

UUC BOARD MINUTES

March 8, 2018

Attending: Tim Pickering, president; Bill Baker, treasurer; Amy Prudent-Bagchi, member at large, Pam Philips, minister, Ellen Plummer, president elect, Jennifer Mercier, member at large, Susan Wamsley, member at large
Regrets: Irene Peterson, secretary

Chalice Lighting & Reading - Tim

Check-in

Review and Accept Revised Agenda

Jennifer moved, Agenda was unanimously approved (additions: Tim has information on safety committee; Ellen would like to add a discussion regarding the Program Council)

Member Forum

No members requested time with the board.

Consent Agenda

Bill moved, consent agenda was unanimously approved and included:

- Minister and Staff Report
- Administrator's Reports
- DLFD's Reports
- Previous meeting minutes

Treasurer's Report

Bill presented the treasurer's report and will place a copy of the report (powerpoint slides) in the board's OneDrive site. Discussion: approving the health insurance or equivalent payment for staff; (to do) the board may need to vote on the change to Rev Pam's insurance.

Old Business

- Review board goals for the year (discussion)
 - Tim read the board's covenant of service; adopted Sept 14, 2017
 - Members reviewed the board's goals and priorities document 2017/2018 set in Sept 2017
 - Many goals have been achieved. Yay team!
 - Some goals remain to be addressed:
 - A reminder that board members might want to identify ourselves as UUC when attending events (e.g wear tee shirt) and then let the board know when we've participated/represented
 - Website management: (to do) Tim asks for a description of who has responsibility for each section of the UUC site

- A formal move to policy governance is likely in the future of UUC, but not immediate, we may want to continue to educate board and others on policy governance
- We may need to consider a strategic plan committee. *(to do)* board members should revisit the charge – it may need adjustment; and how and who can serve (e.g. program council members)
- Policy updates are on the website, thanks to Tim! In progress: using the First UU Nashville (FUUN) web page as a template for UUC: an architecture for organizing policy statements, procedures, and forms; *(to do)* assign policy “chunks” to folks who can offer feedback and guidance with 3 questions to prompt response (e.g. in manual #3 are pieces for consideration by the personnel committee).
- In the context of UUC policies, committees, budget, and other over-arching processes, Ellen asked about UUC ministries like mental health justice and environmental justice and what are our processes for identifying and then voting (or not) as a congregation. It appears, the processes have been uneven over the past few years and we may need to come to agreement on next steps for articulating and communicating processes for identifying congregation-wide ministries (to bring to congregational vote or not, that is one of the questions)
- Safety Committee Update
Tim reported that Darryl Clowes has agreed to reconstitute safety committee. In addition, Tim participated in Southern Region’s webinar for presidents which included discussion and leads on excellent resources for safety including how to prepare for active shooter situations. *(to do)* Tim will reach out and suggest that Darryl convene a group that includes: Karen, Dan, George, maybe Dave Lievsay.
- Space Cadets Report
The Space Cadets submitted reports in January of 2017 for upgrades in storage. The board reviewed the reports which include recommendations for storage cabinets bathrooms and nursery. No action taken at this time.

Break and Refreshments – thank you Amy!

New Business

- Parking lot repair. The board agreed it is premature to take a vote to move forward on paving the lot. Prior to taking a vote *(to do)* - Tim will get an updated estimate from Donny’s driveway, and a second estimate for comparison. Bill will come to the board next month with ideas for what resources might be available (or not) to pay for the paving.
- Marilyn and Frank DuPont provided the board with a letter making a couple of suggestions.
 - Reconstituting the denominational affairs committee to aid in maintaining links to regional and national denominational initiatives and programs (e.g. General Assembly). *(to do)* Board agreed that they would review the need for a denominational affairs committee along with other committees (e.g. standing v other types of committees, program council, etc.), as part of the full policy and procedure update and review currently underway.

