

APPROVED SEPTEMBER 9 2021

UUC Board Meeting Minutes  
August 12  
[Zoom Link](#)

In attendance: Karen Hagar, Bob Stimson, Brandie Lemmon, Gene Gardner, Stephen Henninger, Paul Quigley, Meredith Hundley, Nancy Bodenhorn

Chalice Lighting, Reading  
Check-in

Review and Accept Agenda

*Bob would like to add the Memorial Committee Request and consider two donation requests. Approved unanimously.*

Member Forum - *none present*

Approve Consent Agenda:

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

*Nancy asked if the library would be considered a classroom and not to be used before Sunday services. Karen said that the only group that meets in that space prior to Sunday service is the Sunday Circle group. Sunday Circle agreed to meet in another room. Karen also added that in the event that the Church does not reopen, a plan C is already developed.*

*Gene moved to approve the consent agenda, Brandie seconded the motion. The motion was approved unanimously.*

### **Treasurer's Report**

*Only one month reflected in the new report. A/V technology reflected a negative amount. After investigation, there was a donation in the prior fiscal year. The negative line item is not an issue. From the finance committee; in the June meeting they voted to move 20% of the unspent budget to the escrow fund. Waiting on final amounts from prior fiscal year. Escrow fund will need a significant amount of funds (\$60,000+ estimate for roof replacement) in 7 years. The finance committee suggests a significant portion of the unspent 2020-2021 budget into the escrow fund. If no action is taken, this will need to become a major line item each budget year. This does not include any other maintenance or appliance purchase. Bob requested for the September meeting that the Treasurer's report include an up to date unallocated funding.*

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*Brandie moved to accept the treasurer's report, Nancy seconded. This was approved unanimously.*

Old Business

- Reopening discussion

*Current plan is to reopen on the 29th of August for a hybrid service. All the technology pieces are ready to go for a hybrid service. The Board discussed Rev. Pam's request for clear metrics on reopening. Whatever metrics are decided, the Board discussed recommendations from Linsey Marr and the Safety Committee to include masks, social distancing, and shorten the timeframe in the sanctuary. The Board discussed at length potential factors and decision points whether to open or stay closed, including Virginia Tech and Montgomery County Public School plans, and New River Health district projections.*

*Nancy moved that the Church will open for Sunday services in a dual-platform format on August 29th with masks, encouragement to attend only if vaccinated, and social distancing measures in place. Because of the continuous changing circumstances and knowledge of COVID-19, the Board will reassess this decision weekly. Gene seconded the motion. This was approved unanimously.*

*Stephen moved to allow Groups outside of Sunday services can meet inside the building in designated meeting rooms within the COVID capacity for that room, as determined by the staff. People in the building are strongly encouraged to meet with masks and social distancing. Groups meeting in the building are encouraged to take time to listen deeply to one another's concerns and fears before making decisions about masks and distancing, even if everyone is vaccinated. Gene seconded the motion. This was approved unanimously.*

*Bob moved to adopt the Choir recommendations from Rev. Pam as written in the Minister's Report. Stephen seconded. This was approved unanimously.*

*"Choir will rehearse outdoors, standing 6-feet apart and wearing masks. An electric keyboard can be used for accompaniment. After rehearsing, the choir will come into the sanctuary to record the song—standing 10-feet apart and wearing [singer's masks](#) (We would like to do a ½ plate offering to help pay for these masks.) Air purifiers will run and/or windows will be open during the recording. I asked Linsey Marr to review this plan, and she approved, adding that 'They should try to make the recording session as brief as possible and not hang out in that room after they're done.'"*

- Board Retreat Planning

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- Thursday August 26th at 7pm
  - Does this date still work?
- Location?

*The Board will host their retreat at UUC, outside, weather permitting.*
- Topics to cover:
  - Team building
  - Board Covenant
  - Goals
  - What June 2022 might look like? What do we need to do to keep that a reality?
- **Strategic Plan [Review before]**
  - What can the Board do to support and facilitate the strategic plan?

