

Unitarian Universalists of Charlottesville
BOARD OF TRUSTEES December 2 2020 MEETING
6:30-9:30PM Meeting Minutes
December 2020: <https://zoom.us/j/96720572870>

Major focus for Board in 2020-21:

- #1. Vision:**
- #2. Financial stability:**
- #3. Outreach + connection**
- #4. Reconciliation:**
- #5. Defining the future**

In attendance – Lorie Craddock (President), Elizabeth Breeden (VP), Stan Walker (treasurer), Beth Jaeger-Landis (Secretary), Breck Gastinger, Jim Gorham, Liberty Powers, Pam McIntire, Kelsey Cowger, Rev Linda Oldon Peebles, Rev Alex McGee, Rev Leia Durland Jones, and Sean Skally, **Absent** – None

Guests – Beverly Ryan, Jude Bias, David Shutt

I. Opening - Opening/Closing Words (Alex), Timekeeper(Jim), Process Observer (Elizabeth)

Opening Words

Community Time / Public Comment - (limit 2 minutes/person verbal, otherwise written)

There was nothing shared during community time.

1. Acceptance of Agenda

MOTION: Breck made a motion to add a verbal report from the Nominating Committee with two names for interim appointments.

- The motion was seconded.
- The motion to accept the agenda with the additional report from the Nominating Committee was unanimously approved by the Board.

2. Correspondence (see text at end of minutes)- There was no correspondence received this month.

II. Reports (40 min) - written reports can be found at the end of the minutes.

1. President's Report (written) - Lorie Craddock
2. Vice President's Report (look at the Volunteer Coordinator report) - Elizabeth Breeden

** There have been more Ground's Committee work events and ways to engage volunteers.

3. Treasurer's Report (written) - Stan Walker

** stewardship leadership discussion Friday, Dec 4th at 3:00 pm.

4. Lead Minister's Report - (written)- Rev. Linda Olson Peebles

**Rev Linda invites us to explore this month's theme, which is "Stillness"; she encourages us to experience being fallow for a time this month.

** Board greeting each Sunday is getting positive feedback; sign-up on the shared Google doc.

** Ministerial search is on our radar and COM will be having conversations about guiding us through asking the questions about our needs for ministry. COM meets on Dec 14, 2020.

*** Ch'ville Police response to our complaint letter about racial profiling regarding the incident with Walter Hoffman being stopped by police while walking to our church. The police department cannot perform the review in the 30 days that they had initially stated the review would take. We have received communication from UVA.

** Archivist: Wayne Arnason was enthusiastic about filling the role of historian and record keeper now that Sally has resigned from this role. It was suggested to ask Sandy Brooks as well.

5. Assistant Minister's Report (written) – Alex McGee

6. Director of Faith Development's Report (written) - Leia Durland-Jones

-She has been busy with holiday prep for outdoor activities

7. Director of Administration and Finance Report (written) - Sean Skally

- Building use task force
- 1023 Application process

8. Membership Report (written) - Christine Gresser

Membership stands at 359 members.

9. Board Liaison Reports

** Communications Committee (written)- Liberty and Acshah

- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
- Music Committee - (included in Rev Linda's report)
- Church Closure Task Force: (Written) Sean

- New Name Task Force (written)- Elizabeth
- Volunteer Coordinator (written)- Kay
- Nominating Committee (verbal)- Breck
- Personnel Committee (verbal)- Elizabeth

III.Consent Agenda / Electronic Motions (5 minutes)

1. Approval of the October 28, 2020 Board Draft Minutes

Motion: A motion was made to accept the minutes from the October 28 2020 Board Meeting without any changes.

- The motion was seconded and unanimously approved by the Board.

** decision to approve minutes via email shortly after the Board Meeting from here onward.

** The decision was made to have notes available from the Secretary for the Board to reference, but the minutes will be much more brief and sent out shortly after the meeting to be voted upon through email and then posted on the website.

MOTION: Approve the Consent Agenda.

