

Unitarian Universalists of Charlottesville
BOARD OF TRUSTEES MEETING
Minutes
February 24, 2021
6:30-8:50 PM Meeting

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, Elizabeth Breeden, Stan Walker, Beth Jaeger-Landis, Pam McIntire, Breck Gastinger, Liberty Powers, Jim Gorham, Rev. Linda Olson Peebles, Sean Skally, and Leia Durland Jones

Absent – Kelsey Cowger

Guests – Dawn Dirks, Beverly Ryan, Steve Brecker

I. Opening - Opening/Closing Words (Lorie), Timekeeper (Jim) Process Observer (Pam)- Reporter (Liberty)

Opening Words -

Community Time / Public Comment - (limit 2 minutes/person verbal, otherwise written): None

1. Acceptance of Agenda (2 minutes)

MOTION: a motion was made to Accept the agenda and the motion was seconded.

***The Board unanimously accepted the agenda without any changes.

2. Invited Guests:

- **Nominating Committee:** Presented by Breck Gastinger on behalf of the Nominating Committee's chair, Mary Beth Wiley(10 minutes) The committee is composed of: Mary Beth Wiley, Elaine Chapman, Ann Salamini, Marcia Brecker, Lisa Shutt and Breck Gastinger.
- The NomCom is at work calling members of the congregation to discuss thoughts about leadership roles. They have contacted approximately 45 members about their thoughts about leadership. They have not had discussions about specific roles or filling certain positions at this time.
- Positions that will be opening: Treasurer, President, two Member At Large positions, and one Personnel position.
- [Of note: **at the July 2020 Congregational Meeting** the following members were voted to the Board of Trustees:

- * Elizabeth Breeden - two year term as Board Vice President
- * Beth Jaeger-Landis - two year term as Board Secretary
- * Pam McIntire - three year term as Board Member-at-Large
- * Jim Gorham - completing one year of Beth's term as Board Member-at-Large
- * Breck Gastinger - three year term as Board Member-at-Large
- Other note: Liberty Powers filled a vacant Board Member-at-Large position in July 2019, which finishes it's term in July 2021
- **Dawn Dirks: Pledge Drive updates** (10 minutes)
- Theme is "Be the Light". There is a lot of energy with the Pledge Team, which is made up of approximately 30 people.
- People have already made pledges in Breeze.
- Select members have donated \$16,000 to a matching fund that is designated to match first time pledges and increased pledges.
- We are asking for all pledge units to increase their pledges by 30% (if they have previously pledged >\$1000) or by \$500 if they have previously pledged <\$1000
- Our average pledge is currently \$1200 per pledge unit. We need an average increase of 30% to meet our budget.
- There are approximately 25% of our members who currently do not pledge at all.

3. **Written Correspondence** (none 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** (written) - Elizabeth Breeden
 - Elizabeth wants to encourage everyone in the congregation to fill out the Name Change survey.
3. **Treasurer's Report** (written) - Stan Walker
4. **Lead Minister's Report** - (written)- Rev. Linda Olson Peebles
 - Conversation with the COM who have wanted more direction with serving in this role. Rev. Linda plans on asking them to research the meaning of *covenant*, including the history of covenant in Unitarian Universalism as well the history of *covenant* in our church.
 - In the FINAL PARAGRAPH of Rev Linda's report she has agreed to extend her interim ministry for another year.
5. **Assistant Minister's Report** (N/A) – Alex McGee is on sabbatical
6. **Minister of Faith Development's Report** (written) - Leia Durland-Jones