*The Board determined their location for the retreat. The Board then began discussing the Strategic Plan and how they can support implementing the plan. The Communications committee began discussing how to enact the communication ideas proposed in the Strategic Plan. More to come from the Communications Committee in the coming months.*

#### New Business

- Renewing support for sponsored groups
  - Transgender Support Group
  - 50+ Singles Group

*Gene moved to support both groups. Bob seconded. The Board approved this unanimously.*

- Donations
  - Gene Gardner donated \$3,500 to the technology fund to pay for the televisions in the Sanctuary.
    - *Stephen moved to accept the donations. Bob seconded the motion. This was adopted unanimously.*
  - Anonymous donors gave an \$18,000 donation to pay for member loans, with UUC accepting responsibility for outstanding interest.
    - *Gene moved to accept the donations. Brandie seconded the motion. This was adopted unanimously.*
- Memorial Committee Request
  - Adding Sally Pfeiffer to the Memorial Committee and updating policy description of the Memorial Committee *Bob moved and Gene seconded to adopt the changes as proposed by the Memorial Committee. This was adopted unanimously.*

**“Replacement for UUC Policy & Procedures Manual – Part II: Organization** Section IV. Standing Committees; C. Member Services. 2  
Memorial Committee

## **2. Memorial Committee**

*The purpose of the UUC Memorial Committee is three-fold:*

- 1. To maintain and enhance a memorial garden space for UUC;*
- 2. To establish a permanent record of gifts to the Congregation; and*
- 3. To provide opportunities to honor and memorialize those dear to members and friends of the Congregation.*

*The Committee shall:*

- Maintain appropriate records of the subscribers, niches, pavers, and persons whose ashes are interred on the grounds;*
  - Assist persons recording biographical data in the Memorial Book;*
  - Approve eligibility and appropriateness of memorial garden items;*
  - Oversee garden maintenance; and*
  - Include a summary of financial inflow and outflow in its Annual Report to the Executive Board.”*
- Social Witness Policy & Process Review
    - *Bob asked members of the Board to review the policy and, in particular, examine the word ‘broad’ in the policy and propose any necessary changes. Stephen and Gene will examine the policy and recommend any changes.*
  - A/C in Library
    - *The Board discussed the need for A/C in the library, at the request of Karen. Bob will ask the Building Committee, with the help of Joe Parrish, to determine the best solution to adding A/C to the library.*

8:50-9

Upcoming:

Checkout: Did we abide by our Covenant?

- Next meeting: September 9 2021
- Newsletter article (Who?), Due August 26 @9pm
  - *Brandie will write the newsletter article*
- Reading for the next meeting?
  - *Gene*

UUC Board Meeting Agenda  
August 12  
[Zoom Link](#)

7:00-7:15

Chalice Lighting, Reading [Stephen]  
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**

8:00-8:25

Old Business

- Reopening discussion
  - June Policy approved by Board: As of June 10, outside gatherings of any size are permitted at UUC. We strongly encourage non-vaccinated people to wear masks and/or social distance. Approved unanimously. As of June 10, indoor gatherings of 25 or fewer are permitted in the building. People in the building are strongly encouraged to meet with masks and social distancing. Groups meeting in the building are encouraged to take time to listen deeply to one another's concerns and fears before making decisions about masks and distancing, even if everyone is vaccinated. Group singing is not allowed. Approved unanimously.
  - **May 2021 Minutes** [[Link to minutes](#)]
  - Metric(s) to monitor open/close status?
  - Gathering limits?
  - Singing/Choir policy?
- Board Retreat Planning
  - Thursday August 26th at 7pm
    - Does this date still work?

- Location?
- Topics to cover:
  - Team building
  - Board Covenant
  - Goals
  - What June 2022 might look like? What do we need to do to keep that a reality?
- **Strategic Plan** [Review before]
  - What can the Board do to support and facilitate the strategic plan?

8:25-8:50

#### New Business

- Renewing support for sponsored groups
  - Transgender Support Group
  - 50+ Singles Group
- Social Witness Policy & Process Review

8:50-9

#### Upcoming:

Checkout: Did we abide by our Covenant?

- Next meeting: September 9 2021
- Newsletter article (Who?), Due July 22
- Reading for the next meeting?

