

UUC Board Meeting Minutes
December 9 2021

In Attendance: Rev. Pam, Stephen Henninger, Paul Quigley, Wayne Neu, Bob Stimson, Brandie Lemon, Gene Gardner, Nancy Bodenhorn

Chalice Lighting, Reading (Paul)

Check-in

Bob called the meeting at 7:01pm. Paul shared a reading and Bob lit the chalice. The Board checked in. Denise was present for the Member forum.

Review and Accept Agenda

The Board unanimously approved the agenda.

Member Forum

Denise Martin was present from the Grounds Ministry to discuss tree removal or pruning. Denise gave an overview of the recommendations to remove a dead willow, remove or trim the maple closest to the building, and trim the second maple. The Board discussed the recommendation from the grounds ministry. Rev. Pam shared considerations on why to keep the maple closest to the building. Total cost would be \$700 for trimming of both maples and removal of the willow or \$950 to remove the maple, trim the second maple, and remove the willow. Nancy motioned to allocate \$950 for the removal of the two trees and trimming of the second. Gene seconded the motion. The Board reluctantly approved the motion to remove the two trees and trim a third tree.

Approve Consent Agenda:

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

Stephen shared some edits to the minutes as part of the consent agenda. The consent agenda, including the addition to the November minutes, was approved unanimously.

Treasurer's Report

Wayne shared the Treasurer's report, including his conversations with Meredith Hundley in the transition. Wayne discussed the budget thoroughly. Wayne also reminded the Board of the need to establish a building maintenance account and saving yearly to offset considerable costs, including things like window replacement, HVAC replacement, etc. Bob asked Wayne that, once he is more comfortable with the budget, to provide a recommendation for that account.

Old Business

- Building Use Policy Discussion
 - Singing & Responsive Readings in Services
 - Capacity Limits
 - Coffee after services
- Policy Revision Process Creation–finalization will be in January when Wayne’s edits are complete
 - **If you haven’t yet, familiarize yourself with the [policies and procedures](#) and **Wayne’s Edits****
- Identify Search Committee Membership (**Bring list of potential members**)
 - Administrator
 - Director of Lifespan Faith Development

The Board discussed the Building Use Policy. The Board discussed the recent singing during the service and the reciting of the Covenant, Chalice Lighting, and Offering. The Board discussed that singing is still prohibited during worship but responsive readings (e.g. Covenant, Chalice Lighting, Offering, etc) are okay to continue reciting as a Congregation. In the discussion regarding capacity limits, it was specifically discussing Isabel’s memorial service. Rev. Pam shared that if we open the wall between the Sanctuary and Elarth, we would have 3,400 square feet of space. The Board established a capacity limit of 180 for Isabel’s memorial based on capacity calculators. The Board then discussed adding coffee after the Sunday services by the back door, have paper cups, and allow people to chat outside in the crescent garden. The Board will ask the Connections Committee to begin making coffee again, starting in January to allow for raising awareness and establishing a system to bring this back.

Bob reminded the Board that in January the Board will discuss updating and revising policy and procedures.

The Personnel Committee is finalizing position descriptions for the DLFD and the Administrator. The Board discussed the potential members for both searches. The Board, in discussion with Rev. Pam, developed a list of potential search committee members. Rev. Pam will reach out to these individuals in the coming weeks to assemble the search committees. The Board will vote on the final committees in January.

New Business

- Pruning or Removal of Trees in Playground Area Discussion & Vote
- Approval of Housing Portion of Minister Salary for 2022 fiscal year (See **Minister’s Report**)
- Stewardship Committee Update
- Discuss Fiscal Year 2022 Budget Priorities
- Discussion of Board’s Progress of [Board Goals](#) to date

APPROVED - 01.13.2022

Carol Kern provided an update on the Stewardship Committee and Stewardship Campaign. The suggested theme is 'Cultivating Our Community.' Currently looking for an artist to create a logo for the stewardship campaign. Carol and the Committee are suggesting ten activities (e.g. a hike, a knitting circle, cocoa and marshmallow night) and during the events have a quick stewardship talk. This change is based on the last few years of lacking stewardship meeting signups. This is a new attempt to encourage pledges. Carol also recommended that Board members lead some of the events. The Stewardship Committee is jazzed about the coming campaign. The timeline would start early pledging in January. Hope to have a total pledge amount prior to May/June. Carol shared that the Auction Committee is thinking of doing a spring auction, given the amount raised in the fall auction. The Board expressed support for the auction theme and will discuss budget priorities for the coming year to assist the Stewardship Campaign.