IV. Old Business

- **New Name task force:** Elizabeth (15 minutes)

- Goal is for a Congregational Meeting for the vote on a new name in March 2021.
- **Motion:** This motion was made: To approve the charge of the New Name Task Force stating: "The New Name Task Force will be made up of Sharon Utz, Sachim Mehta, Debby Norton, Hayley Owens, Bonnie Hansen and Elizabeth Breeden. The Task Force is charged with using an inclusive and democratic process for our congregation to choose a new name. Our new name is a link to our church's Mission Statement and Covenant AND the process will be inclusive, inspiring, fun, and a way of moving forward and "re-forming ourselves" as a congregation. Emphasis will be on a transparent process with many opportunities for input."
- The motion to approve the charge of the New Name Change Task Force (as stated above) was seconded and passed with an unanimous vote from the Board.

-**Stewardship:** Liberty presented ideas about communication prior to pledge drive with a planned kick off date of March 7 2021(15 minutes)

- Integrating Breeze into our stewardship will now enable us to keep records.
**Recruitment of more people for the communication committee, yet the goal is that every member of the church will have the ability to communicate through the Web Site "Hub/Home".

****What is our next step in ministry?** 2nd interim year vs starting the search for a developmental minister (takes 3 months to call) vs another year of interim while starting the search for a settled minister or another year of interim before searching for a developmental minister.

- If we do not create a Ministerial Search Committee this Spring (2021) then we would not be able to call a settled minister in 2022 because it takes 15 months to call a Settled Minister.
- Work with the COM to guide the conversations about what our goals would be in working with a developmental minister.
- All members of the Board feel that we need another year with our current minister before transitioning to a developmental or settled minister.

BREAK AND GRATITUDE CARDS (5 min) - Please think of people the Board should recognize for their recent contributions to our church community. Send names to Lorie of people we want to thank.

V. New Business – (5 mins)

Nominating Committee: two names for interim appointments one for Personnel and one for the Nominating Committee

Motion: A motion was made to appoint the following persons to congregationally elected positions, which will be voted upon at the next Congregational Meeting: Steve Brecker for vacant position in the Personnel committee and Marcia Brecker for an open position in the Nominating Committee.

- The motion to appoint Steve Brecker to the Personnel Committee was seconded and unanimously approved by the Board.
- The motion to appoint Marcia Brecker to the Nominating Committee was seconded and unanimously approved by the Board.

VI. Closing Activities (5 min)

1. Process Review –Elizabeth

2. Things to do / communicate

Rev Linda: Ask Sandra Brooks to help with archiving our history.

Dec 14th COM meeting: Discuss possible options for our ministry (interim, developmental or settled) .

**Email Lorie with names of people to receive gratitude cards.

** Sign up to be the Sunday Board Welcomer during the church services (sign up sheet available as a Google Doc)

** Today is Alex's last Board meeting: Good wishes were shared.

3. Closing Words -

Dates to remember

December 13th Giving Tree Service

Future topics - Next Board Meeting is Wednesday, January 27th: our next steps for our ministry, 2021 budget (executive session)

- January 27th meeting: discussion about the ministerial search
 - June Congregational Meeting: pass budget and elect new Board: June 6 2021
-

REPORTS TO THE BOARD:

President's Report

November/December 2020

The holidays are a joyful and busy time of year. The Board has decided to combine our November and December meetings into one meeting on 12/2 at 6:30PM. In January, we will be back to our regular fourth Wednesday-of-the-month meeting at 6:30PM on 1/28/2021.

During the month of November, the Board spent two sessions together in retreat to consider our path forward for the coming year and beyond. We identified the following as our priorities. I've added some comments for further clarification.

1. Vision for the future of the church--We chose this as our first priority. The Board feels we need to get clear about what is important to this congregation and how we want to move forward with our plans for the future. This includes everything from budget and finances to ministry and staffing to our presence in the larger Cville community.
2. Financial Stability--Rev. Linda has been in discussion with many people at church about our finances and budget. In December there will be opportunities for planning and staffing the pledge drive and in January there will be a presentation to the full Board. The Pledge Drive will begin in early March.
3. Outreach and Connections--There are lots of seasonal events over the next several weeks and ongoing opportunities throughout the year. Please see the weekly email for more info.
4. Reconciliation--Rev. Linda is inviting church members who have felt hurt or troubled by the difficult experiences in this congregation over the past few years to come together to check in. Contact her at linda@uucharlottesville.org for more info.
5. Defining the future--This priority is the culmination of the previous four priorities. The Board wants to create a path that recognizes a common vision for our church. We want more financial stability so we can get back on solid ground with our budget. We

accept there is much reconciliation work among certain groups at church and we hope that in doing that work, we will be able to work together again as one congregation.