- Leia has been very busy with pastoral care and helping plan for the upcoming pledge drive over the past several weeks. She shared that Mary Rose Curtis has moved into Hospice Care and most likely will transition within the next few days. The family is welcoming cards but not visits or calls at this time. Alda Curtis is Mary Rose's daughter.
 - Leia encourages us all to attend the UUA's New Day Rising Conference, which is Feb. 27.
7. **Director of Administration and Finance Report** (written) - Sean Skally
- Sean has been supplying previous pledge information to the Pledge Drive team.
 - Commonwealth Glass has not finished their job of replacing the doors of the church. The job was paid for over one year ago by the GST and Sean will be sending a very sternly worded letter out soon and if there is no response then further legal steps will need to be taken.
 - The new security system is installed, all of the doors are now equipped with sensors. Sean is hoping to "go live" in March. There will be a big announcement before it goes live. There are no cameras set up at this time but we hope to purchase cameras sometime soon.
 - Chain of notification if security alarms are triggered: Sean, Caroline H, Breck, Jim,
8. **Membership Report** (written) - Marcia Brecker
Membership stands at 362
9. **Board Liaison Reports**
- Nom Committee: (verbally presented earlier in the meeting by Breck Gastinger)
 - Personnel Committee (included within VP written report) - Elizabeth
 - Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor.
 - Church Closure Task Force: (verbal) Sean
 - We have updated the requirements recently and the church remains in the Red Phase, which is still in lockdown mode. Blue Ridge Music continues to rent from us, meeting outdoors. They are using a temporary fence to keep toddlers safe, which will be removed when they are finished renting in May 2021.

III. Electronic Motions

1. Approval of the January 27, 2020 minutes happened electronically.

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

IV. Old Business (10 minutes)

- UUA Evaluation of the Interim Ministry (Pam): Pam gathered comments and filled out Rev Linda's 6 month evaluation, which has been completed and sent to the UUA. We will do another evaluation at 12 months.
- Future Ministry (Rev Linda): Rev Linda's has agreed to extend her contract with UU Charlottesville for another year.

V. New Business – (15mins)

- Communication between the Board and the congregation. The board meeting agendas and packet can be made available to members attending the meeting as a PDF. The minutes from the board meeting are available as a PDF on the website immediately after the Board approves the minutes.
- ** A reporter will be assigned at the beginning of each meeting to make short bullet notes on what was discussed during the meeting, which will be shared with the congregation in the Friday email three days after the meeting.
- Discussion about having Board Members pledge early and make a public statement to the congregation. The pledge team would like to make a statement that all elected representatives have made a pledge and increased their pledge before March 1, 2021. We will use the Breeze system for pledging and report any problems to the Pledge Team.
- Donation to the Matching Fund is separate from pledging. The matching fund will match new pledges or increased pledges. The fund is \$16,000 right now, so the first \$16,000 of new or increased pledges will be matched.
- Jim is tracking how many pledge units are pledging this year and how many are increasing their pledge.
- Jim and Liberty have created a pie chart that shows that most of our congregation is not giving what is needed to staff our church.
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- **Executive Session:** The Board went into executive session to discuss the pledge drive and possible outcomes.

VI. Closing Activities (5 min)

1. **Process Review** – we started at 6:40 pm, invited guests spoke first, people were welcoming, we went over our allotted time on certain topics, there were many positives, many good ideas, and there was some interrupting but not at all disrespectful. People stayed engaged.

2. Things to do / communicate

- Liberty- report in the Friday email
 - All Board Members need to make their pledge before March 1st
 - Try to attend the UUA Conference: New Day Rising Feb 27th
 - Attend the Pledge Drive kick-off Dessert Party on March 7
3. **Closing Words** : Lorie

Dates to remember

- March Board Meeting: March 24th at 6:30 pm
- Board Exec meets on Thursday, March 11th at 6:30 pm

Future topics -

- Do we need a COM right now? COM is in the Bylaws, does that need to change?
- Time to create a Minister Search Committee

REPORTS:**President's Report: February 2021**

This month the Board is looking forward to an answer from our interim lead minister, Rev, Dr. Linda Olson Peebles, whether or not she will continue with us for a second year.

Mary Beth Wiley, chair of the Nominating Committee, will be updating the Board on their search for candidates for elected positions at our church. The **Nominating Committee** recruits and nominates persons to fill vacancies on the Board of Trustees, all congregationally-elected committees as well as other Board requested committees. The Nominating Committee presents a list of qualified nominees for positions to be filled by election at the annual congregational business meeting, currently scheduled for June 6, 2021. If you are interested in serving on the Board of Trustees or on one of the vital leadership committees please contact the Nominating Committee at nominating@uucharlottesville.org.

The Board will also hear a Pledge Drive update from Dawn Dirks. The Pledge Drive will begin Sunday, March 7 and more information will be coming soon.

The Board will discuss ways to improve communication with the congregation including publishing meeting agendas, minutes and supporting information in a timely fashion. Since we still can't meet in person, we are doing our best to provide online updates about the business of the church.

