their own. Parents will be asked to assume the roles held by teachers and teen assistants, helping their children when needed. (If we were to come back in person, the activities would be done in class, expanding class time to 60 minutes.)

Our number one objective this year is family retention. We are very concerned about losing families before we can get back together in person. Therefore, the main objective of both classes will be fun. There is most definitely learning, but we want kids to perceive Sunday morning as a time to have fun.

We also believe that our chances of getting families to truly participate increase dramatically if we provide all of the supplies needed for the crafts and activities for both classes. We are planning to create monthly supply bags for every registered family that will contain the items needed to do the crafts and activities, along with a homeschool sheet that will serve the dual purpose of providing activity instructions and discussion questions for those learning at home. We are planning to deliver these bags in person monthly to Blacksburg, Christiansburg, and Radford families, mailing to those outside of these areas.

Pam and I will also be working together to create monthly Family RE packets to be included with the bags, which will address spirituality and social action. We are both very excited about the possibilities! I am envisioning sending monthly materials that will help families engage more deeply with Unitarian Universalism and with UUC. I will be fleshing out more ideas this month, then working with Pam when she returns.

Our middle school RE class will not meet on Sunday mornings, and will instead alternate on a bi-weekly basis with MSYG. RE will use my curriculum, *D'Oh, God!*, which uses "The Simpsons" as the basis for religious topics.

Coming of Age (COA) has not yet been addressed, although they had good success meeting on zoom this spring. More plans will be available next month.

In the other areas of LFD:

- YRUU/YAC: I purposely have not spent much time developing plans for YRUU as youth must be involved in that conversation, and in all planning. YRUU will present a major challenge, as our youth do not want to meet via zoom. I will likely have more info next month.
- OWL: the UUA has advised that OWL may not take place online. For an explanation, see <https://www.uua.org/leadership/library/re-distance/uua-publications-online>. I will be meeting with teachers to make plans for scheduling classes following this year.
- Adult RE: most planning will wait until Pam returns in August, although I will be exploring options this month.
- Library: beginning in fall, we are planning to begin offering monthly book drop-offs and pick-ups for Blacksburg, Christiansburg, and Radford, to coincide with CRE drop-offs above.

This Month:

- Registration for Children's RE opens.
- Rachel and I will clean up the downstairs, storing last year's supplies and readying it for a year with no classes in person.
- Most of my time will be spent on Children's RE, preparing for the fall launch.
- Summer RE will continue as a homeschool class.
- I will be setting up meetings with LFDC, YAC, OWL and COA volunteers.