

**Unitarian Universalist Congregation**  
**Board Meeting Notes**  
**April 12, 2018**

**Present:** Tim Pickering, Bill Baker, Susan Wamsley, Ellen Plummer, Amy Pruden- Bachi, Jennifer Mercier.

Chalice Lighting & Reading – The chalice was lit, and Susan did the reading.  
Check-in was completed.

**1. Review and Accept Revised Agenda**

Revisions were made to the current agenda. Agenda was unanimously approved.

**2. Member Forum**

No members were present.

**3. Consent Agenda:**

Consent agenda was approved minus the DLFD report. (There was an error in uploading the DLFD report on One Drive. They were uploaded to the drive by the end of the meeting.)

Minister and Staff Report

Administrator's Report

DLFD's Report

Previous meeting minutes

**4. Treasurer's Report.**

Bill presented the treasurer's report via PowerPoint.

He raised a question as to whether we should be doing an annual physical inventory and how this process might occur. Questions such as, what does our insurance policy require, who would perform the task, how would we make sure it occurred once the current board changes. We will look at this issue in more depth at next month's meeting.

Bill also brought up the issue of counting the offering after the service. The person who is currently doing this job is ready to step down. A discussion was held as to who should have this responsibility. Pam, Tim and Bill will seek volunteers.

**5. Old Business**

**Approve bid to reseal parking lot and driveway** (See estimate in OneDrive).

A motion was made to approve the bid to reseal the parking lot and driveway.

(Paving\_Plus of Christiansburg - \$4500) All approved this motion. A discussion was held about the timing of the job. June or July would be most convenient as there is

less use of our facilities during the week. Tim will contact the company to initiate the work.

### **Approve delegates to GA**

A motion was made and unanimously approved to send Jane Mahone, Jamie McReynolds, Ellen Plummer as delegates to General Assembly (GA) and to pay for their registration fees.

### **Book of Treasures report**

Tim and Nancy Norton located most of the items listed in the book of treasures. Some items are located in locked cabinets. They were not able to locate a book sent from a church in Tennessee after the Virginia Tech shooting or a tapestry made by Marilyn DuPont. A discussion was held regarding the establishment of a policy for keeping track of treasures. Irene volunteered to create a spreadsheet of items in the book of treasures.

### **Space Cadets Report**

Tim suggests making the installation of cabinets in the ante room a UU volunteer project. Financial information will be brought to the board meeting next month and a decision will be made regarding purchasing and installing storage cabinets in the room near the restrooms.

Pam noted that there is a need for cleaning out most of the storage closets in the building. A task force will be formed to carry out this task

### **UUA national dues**

A decision about our contribution will be made at the May board meeting as part of the budget process.

## **6. New Business**

Jim Kern would like to start “coffee house” like meetings again. Pam will send Jim a Group Application and New Activity Procedure.

A motion was made to accept a gas grill donated by Dick Bauman. The motion was approved by all.

### **Suggestions for facilities manager position**

The board members are requested to bring a list of potential candidates to fill the facilities manager position to the next meeting. David Livesay , who will be stepping down from this position, will also ask about potential candidates at the next facilities committee meeting.

### **Safety for Faith Based Organizations training in Roanoke**

Tim reported on the meeting he went to regarding safety training for Faith based organizations. He will review the information with the safety committee. Tim, Karen Hager, Darrel Clowes, Dan Brown and Liz Crane are on the safety committee. They will review current safety procedures and make recommendations for changes and improvements with a focus on dealing with intruders on the property.

### **Review and discuss strategic planning charge in Policy Manual II**

The board wishes to support and energize the process of implementing our vision statement. The appropriate vehicle appeared to be the Strategic Planning Committee. We reviewed the charge to the strategic planning committee as described in Policy Manual II. We concluded this charge goes far beyond what is necessary for our congregation at this time. A task force approach seems more appropriate for our current need and will be pursued.

### **Executive Session (Health insurance issue)**

A motion was made to go into executive session. All approved. The purpose of this session was to discuss an issue related to health insurance. No actions were taken.