In Faith,
Lorie Craddock

Vice President's Report to the Board: February 24, 2021

New Name Task Force

The first round of brainstorming conversations during the month of January were completed. The Survey for congregants to choose and rank their 5 favorite of these names has been sent out. It should result in a limited number of names rising to the top. (5-7?). Advertising the Survey will be through the Friday newsletter, Facebook, Instagram, twitter, directly to the YRUU, directly to the Breeze mail list (reminders and snail mail), through the phone tree and (hopefully) at Sunday Services. There will be small and large conversations through the month of March and early April to come to consensus about the top names, resulting in one or two names to be voted on at the Annual Congregational meeting on June 6.

Phone Tree Survey Results

After an extensive Phone Tree Survey by Greta Dersheimer, she invited Membership (Christine Gresser), CareNet (Sandy Brooks), Communications (Achsah Carrier) and the Vice President (Elizabeth Breeden) to a meeting to address some of the concerns raised.

- Park Walks and outdoor Topic Discussion Groups are helpful and will be part of the Membership Corner on the website and the Connections Table, should we ever get back together in person.
- Caring Circles (but no one took this as their job)
- Getting Acquainted-Membership plans a social Organizing Subgroup
- Phone Tree seems outdated. What do other churches do? Are Phone Tree members matched by the PO mailing list on Breeze?
- The Church Answering Machine could be a connection for those without internet: different line? Better up-front message to take you to "making connections" message? Who gets the message to respond?
- Who is not in the room and needs connecting?

Personnel Committee

Personnel has prepared its recommendations to Finance about salary/benefits for next year's Budget. The main priority is for staff salaries to be the minimum of a living wage and equitable across the entire staff and for professional expenses and health benefits to be equitable. (85% of MidRange in UUA Guidelines) We will be working to update Letters of Agreement to reflect staff job changes and standardized benefits when they are part of the approved budget.

Grounds

Kay Fraiser will send a quarterly report next month, but she and Walter Hoffman are leading a community effort to attack the invasive species on our property, assign adopt-a-plot areas for individuals to maintain the property, and address a request to regard our land as a food opportunity. Kay is also coordinating a group of committees looking to lead a tree walk on our property as part of Earth Day.

Treasurer's Report - Feb 2021

Financially we are doing well right now. Total income looks low, but that is because we still can't move the PPP money into income. Until we have confirmation that the loan is forgiven it needs to stay on the books as a liability. Fortunately our bank is finally accepting the applications for forgiveness, and we expect to receive forgiveness confirmation relatively quickly.

Also, expenses have also been below expectations so far this year. This is always good news, but especially so now when our non-pledge income sources are significantly reduced.

Stan Walker
Treasurer

Monthly Interim Lead Minister Report To UUCville Board of Trustees February, 2021

February & March Themes – Beloved Community & Commitment – We are wrapping up our four February Sundays focused on “Beloved Community” and have been working intentionally to be ready to launch the March theme of “Commitment” alongside our annual Pledge Drive, with the theme “Be the Light.”

Interim Tasks

- **History** *Lifting up the facts and mythology of a congregation's life.*
 - I have had meaningful conversations with a number of longtime members who are generous pledgers, and I have learned more about their sense of history at UUCville.
 - Frank Duke's Feb. 21 service focuses on learning the history of enslaved people in Charlottesville and their descendants.
- **Identity** *Identifying features, vision, self-image, and ideals of a congregation*
 - The Pledge Drive team are addressing the legacy of this congregation being both generous people (with community causes) and not as generous in supporting the congregation.
 - The Pledge Drive theme “Be the Light” will reflect to the congregation that while it has been through some difficult times, the new day is dawning, and they can help with that!
 - The New Name report includes this important observation –
“The overall, nearly universal, response to what is essentially us, was the relationships with people, and after that our engagement with social justice issues. Every conversation was nearly unanimous that Unitarian Universalist

should be in our name. That it is our identity. The most consistent organizational structure which folks felt was appropriate was “congregation.”

