

Unitarian Universalist Congregation of Charlottesville
Minutes of the BOARD OF TRUSTEES MEETING
July 28, 2021
6:30-8:55 PM

Major focus for Board in 2020-21:

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

In attendance – Pam McIntire (President), Elizabeth Breeden (Vice President), Kay Frazier (Treasurer), Beth Jaeger-Landis (Secretary), At Large Members: Breck Gastinger, Kelsey Cowger, Jim Gorham, Hayley Owens, Steve Brecker, Staff members: Rev Linda Olson-Peebles, Sean Skaly

Absent – Leia Durland-Jones

Guests – Jude Bias, Beverly Ryan, David Shutt

I. Opening - Opening and Closing Words: Beth

- Reporter: Elizabeth
- Time Keeper: Jim
- Process Observer: Elizabeth

Community Time / Public Comment - No public comments were made.

1. Acceptance of Agenda (1 minute)

MOTION: Breck made the motion to Accept the agenda

Motion was seconded by Elizabeth

***The Board unanimously accepted the agenda with changes.

2. **Written Correspondence** (email to the Board from Christine Gresser as the Chair of the Membership Committee, located at the end of the reports)

***Discussion about posting the email correspondence from congregants sent to the board should be discussed with the congregant prior to being posted for public review.*

After the executive committee meeting the proposed agenda for the meeting will be posted on the UU C'ville website prior to the meeting. The reports from the officers of the board and the staff members should also be posted prior to the meeting. There shouldn't be anything in the reports that can not be posted for the Congregation to review.

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

1. President's Report (written) - Pam McIntire

2. **Vice President's Report** (written) - Elizabeth Breeden

****Board votes upon the appointment of Bev Ryan to the policy review committee with the resignation of Carole Black.**

*****A motion made by Elizabeth to appoint Bev Ryan to the Policy Review Committee. The motion was seconded by Breck and the motion passed unanimously.***

****A committee has been formed to honor Alex and to wish her farewell: Members of this committee: Sandy Brooks, Elizabeth Breeden, Colleen Anderson, Greta Dershimer, Lara Gasteringer, and Shirley Paul.**

3. **Treasurer's Report** (written) - Kay Frazier

Unpaid donations average \$31,000 which is 9% of the total budget of pledged funds.

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

- There is concern about the church reopening due to the newest CoronaVirus Delta variant, which is very potent and the most recent medical information stating that vaccinated people can still become positive and infect other people.
- People's Coalition: Kate Fraleigh and Edith Good will represent UU Charlottesville. (**See new business)

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

- Linda and Alex have been in discussion regarding the plan to follow best practices after Alex's departure during Linda's interim ministry: Alex will not have contact with congregants in a formal manner and will not perform ceremonies. Alex feels "good" about this practice and knew that this was to be expected.
- Rev Leia and Rev Linda will work with the Pastoral Associates to ensure the delivery of pastoral care to our congregation after Alex's departure.

6. **Minister of Faith Development's Report** (not submitted) - Leia Durland-Jones (is on vacation).

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

**** For this past Fiscal year there was only \$451.62 in over budget spending**

This does not include the \$1500 pre-spent on phone service.

****There was also a \$4000 credit for health insurance**

**** Church closure/opening task force:** next meeting is on Aug 15th. The local COVID numbers are not improving to the degree which would allow us to fully open any time soon, yet we are not adding restrictions to the current guidelines at this time.

**** Sean's focus in Aug is to provide maintenance and upkeep to our buildings. August 8th is the first painting date. The rubber coating on the stairs is being washed.**

**** Goal is the rebuilding of the Buildings' Committee.**

**** Waiting for the IRS to formally acknowledge UU C'Ville as a 501-3C**

**** Working on hybridization of technology for services.**

**** Sean will report our numbers of participants at Sunday services in comparison with last year. Sean will continue to include the numbers from the same week of the previous year so we have a running year to year comparison.**

8. **Membership Report (written)** - Marcia Brecker
Membership stands at 371

9. **Board Liaison Reports**

- Nominating Committee: (oral) Breck Gastinger
** Meeting tomorrow night, working on filling Steve's position on the Personnel Committee. Hope to have a nominee to vote upon electronically prior to our August Board meeting. Breck is willing to stay on as the Board Liaison to the Nominating Committee.
 - Personnel Committee (written within VP and Treasurer's report) - Elizabeth Breeden
 - Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor.
 - Church Closure/Opening Task Force: (oral) Sean
- Reported during his DAF report

III. Acknowledgement of Electronic Motions (1 minute)

1. Approval of the June board meeting minutes happened electronically.

BREAK AND GRATITUDE CARDS (10 min) - Please think of people the Board should recognize for their recent contributions to our church community. Send to Pam's email.

IV. Old Business (15 minutes)

1. **Developmental Ministry:** (15 mins) : Rev Linda
- Preparing the congregation for the search.
 - Christine Purcell from the UUA is our contact assigned to work with us during this process. We need a clear idea of the goals of our Developmental Ministry and what our needs are for this period of time.
 - A search committee needs to be created and will follow the timeline that Rev Linda has published previously. Appointment of a committee of ~5-6 persons in Sept, who will start their work immediately. UUA needs to get information by Dec 1st, UUA will match us with many different possible Developmental Ministers and the Search Committee will come back to the Board with a name in March 2022. The length of time we have a Developmental Minister depends on how many goals the members feel are important. The Developmental Minister's role is to start "rebuilding the house". It is a contractual relationship between the congregation and the Developmental Minister; if the relationship does not work out then it can be terminated.
 - Interim minister's goal is to help the congregation: recognize our history, and look at their identity separate from any minister, strengthen connections within the

congregation and community, and work on strengthening structures, finances, and developing new leadership.