Meeting adjourned at 9:25 PM

### **Next Meeting – May 15, 2018 7 PM at UUC**

**NOTE: This meeting has been moved to Tuesday to accommodate Pam's travel schedule.**

Opening words – Ellen

Refreshments – Irene

### **Reminders of upcoming events**

Congregational information meeting – May 20

Annual meeting – June 3

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

### Leads Worship

We addressed the theme of “Balance” in March, including finding balance in difficult times and balancing light and dark. Sadly, service was cancelled the last Sunday of the month (hopefully for the last time this church year) due to snowy weather. Likewise, the Lenten service that was scheduled for March 21<sup>st</sup> had to be cancelled. I appreciate all the hard work done by Carol King and Cynthia Luke to help coordinate the soup and desserts that were to be served that day. I also enjoyed working with Rev. Catherine Taylor from Blacksburg Presbyterian to plan the service and hope that we will get the chance to host a Lenten service next year Nt.

We held a multi-generational service on Easter, including the creation of a Garden of Memories—flowers and butterflies colored to represent those we hold in our memory collected by the children. Thanks to Liz and Rachel Craine for helping to create the garden, to Ellen Plummer for providing the pansies that were distributed at the end of the service, and to Karen Hager and her volunteers for preparing the Easter egg hunt the children participated in after the service. The service received mixed reviews—some loved it, others were disappointed by it.

I was honored to participate in the Newport Community Prayer Vigil in response to the Mountain-Valley Pipeline. It was a beautiful afternoon attended by quite a few people, including members of UUC.

### Officiates Rites of Passage

I was looking forward to conducting our first child dedication, but we had to cancel services that day. We will reschedule in consultation with the families who have children to be dedicated. I am planning and will be leading a celebration of the life of member Alice LoMascolo with her daughters. I am also planning the installation service that will be held on the afternoon of April 15<sup>th</sup>.

### Provides Pastoral Care and Presence

I continue to visit with congregants in my office, at the hospital, and in their homes. I'm grateful that I was able to provide end-of-life care. The Lay Pastoral Care Ministry team will be helping to lead the worship service on April 29<sup>th</sup>, which will help give LPCM visibility, encouraging people to both ask for support when they need it but also to sign up to be a part of the team.

### Encourages Spiritual Development

The adult faith development class based on *A House for Hope* has been going well, with eight people signed up. The conversations have been lively and thoughtful. I appreciate Lisa Evanylo arranging child care for one of the participants. I continue to enjoy the Conversations on Faith book discussion group on Wednesdays.

### Witnesses to Social Justice in the Public Square

The *One Voice Blacksburg* event to protest gun violence on March 14<sup>th</sup> had to be postponed because of weather, but we will take place on April 20<sup>th</sup>. I'll be offering a prayer at the end of the

vigil. The event will be in a field by Kipps Elementary School at 10:00 a.m. I encourage all who can to attend.

### Leads Administration

Much of my time recently has been spent preparing for the stewardship drive. I've worked with the stewardship committee to help prepare the materials, and Jamie McReynolds and I trained many of the stewards. I appreciate the hard work of chair Andy Roberts and the rest of the committee (Linda & Joe Powers, Lisa Evanylo, Arthur Snoke, Wayne Neu, Ann Sandbrook, and Tim Pickering). I also spent hours interviewing members of the congregation who were members when the fellowship decided to build the meeting house—those who we honored during our kick-off service April 8th. My gratitude goes to these long-time members who shared their memories and hopes for the future: Isabel Berney, Tom Bube, Lisa Evanylo, Bill Fry, Leslie Hager-Smith, Mary Houska, Earle Irwin, Bobbie Littlefield, Sally & Dean Mook, Doug & Sally Pfeiffer, Mary Ratliff, and Arthur & Judy Snoke. Twenty-five people (including members of the stewardship committee) have agreed to act as stewards. Clearly, the pledge drive that has just begun has been supported already by a great many people; I'm hopeful it will be successful.

The Leadership Development Committee has found nominees for all the openings on the board and is planning an orientation session for new members prior to the beginning of their terms. Fred Piercy has agreed to help create a curriculum for leadership development.

### Pursues Personal Renewal and Professional Development

This has been a particularly busy month, limiting time for “personal renewal.” My conversation with my mentor was especially helpful, as was meeting with the Blacksburg Ministerial Association. I look forward to attending the UUA First Year Minister's Seminar in Boston, May 7-10, 2018. The theme for the seminar is *Hard Times Require Furious Dancing* (taken from Alice Walker's book of the same name). This will give me an opportunity to connect and reconnect with colleagues. Sadly, my flight back to Roanoke won't get me back in time for the board meeting on the 10<sup>th</sup>, so I'm hopeful we can reschedule next month's board meeting so I may attend.