At our next few meetings, the Board will be working to create a timeline to recognize events and tasks like the 2021 Pledge Drive, hiring/calling our next minister, and phased reopening of the church buildings. Other important items on the church calendar include a January-June 2021 sabbatical for our Assistant Minister Rev. Alex McGee, a congregational meeting to vote on a new name for our church and elections for several positions at church including Board President and Treasurer. There are also two especially important administrative and financial tasks that will occur the next few months---applying for loan forgiveness for the PPP loan the church received earlier in the year and filling out paperwork (form 1023) for official Tax exemption from the IRS. I am so grateful to our staff, committee members, Board members and the many tireless volunteers that are hard at work anticipating, organizing and completing all these jobs!

Have a safe and happy holiday season.

In Faith

Lorie Craddock

President, Board of Trustees

Treasurer's Report - December 2020

In general finances seem to be on track so far this year. As I write this, though, there is an issue with some staff benefits not being allocated properly on the reporting sheets. Sean is currently looking into this, and I have every confidence that this will be resolved in the near future..

There have also been preliminary discussions around the upcoming canvass, which is currently scheduled to start on March 7. It is clear that we will need to increase our pledge income dramatically for the next year in order to replace the \$83K we received from the PPP for this year and restore some of the lost income from previous years. We will need to support ourselves in FY22, with no expectation of a bail-out from any source. There is another stewardship discussion scheduled for Friday the 4th.

Stan Walker
Treasurer

**Monthly Interim Lead Minister Report
To UUCville Board of Trustees
November, 2020**

December Theme - Stillness – In the weeks to come, our Sunday services will invite people to find rest or hope in stillness. Even as important conversations are happening in preparation for the new year, we will reflect on the light we can find in the darkness, the power of giving and receiving rest and sustenance, the promise of the Solstice, and the meanings in Christmas. November was a very full and impactful month – the election, the response to our letter of concern around racial profiling, the stirring of emotions as we spoke of pain and healing.

*Many thanks to the Board for your willingness to be a part of the Sunday morning welcome.
Please sign up for upcoming Sundays!*

Interim Tasks

- **History** *Lifting up the facts and mythology of a congregation's life.*
 - Honoring the Ancestors, and highlighting the importance of the church Memorial Garden.
- **Identity** *Identifying features, vision, self-image, and ideals of a congregation*
 - The Board conversations in retreat.
 - More Listening Circles, to include more voices. Interim team is working on a summary report to reflect what was heard. The picture of what this congregation most values is completed! It will be sent to you before the Board meeting, and shared with the congregation on the web.
- **Leadership** *Supporting leaders and discovering new leaders.*
 - conversations 1x1 and in groups asking people about leadership thoughts
 - initial “think” conversations around communications, stewardship, membership, and small group ministry.
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
 - Partnered with Cville Clergy Collective, to plan response to Election Day.
 - Working with IMPACT to research action areas.
 - Leaders attended Southern Region fall conference.
- **Health** *Strengthening finances, processes, practices.*
 - Working with Sean and Stan for good reporting and review of pledges.
 - Helping people and groups have difficult but healing conversations to mend rifts.
 - Staff evaluations completed; early conversations about how this will look in the future.
 - Board retreat – a good beginning, and I look forward to more conversations about appropriate work of Board, healthy boundaries of collaboration and accountability between Board and Staff, the differences between governance and management.

FYI – front burner work in progress: *No Board action needed. I look to members of the Board to ask questions about things not clear or not included.*

Worship – We have recruited new Worship Weavers Greg Townsend and Breck Gastinger to allow Laura Horn and Frank Dukes to bow out. We are forming a Joys and Sorrows team, so that part of the worship will be shared among several people.

