

UUC Board Meeting Minutes
September 8, 2022
(Approved 10/13/22)

In attendance: Nancy Bodenhorn, Fred Piercy, Wayne Neu (via Zoom), Gene Gardner, Angela Parrish, Laura Robinson, Rami Steinruck, Rev. Pam, Rachel Craine and Anna Tulou (via Zoom).

Chalice Lighting, Reading, and Check-in

Nancy called the meeting to order at 7:00 pm. Laura shared a reading. The Board did their check-in.

Review and Accept Agenda - *Approved unanimously.*

Member Forum - *No members were present.*

Approve Consent Agenda

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

The Board approved the consent agenda unanimously.

Treasurer's Report

Old Business

- Update on Facilities Maintenance Escrow Account funding budget information
- Update on Recommendations for annual informal audit by Finance Committee
- Update on Policy and Procedures Review project
- Appoint new member for Committee on Ministries

Amount to be transferred to the Facilities Maintenance Escrow Account for this year will be determined at a later meeting. The Building Committee is still gathering information (bids, etc.) to determine the cost of things that the fund will have to cover. Also, Rev. Pam and Nancy will coordinate getting the Environmental Justice Committee and the Building Committee to estimate the cost of enacting items from the recent energy audit.

The Finance Committee recommended to the Board a process and individuals for an independent review. The Board approves Di Ross and Bill Fry to conduct this review, prepare an audit report, and document the process. The Board is asking the Finance Committee to codify this procedure and provide appropriate wording for the Policy & Procedures update.

Rev. Pam reviewed the status of the sections of the Policy & Procedures sections sent to various committees and groups for updating.

No action yet on appointing a new member for the Committee on Ministries.

New Business

- Review August 27 Board Retreat Activity
- Discuss and vote on Board covenant
- Discuss and vote on Board goals
- Discuss and vote on changes to Nursery staffing policy

Nancy thanked everyone for the work at the Board Retreat

The Board made edits to the covenant and adopted the following unanimously.

2022-23 Board Covenant

We, the UUC Board, seek informed collaboration and clarity in our work of supporting UUC ministries. We interact with respect, trust, deep listening, and curiosity. We affirm one another, and maintain fierce dedication to diversity and inclusion in our commitment to the community we serve. We communicate directly and with courageous love. When it arises, we engage in productive conflict. We are focused, accountable, and authentic. We laugh together. We maintain the trust and confidentiality of board members' contributions and speak with one voice regarding board actions.

The Board made edits to the goals and adopted the following unanimously.

2022-23 Board Goals

- Identify actions necessary to implement the strategic plan recommendations. We will begin by systematically going through the strategic plan recommendations and charging committees to take actions and report back their progress.
- Complete the policy revision process and report it to the congregation.
- Review and revise the organizational structure of the congregation. Review possible organizational structures and decide which one we want to follow as part of revisioning our own structure.

The Board approved changes to the Nursery staffing policy. The revised wording is below.

In accordance with the State of Virginia's guidelines for provider to child ratios for center based care, childcare providers will be assigned using these guidelines:

- Infants (1:4)
- Young toddlers (1:5)
- 2 and 3 years (1:10)
- 4 years (1:12)
- School age (1:20)
- Multi-age should use an appropriate ratio based on the age of the children attending, or, if unknown, default to the ratio for the lowest age child expected to attend.

One adult provider, 18 years or older, will always be present. Additional paid providers must be at least 16 years old. Younger youth may volunteer to help in the nursery, but will not count towards provider-child ratios.

Upcoming

Board Member at Potlucks

Board Member at Newcomers' Orientation (November 5)

Next Board Meeting

October Newsletter article

Reading for October Meeting

Nancy and Laura will attend the October 9 Potluck. Board Member at Newcomers' Orientation TBD. Gene will write the article for the October newsletter. Angela will bring a reading to the October 13 Board meeting.

The meeting was adjourned at 9:05 pm.