- The letter suggests the formation of an arts committee, or some other mechanism (and people) to inventory and track the locations of congregational gifts of art and other treasures. The board agreed (*to do*) and a couple of folks were identified as possibilities for the task.
- Select UUA congregational study issues (no vote taken). Tim posted an Excel spreadsheet with survey: COA Survey Response. Board discussed the survey content and intent. We are required to make a “congregational response”. Board members completed a paper copy of the survey during the meeting. General observations: Old vs New is likely to be of great interest to our congregation. Attracting new generation without losing UU roots. E.g., taking advantage of social media, new ways of giving... (*to do*). If there is more time, we could ask individuals to fill it out? The **UUA deadline is ??**
- Upgrade staff benefits to include health insurance “plus-up”. Bill moved and the board unanimously approved to change employee contracts to provide health insurance “plus-up” for staff starting July 1, 2018.

Next meeting: April 12, 2018 7:00pm at the UUC

Opening words – Susan

Getting to know UU Sunday March 18th – Jen

Refreshments - Bill

Meeting Adjourned at 9:15 pm

March 2018 Minister's Report to the Board
Submitted by Rev. Pam Philips

Leads Worship

We addressed the theme of "Perseverance" in February, including the need for perseverance in relationships (and the need for a covenant in a congregation) and in doing justice work. We had to cancel the first Sunday service due to snow. A band of suffragettes regaled us with the song from the film *Mary Poppins* with much enthusiasm. The board was well-represented during Sunday service, with Amy Pruden-Bagchi and Ellen Plummer weaving worship together on my Sunday off. Amy's sermon on the work she and her colleagues and students at Virginia Tech have done in Flint, Michigan was powerful and well-received.

By the time the board meets, I will have preached a sermon at the Blacksburg Methodist church for the Lenten series. It has been wonderful collaborating with my colleague there to plan the service. I've had several offers to help as we host the supper on March 21st and hope many will attend the service that evening.

I was honored to be invited by Delegate Chris Hurst to deliver the invocation at the House of Delegates on March 5th. His introduction of me included praise for our Mental Health Justice Ministry.

Officiates Rites of Passage

We had a new member recognition on February 11th, with six new members signing the book. That week, another person who *thought* he had already signed the book also joined. Much appreciation for Tim Pickering for his part in the ceremony and Isabelle Birney for her wonderful introductions of our newest members so that people got a chance to know who they were and how they are already contributing to UUC.

Provides Pastoral Care and Presence

I continue to visit with congregants in my office, at the hospital, and in their homes. I was hindered some by a cold, but am trying to schedule home visits more regularly, particularly for those who have a difficult time getting to church.

Encourages Spiritual Development

I'm looking forward to the adult faith development class based on *A House for Hope* class. A scheduling problem canceled one of my visits with YRUU, but I'll be joining them twice more this year to discuss theology. I had a chance to interact with the Coming of Age youth on a bowling outing after church because Jamie (who is facilitating that group) was leading the rescheduled third session of the Common Read discussion.

Witnesses to Social Justice in the Public Square

I'm so grateful for Mindy Quigley's leadership in *One Voice Blacksburg* and planning the event on March 14th to protest continued inaction on gun violence. The event will be in a field by Kipps Elementary School at 10:00 a.m. We've received support from ministerial colleagues who are offering places to make posters (Northside Presbyterian) and parking (St. Michael's). I encourage all who can to attend.

I'm grateful to have made connections with ministerial colleagues who respond readily to requests. I was able to help Virginia Organizing get space at Blacksburg Presbyterian when they couldn't use an outdoor venue due to weather.

Leads Administration

As we consider our budget, I'm asking that we consider reimbursing for the differential cost of staff being on their spouses' health insurance for the administrator, director of lifespan faith development, and the minister. Please see the document in OneDrive for an explanation.

The Leadership Development Committee is on its way to finding nominees for board membership, with a president-elect and treasurer on board.

I've been meeting with the stewardship committee and members to help plan for the pledge drive next month. Jamie and I will be training stewards on Saturday and Sunday, 16th and 17th.

