

UUC Board Meeting Minutes  
Date: August 13, 2020  
Approved September 8, 2020

In attendance via Zoom: Wayne Neu, Nancy Bodenhorn, Bob Stimson, David Hundley, Brandie Lemmon, Pam Philips, Mindy Quigley, Meredith Hundley

Chalice Lighting, Reading (Bob Stimson)  
Check-in

**Review and Accept Agenda** – accepted unanimously with some alterations (reflected here)

Member Forum – none requested.

**Approve Consent Agenda:** accepted unanimously

Minister's Report  
Administrator's Report  
DLFD's Report  
Previous Meeting Minutes

**Treasurer's Report**

Financial reports are shared via the Board drive. July started a new fiscal year, so report on one month only. Forgiveness of PPP Loan, the process of making the loan into a grant, is delayed while the process is worked out at the national level. Discussion about when the final year-end report will be released – Meredith (treasurer) will add the year-end report to August folder this week. Questions raised regarding this year's budget in the areas of non-pledge donations, auction amount, snow removal, Vanco fee, stripe fee (credit card processing for auction), Vanguard balance, Facilities maintenance escrow, ½ plate donations and To Our House. Meredith will check with the bookkeepers on all of these areas of the report and clarify that information next month.

**Old Business**

- Building closure discussion. A checklist will be developed, by Lisa or Rev Pam, for use by groups using the bathrooms and/or building. New COVID-19 information available for Montgomery County shows a steady decline for the past two weeks. One group has requested to be able to use the building. Voted unanimously to open the building within the structure outlined in the building opening policies based on the current trend of decline in COVID-19 cases. Voted unanimously that people who are using the outside grounds who have an urgent need to use the bathroom, will be allowed to use the bathrooms following the building opening policies.
- Charge to the task force which will recommend technology needed for worship services to be broadcast from the sanctuary and other UUC activities. Pam shared a draft of the charge for the task force. Board unanimously approved of following charge:
  - “Assess the need for resources (including equipment, networking, connections to existing sound system, education/training, outside consultants) to provide both on-line and hybrid (in-person and on-line) worship services. Investigate and compare available technology and make a recommendation to the board.”

- Draft policy on animals in the building was discussed. The Board voted unanimously to adopt the policy. Adopted policy is included as an addendum.
- Vote to renew Sponsored groups. We sponsor two groups: Transgender Support Group and the 50+ Singles group. These groups are not internal to the UUC, but are able to use our facilities, have a website hosted by the UUC where they can advertise and are covered by UUC insurance while using UUC facilities. Voted unanimously to continue supporting these two groups.

**New Business:**

- Request to increase allowable number of participants at an outdoor meeting. DRE requested to allow a larger number of participants at an outdoor meeting on UUC grounds to accommodate some of the teen groups with their advisors. Voted unanimously to allow outdoor meetings of up to 20 people as long as the group can maintain physical distancing recommendations and follows the guidelines of the outdoor policy.
- Planning for board retreat. The board will meet from 9:00 – 12:00 on Saturday, August 15, at Nellie's Cave Park Pavilion. Pam and Wayne will lead us in team building and bonding exercises.
- Approve building refinance. Finance chair discussed mortgage loan with National Bank of Blacksburg (NBB) based on current interest rates. Indication is that we can receive a reduced interest rate for our mortgage loan. Voted unanimously to authorize treasurer to proceed with signing paperwork to authorize a rate reduction to 3.98% and pay the \$500 fee to NBB.
- Process and timeline for Minister evaluation for preliminary fellowship. Each board member should complete the evaluation form individually. A meeting of current and immediate past board members will be held at the end of September to collate and agree on a group evaluation. The group evaluation will be shared and discussed with Pam by a small group of board members in October. If successful in this third evaluation, she will be awarded Full Ministerial Fellowship with the UUA.

**Upcoming:**

Newsletter article (due 8/27) – Wayne Neu  
Next Meeting Reading – Mindy Quigley  
Next Board Meeting: Sept. 10, 2020

Meeting adjourned at 9:20.

UUC Policy on Animals in the Building  
Adopted by UUC Board on August 13, 2020

Following Virginia Code § 51.5-40.1 and the Americans with Disabilities Act (ADA), UUC defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities. The tasks performed by the dog must be directly related to the person's disability. These definitions specifically exclude animals providing emotional support, therapy, comfort, companion or similar functions.

No animals other than fully trained service animals are allowed in the UUC building. When it is not obvious what service an animal provides, UUC staff or leaders, again, following the rules of the ADA, may ask two questions of the handler: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform.