- Reading the book: "In the Interim" is VERY helpful, yet the Interim has different goals than the Developmental Minister.
- Will later discuss priorities for the developmental ministry in an upcoming board retreat on August 22nd from 2:00-4:00 pm (Sean will send Zoom link)

V. New Business – (85mins)

- **Role of the "Welcoming Board Member" each Sunday** (Linda and Pam: 5 minutes)
- Welcome at the beginning of the service and stay afterward to attend the social time in the breakout rooms. The welcome can be a heartfelt statement or what they love best about the congregation, services, UU'sm, etc. One of the biggest jobs of the board is to listen to the congregation.
- Beth will send out a google doc sign up for Board Members as the Sunday Welcomer
- **Consideration of donation** from Robertson Electric for the Remembrance Garden (Elizabeth: 5 mins)
- A motion was made by Kay Frazier to accept the gift of \$5000 donation to be used dedicated to the Remembrance Garden. There is planned work on the garden that is roughly equal to this donation.
- Motion was seconded by Elizabeth. The motion passed with seven votes in favor, two votes against, no abstentions. Gifts policy (Part 5, page 27) of our bylaws accepts donations to specific committees, which can decide upon how to use it after being presented to the Treasurer and Finance Committee and then the Board has to vote upon the acceptance. Discussion followed about reviewing this policy.
- **Board Retreat:** (Pam: 10 mins) August 22 from 2:00-4:00 via Zoom focusing on the goals of Dev. Ministry; then a later in-person retreat in Sept/Oct (Sept 19 or 26).
- **Shorthand abbreviation for our congregation's name** (Elizabeth: 10 minutes)
- UUCC is being used, but since it has been pointed out that it is very common, should we switch to UUC C'ville. We need to start using an abbreviation for outgoing correspondence.
- Steve made a motion: Where there is a need to abbreviate our new name "Unitarian Universalist Congregation of Charlottesville" in either official or internal church correspondence, the Board recommends the use of "UU Cville"
- The motion was seconded by Kelsey. Discussion. The motion passed with eight members voting in favor and one opposed (passed).
- **Proposed Benefits/Time off Policy** - (Kay: 20 minutes) Consider revising the Personnel Policy Manual as recommended by the Personnel Committee.
- Breck made the motion, Kay seconded, unanimously approved.
- **People's Coalition:** (Linda: 5 minutes) Partnering with the coalition Kate Fraleigh representing UU Congregation of Charlottesville.

- Motion was made by Kelsey: An endorsement to establish a relationship with the People's Coalition, and name Kate Fraleigh and Edith Good as our members working with this group.
- Seconded by Jim and passed with nine members of the Board (unanimously)
- **Dev. Minister Search Committee (Executive Session):** (Pam: 15 mins)
- The Board went into executive session at 8:25 pm including our staff members.
 - Discuss possible names of people who are good candidates for this Board appointed Search Committee. Brainstormed names.
 - We moved out of Executive Session at 8:41 pm

VI. Closing Activities (5 min)

- Process Review – Garden donation took us into another complicated discussion about policies regarding designated gifts.
 - **Things to do / communicate**
 - Sean: Sean will report our numbers of participants at Sunday services in comparison with last year. Sean will continue to include the numbers from the same week of the previous year so we have a running year to year comparison.
 - Beth: Will send the names that were “brainstormed” for possible Developmental Minister Search Committee members to the Nominating Committee.
 - Elizabeth: Will report notes from this meeting to the web crew to post for the Friday email and include a statement inviting interested persons in applying for the Developmental Minister Search Committee.
3. Closing Words: Beth

Dates to remember :

Executive Board Meeting: August 12th <https://zoom.us/j/97788898097>

Board Retreat August 22, 2:00-4:00 pm.

Future topics -

- Gathering an accurate list of the active members of the congregation: Jim, Sean, Marcia are looking at the current list of members at the end of this month.
- The process of members applying for grants and accepting gifts for designated projects.
- Absentee Voting for members during or prior to a Congregational Meeting

REPORTS:

President's Report July, 2021

I am grateful to be in a congregation of so many kind and loving people who work hard to make the world a better place. Sometimes people ask my husband, Greg, and I why we spend so much of our free time volunteering in our congregation. Being a part of this community enriches our lives and allows us to be a part of something bigger than ourselves.

There are so many things happening with our congregation these days.

Very sadly, we will be saying goodbye to our dear Reverend Alex McGee at a gathering on September 12. In an upcoming letter, Rev. Alex and Rev. Linda will explain how our relationship with Rev. Alex will change after she leaves in September. I have greatly appreciated Alex's strong leadership in our congregation, her unwavering integrity in all aspects of congregation life, her professionalism, her clarity, her kindness and how she expresses love in action. I will miss her.