- **Leadership** *Supporting leaders and discovering new leaders.*
 - Pledge Drive “askers” training Feb. 20 and 21 to increase skills and comfort in relational conversations connected to invitation to generous giving.
 - The Pledge Drive coordinators and their teams are all hard at work.
 - Communications (thanks to Liberty, Achsah, and Sean) is deepening understanding of how to do this, and bringing in new talent to help guide this forward.
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
 - Attended a Cville Clergy Collective retreat. And a national DART clergy retreat.
 - Working with IMPACT to prepare for a major March action.
 - Encouraging UUCville to attend a national UUA conference on undoing white supremacy Feb 27.
 - Inviting Frank Dukes to let UUCville know about his work with the UVA Descendants project.
- **Health** *Strengthening finances, processes, practices.*
 - Emphasis now on a successful Pledge Drive is my top priority in the coming 6 weeks.
 - In response to a COM request for direction, I am planning to have a conversation with that group about working on the status of the Congregation’s knowledge of and connection to Covenant.
 - With the help of the Interim Team and the Board, the strategies for working on areas of the organizational needs will begin as the Pledge Drive winds down.

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 – Worship Weavers are working smoothly, and the Tech Team is growing. As I did once in January, I will lead Family Chapel Feb 28.

Music – Scott has produced several original recordings for services, including arranging and producing the February choir anthem. He is at work on two choir pieces for March. He meets with staff weekly, and regularly with choir members, and besides creating music, assists in connecting us with music coming from UU musician colleagues.

Pastoral Care- The volunteer and ministerial involvement in this area has continued offering a network of support to many members.

Membership – A UU Orientation on Feb. 7 had seven inquiring folks attend. A New Member recognition ceremony will be included in the March 28 service.

Stewardship & Pledge Drive – As indicated in the “Leadership” report above, the teams are working well to prepare for the March 7 “launch” of this year’s Annual Pledge Drive.

Dates to note: **March 1** – Pledge Drive e-blast goes out

March 7 - 11am Community Service & 6:30 pm Dessert Event

All month – Newsletters and Sunday services will include messages (thank you to communications team) and testimonials from inspired givers!

Looking ahead Looking ahead, with a combination of hope and humility, I am happy to let you know that I will say “yes” to your invitation to remain with UUC’Ville a second year. Details of what that will look like contractually and strategically can be worked out this Spring.

*Honored to be in partnership with you,
Rev. Linda Olson Peebles 2/19/2021*

Minister of Faith Development’s Report: February 2021

Rev. Leia Durland-Jones, Minister of Faith Development

Ministry to Children & Families

Primary connection points continue to be:

- 1) Sunday Chapel/Faith Development for all ages prior to Community Worship
- 2) Soulful Home email on Wednesdays with discussion prompts, chalice lighting words, suggested activities as well as artist of the month information and images.
- 3) Monthly Chalice Home packet with at home worship for all ages supporting the monthly theme
- 4) Monthly mailed packets to families with a pastoral letter and chalice lighting materials and readings, suggested activities connected to monthly ministry theme

Looking forward, I continue to monitor how things are unfolding with the pandemic to prepare for what we might be able or not be able to do for summer programming for children, youth and families. Safe ways to observe upcoming spring and summer holidays and events are also on my mind.

Ministry to Youth

Our Senior High YRUU group meets weekly via Zoom and occasionally in person at a local park. I meet monthly with youth advisors to set vision, schedule and program plans for the coming weeks.

Adult Faith Development

The winter/spring AFD session is underway with many offerings and robust registration. Course to date include: Soul Collage, Understanding our Unjust Criminal Legal System, Poetry and Lectio Divina, UUA Common Read, Understanding Grief, and Talking Theology. We have 48 women participating in our twelfth annual (virtual this year) women’s Dream Quest. We have also partnered with several other UU congregations to participate in their AFD offerings including All Souls DC, Coastal UUs in Virginia Beach, and the UU Congregation of Cherry Hill, NJ. AFD programming has become even more accessible due to Zoom.

The UUA’s New Day Rising Conference is Feb. 27. I encourage all Board members to attend this national conference as I think it will be a wonderful opportunity to hear and learn from other UU congregations about their racial justice efforts.

Stewardship

I have been working closely with leaders of the Stewardship team to support our upcoming pledge drive.

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. Our multigenerational PJ and Pancakes service was a delight.
- 3) I look forward to working with members of the Dream Quest Planning Circle and Judith Tripp for the service on February 28.

Pastoral Care

I continue to meet via phone, Zoom and in person with congregants for pastoral care.