**UUC Board Meeting Agenda
September 8, 2022**

7:00-7:15

Chalice Lighting, Reading (Rami Steinruck), 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

Director of Lifespan Faith Development's (DLFD) Report

Previous Meeting Minutes

7:45-8:00

Treasurer's Report

8:00-8:30

Old Business

Update on Facilities Maintenance Escrow Account funding budget information

Update on Recommendations for annual informal audit by Finance Committee

Update on Policy and Procedure Review project

Appoint new member for Committee on Ministries

8:30-8:50

New Business

Review August 27 Board Retreat Activity

Discuss and vote on Board covenant

Discuss and vote on Board goals

Discuss and vote on changes to Nursery staffing policy

8:50-9:00

Upcoming

Board Member at Potlucks

Next Board Meeting

October Newsletter article

Reading for October Meeting

September 2022 Minister's Report to the Board
Submitted by Rev. Pam Philips

Leads Worship and Officiates Rites of Passage

Our ingathering Water Service was very well attended, with more families and children than usual. It was a joy to plan multi-generational worship with Rachel, who created charms for the Backpack Blessing, Anna, who participated from Chicago, and Victoria. The ice cream social and water activities after the service were no doubt a draw as well.

We started this year's Soul Matters themes this past Sunday, with September's theme of Being on a Path of **Belonging**.

We have been recruiting new Worship Associates as some of our long-time WA's have less availability due to family and volunteer responsibilities and travel. I'm looking forward to expanding the team.

Provides Pastoral Care and Presence

It has been a busy time supporting people through some health challenges, with some visits to homes and the hospital. I'm especially grateful to be able to talk with folks by phone even when I'm not in town. The Lay Pastoral Care Ministry has also been very busy. We are recruiting new members for this team as well due to some retirements and moves. Gratitude to Dave Lievsay, who has served on LPCM since before I arrived at UUC. He will be missed after he moves to Wisconsin.

Encourages Spiritual Development for Self and Others

Marilyn DuPont and I have been recruiting facilitators for this year's Soul Matters Small Groups, and sign ups have begun. We will be introducing Soul Matters spiritual exercises during worship services so that everyone gets exposed to them. Everyone is also welcome to read the theme packets on our [website](#). The password is gotsoul.

I look forward to offering Adult Faith Development classes this year with Rachel and Anna. Currently we're talking about a class on Reproductive Justice, a reprisal of Transgender Inclusion in Congregations, and a UU History or Theology class.

Witnesses to Social Justice in the Public Square

Vacation and medical leave have cut into my ability to work on social justice, but I'm pleased that members of the Legislative Advocacy and Anti-Racism groups have been busy preparing for a postcard writing campaign that will start this Sunday. Using materials from the non-partisan group Center for Common Ground, members of UUC will be able to handwrite Get Out the Vote postcards.

Leads Administration

We had an extended staff meeting to welcome our new ministerial intern, Anna Tulou, to the team.

The Committee on Ministries read the book *Completing the Circle: Reviewing Ministries In The Congregations* in preparation for creating a process for evaluating the ministries of UUC. I look forward to our conversation and will report back on any decisions we make.

The Board retreat was a rich discussion of our role and our goals. I'm pleased with the thoughtful conversations and look forward to working toward putting into practice many of the recommendations of the Strategic Planning Committee. Attending the Southern Region workshop on board retreats with Nancy Bodenhorn was extremely helpful and provided useful information and resources.

The Communications committee will be meeting in the next month to discuss a Communications Plan (internal and external). The Worship Team and Connections Committee will be discussing their parts of the policy manual in meetings this month.

I reported to the Finance Committee chair Jim Bohland what I learned from other ministers about doing financial reviews (rather than full audits).

The Connections Committee discussed an alternative to not having a potluck when we are in the red zone – BYOL (Bring Your Own Lunch). They asked me to check with the board to see if that would be approved.