It has been hard not to be together in person all these many months. The Reopening Task Force continues to monitor the local COVID infections rate and to set the status for current functions. We are currently at status Orange. This means that groups of 50 or less may meet in the church building, double masked, with one person at a time in restrooms (15 minute wait between usage) and while no masks are required outside, we recommend social distancing when possible. For FEEFIE summer events, masks are required since small children are present and social distancing is difficult. We are hoping to reopen soon, but with recent infection rates rising, it is uncertain when it will be safe to do so. We started having multi-platform church with our service on July 18 (with just a few people in person – congregants who have had trouble accessing online services). As we go forward, we will be entering into this new way of being together so we can be inclusive of those who prefer zoom contact and those who prefer in-person church. This will be yet another new challenge and I hope we can all open our hearts and be patient as we strive to honor everyone's needs. I greatly appreciate all the hard work and expertise of our Sunday morning crews!!

Rev. Linda has been such a wonderful interim minister to us for the last year and I am very grateful that she will be with us for another year! She has helped us to begin creating a strong vision for our future by supporting us in processing our history, examining our identity, enriching our leadership, developing connections in our community and the greater UU world, and strengthening our finances, processes and practices. We are hoping to hire a Developmental Minister to start in July 2022. We are forming a small search committee to start this process soon. Part of this process will be for the congregation to have discussions and provide input on the areas that we want to work on during the upcoming Developmental Ministry.

I look forward to an exciting year and I hope we can be together in-person as well as in our hearts.

With appreciation,
Pam

Vice President's Report

Board Meeting: July 28, 2021

Carole Black has resigned from the Policy Review Committee. Beverly Ryan has agreed to join Sandy Brooks for this important task.

The Grounds Committee has experienced an uptick in areas becoming dedicated to individuals with signage. It was agreed to begin a consistent sign policy for these trees and planted areas. The Committee wishes to inform the Board about the following procedure: All plaques and dedicated spaces and decorative objects placed on our grounds must be approved by the Grounds Committee.

A committee of Elizabeth Breeden, Sandy Brooks, Greta Dershimer, Lara Gastinger, Shirley Paul, Colleen Anderson and perhaps Amy Wissekerke, have agreed to plan the event to honor Alex on September 12th.

The Personnel Committee's recommendations for changes in Staff Benefits in the Personnel Manual were approved with a few changes by the Finance Committee and are ready for Board approval. After review by the Policy Review Committee, these changes could be used as the 3-year review of the Personnel Manual. The committee is working on the Ministerial Contract for Linda, Leia and the Developmental Minister, using these benefit recommendations.

Submitted by Elizabeth Breeden

Treasurer's Report - July 2021

Donation Remembrance Garden

Robertson Electric will be contributing \$5,000 for the purpose of making improvements to the Remembrance Garden. This donation has been facilitated by Doug Horwitz. Per the Policy Manual, V. Finance A.7 Gifts Policy, the Board must approve acceptance of all restricted gifts. Elizabeth Breeden will give a brief description to the Board on the intended use of the donation.

Proposed Board Resolution: The Board of Trustees accepts the \$5,000 donation from Robertson Electric to be used for improvements to and maintenance of the Remembrance Garden, at the discretion of the Remembrance Garden Committee.

Personnel Policy- Benefits/Time Off Policies

In May 2021 the Personnel Committee presented a draft policy to the Board recommending changes to the Personnel Policy related to benefits and time off. At the direction of the Board the Finance Committee reviewed and discussed the proposed policy. At the July meeting the Finance Committee, by unanimous vote, recommended approval of the policy to the Board. The final draft of the policy is attached for Board review.

Proposed Board Resolution: The Board of Trustees approves and adopts the Benefits/Time Off Policies as presented by the Personnel Committee and directs that these policies be incorporated into the Personnel Policy, effective August 1, 2021.

Update VIPL Grant

In April 2021 the congregation received a \$500 Green Futures Grant from the Virginia Interfaith Power and Light (VAIPL) to be utilized to expand the vegetable gardens, and to install rain barrels and compost bins. This grant was facilitated by Jean Umiker-Sebeok. For various reasons the grant cannot be used for the original intended purposes.

Subsequently Sean Skally and Jean Umiker-Sebeok performed a walk- through of the buildings with a representative of Dominion Energy to conduct an energy audit. The audit produced a valuable report identifying improvements that, if made, would save energy and reduce our overall carbon footprint. In addition, some of the improvements are eligible for the Dominion Energy Small Business Enrichment Program that would reimburse the congregation for the cost of making the improvements. Jean has contacted VAIPL requesting approval to redirect the \$500 grant towards the improvements identified in the report. As of yet, VAIPL has not responded to the inquiry. No action is needed by the Board at this time.

Finance Committee Information

- The FC continues to work on a draft Grant Policy to be incorporated into the Policy Manual. The FC will bring this to the Board for approval at a later date.
- The FC reviewed the financial documents for the soft close of FY 21. Of note:
 - There was \$30,888 in unreceived pledges for FY 21 that equates to approximately 9% of the pledged amount for the year.
 - Fundraising activities and other revenue sources were disrupted in FY 21 and hopefully will have better success this FY.
 - As we move into FY 22 the FC recommends that the Board place emphasis on stewardship, in all its forms, as a priority for the FY.