Music – Scott is improving his skills to be able to create virtual choirs with our own church singers. In November he created a choir anthem video (music, lyric and photo images) and 4 voice/music/visuals hymns for worship, as well as arranging for “live” preludes and postludes. He meets with me regularly, and began in November working on our December services.

Pastoral Care- Alex has been introducing me to the teams I will work with during her sabbatical.

Membership – We had a very successful newcomer orientation on Nov 15, with 16 people attending!

Small Groups Ministry – I met with the Covenant Group Coordinating team and will be working with them for a major January 24 event with facilitators, present and future.

Connections I continue having meetings with individuals, and now I am spending more time connecting with teams. In the past 4 weeks, I have had 24 meetings with various teams/committees and 16 1x1 meetings. I also meet weekly with the staff.

Stewardship – November conversations will lead to December plans and staffing.

January – presentation to Board. February – launch of messaging and early outreach. March – canvass.

Our shared ministry Thank you for being leaders in this faith-filled adventure! I look forward to many exciting weeks and months to come.

And I wish you all a very happy Solstice Season – time for stillness and starry nights, celebrating your favorite December holiday, and wrapping this challenging year up with a bow! May you find warmth in your relationships, and keep yourselves safe!

Warmly, Rev. Linda Olson Peebles
11/28/2020

Report to Board for Dec 2, 2020 meeting

From Rev. Alexandra McGee, serving as Assistant Minister

Written Nov 24, 2020

Routine: The past month has been full with regular activities of worship, pastoral care, and routine administration.

*Special time went into the pastoral care for the family and loved ones of Marc Goldberg and the production of that zoom memorial, which was attended by about 200 people (on 156 devices) from across the US. Many thanks to the staff and volunteers who pulled this together with me.

*I found great meaning in spending election day (11 hours on day of, plus 6 hours training) coordinating with the Clergy Collective to monitor and offer support at polling sites. Yay that there was no overt violence that we know of, and things were overall peaceful. Please acknowledge the work of Kim Grover in helping with this. The Vespers Service organized by Linda on the night after the election was helpful.

*Participating in the four hours of the board retreat was hopeful, helpful, and grounding.

Reflections: I hope the board will make time to read *Widening the Circle of Concern*, which helps UU congregations reflect on diversity and inclusion in very practical ways. In some congregations, each committee/area is taking a chapter and discussing it. In this congregation, the board's letter to the police chief and subsequent publicity, and the feelings of the people involved in the event, are all an excellent opportunity to reflect, using this document. Please consider the sections specific to Governance:

<https://www.uua.org/uuagovernance/committees/cic/widening/governance>

and to Hospitality:

<https://www.uua.org/uuagovernance/committees/cic/widening/hospitality-inclusion>.

Sabbatical planning: Many thanks to the board for your 20 months of planning, trust, and encouragement for me to have this sabbatical. I encourage you to think about the many layers of meaning and opportunity when a congregation honors seasons of reflection and renewal for themselves and those that serve them. Sabbatical may not be familiar to all of you, or you may wonder how it fits in the current situation of the congregation; if you have questions or concerns about the sabbatical, please let me know, or explore them with Rev. Linda.

Dates of Sabbatical: January 1 – May 31, 2021 (Alex's last church day is Tuesday, December 29, due to regular work days, and first day back will be Tuesday, June 1).

Financial implications: The board is not budgeting for any hiring or contracting to cover duties done by Alex. Other staff will cover, and some programming will not occur. Alex is not receiving any monies specially designated for sabbatical enrichment activities.

What Alex is doing/has already done in prep for hand-offs for sabbatical:

- v Met with Linda and Pastoral Visitors to ensure plans for pastoral care during sabbatical.
- v Met with Linda and Carenet to ensure plans for pastoral care during sabbatical. (still to do)
- v Discussed with staff what they need, especially per mail, email, voicemail, pastoral contact info, etc.
- v Wrote a few cards to members who might not read newsletter, but who might have pastoral needs, and let them know they can reach out to Leia and Linda

- v Wrote newsletter article in mid-November about sabbatical and seasons of rest
- v Will give sermon Dec 13 about stillness/renewal/seasons for congregation and ministers

Other areas in which Alex works and how they will be handled during sabbatical:

- Linda is picking up worship elements Alex would have done
- Leia is picking up Adult Faith Development things Alex would have done, or will plan for programming not to occur
- Leia and Linda will handle memorials, weddings, funerals, pastoral care that Alex would have done, or will refer to others who can handle
- Alex won't be attending Clergy Collective. Adam Slate has been attending for a few years.
- Alex wasn't doing Young Adult things during the year without a lead minister, and that area remains unstructured.
- Caroline and Sean will route questions to appropriate staff

Next steps upon return after sabbatical: When I return, I will meet with each person/area that I did a hand-off with, and will ask how things went, what they learned, and how they see things differently going forward. I will listen curiously about how the congregation is experiencing this interim ministry stage, and its choices for next steps. I will share insights/ perspective shifts that I have gained for the good of the ministry. I will work with staff and board to say "hello again" to congregation and to thank everyone who covered areas for me while I was gone. Please consider how you think this fits with other activities/ priorities/ implications in June in the life of the congregation.

For my first two weeks back, I will simply be catching up/ re-orienting. Therefore, I will expect to resume pastoral care, worship leadership roles, and other duties after June 15. Please note that the annual UU Ministry Days professional gathering, and the annual UU General Assembly will likely span from June 20 – 26, so my attention will likely be turned there, as usual each year, soon after my return, as well.

End of report from Assistant Minister for Dec 2, 2020 meeting.

Report to the Board November & December 2020
Rev. Leia Durland-Jones, Minister of Faith Development

Ministry to Children & Families

Primary connection points continue to be:

- 1) Sunday morning Chapel/Faith Development prior to Community Worship
- 2) email to Chapel/Faith Development participants during the week with links to the previous week's videos and additional faith development activities
- 3) Soulful Home email on Wednesdays with discussion prompts, chalice lighting words, suggested activities as well as artist of the month information and images.
- 4) Monthly Chalice Home packet with a ritual directly supporting the monthly theme.
- 5) Starting monthly, beginning in November, greeting cards to families with a pastoral letter and chalice lighting materials and readings.

Ministry to Youth

- 1) 7th & 8th grade youth virtually participating in Planned Parenthood "Get Real" sexuality education program
- 2) Our Senior High YRUU group meets weekly via Zoom and occasionally in person at a local park.

Adult Faith Development

Planning for the winter/spring semester for Adult Faith Development programming is underway with hopes to partner with other UU congregations in our cluster to share programming between congregations.

Congregational Seasonal Activities

I met with a team of interested church member twice via Zoom to plan our seasonal special events given the realities of COVID. Details are being updated weekly on the church webpage. Plans include: holiday wreath-making event (RSVP required), decorating the new live outdoor Christmas tree with bird friendly ornaments, a holiday card & new sock drive for nursing home residents, Giving Tree gift card drive, cleaning supply/personal care items collection for members of our own congregation, solstice lantern walk, outdoor scavenger hunt/orienteering, virtual Christmas Eve service at 7pm, New Year's Day outdoor labyrinth walk. I am writing a blog post to help people have a better understanding of the Giving Tree families we are serving both outside and within our congregation.

Many thanks to Lauren Doran for procuring, delivering and helping plant the new Christmas tree and to Peter Markush, John Nolan, Sallie Kate Park, Elizabeth Breeden, Walter Hoffman and Griff Griffiths for digging the hole and planting the tree. It will bring us joy for years to come.

Community Worship

1) We continue to invite people to record themselves lighting the chalice as part of worship each week. Here's the link to sign up for a Sunday you/your family/your household can participate as our chalice lighters!

<https://www.signupgenius.com/go/10c0f44aba823a3f94-lighting>

2) I meet weekly with the Worship Team to help coordinate our Community Worship services. It was a joy to co-lead Ancestor's Sunday as well as the Multi-Bread Communion service. I look forward to co-leading the upcoming Giving Tree and Solstice services. Linda and I have agreed on dates that I will preach in Community Worship in the winter including one date (so far) where Linda will lead Chapel/Faith Development while I lead Community Worship.

Pastoral Care

I have met via phone, Zoom and in person with congregants for pastoral care.