### Serves the Larger Unitarian Universalist Faith

UUC hosted the Blue Ridge Cluster of VACUUM (Virginia Cluster of UU Ministers, which also includes Directors of Religious Education) on March 20<sup>th</sup>. We had a good conversation about how we might gather as a cluster, and one idea that seems worth pursuing is an event centered on our choirs (following the successful collaboration of the Roanoke/Blacksburg choirs).

Several members of VACUUM will be participating in our Installation service on April 15<sup>th</sup>. Members of the Committee on Ministries (Isabel Berney, Dick Luke, Ann Norris, Bob Stimson, Barbara Taylor, and Margo Walter) have taken on the planning duties, for which I am very grateful.

**Administrator's Report to the Board**  
**April 12, 2018**

**Committee Meetings:** Attended Stewardship Committee meeting last month.

**Stewardship Pledge Drive:** Packets are ready and will be in the foyer for all to pick up on Sunday, April 8 - the date of the kick-off. All those not picked up will be mailed Monday. There are currently about 230 receiving the packets. Eleven have already pledged and of those, 8 paid up last December to get the tax benefits. Stewards will begin contacting people after the kick-off for one-on-one or group meetings.

**Attendance/Members:** See online Google Doc. The member list gets updated following the pledge drive if and when anyone requests to be removed as they are no longer active. One member passed away in April.

**Reminder of Time off:** I will be taking some time off April 6-11 as family is visiting. However, will do bulletins, emails, essential work during that time.

## **DLFD Report to the Board – April 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:

- Summer recruitment is in progress.
- Fall recruitment officially kicks off mid-month.
- Volunteer Appreciation events are scheduled for April 22 and April 28.

#### OWL:

- 8-9 OWL finishes this month with a lock-in. Due to snow during our last class last weekend, about 2-1/2 hours of content needs to be added to the last lock-in. Teachers are currently assessing how they will make this happen.
- Adult OWL continues this month and finishes up in early May.

#### YRUU:

- The Roanoke YRUU group will join our YRUU for a joint OOCE at UUC on April 29. We are planning a bonfire with gourmet s'mores.
- The YRUU Coffeehouse raised \$694. JEOPARDY! will be held on Friday, April 6, thanks to the efforts of Linda and Joe Powers.
- Suicide Prevention training will be held on May 6, facilitated by Margo Walter (MHJM), with assistance from Mark Benson, Jane Keppel-Benson and Stephen Henninger. Training will be open to all UUC high school students and UUC adults. The Board is invited to attend, if they are interested in learning more about preventing suicides.

#### Adult Faith Development:

- *The Story of God, with Morgan Freeman* ends this month (rescheduled from March, due to snow). I am currently reviewing season 2 to see if we want to continue with this series, as several people have expressed interest.
- Rev. Pam's class "A House for Hope" began in March and continues through April.
- The Environmental Justice Film Series, co-sponsored with the Social Justice Team, continued in March with two showings: *Rancher, Farmer, and Fisherman*; and *Trophy*. I have received several positive comments about this series from people from local environmental groups, and attendance continues to bring in folks not associated with UUC. This series continues through May.

### **Professional Development**

I completed the online Administration as Leadership Renaissance Module in March. During the last weekend of April, I will be in Spartanburg attending the Multicultural RE Renaissance Module. This looks to be an intensive module, and, from the content already provided, appears to also contain much of the Living the Pledge training.

I also applied to begin the Credentialing process with the UUA. This will be an intensive effort over the next 1-2 years, at the end of which I will become a Credentialed Religious Educator. The process requires completion of online, hybrid and in-person training; a large reading list; ARAOMC training; and a portfolio demonstrating competency in 9 areas of religious education. At the end of completion of the above, I will be required to travel to Boston for an interview and to conduct a worship service.

# ESTIMATE



## Unitarian Universalist Congregation

1301 Gladewood Drive  
Blacksburg, Va 24060

### Paving Plus

(540) 552-9716

Phone: (540) 818-6565

Email: paving\_plus@yahoo.com

Web: pavingplusva.com

Estimate # 001567

Date 03/14/2018

### Description

### Total

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Asphalt Sealcoating and Pothole Repair	\$4,500.00
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Phase 1- Edge parking lot and clean clear of all loose debris.

Phase 2- Phase 2- Repair all surface cracks are repairable, ideally 1/2 inch in width and less. ( No shatter cracked areas can be repaired just seal coated. )

Phase 3- Saw cut and remove 2 3x3 areas that deteriorating and Patch asphalt and Compact.

Phase 4- Apply 2 coats of poly-modified coal tar sealer by spray application.

Phase 5- Replace parking stripes using the current parking layout.