Pursues Personal Renewal and Professional Development

I attended a women's Dream Quest in Charlottesville, an event which I've enjoyed over many years and left renewed. I "attended" a webinar on clergy compensation pointers and pitfalls, and am grateful for having a treasurer and a spouse who are helping me navigate these very murky waters.

Serves the Larger Unitarian Universalist Faith

I enjoy meeting with fellow religious professionals in VACUUM (Virginia Cluster of UU Ministers, which also includes Directors of Religious Education) and look forward to welcoming them to UUC for our installation service. During our February meeting, we had a good conversation on how the Southern Region staff could better serve our congregations. We have invited Southern Region staff to our April VACUUM meeting. UUC will host the members of the Blue Ridge Cluster (religious professionals from the Charlottesville, Waynesboro, Lynchburg, Roanoke, and Blacksburg congregations) for our March meeting.

Administrator's Report to the Board
March 8, 2018

New Website: I've heard many positive comments regarding the new website and hope people are finding it easier to navigate and read than the old one. If you have any comments, especially on how to make it even better, please contact me.

Committee Meetings: Attended Stewardship Committee meeting last month.

Stewardship Pledge Drive: Since I don't know if you receive any info on the upcoming pledge drive, here's some info (most also in newsletter):

March 17 & 18 – steward training (2-hour session); all will have choice of one-on-one meeting with a steward or attending group meetings

April 8 – kick-off during service, Pam leads service; all active members/friends given or mailed a stewardship packet

April 8-29 – dates of active campaign

April 29 – end of pledge drive with ice cream social for all ages following service

April 30 – clean-up begins with phone calls to those who haven't turned in pledge cards

Linda Powers, Pam and myself are working on the brochure. Pam has some great ideas to improve it over the past 2 years. There will again be a FAQ sheet along with information on priorities.

Attendance/Members: See online Google Doc. Note that we increased our membership following the book signing in February. However, Victoria Hoyland is moving away and will be removed, and another member has quit UUC, I believe. Those changes will be reflected in March numbers.

Time off: I will be taking some time off April 6-12 as family is visiting. However, will do bulletins, emails, essential work during that time.

DLFD Report to the Board – March 2018

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- CYRE: 122 (unique children and youth)
- LFD Activity slots: 155
- UUC Activity slots: 167

This month:

Children's RE:

- We have begun planning Summer RE and will be hosting a Jedi Academy for grades K-5. Jedi Masters are currently being identified. Sunday Funday will be offered for PreK.
- Informal recruitment has begun for fall RE, with several positions already filled.
- Volunteer Appreciation events are scheduled for April.

YRUU:

- YRUU attends Mountain CON March 16-18. We have 14 UUC youth attending, plus 4 adult chaperones. 3-5 youth members of the Roanoke YRUU group, plus 1 adult chaperone, will also be joining our group.
- YRUU attended a joint OOCE with the Roanoke YRUU at The Launching Pad trampoline park in February. We have invited their group to join ours at UUC on April 29 for a bonfire.
- YRUU and YAC adult advisors will hold a retreat on March 11. We try to meet with adult advisors 2-3 times each year.
- Our online fundraiser is a success! To date, about \$450 has been raised through this fundraiser for the YRUU trip fund, with very little effort on the part of youth, staff or adult volunteers. This money will be applied to the goal of fundraising \$1500 each year for the Boston trip in 2021. We are on track to make this goal!
- Don't forget to attend the annual YRUU Coffeehouse on March 9!
- Suicide Prevention training has been moved to May 6. Margo Walter, from our own Mental Health Justice Ministry, is leading this effort, aided by Mark Benson, Jane Keppel-Benson and Stephen Henninger. Training will be open to all UUC high school students and UUC adults.
- YRUU has a VERY busy schedule from now until the end of the year. This has been our fullest, and most productive year, since I've been here.

