

UUC Board Meeting Minutes October 13, 2022

In attendance: Nancy Bodenhorn, Fred Piercy, Wayne Neu, 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. Angela shared a centering exercise. The Board did their check-in.

Review and Accept Agenda - Approved unanimously.

Member Forum - Liz Craine, Bob Stimson

As chair of the Building Committee, Liz Craine has been conducting an inventory of all capital equipment and identifying projected lifetimes, future projects, and estimated costs. To pass code inspections, the fire protection system control panel may need to be replaced (limited old parts available). The detectors, alarms, and sprinklers can be upgraded as needed.

The various HVAC units are near the end of their projected lifetimes and will need to be replaced when they can no longer be repaired cost-effectively. Although congregants may be able to help with some painting, high-ceilinged rooms (sanctuary, Elarth) will require an outside company. When the roof eventually needs to be replaced, there will be additional expense to remove and replace the solar panels.

The Board thanked Liz for her work which will help determine the amount of funds needed to be set aside each year for future expected building maintenance costs.

Bob Stimson asked the Board to consider two items - 1) Allow the coffee service to be available after the Sunday service even when the CDC Community Level is RED provided the coffee is consumed outside. 2) Consider giving all of the "Half-Plate Offering" to the selected charity or UU-affiliated organization instead of keeping half for UUC.

(Note) The Board added these two items to "New Business."

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

Wayne shared information on the current balance of unrestricted funds and also his efforts to get a refund from TIAA for an overpayment.

Old Business

- Update on Facilities Maintenance Escrow Account funding budget information
- Update on annual informal audit by Finance Committee
- Update on Policy and Procedure Review project
- New member for Committee on Ministries and Personnel Committee

Based on the estimates from the Building Committee on the projected costs of future needs for capital equipment and other projects, the Finance Committee recommended an increase in the amount set aside for the Facilities Maintenance Escrow Account each year. As part of this effort, the Board approved moving \$10,000 from our unrestricted funds balance to this account for the current budget.

The Board is working with the Finance Committee to identify the right individuals to conduct the annual informal audit.

We continue to get submissions from various committees for the wording of their sections for the Policy and Procedure Review. We reviewed the material from the Connections Committee and the Committee on Ministries (COM). We will invite someone from the COM to our next meeting to discuss their request for reinstating the Committee on Right Relations.

We are still working to identify individuals for vacancies on the COM and the Personnel Committee. Nancy Bodenhorn will serve as the Board Member required as a member of the Personnel Committee.

New Business

- Strategic plan implementation recommendations
- (Added) Decision on coffee after service during Red Zone category
- (Added) Discuss half-plate offering allocation
- YRUU fund policy
- Information on Institutional Anti-racism assessment
- Examples of congregational organization structures
- (Added) Request for Memorial Fund for Chris Brownlie

The Board added this wording to the “Specific Steps Yet to Take” in the Strategic Plan Recommendations Planning Sheet: “Poll other churches regarding functions of “outreach” committee in preparation of forming the new committee (ministers/president/DLFD).”

The Board approved the serving of coffee after the service even when the CEC Community Level is RED, provided the coffee is consumed outside. Coffee will be set up next to the back door. Masks must continue to be worn inside the building.

We discussed the request to consider giving all of the “Half-Plate Offering” to the selected charity or UU-affiliated organization instead of keeping half for UUC. Because the current budget already counts revenue from the UUC share, this discussion was tabled until a future meeting.

Due to time constraints, these items were tabled until the next meeting - YRUU fund policy, Information on Institutional Anti-racism assessment, and Examples of congregational organization structures.

Rev. Pam requested the Board approve establishment of a Memorial Fund for our former minister Rev. Helen Christine Brownlie Flack. Our library is named for her and any donations made to the fund would be used for the library (which we hope to enhance as a comfortable reading room). This was approved unanimously by the Board.

Upcoming

- Nancy will represent the Board at the “New to UUC” session (Oct. 16)
- Laura will be the Board Member at the Newcomers’ Orientation (Nov. 5)
- Nancy and Laura will be at the Board Member table at the Potluck (Nov. 13)
- Nancy will write the article for the November Newsletter.
- Next Board Meeting is Nov. 10. Rachel will prepare the reading.