The Board unanimously approved the Housing Portion of the Minister Salary for fiscal year 2022.

The Board brainstormed budget priorities for the coming fiscal year. Rev. Pam shared the benefits of an intern minister, including easier time scheduling additional speakers on Sunday, additional hybrid worship help, time for Rev. Pam to be a teacher and mentor, establish an internship committee to meet the intern and evaluate the intern, and help with religious education. There is a lot of excitement about it. The Board enthusiastically backed this as a fiscal year budget priority. This would be an approximate \$6,000 addition to the budget. The Board also discussed the desire to have a full time Director of Lifespan Faith Development. This would be about \$12,000 additional salary for the DRE, assuming the same level of qualifications as Karen. The 8 additional hours of work would expand the possibilities for multigenerational worship, religious education, etc. The Board discussed making the building maintenance escrow a priority. The Board also discussed additional technology purchases (e.g. tv for the library, additional worship tech, etc). The discussion determined that further technology purchases would be incidental. The Board also discussed a raise for the minister being a priority. Minister sabbatical fund would also be a priority.

The Board tabled discussion of progress on Board goals to date for the January meeting.

Upcoming:

- Checkout: Did we abide by our Covenant?
- Next meeting: January 13
- Newsletter article (Who?)
- Reading for the next meeting?

Bob will do the next newsletter article. Nancy will do the reading for the next meeting. The meeting was adjourned at 9:10pm.

UUC Board Meeting Agenda
December 9 2021
[Zoom Link](#)

7:00-7:15

Chalice Lighting, Reading (Paul)
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

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 - Capacity Limits
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- Identify Search Committee Membership (**Bring list of potential members**)
 - Administrator
 - Director of Lifespan Faith Development

8:25-8:50

New Business

- Pruning or Removal of Trees in Playground Area Discussion & Vote
- Approval of Housing Portion of Minister Salary for 2022 fiscal year (See **Minister's Report**)
- Stewardship Committee Update

- Discuss Fiscal Year 2022 Budget Priorities
- Discussion of Board's Progress of [Board Goals](#) to date

8:50-9

Upcoming:

- Checkout: Did we abide by our Covenant?
- Next meeting: January 13
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*Items **bolded** are to be reviewed prior to the Board meeting

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

Leads Worship and Officiates Rites of Passage

In November we explored Holding History, including a service acknowledging our ancient Unitarian and Universalist roots with Arius and Origen. During the service on Becoming our Ancestors Descendants, we honored Karen Hager and acknowledged her leaving the Director of Lifespan Faith Development position. Thanks to Bob Stimson for participating in the ritual and to Jane Keppel-Benson for creating a touching thank you video. The theme for December is Opening to Joy and will include our annual multi-generational play, put together by Karen before leaving.

We have transitioned to using a new streaming app called OBS, which has given us more control over what the viewer sees and streamlined the AV process but has also introduced some new audio-visual challenges. Lucas Machi has been extremely generous with his time, working out the kinks and training several new volunteers. We've decided to have two volunteers for each service—one in the AV room running the service and another right outside monitoring the Zoom for quality control.

I officiated a small wedding ceremony for community members in the sanctuary this month. We are planning Isabel Berney's memorial service for 3:00 on December 19th. **I ask that the board give me some guidance as to how many people we can safely accommodate in the sanctuary and Elarth (opening the doors and setting up chairs).** We are having people sign up to attend in person on a google form so that we know how many people to expect, and we are also inviting people to attend on Zoom.

Provides Pastoral Care and Presence

Members of the Lay Pastoral Care Ministry continue to visit with people, and I've had visits with people at their homes, healthcare facilities, on email/texts, on Zoom, on the grounds, and in my office. The relatively sudden death of beloved member Isabel Berney has been difficult for the congregation, but it has also been a time when people have shared their gratitude and grief in many different settings. We will celebrate her life on December 19th in a dual-platform service.

Encourages Spiritual Development for Self and Others

The Soul Matters small groups are going well.

Seminarian Anna Tulou from the UUC in Roanoke will be offering a two-session adult faith development workshop "Exploring the Hebrew Scriptures: Let's Start at the Very Beginning" in January. I'll also be meeting with Alyssa Short to schedule more AFD offerings to start in January.

I continue to meet with a spiritual director monthly and an informal UU minister mentor.

Witnesses to Social Justice in the Public Square

I'm meeting with three staff members at the Blacksburg Presbyterian Church to explore how our two congregations might work together in advancing racial justice.

I attended one of the workshops exploring Prison Injustice put on by the Justice Advocates group and was impressed by their presentation. I will be advocating for prison reform during the upcoming General Assembly session in January based on what I learned.