UUC expects service animals and their handlers to meet the following expectations:

1. Service animals are to remain with their handlers while on UUC property.
2. As some congregants may have health or emotional problems being around dogs, the person with a service dog may be asked to accommodate those people by keeping an appropriate distance or using a particular routing through the building.
3. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
4. Service animals shall not whine, bark, grumble, growl or make other noises unless that noise is an alert, such as to notify a handler who is experiencing a panic attack or a drop in blood sugar.

Exceptions to these guidelines may be made in consultation with the minister to accommodate unique events and situations

## UUC Board Meeting Agenda

Date: August 13, 2020

7:00 – 7:15

Chalice Lighting, Reading (Bob Stimson)

Check-in

7:15 – 7:20

Review and Accept Agenda

7:20 – 7:30

Member Forum

7:30 – 7:45

Approve Consent Agenda:

- Minister's Report

- Administrator's Report

- DLFD's Report

- Previous Meeting Minutes

7:45 – 8:00

Treasurer's Report

8:00 – 8:30

Old Business

- Building closure discussion
- Charge to the task force to recommend technology needed for worship services
- Draft policy on animals in the building (vote)
- Policy and Procedures Manual review (vote)

8:30 – 8:50

New Business:

- Planning for board retreat, review past board covenant
- Approve building refinance (vote)
- Timeline for Minister evaluation

8:50 – 9:00

Upcoming:

Newsletter article (due 8/27) – Wayne Neu

Next Meeting Reading – who

Next Board Meeting: Sept. 10, 2020

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

### Leads Worship and Officiates Rites of Passage

It was good to have lay leadership during July and the beginning of August, with worship associates taking on all roles of planning and presenting worship. They also welcomed guest speakers who were well received.

I guest preached at the UUCC in Glen Allen (recording a video sermon) as part of a collaborative sermon library project.

We had a good discussion in the worship team meeting about new learnings as more people have been in charge of managing the technical aspects of using Zoom. We'll be working on leveraging the opportunities on-line services give us, with a concentration on building compassionate community. I've asked the worship team to brainstorm our technology needs.

### Provides Pastoral Care and Presence

I'm grateful for all the expressions of support and care for me as I recover from surgery--equipment, advice, meals, flowers, cards, and emails. This congregation is good at taking care of each other!

Jane Mahone and Jennifer Mercier did a great job of making sure pastoral needs were addressed while I was on leave and updating me.

### Encourages Spiritual Development for Self and Others

I had hoped to attend a spiritual retreat this summer and have been exploring on-line meditation retreats so I can do as close an approximation as possible. It was a real pleasure to have more time for reading than usual--including some novels that truly fed my soul. My reading also concentrated on ARAOMC (anti-racist, anti-oppression, multicultural) texts that will inform my work with the congregation.

Marilyn DuPont and I are meeting to discuss plans to start up the Soul Matters small group ministry. These small groups will be especially important this year.

### Witnesses to Social Justice in the Public Square

I'm grateful that the anti-racism group has moved their meetings from early morning to Sunday afternoons.

### Leads Administration

It was good to have a full staff meeting this week now that Karen is back from her sabbatical. It was called to my attention that people are using the restrooms in the building (Karen was in her office and could hear the plumbing being used). I suggest that the board either reaffirm that the building is closed (even for the bathroom) or make policy/procedures for those who are meeting on grounds (grounds, men's breakfast, women's lunch, yoga, etc.), including signage

with procedures and timing (15 minutes between people) and wipes for cleaning door handles, toilet/urinal, sink/faucets, and whatever else is touched.

The strategic planning committee has heard from 76 people on their survey (and given out several prizes). I encourage all board members to complete the survey if they haven't yet.

As I look forward to the coming church year, I'm mindful that in these past months we've been *reacting* to the new conditions the pandemic has created. My hope as I begin meeting with all the committees is how we can be more intentional and creative about the ways we live into our mission.

#### Serves the Larger Unitarian Universalist Faith

It was good to guest preach at my internship congregation, including attending their coffee hour. I'll be talking with other religious professionals about how we can collaborate more, especially with adult faith development offerings.

#### Leads the Faith into the Future

I'm reading and considering how best to introduce the congregation to the report from the Commission on Institutional Change: *Widening the Circle of Concern*. I believe it has recommendations that will help UUC better live into our mission and vision.

**Administrator's Report to the Board**  
**August 13, 2020**

**2019-20 Pledge Payments:** Thanks to Meredith for sending emails to those owing more than \$100 on their 2019-20 pledge. Several did send checks, a few replied that they were unable to pay, and some didn't respond at all. Although we had about \$5300 in unpaid pledges, the amount actually donated was greater than the total pledged by about \$1200 due to about 20 members overpaying their pledges, some by a substantial amount.