The meeting was adjourned at 9:15 pm.

**UUC Board Meeting Agenda
October 13, 2022**

7:00-7:15

Chalice Lighting, Reading (Angela Parrish), Check-in

7:15-7:20

Review and Accept Agenda

7:20-7:30

Member Forum - Liz Craine, Bob Stimson

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 annual informal audit by Finance Committee

Update on Policy and Procedure Review project

New member for Committee on Ministries and Personnel Committee

8:30-8:50

New Business

Strategic plan implementation recommendations

Decision on coffee after service during Red Zone category

Discuss half-plate offering allocation

YRUU fund policy

Information on Institutional Anti-racism assessment

Examples of congregational organization structures

8:50-9:00

Upcoming

Next Board Meeting (November 10)

Board Member at Newcomers' Orientation (November 5) -

Board Member at Potlucks (November 13) -

November Newsletter article -

Reading for November Meeting -

Leads Worship and Officiates Rites of Passage

Throughout September, we explored the theme of Belonging, starting with the different ways people belong to UUC. This service invited people to consider how they want to connect and talking with the Growth through Service team members. It also included what we hope will be a new tradition – blessing the RE teachers. Ministerial intern Anna Tulou preached about widening the circle of belonging through radical hospitality, weaving worship with brand new worship associate Cynthia Baute, and the choir sang for the first time this year. We also considered what it means to belong to the wider world. This month, we're exploring the theme of courage, beginning with how we might be courageous as a congregation. It is delightful to have the children back with us for the beginning of the service.

As I write, I'm finishing up preparations for the memorial service of Rev. Helen Christine Brownlie Flack – the first full-time called minister of this congregation. I appreciate the contributions of members who shared some of their reflections. [The memorial went well.]

Provides Pastoral Care and Presence

The death of the former minister of this congregation created a need for a listening ear, as many associate their relationship with Unitarian Universalism with their first minister. It has been gratifying to hear the stories of those whose hearts Rev. Brownlie touched. Members of the community have also asked for pastoral care around other losses, difficult life decisions, and health crises.

The Lay Pastoral Care Ministry team has gained two new members – Lisa Evanylo and Dan Vogler – so we went over all the training materials during our September meeting. This was a helpful refresher for those who have already been serving in this ministry. I hope to find a new co-facilitator to work with Jane Mahone, as she has been shouldering that task on her own for quite a while. I am planning a multi-congregational training on lay pastoral care with UU ministers from Glen Allen, Richmond, and Fredericksburg that we'll participate in with our teams in November.

Encourages Spiritual Development for Self and Others

We were able to create five Soul Matters Small groups, but several people signed up after we had made the groups and so are now hoping to create one more group (on Wednesday afternoon) to accommodate everyone who wants to be in a group.

We had hoped to start a Reproductive Justice workshop on October 6th, but there were only two people signed up. Instead of canceling this offering, we're pushing it forward to October 20th as we believe that this is an area of significant concern given the overturning of Roe v. Wade.

Witnesses to Social Justice in the Public Square

The Legislative Advocacy and Anti-Racism groups have been very successful at getting UUC members and friends to write postcards encouraging people to vote, sending them to people who have not voted recently and so are at risk of being dropped from the rolls. I'm especially grateful that they found an organization led by people of color with whom to work. Special thanks to Sara Dalton for her work.

I'm excited that Anna Tulou has given us an instrument to help us assess our congregation and its relationship to racism. You will find the [Internal Institutional Analysis on Race Worksheet for Predominantly White Congregations](#) in the board folder. My objective is to share this with committees, teams, and groups at UUC – starting with the board – and encourage them to consider the questions that are most relevant to their work and to make a SMART goal (Specific, Measurable, Achievable, Relevant, Time-bound) based on their discussion.

I have been approached by a group at Virginia Tech who want space for “a reading of a series of

monologues in response to the recent Supreme Court decision [overturning Roe v. Wade] and the states action that have followed” titled *My Body No Choice* sometime in the month ahead. I look forward to hosting this event.

Leads Administration

The Committee on Ministries continues to consider how best to assess the ministries of UUC. Last fall, the COM sent a suggested revision describing its responsibilities. Included in that recommendation is the restoration of a Right Relations Committee. Their recommendations are in the October board file.