Building Use Task Force

Other members of the Building Use Task Force we consulted regarding every element of our congregational winter holiday plans. Sean and I also reviewed the guidelines created by the COM which were passed by the Board regarding building and grounds usage. Sean is presenting this work to the Board.

During this continued time of stress, strain and unusualness may you find moments of peace and ease and may time spent with others in our congregation nourish you.

With warm holiday wishes to you all—

Rev. Leia

DAF November 2020 Board Report

DAF Position

- DAF Hours for Sept: 170 of 160 hours worked
- Approximately 50 hours of meetings attended

Finance

Statement of Activity

	OCT 2020 YTD	OCT 2019 YTD
Total Revenue*	\$161,098.19	\$202,571.09
Total Expenditures	\$142,466.38	\$184,336.17
Net Operating Revenue	\$34,930.82	\$37,170.45

Administration:

- Working on the IRS filing
- We are registered as a Non-stock corporation in Virginia.
- Now have a registered agent through Virginia Registered Agent Services LLC.
 - agent@virginiaregisteredagent.com

Facilities:

- Building Use Covid-19 Task Force / Current Rentals
- Blue Ridge Music Together is interested in holding more outdoor activities, pushed back to February.
- PACEM is Winding down. No major issues.

Repair Document Link:

<https://docs.google.com/document/d/1OLkvJvRcT-esb9nMaP78AIPyTCcsWvocCZlorFnX0tc/edit?usp=sharing>

Buildings Repairs

- Replaced battery in emergency light in Summit 11/2020
- Replaced 5 batteries in emergency exit lights in Summit 11/2020
- Replaced all internal parts in the toilet in Summit downstairs bathroom 11/2020
- Fixed broken switch in S1 11/2020
- Fixed broken light in S1 11/2020

Grounds Work Completed

- Sunk 8"x4"x4" signposts in concrete with 4"x4" plastic sleeves to be able to move it 11/2020
- Replaced broken restricted parking signs 11/2020

IT

- Added monitors to AV Booth in the sanctuary
- Working on hardwiring CAT6 cable in the sanctuary for seamless streaming.

Human Resources

- Open enrollment for staff members
- Completed 1 year review

Safety

- Updated COM guidelines for shut down

- https://docs.google.com/document/d/1l6RdOL_xWa3t_3W4QXkiaSBFLhsnSQd_Ld8afanHTwE/edit?usp=sharing

Wins:

- Filing with VA SCC

Opportunities:

- Finish filing in office
- Complete parliamentary class

Membership Report December 2020

TOTAL MEMBERSHIP as of October 25, 2020: 359 members

No additions or resignations

Total Membership as of November 30, 2020: 359 members

COMMUNICATIONS COMMITTEE REPORT TO THE BOARD

December 2, 2020

Acshah Carrier

Liberty Powers

The Communications Committee (CC) recognizes the need to be linked to the goals of building foundation for pledge canvass in the spring. In November the Board identified Outreach and Connection as priorities for the communication efforts going forward. We are adding new focus on this committee's work in order to further these aspirations.

Upcoming:

- + Weekly CC meetings set for Wednesdays at 10 a.m. via Zoom with Achsah, Liberty, Caroline and Lucy attending.
- + CC will meet with church staff Tuesday, Dec. 8 to share goals
- + CC identified needing more participants and needing to offer more training sessions as opportunities to expand committee impact.

Completed:

- + Achsah continues to post website stories and updates
- + CC held breakout room after Sunday service to recruit new volunteers and share info
- + Follow-up email went out to volunteers describing next steps
- + Holiday outreach begun:
 - + Events added to website
 - + Caroline designed and sent church-wide holiday plans email+ Website post shared on Facebook
- + Liberty committed to volunteering 10-15 hours per week until the spring pledge drive is complete. Work this month:

- + Redesigned weekly update newsletter and trained Caroline in formatting standards
- + Added code to website so newsletter links auto populate each week.
- + Created shortcut form to make it easy for staff and volunteers to submit posts to the website: uucharlottesville.org/post

We are looking forward to inviting new participants to this committee, as well as offering new ways for church leaders to use digital communications as a tool of ministry. Creating greater connections with improved outreach is our goal.