Submitted by Kay Frazier

6/22/21 Draft Benefits Time Off Policies

HOLIDAYS

The following are holidays for which an employee is paid:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Juneteenth
Fourth of July
Labor Day
Indigenous Peoples' Day
Veterans' Day
Thanksgiving Day and the day after
Christmas Day and the day before or after
New Year's Eve

If a paid holiday falls on a Saturday or Sunday, the employee may take off the following Monday, or another day of their choosing within six weeks of the specified holiday by prior arrangement with their supervisor.

Employees regularly scheduled to work at least 20 hours or more per week are eligible for holiday pay if they would normally be scheduled to work that day. Eligible part-time employees only receive holiday pay if they are scheduled to work on a holiday and are paid for the number of hours they are normally scheduled to work that day. If eligible employees are required to work on a holiday, they may take compensatory time off within six weeks, negotiated with their supervisor.

VACATION

The Congregation grants paid vacation to regular employees scheduled to work at least 10 hours per week at their regular rate of pay based on their length of service with the Congregation according to the schedule below:

Length of Service	Annual Amount of Vacation
1-2 years	2 weeks per year
3-5 years	3 weeks per year
6 or more years	4 weeks per year

For part time employees a week of annual leave shall be equivalent to the number of hours in the employee's normal work week.

Employees who work fewer than 12 months shall accrue pro-rated annual leave.

Vacation accrues each pay period and employees may not use more than the amount accrued without approval of the Supervisor, DAF, or Minister. Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes their 2nd, or 5th year of employment. Although paid vacation hours will be accrued from the first day of employment, vacation time may not be used until the employee has completed at least six months of employment.

Vacation time must be requested in advance and can only be taken with the approval of the Supervisor, DAF, or Minister. In the event of conflicting vacation requests, vacation generally will be granted in the order the requests are received, in accordance with length of service and consistent with workload requirements.

Employees may accrue no more than 4 weeks of vacation time and may carry over from one year to the next no more than 2 weeks of the employee's annual accrual amount. Upon termination, employees will be paid for accrued, but unused, vacation time.

SICK LEAVE

All employees are eligible for Sick Leave. Full time employees (>35 hours per week) are credited with 10 days of Sick Leave for the fiscal year. Part time employees will have their sick leave hours prorated based upon the number of hours scheduled to work. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Upon dismissal, employees have no right to compensation for any accrued but unused leave.

Sick leave may be used in the event the employee is unable to work due to the employee's own or an immediate family member's illness, injury or other medical condition. While employees are encouraged to schedule appointments outside of work time as much as possible, sick leave may be used for routine dental or medical appointments for the employee or for the employee's child, spouse, parent or parent of spouse.

Employees must notify their Supervisor, DAF, or Minister before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition.

PERSONAL DAYS

Employees are credited with Personal Leave at the beginning of each fiscal year. One hour of Personal Leave annually is granted for each hour scheduled to work weekly up to 40 hours. Personal Leave is not an entitlement; it is available to employees only when the reason justifies its use. Employees are expected to take care of their personal business on their own time whenever possible. Employees may request Personal Leave for critical personal, house/apartment, and family matters. Personal Leave must be approved in advance by the employee's Supervisor, DAF, or Minister. Unused Personal Leave does not carryover at the end of the year and is not paid out at termination of employment.

FUNERAL OR BEREAVEMENT LEAVE

A regular employee will be granted up to 10 days of consecutive work days for bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member, or up to 5 work days for the death of a member of the extended family. Additional time may be requested from and requires the approval of the employee's Supervisor, DAF, or Minister.

JURY DUTY

The Congregation recognizes jury duty as a civic and community obligation and duty of a citizen. While you are serving on a jury, you will receive your regular paycheck with no loss of regular pay for up to 30 days as long as you provide your Supervisor, DAF, or Minister with copies of court documents affirming the facts concerning your service on a jury. If you receive pay from the court, you will be required to advise your Supervisor, DAF, or Minister and arrange to turn the amount you receive over to the Congregation.

You are expected to keep your Supervisor, DAF, or Minister informed of your service as a juror so plans can be made to provide continued coverage of your position during your absence. On any day or half-day that you are not required to serve, you are expected to return to work.

LEAVES OF ABSENCE

From time to time, employees may need to have time away from work in order to address certain urgent issues. During such leaves, an employee may use their accrued sick/vacation and personal time and any applicable insurance coverage. When possible, such leaves must be requested in advance in writing and require the approval of the employee's Supervisor, DAF, or Minister. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify their Supervisor, DAF, or Minister.

Any replacement employee assigned or rehired to perform duties of the employee on leave shall be regarded as temporary during the period within which the employee is on leave.

FAMILY AND MEDICAL LEAVE (FMLA)

Consistent with UU Values, the Congregation voluntarily provides certain aspects of the Family Medical Leave Act ("FMLA"), which allows an employee after 12 months of employment to take up to 12 weeks of unpaid leave due to the employee's own serious health condition, or to care for a family member (child, spouse, or parent) with a serious health condition. Up to the conclusion of this leave period, an employee generally has the right to return to the same position. This leave may be taken all at once or intermittently, depending on the circumstances. Medical certification is required.

All employees who take family leave must give thirty days' notice, or in case of unforeseen circumstances, as much notice as possible to their Supervisor, DAF, or Minister. Employees who take family leave must first use accrued vacation and sick time, which is counted as part of the family leave. All benefits continue as usual during paid periods of family leave covered under sick leave, vacation leave, as discussed elsewhere in the Manual. During unpaid periods of leave, no time off with pay benefits will accrue and no contributions will be made to any retirement or insurance plans. The employee is responsible for paying the entire monthly premiums for health, dental, life, and long-term disability insurance coverages. FMLA leave is

limited to a total of 12 weeks in a 12-month period, defined as 12 months from the first time you take leave.