The Stewardship Committee had their initial meeting of the year and discussed possible new members, continuing the practice of early bird pledging and stewardship activities, and planning for a one on one campaign (stewards meeting with individuals to discuss pledging). A subcommittee will be reviewing and revising their policy manual description.

I have asked the Finance Committee to supply volunteers to count the offering on Sunday mornings now that we are passing the baskets (and getting more money than when people could drop it in the basket by the door). I have also sent them the policy to review and revise.

The Communications committee had its first meeting to introduce ourselves to each other (there are several new members) and share ideas about what we can do in the year ahead in terms of external and internal communications. We will meet again in October.

The Worship Team has their policy and may be able to provide their revision in time for the board meeting (they meet the day before).

I met with Molly McClintock and Irene Peterson to discuss the process for the annual services auction. Ashley Spinks Dugan has expressed an interest and willingness to help coordinate the auction, as have the UUYA's. The tentative plan is to hold the auction in February.

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

I'm pleased that six people have agreed to serve on Anna Tulou's internship committee: Marilyn DuPont, Dick Luke, Kendra McCallister, Akiko Nakato, Mindy Quigley, and Dave Warner. I meet weekly with Anna for supervision. She has already made some great contributions to committee and staff meetings.

I was honored to deliver the “charge to the congregation” at the installation service for Rev. Tiffany Sapp at the Holston Valley Unitarian Universalist Church in Tennessee.

Time away from Blacksburg and UUC

October 8-9: Washington DC to watch my nephew play football with the Tennessee Titans!

October 17-18: Charlottesville/Richmond for Joseph Jordan Cluster Meeting

November 6-7: Richmond/Charlottesville for Ordination of Lauren Levwood at First UU Richmond

Administrator's Report to the Board October 6, 2022

Stewardship: I met with the stewardship committee for the first time last week to discuss this year's campaign.

Communications: I scheduled and met with this year's communications meeting for the first time last week. We discussed what returning members have worked on and would like to continue working on. We also heard from new committee members as to what they would like to offer the group and work on as well. Discussed projects including: Website updates, listserv streamlining, local festival table sitting, and social media campaigns.

Directory Update: After further discussion with staff it was decided that we would take some time to figure out the best course of action to update the process and tools used for updating the directory based on previous issues obtaining updated photos and the quality of the directories produced in Powerchurch. I have reached out to the UUA Admin group for helpful suggestions.

Pledge Updates: Pledge updates will go out in the next few weeks, letting pledgers know where they are on their pledge up to this point in the year.

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

DLFD Report to the Board – October 2022

Children and Youth Programs:

- **Registration Numbers:** Currently 48 families and 79 children have registered for 86 activity slots (includes 7 in COA and RE/YRUU)
- **Nursery Care:**
 - Hired 4 new adult providers \$15/ hr
 - One 17 year old \$12/hr
 - Raised our two returning providers to \$18/hr–necessary to go above the previous “\$25/Sunday” rateResult–Costs less than the previous \$50/Sunday, fair compensation for experience.
- **YRUU**
 - Booksale total: \$676.67 for YRUU, 1390 books to donate
 - Anna attended last meeting to discuss belonging

Adult Programs:

- First social justice film tomorrow night. Attendance: 16
- Reproductive Justice Workshop postponed until Oct. 20 to allow for more time for people to register (2 so far)

All Ages Activities:

- September family movie night (Harry Potter)–11 in attendance, representing 4 families. Hoping with better advertising to have greater success in October with the movie “Coco.”
- Buddy Project Registration has begun–looks like a good amount of interest so far
- Planning for Scary to be Hungry food drive–Kroger South Main from 12-4 on October 30, plus trick or treating the congregation Sunday morning. Also, this year encouraging families to collect from neighbors/friends as well.

Other News:

- The new playground committee has formed and had their first planning meeting: Derek Rountree (Chair) Brandie Lemmon, The Eagans, Kendra McAllister
- The new LFD committee (Kendra, Brandie, Sara Catlett) had its first meeting on Sunday, 10/9. I am looking for an older, (non-parent) adult to round out that committee.