Serves the Larger Unitarian Universalist Faith and Leads the Faith into the Future

I attended a useful training with Rev. Julie Taylor at Meadville Lombard Theological School on expectations for being an Internship Supervisor and am excited about Anna Tulou joining us as ministerial intern. They will be providing training for the internship committee, which I am still assembling.

Time away from Blacksburg and UUC

September 18-20 – Charlottesville (day off and Joseph Jordan Cluster of UU Religious Professionals)

October 2nd – Holstein Valley UU in Tennessee for the installation of a colleague

DLFD Report to the Board – September 2022

Children and Youth Programs:

- **Registration Numbers:** Currently 43 families and 78 children have registered for the 2022-23 year. Enrollment is about where it was at the end of last year. I am optimistic that this year we will see a return to pre-pandemic numbers.
- **Recruitment:** 34 Volunteers have been recruited--21 RE teachers, 4 YRUU advisors, 8 Coming of Age mentors and 1 COA facilitator.
- **Programming:**
 - We are ready for the September 11 kickoff of all children's programming.
 - Coming of Age—has added an additional youth and mentor, now we have five 8th graders and three 9th graders, with 8 adult mentors and Victoria Taylor as facilitator. A class size of 17 does pose a space challenge, and hopefully they will be able to meet outdoors as much as possible. When they must meet indoors, they will be in room 4 (with the temporary divide between them and the 2-3 class.)

Nursery Care— I would like to propose a change to the LFD Policy regarding childcare. After looking at [VA guidelines](#), a lead teacher of a licensed childcare center needs to be 18+. Child care centers in VA hire aides or assistant teachers at 16+. ([see page 25](#)) It is also important to note that we are not a licensed childcare center and parents are always on site. I think the more important metric we should be following is the ratios of caregivers to children. Ericka has spoken to Church Mutual, and they agree that we should be able to hire 16 and 17 year olds as nursery providers.

Here is our current policy, with proposed changes in green:

" In accordance with the State of Virginia's guidelines for ~~provider~~adult to child ratios for center based care, ~~adult caretakers 18 years or older~~ childcare providers will~~providers will~~ be assigned using these guidelines:

- Infants (1:4)
- Young toddlers (1:5)
- 2 and 3 years (1:10)
- 4 years (1:12)
- School age (1:20)
- Multi-age should use an appropriate ratio based on the age of the children attending, or, if unknown, default to the ratio for the lowest age child expected to attend.

One adult provider, 18 years or older, will always be present. Additional paid providers must be at least 16 years old. Younger youth may volunteer to help in the nursery, but will not count towards provider-child ratios.. ~~In addition to adults, there may be youth volunteers assisting with childcare."~~

I also suggest raising the pay for Ericka and Christina to \$16/hour, hiring new adults at \$15/hr, and hiring 16-17 year olds at \$12/hour. I believe that these changes will make it easier to keep the nursery fully staffed.

Other Activities:

- A successful teacher training was held on August 20
- We got two new air purifiers for the classrooms, because the door between rooms 5 and 6 will be closed again, and the need to separate rooms 3 and 4 for COA.
- I began my class for new religious educators and it is wonderful to connect with 30+ other new DRE/DLFDs. One thing it has made me really appreciate is how blessed we are with so many families, volunteers, and congregational support.
- Karen has been a great resource and “Frolleague”

**Administrator's Report to the Board
September 1, 2022**

New Directory: In the next month or so, the directory will be updated. The updated directory will be in the member area of our website and is updated quarterly. You can download the directory to your desktop, and updates will be included with the weekly announcements.

FYI - UUA Annual Program Fund Dues: I paid our first quarterly payment for our UUA Dues.

WVTF Sponsorship Drive: After not having sponsored in a while, we are collecting funds through the month of September for our collaboration with UU churches in Roanoke, Lynchburg, and Charlottesville.

Attendance/Members: See the [Attendance/Numbers](#) Google doc.