PARENTAL LEAVE

After 12 months, employees who work 20 or more hours per week, and who become natural or adoptive parents are eligible for up to 12 weeks of paid parental leave. Parental leave must begin within 3 months of the birth or adoption. The rate of pay for weeks of paid parental leave is based on wages for the employee's regularly-scheduled workweek. Rather than taking twelve consecutive weeks of leave, the equivalent number of days may be spread out over up to a year, at the discretion of the Supervisor, DAF, or Minister. Such intermittent parental leave must be used within one year of birth, placement, or whenever the leave begins, whichever is first. Parental Leave benefits apply only to adoptions in which the child is new to the parent(s). If two parents of the same child/children are employed at UUCU, only one of them may take paid leave at a time.

Employees who know they will be taking Parental Leave are asked to give their Supervisor, DAF, or Minister as much notice as possible, but at least 30 days' notice of the anticipated departure date and notice of intent to return to work.

MILITARY LEAVE

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted paid and unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence, and the expected date of return.

Employees may choose to use any accumulated vacation time or professional development time for all or part of the period of military service. Leaves of absence in excess of any available vacation or professional development time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

SABBATICAL LEAVE

The Congregation believes that employees in certain positions benefit from time spent in study, reflection, spiritual renewal, continuing education, or community service. This program is a privilege applicable to only certain positions, is completely discretionary, and may be suspended, terminated, or altered by the Board at any time. Sabbaticals are negotiated with the Minister and Chair/President of the Board.

INSURANCE AND RETIREMENT EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the Congregation. These benefits are subject to change at any time at the discretion of Congregation. In the event of any discrepancy between the benefits outlined below and the Summary Plan Description (“SPD”) or Plan documents, those documents will govern. Any questions about employee benefits should be directed to the DAF or Minister.

HEALTH INSURANCE BENEFITS

Employees who are expected to work at least 750 hours per year may enroll in the group health insurance plan sponsored by the congregation. The Congregation currently pays 80% of the premium for full-time employees for the standard PPO plan offered by the UUA. Part-time staff working 750 hours or more receive a pro-rated payment of the premium toward coverage of health insurance benefits. Eligible employee dependents may also be enrolled, and the Employer pays 50% of the additional premium for dependents, again pro-rated for part-time staff according to the following schedule:

1820 hours per year (35 per week) or more	80% of employee/50% of dependent premium
1560 - 1819 hours per year (30 - 34 per week)	65% of employee/40% of dependent premium
1040 - 1559 hours per year (20 - 29 per week)	50% of employee/30% of dependent premium
750 - 1039 hours per year (14 - 19 per week)	40% of employee/25% of dependent premium

Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate. Consistent with federal law, if an employee has health insurance through another qualified group plan (i.e., spouse’s employer plan or other part time position), the congregation will reimburse the incremental cost of the employee’s coverage up to the value of the health benefit the employee qualifies for in the above chart. The reimbursed amount is calculated as the difference between the cost of individual coverage and the cost of employee + spouse coverage in the other plan. The employee is responsible for providing documentation of insurance costs to the DAF.

GROUP DENTAL

Employees who are expected to work at least 750 hours per year may also enroll in group dental insurance. The congregation pays the premium cost for dental coverage according to the same schedule as health insurance (see above schedule). Employees will be required to make their required contributions by payroll deduction or timely payment as appropriate.

TERM LIFE, AND LONG-TERM DISABILITY INSURANCE

Employees who are expected to work 750 hours per year are enrolled in term life insurance and long-term disability insurance through the group plan sponsored by the UUA. The congregation pays 100% of the cost of Long-term Disability insurance and term life insurance. There is no Open Enrollment Period for either Life or LTD, so it is important that staff is enrolled in these benefits within 60 days of their first eligibility. Late enrollment can be complicated, and will require medical evidence of insurability, which can be difficult to meet.

Employees who did not apply for LTD and/or Life/AD&D coverage during their first 60 (sixty) calendar days from date of hire/eligibility may contact insuranceplans@uua.org to inquire about submitting evidence of insurability for underwriting approval.

WORKERS' COMPENSATION INSURANCE

The Congregation carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's Supervisor, DAF, or Minister. Employees may be required to provide a written report on the illness or accident and a physician's statement in order to receive worker's compensation benefits, or to return to work.

RETIREMENT BENEFITS

Our Congregation has adopted the Unitarian Universalist Organizations Retirement Plan (UUORP). The plan is an IRS qualified, defined contribution, 401(a)/(k) multiple employer, Church retirement plan designed to help ensure employees of UUA-related organizations have an opportunity to accumulate savings for their retirement years. Every employee has the option to enroll and authorize elective contributions (pre-tax salary reduction contributions) immediately upon employment, irrespective of hours worked or scheduled.

In addition, in keeping with the Employer's Participation Agreement on file with the UUA Office of Church Staff Finances our Congregation contributes 10 percent of the employee's gross wages for each of our employees who have met the Plan's qualifications.