\*Items **bolded** are to be reviewed prior to the Board meeting

August 2021 Minister's Report to the Board  
Submitted by Rev. Pam Philips

### Leads Worship and Officiates Rites of Passage

Thanks to the worship associates for ably leading worship during July. I enjoyed visiting our neighbor, Glade Church, to see how they are doing dual-platform worship.

I officiated at two memorial services in July—one for Craig and Janet Turner, attended by their family, and the other for Stephanie Gilmore, attended by about 60 people in person and 20 on Zoom. Thanks to all the greeters (virtual and in-person) and the tech crew of Jamie McReynolds and Gene Gardner. This was our first attempt at dual-platform, and thanks to Bob Stimson for coordinating the mounting of the TV screens and Will Schneider for figuring out the tech considerations, it went very well. The next day's Sunday worship service was attended by two congregants, and we ran into several technical glitches. We were able to figure out the problems, so we shouldn't repeat them in the future.

I assisted for worship this past Sunday, led by Victoria Taylor and with "guest" minister Rev. Doug McCusker. Two more August services will be led by worship associates, and we HOPE to have a full dual-platform worship for the Ingathering Water Service on August 29<sup>th</sup>.

That being said, as the COVID case numbers keep rising due to the Delta variant and the relatively large number of people who have chosen not to get vaccinated, **I request that the board decide when that number is too high for us to gather in person.**

At the Celebration of Life on July 31<sup>st</sup>, we had the chairs spread apart, asked all in attendance to wear masks, ran four air purifiers, and did not allow singing. We would follow these guidelines for in-person attendance at worship services. We will not pass out orders of service or pass the offering baskets, and congregants will be asked to socialize outdoors after the service.

### Provides Pastoral Care and Presence

Thanks to Jennifer Mercier for being the contact for pastoral needs in July. I made one pastoral call during the month and was available for emergencies. During my week back, I've been able to contact several congregants by email and visited with several folks in person. Again, Jennifer will be the contact for the two weeks that I am not in Blacksburg.

### Encourages Spiritual Development for Self and Others

This past month has been a great opportunity for me to rest and study. Visiting another church was a treat, and having time for meditation and walks has been renewing.

I met with Marilyn DuPont to start planning for the Soul Matters Small Group program in September. Already, 23 participants from last year's program have completed a survey and 7 people have signed up for this year.

### Witnesses to Social Justice in the Public Square

I continued to meet with the Religious Affairs committee of the NAACP through the summer and look forward to the Dialogue on Race summer summit at the end of August.

I attended the counter-protest prior to a Montgomery County School Board meeting on August 3<sup>rd</sup> at the "Rally for Our Children" that was protesting masking, vaccinations, Critical Race Theory, and policies protecting the rights of transgender students. Thanks to all the members of UUC who attended--children, youth, and adult members—and to those who alerted us via the Facebook group and email.

### Leads Administration

I've met with staff as we prepare for the new church year. Jared Gibbs came to test out the settings on Zoom so that when he plays the piano live in the sanctuary, people at home can hear the music. I met with Ella Kromin and Wayne Neu to discuss how we can have more choir participation in services. We came up with this plan:

Choir will rehearse outdoors, standing 6-feet apart and wearing masks. An electric keyboard can be used for accompaniment. After rehearsing, the choir will come into the sanctuary to record the song—standing 10-feet apart and wearing [singer's masks](#) (We would like to do a ½ plate offering to help pay for these masks.) Air purifiers will run and/or windows will be open during the recording. I asked Linsey Marr to review this plan, and she approved, adding that “They should try to make the recording session as brief as possible and not hang out in that room after they're done.” **I request that the board consider this plan and give its approval.**

### Serves the Larger Unitarian Universalist Faith

I recorded a sermon, reading, and story for my Virginia colleagues to use in their worship services. I've begun meeting with a colleague currently serving as a sabbatical minister and will probably meet with them every other month.

### Leads the Faith into the Future

Looking forward to what the fall brings as we move into dual-platform worship and meetings. Thanks to all those who have supported the technology to make this possible—especially Will Schneider and Bob Stimson.

### Time away from Blacksburg

We will be on vacation on the west coast from August 10<sup>th</sup>-24<sup>th</sup>. Hoping the fires stay away and the flights go smoothly.