Building Use Task Force

We evaluate requests for building and grounds usage on a case-by-case basis at this time. The building continues to be closed due to COVID. We continue to follow the recommendations of the UUA.

Rites of Passage

On February 20, our congregation hosted and I officiated at a memorial service to celebrate the life of Beverly Carlson, a previous member of the congregation in Lubbock where I grew up. It was an honor to be asked to officiate.

Director of Administration and Finance Report: February 2021

DAF Position

- DAF Hours for Jan: 159 of 160 hours worked
- Approximately 40 hours of meetings attended total

Finance

Statement of Activity

| | JAN 2021 YTD | JAN 2020 YTD |
|------------------------------|--------------------|--------------------|
| Total Revenue | \$305,092.53 | \$340,115.08 |
| Total Expenditures | \$276,532.65 | \$326,627.37 |
| NET OPERATING REVENUE | \$28,559.88 | \$13,487.71 |

- PPP update – No update yet
- 80% complete on the QuickBooks audit

Administration:

- Average attendance for Jan
 - o Community Worship: 130
 - o Chapel and Faith Development: 47

Facilities:

- New Security System is installed, will go live in March.
- Waiting for installation of doors

Building Use Covid-19 Task Force / Current Rentals

- Blue Ridge Music together may start up in April
- They will put up a temporary fence, for about a month.

Repair Document Link:

<https://docs.google.com/document/d/1OLkvJvRcT-esb9nMaP78AlPyTCsWvocCZlorFnX0tc/edit?usp=sharing>

Buildings Repairs

- Repaired Social Hall Door
- Repaired Summit House Door
- Worked with Caroline to purge office of old materials and turned over documents to Wayne for the archives
-

Grounds Work Completed

- Meet with Gardens and Grounds to discuss spring planning

IT

- Set up Caroline's new computer
- Met with Ting to review wifi coverage

Human Resources

- W-2s are available.
- Lucy Gilbert has stepped down from video editor.
- Ellie Ransom will be coming back and taking over video editing

Safety

- None

Wins:

- Security system set up

Opportunities:

- Finish QB audit

[Click here to see Statement of Activity:](#)

[Click here to see Financial Position as of 1/31/21](#)

[Click here to see DAF Reporting Sheet 2020-2021](#)

[Click here to see the UU Common Endowment Fund](#)

[Click here to see the UU Common Endowment Fund 7/2020-1/30/21](#)

Membership Report for February 2021

Submitted by Marcia Brecker

Submitted February 19, 2021

- TOTAL MEMBERSHIP as of January 27, 2021: 360 members

- TOTAL MEMBERSHIP as of February 19, 2021: 362 members

Add:

- Meg Durham 1/27/21
- Holly Sauer 1/25/21

Drops: None

To: TJMC Board of Trustees From: Sally Taylor, Chair GST Committee
February, 2021 Report from the Glenn Short Trust Committee

Seminole Carpet installed blue carpeting (matching the color of the carpet in the altar area) in the balcony and 2 landing areas to reduce the noise problems in that area.

Kim Gover and her son Ivan installed the insulation above the classrooms which should increase the efficiency of the heating system in those areas.

We still 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.

Commonwealth has not installed the four doors. We have been contacting them about scheduling their installation without much success. We will continue this effort. We cannot install new locks until the doors are installed.

We approved the installation of the wiring to connect our AV system to the office ethernet. Sean is investigating the possibility of installing lighting directed at the pulpit area to improve the quality of our streaming of worship services once we are back in the sanctuary.

We have contracted with Advantage Home Contracting to refurbish the handicap ramp at the Edgewood Lane door. In the process they will also plug the hole which is contributing to the water intrusion in the lower hall. Dick will do a similar procedure with the other area in the playground which may also be channeling water into the lower hall kitchen.

The foyer and Edgewood Lane hallway are not currently connected to any of the church's heating systems. We contacted Beck Cohen about the possible solutions and are still working on the problem although electric baseboard heating is a likely solution.

Total amount remaining in account: \$32,082

The last four checks included a
\$300 deposit to Advantage Handyman for the work on the ramp;
\$3620 to Whitley Services for the slate roof repair;
\$2497 to Seminole Carpeting for carpeting the balcony;
\$2766 to Whitley Services for additional downspouts to main building.

Respectfully submitted, Sally Taylor