To be eligible for Employer contributions, the employee must satisfy the Plan's Year of Eligibility Service provision: an individual must have a) worked a minimum of 1,000 hours during a twelve (12) consecutive month period defined in the Plan, or b) have successfully completed a UU Ministerial Internship.

If an employee is employed at more than one participating UU congregation, concurrently or consecutively, their hours of service must be combined to make the initial determination of eligibility to receive Employer's contributions.

Per the governing Plan's provisions, employees who previously received Employer contributions at another UU participating congregation or employer are immediately eligible for Employer contributions at our congregation.

In addition, all W2 employees, age 18 or older, can authorize elective contributions via pre-income-tax payroll deduction even if they do not meet the Plan's criteria for employer contributions. Again, every employee is empowered to enroll upon hire – or anytime thereafter – in order to reduce current taxable income and save toward retirement!

Employees may also roll eligible retirement savings from another account into the Plan.

The Congregation provides an enrollment form, a description of the plan, including investment options, to the employee at the start of employment. Each employee should review this material carefully and discuss any questions they may have with their Supervisor, DAF, or Minister, with the Retirement Plan staff at the UUA, and/or with a trusted personal financial advisor. When an employee incurs severance from employment, they are ineligible to make or receive contributions.

Submitted by Kay Frazier

Monthly Interim Lead Minister Report to UCCville Board of Trustees * July, 2021

July/August Theme – Play

For the summertime, while the ministries of pastoral care, social justice, faith development, and administration go on all summer, it is also a time for us to remind one another to consider what we need – body and soul – to be rested and restored in this season that invites us to take some time from the routine.

Interim Tasks We are preparing to launch into the second year of Interim work. The main tasks of Interim Ministry are listed below. While I will continue to keep them as touch points as I guide you in this time in your congregation's life, I will also frame this work to support the work to prepare for Developmental Ministry. Here are some ideas for the coming year:

- **History** *Lifting up the facts and mythology of a congregation's life.*
 - Sessions on UCCville history; finding names and photos of DREs
- **Identity** *Identifying features, vision, self-image, and ideals of a congregation*
 - New name, new logo, Search Packet
- **Leadership** *Supporting leaders and discovering new leaders.*
 - Rebuild volunteer structures; offer leadership training
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
 - UUA GA attendees share; support networks of leaders who connect
- **Health** *Strengthening finances, processes, practices.*
 - Continuing work for good stewardship and policy reviews.

Recommendation for Board Action on “People’s Coalition”:

I am attaching a recommendation, and asking the Board for feedback and endorsement, to establish a relationship with the People’s Coalition, and name Kate Fraleigh and Edith Good as our members working with this group.

FYI - “Re-Opening”

Testing - I am leading three services to “test” the logistics and art of offering services both in-person and on-line simultaneously. Our first Sunday July 18 offered us some helpful hints about what we need to work on. August 1 and 15 are the next two “trials”. The people being invited to attend in the pews include those for whom Zoom has not worked – mostly elders and families. I am keeping the in-the-pews attendance by invitation only right now, since we cannot manage more than 15 or so folks at once.

“Opening date” - Please note in Pam’s report that the Re-opening Team are concerned about the Delta surge in our area. We are still tentatively looking at a Sept 12 “opening”, but that may not work out. So a reminder to stay flexible to possible changes in this opening date!

Training Leaders – I am hoping that we can get all committees and programs to learn how to offer dual-platform participation for meetings and AFD classes. Sean, Leia, and I will be offering some info and guidance at a Lay Leader training I have not yet scheduled. Assure anyone with anxiety about this that help is available!

FYI - Goodbye to Rev. Alex

Rev. Alex and I have been in conversation about the Covenant between us for the coming year, which includes her keeping apart from interactions with individual members and the congregation. If you or any congregant is concerned about this, please assure them that our covenant is being designed following UUMA guidance and also accommodating Rev. Alex’s wishes, and serving the congregation’s best interest.

Rev. Alex will be preaching August 8 and 29. On September 12, we will include time in the service to offer public blessings to her, and following that service, we will have a luncheon reception to honor her. If the Covid numbers don’t improve, we will probably still keep that date for the “goodbye” event – and move from one big event to several in-person “seatings” throughout the afternoon.

Looking ahead I will be in person at the church Sunday, August 1, to preach in the sanctuary, and perhaps even to be allowed to roll some paint that afternoon!! Sunday, August 15, I will again be in the sanctuary for the 3rd dual-platform trial.

I will be on study leave and vacation the second half of August (resurfacing to participate with the Board retreat August 22 and Board meeting August 25) and at the beach the beginning of September.

I hope you all have been finding time for rest, recreation, vacation to restore your souls. The coming year will be exciting and full of energy and direction. What an honor to be joining you in this creative time for the congregation!

July 24, 2021

Recommendation from Rev. Linda to the Board of Trustees,

*in response to Kate Fraleigh's inquiry to Board (dated June 11 – see below)**

That the UU Congregation of Charlottesville be an organizational participant in the work of the People's Coalition. That the Board endorses the active engagement of members Kate Fraleigh and Edith Good (and others whom the Minister and Social Justice chair recommend) who will keep the Minister, the Social Justice chair, and the Board informed of the initiatives of the People's Coalition. There is no financial commitment required of the congregation. The work of the People's Coalition (allied with the Legal Aid Justice Center) offers our members the chance to put their faith into action.