Leads Administration

I met with Karen on her last full day to go over the OneNote files she is leaving behind. The new LFD team has been onboarded and begun their work. Please see Alyssa Short's report for how they are dividing their work responsibilities.

Alyssa has begun attending staff meetings and I plan to have a meeting with the full team in the coming weeks.

Bob Stimson and I created a document (included in the board folder) that highlights the different committees and their areas of responsibility in the strategic plan. Board members can look at it to see with which committees they might like to act as a liaison as we facilitate implementation of the strategic plan.

Serves the Larger Unitarian Universalist Faith

I am pleased to report that the UUA Internship Salary Grant Program is awarding our congregation \$4,000 to support a part-time intern for the upcoming internship year 2022-2023. We will need to have a letter of agreement with an intern by March 1st and will receive disbursements next September and January. **I ask that the board make a formal commitment to bringing on an intern, which will also mean a commitment of \$6,060 toward the rest of the stipend for the intern.** We will have to apply again next year (as a part-time intern is a two-year commitment).

I continue to serve as Dean for the Joseph Jordan Cluster of UU Religious Professionals and to meet with local ministers through the Blacksburg Ministerial Association and individual meetings.

Leads the Faith into the Future

This and the next month we'll have UU seminarians leading worship – Adam Slate on December 26th and Anna Tulou on January 16th.

Request for Housing Allocation

Each year the board needs to approve the part of my salary which will be allocated for housing. This year, again, I ask that \$6,000 be allocated as housing allowance.

Administrator's Report to the Board December 9, 2021

Meetings Attended: Attended the stewardship committee meeting in November.

Greeting Update: Isabel asked me to replace her as co-chair of the greeting committee, which I gladly agreed to do. I now stand at the visitors' table each Sunday welcoming new people. Akiko Nakata will do this when I am unable to be there. I am trying to keep track of newcomers as Isabel did but of course, she is a hard act to follow. Her daughters went through her computer files and emailed me many of her greeter files which I haven't had a chance to go through - but will shortly.

Just FYI – Rev. Dara Olandt gifted her service on Nov. 28 to us and did not want the guest speaker fee.

Community Assistance Fund: The offering at the Christmas Eve service annually goes to our CAF to assist congregants and people in the community seeking help with food, utility payments, rent, medical bills, etc. The fund currently has \$4000. Since January, Pam has contributed \$2299 to helping those in need from the fund.

Annual membership number certification with UUA: I will submit this information along with other requested info (budget numbers, attendance, RE registration, etc.) in January.

Attendance/Members: See the Google Doc. Note that through Aug. 22, the numbers reflect the number of computers logging in via Zoom and not the actual number of people. As of Aug. 29, the numbers reflect those attending in person plus number of computers logged in via Zoom.

UUC Office Closed: The office will be closed December 25-January 1. However, I won't be taking any vacation time.

DLFD Report to the Board – December 2021

Submitted by Alyssa Short, Member of Lifespan Faith Development Team

Children and Youth Programs:

- **Reverse Advent Calendar** will be held throughout the month of December, asking congregants to donate a food item a day for the month. The Calendar graphic has been shared with IFP, who plans to circulate it to all congregations, in the hopes that this will help spur more food donations. Please participate!

- **The Buddy Project** will conclude with a Zoom Buddy Party on Sunday, December 12th after Service.

- **The No Rehearsal Holiday Pageant** production of A Christmas Carol will be shown at the service on December 19th.

- **Interim LFD Team:**
 - The Interim LFD Team (Sara Catlett, Brandie Lemmon, and Alyssa Short) met twice with Karen for training, and each team member worked a Sunday morning with Karen.
 - **Sara Catlett** is covering middle and high school, and has control of the Remind groups for MSYG, YRUU, YRUU parents, and YRUU advisors. Sara will also do the LFD announcements in-person during Sunday services.
 - **Brandie Lemmon** is covering planning and prep for Children's RE, and has control of the Remind groups for PreK and K-5; Brandie also has responsibility for purchases (Karen has requested a credit card for her) and maintaining the LFD budget. Brandie will also post LFD updates to Facebook.
 - **Alyssa Short** is covering the Buddy program and will finish it out. Alyssa is also covering administration and has control of the gmail account, Mailchimp, adult RE and OWL, and will be the main contact for RE teachers, including teacher training. Alyssa will also be responsible for preparing and submitting the LFD newsletter blurb and reports to the Board.
 - **The Team** will jointly handle recruitment and events/activities.