**Memorial donations in memory of Dean Mook:** We received \$300 in donations in Dean's name, \$100 from congregants and \$200 from a non-congregant.

**Hand Sanitizer Dispenser/Wipes:** One automatic dispenser is on the wall by the handicap-accessible entrance. We also have a case of 75% alcohol wipes for bathrooms, etc. once the building is open.

**Request for meetings at UUC:** After the decision was made to remain closed, I did receive one request from the Trans Support group to use Elarth. Once the Board okays opening Elarth, they will begin meeting there twice/month.

**Covid resources from Church Mutual:** Our insurance company has a website with much information regarding Covid for religious organizations at <https://coronavirus.churchmutual.com>. The site includes sample waivers although they do stress that they are not legally binding.

**Attendance/Members:** See the [Google Doc](#).

## **DLFD Report to the Board – August 2020**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

To date, 46 families, representing 77 children and youth have registered. We are nearly done with following up with prior families. For reference, that is 91% of the number of registered children and youth at this time last year. As expected, those with Nursery age children with no online program are not registering. The breakdown by class is:

- Nursery: 2
- PreK: 10
- K-5: 32
- Middle School: 16
- High school: 17

Given the fact that we will be online this year, we are very pleased with these registration numbers. We do not expect many newcomers this year, so overall registration will definitely be down compared to last year.

### **Children and Youth Programs**

Our number 1 goal this year is family retention. All plans reflect this goal.

PreK (Sunday Fundays) will be meeting on Sunday mornings from 9:00-9:20 for a story, songs, and chance to see their friends. Related coloring pages, activity sheets and simple crafts accompany the storybook and will be completed at home after class. All registered children receive a monthly supply bag with everything needed for at-home work, and parents receive a homeschool sheet for each class, with the option of joining the zoom class or teaching the child themselves.

Grades K-5 (*CARTUUNS*) will meet on Sunday mornings from 9:30-10:00 to watch an animated short from Pixel or Disney, have a short discussion and get instructions on an accompanying project. Projects will be done on their own after class. Again, supplies and homeschool sheets are being sent monthly.

Middle School (*D'Oh, God!* and Middle School Youth Group) will meet on Sunday evenings from 6:00-7:00 pm and will alternate weekly between RE and MSYG. Homeschool sheets are being sent for the RE classes.

High School (YRUU) will meet Sunday evenings from 7:00-8:00 pm; time may be changed by youth. Youth have not met yet to make plans for meetings.

Coming of Age: 5 youth are paired with 5 mentors for monthly meetings. Dates TBD. All mentors have been recruited.

All classes and meetings begin Sunday, September 13.

### **Other**

- Registered families are receiving their first deliveries in late August with a "make your own chalice" kit and information about the 2020-21 program. A Backpack Blessing charm is being sent to children in this delivery; we are also giving charms to RE and professional teachers (parents only, most likely), and, new this year, providing a Blessing of the Parents. A verbal Backpack Blessing, etc. is scheduled on zoom for August 30, followed by an optional parent meeting to provide program information and answer questions.
- We are planning safe versions of RE traditions such as It's Scary to Be Hungry (October); Mitten Tree (November); and The Buddy Project (November/December). A new Stuffed Animal Sleepover is planned for winter (possibly Valentine's Day weekend), and we have several ideas for animal-related activities in spring to replace our egg hunt.
- Teacher training happens August 29. PreK, K-5 and middle school all have 4-teacher teams; all teachers have taught before.
- Stephen Henninger has stepped down as a YRUU advisor, but is considering joining YAC. Connor Hicks will replace Stephen on YRUU.
- Nearly all of my attention this past month has gone to the children's program out of necessity. Although that program will occupy most of my time in August, as well, planning will begin on the areas this month.

## **Addendum to DLFD Report to the Board – August 2020**

Submitted by Karen Hager, Director of Lifespan Faith Development

### Board Action Needed:

LFD requests two exceptions to the current policy of limiting outdoor groups to 10 individuals.

1. Coming of Age: our full group includes 5 youth, 5 adult mentors and 1 facilitator, for a total of 11 individuals. The groups requests that they be able to meet in person, weather permitting, and following all other directives of the current policy.

2. YRUU: we currently have 19 youth registered. Although all youth do not meet every week, we must, by policy, have 2 adults present at all meetings. The current meeting policy would restrict us to 8 youth. YRUU requests to increase this number, contingent on being able to distance 6 feet between all participants wherever they meet on the grounds, and following all other directives of the current policy. We anticipate that meetings would be likely to have an average of 12 participants, including adult advisors.