If concerns arise within the congregation about the positions of the People's Coalition, the Minister and Social Justice Chair will bring the subject to the attention of our members for conversation, education, and discernment.

Moved: That the Board of Trustees endorses this recommendation for our congregation's participation in the work of the People's Coalition.

Background

The People's Coalition Mission Statement:

The People's Coalition organizes in the Charlottesville/Albemarle area in opposition to our unjust and racist criminal-legal system.

We raise our voices in community to combat oppressive criminal justice practices through public education, public pressure, and public action.

1. We advocate for community-driving policy changes at the City and County level.
2. We put pressure on governmental bodies to address oppressive practices in the criminal "justice" processes.
3. We push for transparency and accountability from local bodies working on criminal justice.

The mission of the People's Coalition matches the mission of the UU Congregation of Cville expressed in:

Our Covenant with the UU Association of Congregations, expressed in our Principles

1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;

3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

In the resolution of racism the congregation voted overwhelmingly to support Black Lives Matter in 2016 -

<https://uucharlottesville.org/wp-content/uploads/2016/10/document-racial-justice-public-withn-ess-statement-2016-10-02.pdf> **Note especially** the clause in the resolution which “encourages members to work toward police reform and prison abolition (which seeks to replace the current prison system with a system that is more just and equitable).”

*June 11 message from Kate Fraleigh to Board:

“Some years ago I joined the People’s Coalition as an individual. Then, as it is an organization of organizations, I thought maybe I could participate as a TJMC participant. The People’s Coalition is staffed by employees of the Legal Aid Justice Center. I approached the Board, or some subset of the Board, to see if that was possible. They said yes. ... But, I couldn’t bring myself to connect to this black led organization as a participant from Thomas Jefferson Memorial Church. So I never did.

“...The work the People’s Coalition has and will continue to make a difference in our community. And therefore I am asking the Board to make the Unitarian Universalist Congregation of Charlottesville an organizational participant of the People’s Coalition. I will participate as a member of UUCC. Edith Good is also a participant in the People’s Coalition.”

Board Report by Rev. Alex McGee, Assistant Minister

Submitted July 23, 2021

DONE: Since my return from sabbatical, on June 1:

- I collaborated with board president Lorie Craddock on informing congregation about staffing change, and ongoing PR through newsletter and website
- I have had five pastoral meetings with parishioners and done email care
- I have preached twice, and designed one of those worship services and worked with worship leadership team
- participated in staff meetings as a group and one on one check ins
- discussed details with Sean and UUA staff about best practices for wrapping up employment
- took a week of personal leave for a family medical situation (thank you!)

- attended weekly worship and one garden party
- collaborated in pastoral care and hand offs with lay leaders and staff
- attended a week of UU professional development and collegiality and General Assembly

PLANNING TO DO:

- preach August 8 and 29
- I have four pastoral meetings scheduled, and more are likely
- attend worship
- continue clean up and hand offs in prep for Sept departure

THEMES: I am grateful for the sabbatical. I believe the congregation is in a healthy state of self awareness and stewardship. I experience healthy relations surrounding the staffing change. I encourage the board to consider how to accommodate the change in pastoral care going forward with less staffing. I believe that with the re-opening, there are vibrant opportunities to welcome new people into leadership and vision fresh ways of doing things; I encourage the board not to automatically revert to pre-pandemic ways. As always, I encourage board members to subscribe to the Alban newsletter which comes via email on Mondays, and I encourage board members to let yourself be helped by classes, webinars, workshops and newsletters from the UUA and Southern Region. May your leadership here be satisfying and growthful.

Membership Report for July 2021 Submitted by Marcia Brecker

TOTAL MEMBERSHIP as of July, 2021: 371 members (Contains 23 members under consideration for archiving post pledge scrub)

Add: • Jeff and Alissa Hansen June 14

Drops: • Irene Wellman July 16 - moved to Michigan

Report from the Glenn Short Trust Committee July, 2021

To: Unitarian Universalist Congregation of Charlottesville Board of Trustees

From: Sally Taylor, Chair GST Committee

We are still waiting for the playground door to be fixed and the other three doors to be installed by Commonwealth. The doors have been ordered and were scheduled to be shipped on July 12.

We hope that the doors will be installed next month. There is no change in our financial situation this month.

Respectfully submitted, Sally Taylor

Written communication to the Board:

From: Christine Gresser <cegresser@gmail.com>

Sun 7/4/2021 5:24 PM

Hi all,

The Membership Committee has unanimously voted to ask the Staff, the Ministers, the Board, the Communications Committee, and the social media team to pretty please refrain from using UUCC or U2C2. We are officially requesting that the Board of Trustees vote to decide that the shorthand names UU Charlottesville or UU Cville will be the only nicknames that we use.

Having the letters UU up front tells everyone we are UUs...

Having Cville or Charlottesville following afterwards tells everyone we are in Charlottesville...

U2C2 is quite problematic. It's cutesy and jargony, and it's off-putting to many people inside and outside our church for those two reasons. It doesn't give anyone any clue as to what kind of organization you're talking about. You have to be an "insider" to "get the joke." It is therefore exclusionary, clubbish, and something which is cute and clever for insiders but will make some outsiders (and many of us in the congregation) either uncomfortable or roll their eyes at us. The Membership Committee resoundingly said no to U2C2 for these reasons of being confusing and cliquish sounding to people we are trying to invite to our congregation, and community partners. Whatever we call ourselves, the Membership Committee voted to tell our church leadership that it should not be U2C2.