Adult Faith Development:

- *The Story of God, with Morgan Freeman* ends this month. I have received a great deal of positive feedback on this class, with last month's class, "Where does evil come from?", getting particularly high praise. There has been interest expressed in viewing season 2 of the series.
- Rev. Pam has added a 7-session class based on the book "A House for Hope" to begin in March. Registration is currently in progress.
- The Environmental Justice Film Series, co-sponsored with the Social Justice Team, continued in February with a showing of *Plastic China*. Two movies will be shown in March: *Rancher, Farmer, and Fisherman*; and *Trophy*. We continue to publicize the films to the community.

Professional Development

I attended the in-person portion of the Teacher Development Renaissance Module in February, completing this training. This training exceeded my expectations, largely because of the high experience level of the attendees.

I began the online Administration as Leadership Renaissance Module this week, which also has a higher-than-expected experience level among attendees. This module continues through the month of March.

TO: UUC BOARD
FROM: SPACE CADETS 3 COMMITTEE
DATE: JANUARY 17, 2017
RE: COMMITTEE FINAL REPORT

The Space Cadets 3 committee was formed in August 2016 with Brigitte Flowers, Dave Lievsay (Building Chair) and Bob Stimson, committee chair. Our charge was:

***Charge for Space Cadets** –The primary focus areas are 1) a plan for the anteroom and bathroom areas; 2) storage issues (will check with staff); and 3) improvement of handicap-accessible entry way. The congregation can be polled about space issues in a newsletter article, and committees should be asked about space and storage needs. Be aware of how our space conveys our mission and that first impressions should be powerful. The committee should consider what furniture is needed for the library and cost. It was suggested to include the building chair on the committee*

We have interviewed staff and the minister; solicited needs from UU committee chairs; talked with contractors; measured and remeasured; and now have our final report.

As for the “anteroom”, by the two bathrooms our plan is to: remove the existing large coat rack and present bulletin board “wall” by the ladies room door. Where the present coat rack is, have storage cabinets made and installed by Blacksburg Cabinet Connections. They are described in the attached estimate. Leave the present mail boxes and small coat rack as is. Repaint the entire room. Replace the old baseboard heating unit. Install hanging storage units for the collection of batteries, can flip tops, . . . on the end of the cabinets by the entryway. Install appropriate bulletin board(s) in the room as needed. All but the construction and installation of the cabinets would be done by volunteers. What material would be stored in the new cabinets, in the existing storage closet off of the kitchen and in the office work area would be determined at a later date, with crucial input from Lisa.

In the small room off of the nursery and storage cabinet, also constructed and installed by Blacksburg Cabinets, would be located between the two doors on the right wall as you enter. This storage would be for the nursery. It is described in the attached estimate.

To help make the library more useful and inviting we propose purchasing two chairs and a loveseat to be used for reading or meetings with 2-4 people. They would be located between the window and the wall towards the hall entryway. Also, we propose the purchase of four matching folding tables, all 30” wide and two 72” long and two 60” long. They would provide great flexibility in creating different size meeting tables which could accommodate groups from four up to sixteen. Our estimates are based on ideas from Office Depot, Office Max and Staples.

We propose building storage shelves in the current table/chair storage room. The shelves would allow moving many small items off of the floor, therefore making storage of big items easier. They could be 18” deep, by 8 ft long and up to 6ft high. These would be made and installed by UU volunteers.

Storage cabinets for the teacher prep room in RE have been requested. These could be purchased by us (Lowe's) and installed by Blacksburg Cabinets.

There was a request for storage for greeting materials in the front lobby. To date a shelf for large print hymnals and audio devices has been installed inside the entry door to the sanctuary. This has helped with the storage issues.

Improvements for handicapped accessibility are being assessed by David Lievsay and the Building Committee. They include access to the minister "podium", door-bell notification for assistance at the back/Elarth door, wheel chair and access to the lower level, RE entrance door.