To: TJMC Board of Trustees From: Sally Taylor, Chair GST Committee
November, 2020 Report from the Glenn Short Trust Committee

The work of the GST Committee is drawing to a close. We have about \$30,000 left in our bank account. Sally will be moving to Brooklyn this month and Bev Ryan will be taking over some of the responsibilities for the Glenn Short Trust Committee. Bev will have check signing capability and will help Dick with opening and closing the church for contractors. Sally will continue to submit the reports to the board. Don will continue to act as our treasurer.

Seminole Carpet will give us a quote for carpeting the balcony and 2 landing areas to reduce the noise problems in that area.

We are waiting for an invoice from United Painting for painting the pew ends et al. so that we can pay them \$900 for their work.

History Room only needs signage, a lock on the interior door. We have added a fire extinguisher and an interior bar across the exterior door to the room.

Whitley has contracted to identify and repair the damaged tiles on the slate roof. They installed four downspouts, three on the playground side, and one along the outside of the breezeway.

We still haven't heard from Commonwealth about the installation of the four doors. The delay has been attributed to the difficulty in obtaining the hardware for the doors. After the doors are installed, we will install new locks on all of the outside doors.

Don Landis is organizing a work party of youth group members to install the insulation above the mural and blue rooms. He has requested medical grade masks for the work party.

We are still exploring the possible solutions to the water intrusion into the Lower Hall. Whatever solution is chosen, it is probable that the handicap ramp at the Edgewood Lane door will have to be temporarily moved and then rebuilt. It needs repair and painting.

Attached below is a summary of the Financial status of the Glenn Short Fund.

Respectfully submitted, Sally Taylor

August 2020 Report from the GST fund

Starting fund:	\$287,970.00
Beck/Cohen (new HVAC units)	85,202.00
United Painting Plus (exterior painting)	15,100.00
Painting metal roof	1,200.00
Audio Visual Services (new equipment and labor costs)	5,702.00
Commonwealth Glass (CNW Company LLC)	43,699.00
<ul style="list-style-type: none">- Includes playground door- 3 interior hexagonal storm windows- Sanctuary storm windows- Storm windows for comfort room & balcony stairway window- Edgewood Lane door replacement- Rugby Road/Remembrance Garden doors	
Whitley Services (gutters and downspouts)	14,957.00
Whitely Services (gutter guards)	3864.00
United Painting Plus (interior painting)	Total: \$ 18,300
<ul style="list-style-type: none">- Includes sealing and painting windows (3500)- Church parlor (2500)- Sanctuary including ceiling- Washing interior of windows- Washing exterior of windows- Painting pew ends (not complete)	
	3500.00
	2500.00
	10,100.00
	500.00
	800.00
	900.00
Roto-Rooter	592.48
United Painting Plus (church parlor new flooring installation)	1300.00
Purchase of parlor flooring	2565.48
Purchase of the insulation	537.00
Purchase of the curtain materials and rods	671.11
Removal of baseboard heaters	432.00
Installation of two circuits for sanctuary	1,209.40
Shelving for boiler room	336.94
More Shelving for the boiler room	168.47

Sewing parlor curtains-Robyn Fogler	400.00
Removal of the Boiler by CII	4,320.00
Installation of 50 gallon hot water heater and installation of flue	7222.61
Construction of platform to fill boiler space	178.23
Replace parlor clock	30.00
Dehumidifier for boiler room & Light/fan for boiler room	448.66
Cortec vinyl flooring for sanctuary	12,949.00
Carpet for classrooms, music office, comfort room, landings	5056 + 612
Removal of columns-Advantage Handyman	210.00
Rubber feet for pews	315.90
Flooring for Mural Room (Lowe's)	1375.48
Installation of flooring for Mural Room	775.00
Stripping the wax from areas to be tiled	350.00
Replacing altar area carpeting	1205.00
Replacing tile	3240.00
Waxing new tile floors	500.00
Remembrance Garden fee	500.00
Plaque for sanctuary	25.00
Repair of slate roof (Whitley)	7973.00
4 new gutters (Whitley)	2766.00
Computer for broadcasting	1197.47
New sound system	6899.00
AV equipment for broadcasting	3699.00
Tools for Boiler Room construction	30.00
Fire Extinguisher etc. for the History Room	60.00