UUCC is not offensive, exclusionary, eye-roll-worthy, or silly, but the problem with UUCC is that it sounds like it might be referring to the United Church of Christ Charlottesville ? or University Union of Concerned Citizens ? or who-knows-what, it could be anything! who knows! (See list below)

UUCC does not tell our community members anything about us. It does not differentiate us from other things in the area and across the land, that also have confusing and vague acronyms that start with the letter U. You can't shake a stick in this town without hitting an entity with an acronym that starts with U. We really want to be more welcoming, identifiable, and to choose a nickname which will help us grow as a healthy, robust, proud UU, growing congregation.

UUCC (as an acronym) is used by:

- UU Community Church of Glen Allen, VA
- UUCC of Danville
- UUCC of Columbia, MD
- UUCC of Columbia, SC
- UUCC of Columbia, Missouri
- UUCC of Chattanooga
- UUCC = UU Congregation of Cleveland
- UUCC = UU Community of Cambria, CA
- UUCC of Hendricks County

- UUCC of Cheyenne

UUCC is an IBM acronym referring to a configuration file compilation of systems, devices, etc...

UUCC is an acronym that many universities across the USA use to refer to their University Undergrad Curriculum Committee (the committee that students have to apply to, to get waivers to core curriculum requirements laid out by the university)

UUCC is the stock symbol for UCI International Holdings, Inc.

...this is just from a quick Google search! There are countless UUCC's out there.

However, there is a denominational precedent for us to use UU Charlottesville, even though our formal name has the word Congregation in it: The Unitarian Universalist Congregation of the Catskills (New York State) refers to itself colloquially on its website as "UU Catskills." They don't call themselves UU Con of the Catskills, or UUC of the Catskills. They simply call themselves UU Catskills.

Someone in this nickname conversation suggested recently that one congregant believed that "oh, no, we can't just be UU Cville because then we are not getting the word "congregation" in there." So? That word is not needed in the nickname. We know it's in our name. We will always use it proudly in our full name, and in our letterheads, long rectangular logos, and in conversations for those who say the whole name out loud.

UU Cville and UU Charlottesville are not going to be loved by everyone, but no nickname is going to be loved by everyone. It seems wise to exercise leadership here, in terms of advocating for the nickname which the congregation's leadership and ministers and staff believe best meets our congregation's goals, and needs. Consensus is unfortunately just not likely or perhaps not possible. And probably not time well spent.

During the Cottage Conversations, many people who liked and loved the formal new name Unitarian Universalist Congregation of Charlottesville and who *disliked* the name Unitarian Universalists of Charlottesville, thought that 'UU Cville' and 'UU Charlottesville' are perfect nicknames. There is absolutely no need to worry about finding a word to insert the word 'congregation' or the shorthand word 'con' in the nickname.

Case in point: For years, our full name was Thomas Jefferson Memorial Church, Unitarian Universalist. But we called it TJMC.

Jesus Christ Church of Latter-Day Saints

but everyone calls it LDS or Mormons. No one calls it "JCCOLDS" or "Je Chri Chu of LDS."

Although it is true that calling it LDS leaves out the words Jesus, Christ, Church, and Of, that is

fine. Because it's a nickname. A nickname does not have to contain every word of the formal name in the nickname.

The American Telephone and Telegraph Company is known to all of us as AT&T. Not AT&TCo, or AT&TC, or AT&TComp. It's just AT&T, and the descriptor "Company" is not needed in the casual nickname. We all know that AT&T is a company. We know it's not a non-profit or a synagogue or a festival. It's okay. We don't need the "Co" or the "Corp."

WD-40 is short for Water Displacement 40th Formula. We don't have to call it WD-40F or WD-40Form or WD-40F.

We can make the nickname of our congregation what we want it to be. It can be something that meets our needs as we define our needs! :)

So... What do we want our nickname to be?

The Membership Committee is eager and excited to do community outreach with our new name and our new nickname.

It's important, as I imagine you all will agree, that our new nickname meets the needs of our church with the goals that we have for our church (being inclusive, welcoming, attracting new members, etc) and we can also look for it to meet the same criteria that we were seeking when we discussed our new formal name, I possibilities.

Two things we heard loud and clear:

1. Put UU right up front: the First two words should be Unitarian Universalist. Any nickname should put UU right up front.
2. Make it clear to people who we are as UUs, not some random word that failed to identify us as UUs or is geographically vague or nonspecific like Blue Ridge or Rivanna or whatever. Those are not clear, people said.

Our nickname, (which is what we are commonly going to be called by Congregate Charlottesville, the Cville Clergy Collective, Sojourners* and St. Paul's*, and all our other community partners and other religious and nonprofit organizations in town) should be something that identifies us clearly, easily, and immediately, as being UUs, and as being in Charlottesville, so that our name/nickname is not cryptic, but instead it is descriptive, obvious, and bears no further explanation.

The two choices that meet those goals and criteria are UU Cville and UU Charlottesville. Thanks for the thoughtful consideration of and dialogue about how we want to be known.

Sincerely,
Christine Gresser
Co-Chair, Membership Committee, UU Cville