(I meant to take all of July for leave time, but I ended up working the last week of July preparing for the services and working on technology needs.)

**Administrator's Report to the Board  
August 12, 2021**

**Late 2020-21 Pledge Payments:** Thanks to Meredith for sending emails to those owing more than \$100 on their 2020-21 pledge. Several did pay for a total of \$2250, two replied that they were unable to pay, and some didn't respond at all.

**2021-22 Pledges:** Three congregants who hadn't pledged but have automatic monthly payments have continued to do so and so have been added to the list of pledgers.

**FYI - UUA Annual Program Fund Dues:** I paid our first quarterly payment for our UUA dues and noticed that we pledged to pay \$17,237 while the actual request was \$17,238. I will pay the full requested amount which puts the budget line over by \$1.

**Committee Meetings:** Attended the Communications Committee meeting on August 4. Was very productive with many great ideas presented to address actions proposed by the Strategic Planning survey report. Rev. Pam will have further details in her report. The committee will meet again in August.

**Memorial donations in memory of Susan Piercy:** We received \$50 in donations in Susan's memory.

**Attendance/Members:** See the Google Doc. Note that the numbers reflect the number of computers logging in via Zoom and not the actual number of people.

## **DLFD Report to the Board – August 2021**

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration numbers to date:

- 57 families have registered to date
- 89 children and youth
  - Nursery: 8
  - PreK: 10
  - Gr. K-1: 9
  - Gr. 2-3: 10
  - Gr. 4-5: 9
  - Gr. 6-8: 18
  - Gr. 9-12: 25

### **Children and Youth Programs**

- The draft reopening plan for LFD is available at [https://uuc-my.sharepoint.com/:w:/g/personal/dlfd\\_uuc\\_onmicrosoft\\_com/EW2LsSRHAr5LjyQnVqABsLcBX7XFKmKyIKI6eg99nJMb9w?e=nWDbI0](https://uuc-my.sharepoint.com/:w:/g/personal/dlfd_uuc_onmicrosoft_com/EW2LsSRHAr5LjyQnVqABsLcBX7XFKmKyIKI6eg99nJMb9w?e=nWDbI0) and has been posted on the website. MCPS has voted to require masks for students and staffs indoor as school reopens August 12, and will review the requirement at their next meeting on September 7. We will continue to monitor local COVID numbers, UUC policy, and MCPS policy; and will adjust this plan as needed.
- Air purifiers have been purchased for all downstairs classroom, the Library and the Nursery, and will be installed prior to our September 12 opening.
- Under the reopening plan, the mitigation requirement of 3' distancing means that classrooms 5 and 6 are not large enough to accommodate students, adults, and teen assistants in either classroom individually. Therefore, both classrooms will be used for the K-1 class. Gr. 2-3 will move to classrooms 3 & 4; and gr. 4-5 will move upstairs to the Library. Because the Library will be in use for this grade, our middle school class will need to move to late afternoon on Sundays. We are still in the process of finalizing class times.
- Because all classrooms will be set downstairs for those 9 years old and under, tables will be set to lower heights and children-sized chairs will be in place. If an adult group needs to use the downstairs classrooms for meetings, they will need to reset table heights and move adult chairs (kept in the downstairs closet) into the room; then reset the room back for use with children prior to leaving. Laminated cards will be placed on classroom walls to show how to set each room. This will be communicated in the September newsletter.
- Because we are trying to keep unvaccinated children safe, and because staff has a very limited amount of time on Sunday mornings, adult groups that use classrooms between building cleaning on Thursday and Sunday morning are requested to wipe down tables and chairs before leaving. We are also requesting that adult groups not plan to use classrooms on Sunday mornings before class at all. Beyond this request, classrooms will not be available for adult use on Sundays between the hours of 9:30-11:30 am, as children will be present and we are attempting to maintain distancing as children arrive and leave.

I am happy to answer any questions about the above or other considerations on reopening.

### **Board Request**

LFD is requesting that UUC pursue installing air conditioning in the Library, either through a unit similar to the one used in the Library (also supplies heat) or through another method. The windows in this room are non-operational and it is very hot for classes and other groups to meet there during warm months. There are single-room options available that are not expensive.