When any of these proposals are ready for implementation, a member of the Space Cadets 3 committee could provide assistance.

Attached you will find the proposed budget from the Space Cadets 3 committee and the estimate from Blacksburg Cabinet for construction and installation of the cabinets.

SPACE CADETS 3

ANTEROOM

Cabinets*	\$3800
Electric heat panel (est\$)	\$100
Paint (est\$)	\$150
Bulletin board on one wall (est\$)	\$250
Hanging storage units for collection of batteries, can flip tops,(est)	\$125
Cabinets in room off of nursery*	\$1200
Installation of all cabinets*	\$700
Shelves in table storage room (made & installed in-house)(est\$)	\$350
Cabinets in RE teacher prep room (finished cabinets from Lowes)	\$800
Furniture for library:	
2 - 72" x 30" office tables	\$500
2 – 60" x 30" office tables	\$500
2 person love seat, two upholstered chairs & a small table (est\$)	\$800

*these dollar amounts are from an estimate made by Blacksburg Cabinets Connection

Blacksburg Cabinet Connection

101 Professional Park Dr Suite 305

Blacksburg Va. 24060

Phone” 540-953-0076

Email: bbcabinets@verizon.net

Work to be performed at

Name: UUC

Street: 1301 Gladewood Dr

City: Blacksburg Va.

Proposal Submitted to:

Name: same

Street:

City:

State: Va.

Date: 11-28-16

Phone: 540-552-9716

540-267-5561

Maple cabinets as per plans

By bathrooms 10’ long 2’ deep 8’ tall \$3,800.00

Maple cabinets as per plans

By Nursery 4’ wide 16” deep 82 ¼” tall \$1,200.00

Install \$700.00

Total \$5,700.00

Material is guaranteed to be as specified and the above work is to be preformed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of \$ 5,700.00 50 % deposit remainder on completion

Submitted By: Blacksburg Cabinet Connection

Per: L.G. Whitlock

We may withdraw this proposal if not accepted in: 30 days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date: _____

Signature: _____

Date: _____

Staff Carrying Other Health Insurance?

Are you aware that you can reimburse a staff member for the differential cost of being on other group insurance with no tax impact? (Most often, this happens when they are covered on a spouse's plan.) In other words, your employee can receive from you, tax-free, the additional premium required to be carried on another group plan. (They cannot be reimbursed for premiums paid for an individual plan, including a plan purchased on a state insurance exchange.) We recommend that you make it a policy to provide this reimbursement for all staff who are eligible for our Health Plan (750 hours/year) but covered elsewhere, rather than making it part of your negotiation with an individual minister or other employee. Pointers:

Ask for documentation of the other coverage. Confirm that it's group insurance.

Get evidence of 1) the actual total premium, including your staff member, and 2) what the premium would be without your staff member covered. The difference is what you can reimburse tax-free. Keep records so that all parties have proof that your reimbursement qualifies as nontaxable income. Ask for updated documentation at least annually.

Reimburse monthly, up to the amount that it would have cost you to carry the staff member, based on the share of the premium that you would have paid.

As with other forms of reimbursement (professional expenses, for instance), keep this check separate from your regular payroll.

If you cover a lower percentage of the health insurance premium for part-time staff than for full-time (which is typical), it is appropriate to offer a similarly proportional lower reimbursement, as well.

We strongly discourage congregations from offering a salary boost to staff who don't need health insurance. Remember, situations can change in a heartbeat. If your staff member is on their spouse's insurance, divorce or a job change for the spouse could leave your staff member (and dependents) in need of coverage through your plan. Or an employee with individual coverage might later need family coverage. If you have tied their salary to their health insurance needs (or lack thereof), what happens when their circumstances change? If you have employees who don't need your health insurance, and you save money by reimbursing for other insurance as explained above, we suggest setting up a reserve account that can be used for future employee benefit needs.

Questions? Contact Jim Sargent, UUA Insurance Plans Director.