Total spent/committed to date	Remaining Funds
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257,674.23

30,295.77

Proposed projects:

Concrete apron for north & east sides of church 4150.00

(Bernard Moyer Masonry)

Rebuilding the handicapped ramp

Lock for Boiler Room doors

Replace or rekeying Locks for outside doors

Hearing Assist System ————— 6850.00

Noise remediation for balcony (carpeting)

Charge for New Name Task Force

Report to the Board for December 2, 2020 Meeting

The New Name Task Force will be made up of Sharon Utz, Sachim Mehta, Debby Norton, Hayley Owens, Bonnie Hansen and Elizabeth Breeden. The Task Force is charged with using an inclusive and democratic process for our congregation to choose a new name. Our new name is a link to our church's Mission Statement and Covenant AND the process will be inclusive, inspiring, fun, and a way of moving forward and "re-forming ourselves" as a congregation. Emphasis will be on a transparent process with many opportunities for input.

New Name Timeline

December: Task Force creates Charge and list of questions and outline for first Cottage Conversations centering the brainstorming discussions.

January: Empathize, Define, Ideate

Cottage Conversations both after church, during week and "live outdoors", brainstorming visioning our identity and our aspiration. Generate endless list of names. Post them on the website. Committee reviews notes from all the conversations and submissions and makes a list for a weighted vote with as many names as is useful

February: Information Gathering/Prototype/Test

Use a Rank Order-Voting to ask congregation to share /rate their preferences. Voting shared on website; Top 6-8 are highlighted as subject of next Cottage Conversation

Prototype/ Test- share and listen to people's experiences with these top names, groups narrow down names

Cottage Conversations & activities about the top group of names. Committee reviews for conversations and narrows down to one (!), 2 or 3

March: Results of Cottage Conversations are published on Website. Congregational Meeting to discuss and vote on the 1 or 2 choices.

[Graph of Name Change Process.pdf](#)

Volunteer Coordination

Board Report

December 2020

Yard Sale

The yard sale team ran two successful online sales over the summer, netting over \$4600. The team enjoyed working together and built protocol and safety measures that protected everyone's health. Using the strategies of the past online sales the team is planning to hold another online sale this spring. A tentative schedule has been established to begin taking donations in mid-March and running the sale in mid-May. We also continue to sell on eBay and Craigslist. The team learned from our experiences and continues to discuss how we can fundraise throughout the year by selling donated items.

Team members: Bev Ryan, Kay Frazier (co-chairs), Judy Bias, Sandy Brookes, Elizabeth Breeden, Gloria Morgan, Jean Newland, Janice Walker,

Grounds Committee

The Grounds Committee has been at the top of the list to strengthen and nourish for sometime as the work has fallen on a few individuals. The Grounds Committee has been busy this fall with various projects. Work includes: organizing a work party to clean up the play area; organizing weekly work parties on Wednesday afternoons for weeding and pruning; clearing fence lines; and removing invasive plants. There are also one time projects completed and underway including: leaf removal, planting a holiday tree, painting the pergolas, and assisting the DAF with reseeding lawn areas. We have a small group of dedicated volunteers that have made a significant impact over the last several months. Work is proceeding with our core objectives:

- Coordinate and collaborate with our DAF and the existing Grounds Committee.
- Identify one time projects and build leadership to organize and coordinate the projects.
- Improve communication networks and outreach to the congregation.
- Continue to develop and market the Adopt-a-Spot program.
- Strengthen the Grounds Committee! The committee would like to change the name to Gardens and Grounds Committee. Build organizing skills within the committee.
- Keep it simple, have fun and celebrate.

Grounds Committee: Sallie Kate Parks, Walter Hoffman, Ruth Douglas (Plus a great group of worker bees!)

Administrative Tasks

Two administrative projects are getting underway

- One of the identified needs to sustain volunteer activities is to create resource manuals for committees, groups and chairs. We are at the beginning of this project to identify existing resources, create a format for resource manuals and identify the critical needs. Sandy Brookes is currently leading this project.
- We are exploring how Breeze can be utilized to track interest and participation in service activities, organize events and assist with communication. This project is just starting in collaboration with Sean.

Submitted by Kay Frazier