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<b>Subtotal</b>	\$4,500.00
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<b>Total</b>	<b>\$4,500.00</b>
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-One year guarantee except for vegetation or Act of God.

-Make sure vehicle is moving while turning the wheels on a new surface.

-Water drainage can only be guaranteed if drains are installed.

-When removing an existing driveway or grading/excavating a new driveway Paving Plus, Inc is not responsible for any settlement of the ground.

Do not drive on new surfaces for a minimum of 72 hours.

-By signing this document the customer agrees to terms and conditions outlined above.

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Unitarian Universalist Congregation

## 6. Strategic Planning

The Strategic Planning Committee is responsible for assisting the Congregation in mapping its future through development of a five-year Strategic Plan and annual action plans. It follows those maps through ongoing monitoring, reporting, and revision as needed. Below are specific responsibilities within this broad charge.

- Facilitate visioning and covenanting processes as needed.
- Shape Congregation-suggested goals and activities into a five-year Strategic Plan to guide the Congregation in fulfilling its mission, and assist the Executive Board in overseeing Congregational adoption of the Plan.
- Assist the Executive Board in developing an action plan for achieving the strategies. The action plan will define which committees are responsible for the activities, the resources needed, completion dates, and desired outcomes.
- Engage in ongoing review and assessment of the Plan. Regularly apprise the Executive Board of progress made and roadblocks encountered in working to achieve the strategies. In consultation with the Executive Board, fine-tune the action plan annually, adding an additional year.
- Report to the Congregation annually on the status of the Strategic Plan and the action plan, as well as each one-year extension of the action plan. Seek approval of any changes to the Strategic Plan determined necessary by the Executive Board.

The function of the Long-Range Planning Committee (LRPC) is three-fold:

- Assess the continued appropriateness of the Congregation's goals, as set out in the Long-Range Plan (2-5 years).
- Track progress toward attaining those goals.
- Update the 5-year plan as needed.

The President, in consultation with the chair and the minister will appoint up to six additional members of the long-range planning committee. The president and the minister are ex-officio members of the committee. The terms shall be overlapping such that each year no more than half the members are replaced.

The committee's purpose is to maintain a long-range plan (LRP) that will guide the Congregation as a vital and welcoming spiritual

community. The plan should emerge from the collective wisdom of the Congregation members and friends as well as from the committee itself. As such, the committee will engage in a continuous process of LRP maintenance. Regular meetings (at an interval set by the committee members) will be held, such that each section of the plan is addressed once per year. In addressing each section the committee will:

1. Assess issues that may affect the goals expressed in that section (e.g., anticipated changes in congregation size, costs of operation, and revenues);
2. Review the section with appropriate/affected committees (e.g., through direct communication) in order to
  - a. gather feedback,
  - b. offer input, and
  - c. assess progress;
2. Update the section as needed;
3. Share the updates on a quarterly basis with the board; and
4. Record changes-made, issues-of-concern, and progress achieved for inclusion in an annual report to be made available at the annual congregational meeting.

The plan should embody statements of mission, vision, and covenanting, as well as specific goals and related objectives. The LRP should address but not be limited to the following general areas:

- Property and buildings
- Worship services and ministry
- Personnel resources
- Church finances
- Church governance
- Individual and collective needs of the congregants
- Outreach, including religious education, social action, and the role of the Congregation in the larger community
- Relationship to the Unitarian Universalist Association and the District

The committee should engage external consultants only with the consent of the Executive Board. (Board 7/10/08)

UUC BOARD AGENDA  
March 8, 2018

7:00 – 7:15

Chalice Lighting & Reading - Tim  
Check-in

7:15 – 7:20

Review and Accept Revised Agenda  
Proposed motion: Approve agenda

7:20 – 7:25

Member Forum

7:25-7:30

Consent Agenda: Approve

Minister and Staff Report

Administrator's Reports

DLFD's Reports

Previous meeting minutes

7:30 – 7:40

Treasurer's Report

7:40 – 8:10

Old Business

Review board goals for the year (discussion)

Safety committee update

Space Cadets report

8:10 – 8:20

Break and Refreshments - Amy

8:20 – 9:00

New Business

Parking lot repair – (vote needed)

DuPont letter re denominational affairs, arts committee (discussion)

Select UUA congregational study issues – (vote needed)

Upgrade staff benefits to include health insurance "plus-up" (vote needed)

Select opening words for volunteers for next meeting

Refreshment volunteer

Reminders of upcoming events

Extinguish Chalice and Adjourn Meeting