TO THE BOARD OF THE UUCNRV

February 21, 2018

Marilyn and I would like to respectfully suggest that the Board consider scheduling for discussion two Task groups or Committees that we find are not presently functioning. The first is to reconstitute Denominational Affairs, the second is to re-establish an Arts Committee.

Denominational Affairs History: When the congregation called professional ministers, interest in our place in the larger denomination moved into collective planning. The tasks involved included publicizing District (now defunct) and Regional events, and utilizing our delegate potential to urge participation in the annual General Assembly of Congregations (GA). In the latter matter, a leader, separate from the board, publicized GA and the requirements and responsibilities for designation as a delegate and making recommendations to the Board.

Lack of a Task Group, even an ad hoc one for GA puts all the burden of communications on staff and the Minister, which is inefficient.

The second, managing the paintings, quilts, photographs, stained glass, etc. that are the donated property of the Congregation requires a fairly constant level of diligence to be aware of what we own and where they are located. A quilted wall hanging made specifically by Marilyn for the color scheme of the wall colors has now been lost.

Polly Stimson has done an excellent job with organizing the paraments, and Bonnie Moreno created a Book of Treasures to catalog what we have been given and by whom. Of late more attention has been toward sponsoring displays of art, clearly a desirable but separate activity.

We are suggesting that a Task Team be created to ascertain the whereabouts of our art properties, and generally supervise the art aspect of our décor. We recognize that portions of all of this is being done informally, but art becomes an asset of the congregation once the Board has accepted it and a more structured approach seems appropriate.

We look forward to your response. Frank is willing to work with a leader or chair to help devise updated committee/task force descriptions.

Respectfully submitted,

Frank and Marilyn DuPont

Commission on Appraisal—Requests Your Help to Discern Our Next Topic

For each of the listed topics we ask the following.

1. To what extent do you support this topic?
2. Topic breadth
3. How likely is this topic to engage the interest of our members?
4. How important is this topic to the future of the UUA?

Our Fifth Principle, Democracy

One possible topic concerns the fifth principle. How do we implement and support democratic process in our congregations, the UUA and the larger world? How do we make it more relational and less adversarial, particularly regarding parliamentary procedures used in crafting policies and by-laws; and how do we encourage members to be more engaged in democratic processes in the larger world?

Support for Religious Professional of Color

A second proposed topic is how the leadership and staff of the UUA and its regions provide human resources, advocacy, and career support for ministers and other religious professionals of color. What kinds of support are needed to ensure sustainable, gratifying, and productive careers for this traditionally marginalized group within our tradition? How does the UUA and its regions ensure that religious professionals of color have resources for navigating conflict, find trustworthy mentors, and master the politics of survival within the UUA? What are the barriers to providing support, how can we eliminate them, and what systems are needed in their place?

Managing Balance Between Tradition and New

A third proposal is to explore the balance between tradition or continuity and change as we strive to remain relevant as a faith to younger people. What is the essence of Unitarian Universalism that we would want to preserve, and how would we bridge the generations in adapting to a new era characterized by social media, digital communities, and less one-on-one interaction that millennials, and other young people, are often attracted to and use as a substitute for traditional forms of community?

Our Unitarian Universalists Faith's Existence and Longevity

A final possible topic is an umbrella topic emphasizing our very existence and longevity through the three lenses mentioned above (Our Fifth Principle; Democracy, Support for Religious Professionals of Color, and The Balance Between Sameness and Change), specifically by examining:

Advocacy for career sustainability, mentoring, and advancement by the leadership and staff of the UUA & its regions for our support of People of Color serving in various forms of ministry, to include: parish, religious education, administration, music, and community ministry; increased financial support for entrepreneurial and youth ministry; and strengthening the democratic processes and values within the UUA, its congregations, and in the world.

The image of growing a garden comes to mind where the support of ministry and youth is planting the seed, strengthening democracy is watering; and balancing continuity and change is pruning and weeding that which chokes life from host plants.

Your Idea for a Topic