

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MEETING
Minutes; September 22, 2021 6:30-8:44 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, Rev Leia Durland-Jones, Sean Skaly

Absent –

Guests –Beverly Ryan, David Shutt

I.Opening - (20 mins)

- Opening and Closing Words: Pam
- Reporter: Jim
- Time Keeper: Kay
- Process Observer: Steve

Reporter(Jim) When you are the Board Reporter you can post your notes directly to the website with this link: <http://uucharlottesville.org/post> and someone from the communications team will review it and put it online. You can also send the text to Caroline and/or let her know there's a post on the website.

1. Opening Words - Pam
2. Check-In: one to two minute check-in: **Why do you come to church?** (15 mins)
3. Community Time / Public Comment -
4. Acceptance of Agenda

MOTION: Elizabeth made the motion to Accept the agenda

Motion was seconded by Kelsey

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

5. Written Correspondence (none submitted)

II. Reports (20 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
Rev Alex party was a huge success.
3. Treasurer's Report (written) - Kay Frazier
4. Lead Minister's Report - (written)- Rev. Linda Olson Peebles
5. Minister of Faith Development's Report (written) - Leia Durland-Jones
 - Offers a special thank-you to Sean Skally, Walter Hoffman, and John Nolan for making the grounds more friendly for the youth.
 - The YRUU had its first meeting last Sunday and seven youth came to the group and Leia was very grateful for their deep sharing and wants us to hold them in our thoughts and prayers.
6. Director of Administration and Finance Report (written) - Sean Skally
 - Dick Somer met with Brent from Commonwealth Glass early this week, who (once again) promised that as soon as the doors come in they will be installed.
7. Membership Report (written) - Marcia Brecker
Membership stands at 371
There are no new members or drops so far for September.
8. Board Liaison Reports
 - Nom Committee: (oral) Breck Gastinger
Working on building the slate for next year.
 - Personnel Committee (oral) - Elizabeth
Working on evaluations of all the staff to be completed in November.
 - Building Reopening Task Force: (oral) Sean
Still in the Red Zone right now. Masks to be worn outside and inside.

III. Electronic Motions (1 minute)

1. Approval of the August 26, 2021 minutes happened electronically.
2. Approval of the Developmental Ministry Committee happened electronically.

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

IV. Old Business (35 minutes)

- Philosophy and history of designated gifts and donations prior to writing policy (Kay and Elizabeth) 15 minutes
- Framing questions: Visions and values around designated gifts. How do we personally feel about restricted gifts, is there an appropriate usage of restricted gifts, should there be any boundaries when there are restricted gifts. Kay will bring a report for our review at the October Board Meeting after the Finance Committee's discussion about this policy at their upcoming meeting.

- Congregational Meeting absentee voting: Volunteers to work on this (10 minutes)
 - This topic has come up often...can we have members vote when they do not attend the meetings. There has always been a concern about members voting without being present during important discussion.
 - Beth Jaeger-Landis and Kelsey Cowger volunteered to look further into this topic, evaluate what has been discussed by previous Boards, look into options, and present their findings to the Board at a meeting in the future.
- Membership tracking task force: update (10 mins)
 Goal of this task force is to get a feel of our *real membership*. The task force has met two times so far. Names of members who haven't been seen at virtual church, haven't donated, and haven't volunteered have been collected, which totals approximately 90 names. The ministers have looked at the list to ensure that members who are receiving pastoral care are not on this list. Friends are those people who are supporting the church but are not committed to being a part of the ministry.

V. New Business – (45 mins)

- Understanding a policy based governance model vs managerial model for our board (Rev Linda)
- Next meeting: Board goals, what do we want to do together with the congregation?

VI. Closing Activities (5 min)

1. Process Review –

2. Things to do / communicate

3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: October 14, 2021 at 6:30 pm

Next UU Charlottesville Board Meeting: October 27, 2021 at 6:30 pm

Future topics -

REPORTS:

- President's Report September 2021

- Pam McIntire

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- This month we have begun preparing for the Developmental Minister search. The board selected members for the Developmental Minister Search Committee and met to discuss what goals we will have for the developmental ministry years. We will have two Listening Circles to talk with congregants about the goals we all believe are important

(Tuesday, September 21 6:30 to 8:00 and Sunday, September 26 1:00 to 2:30 – On Zoom, link provided on uucharlottesville.org). The final goals will be a large part of our application so we can find a developmental minister with expertise in those areas. As a first draft of possible goals to begin the conversation, members of the board drafted this statement to begin the Listening Conversations:

- As is true for most congregations through the years, UU Cville has developed structures and ways of being that we take for granted and maybe that we are not even aware of. These underlying assumptions have guided our understanding of who we are, what our mission is in the world, and the way we operate. Through our self evaluation in interim ministry with Rev. Linda, we have identified many beliefs, patterns and habits that may get in our way of who we want to be. In the Developmental Ministry, we have the opportunity to set goals to make changes and consciously alter our path. To this end, we would like to hear from you about what goals you suggest for our Developmental Ministry.
 - To begin the discussion, the board would like to offer up a start on possible goals.
- First we believe we need to take a look at who we take ourselves to be. **We would like to develop a more unified understanding of our identity.** Who have we become as a congregation? Who do we want to be? How do we treat each other? How do we welcome new people? Who are we with respect to being an anti-racist congregation? Are we a congregation content to be a smaller, pastoral group or do we want to grow and function as a larger organization?
- Second, we need to look at why we exist. **We would like to develop an understanding of our mission that empowers us to move forward together to make a difference in the world.** What is our purpose? What is our mission in Charlottesville and the world? What are we working toward? What is it that calls us forward and unites us? Why do we belong to this church? What inspires us to contribute to this church with time and money?
- Third, how is our foundation supporting our identity and our purpose? **We want to strengthen the structures of our church that support our mission.** How can we improve our stewardship? Our governance? How can we share leadership and encourage new leaders? How can we develop and engage our membership? How do we build resiliency, support forward thinking leadership and embrace our ever changing world.
- The Developmental Minister Search Committee members are Ann Salamini, Chris Little, Kim Curtis, Larry Moulis, Liberty Powers and Pam McIntire (board representative).
- The more time I spend on the board, the more I am amazed at everything so many people do to keep us moving forward. I am grateful for Rev. Linda, Rev. Alex and Rev. Leia and their wisdom and vision guide and support the congregation. I feel so sad that our beloved Rev. Alex will be leaving us this month. Her deep understanding of how we care for each other has guided us for eleven years. I am grateful that we have had this time with her. It was wonderful to be at the gathering to say goodbye to Alex. It was so

good to see people in person (although masked) and to feel the commitment and caring we feel for each other.

- Our ministers have been talking about how we can structure church activities to keep us all engaged and nourished. I have been amazed at their broad and yet practical view of our congregation's needs. They ask: How can we keep everyone safe from getting COVID through congregation activities, and yet provide the sense of community and growth that we all so desperately need? Our Zoom services have been incredible (many thanks to all the people who work so hard to make them come together). And, can we get together in other ways? We need to be together! I look forward to hearing more about their creative ideas to keep us connected and fulfilled in our mission together.
- I was fortunate to be in the sanctuary for the service on September 12. I was astounded at the tech that is required to bring off a multi-platform service – cameras are pre-programmed for certain angles, microphones are strategically placed, videos appear on screen at the right moments, and we had live streaming of Scott on the piano and our Reverends on the chancel. We have an incredible team!
- Speaking of tech, our Director of Administration and Finance, Sean Skally, is an incredible gift to our congregation. I don't know what we would have done without him these years. Behind the scenes, he keeps it all running. He guides the tech for the services, keeps the building in good shape, manages all the beautiful renovations, monitors all our accounts and finances, and does an unbelievable number of other tasks from plumbing to installing security systems. Many thanks to Sean!
- As the board engages in setting goals for this year, and continuing to think about membership, stewardship, and leadership, we welcome your ideas and your questions. Please email Pam at president@uucharlottesville.org.

Vice President's Report: September 2021: Elizabeth Breeden

Personnel continues to do the work to update the Minister of Religious Education and the Interim Minister's contracts. All contracts reflect the changes in benefits in the updated Personnel Manual. It was decided to conduct "complete" evaluations every third year and to evaluate each staff member's goals in a "simple" evaluation in the intervening years. Last year was an in depth evaluation. Evaluations of all staff will be complete by the November meeting. Work on the grounds by the Garden and Grounds Committee continues to be self-evident. The increased use of our grounds because of COVID restrictions makes this work all the more appreciated.

PACEM has asked if we would once again host the emergency homeless shelter for men in Summit House for the month of November. After consulting with Staff, we have invited them for November 6 to December 4th.

The party to honor Alex on September 12 was attended by about 80 people in two one-hour sessions. The video created about Alex will be posted on our website.

Submitted by Elizabeth Breeden

- **Treasurer's Report - September 2021 Kay Frazier**

Financial Committee/Financial Reports: There are no issues or concerns for this month.

- **Gifts Policy Discussion**

Introduction: Recent offers of restricted gifts have brought to light the need to revisit and, potentially, update our existing Gift Policy, section 7 in the Policy Manual. This section was last updated in August 2009 and again in September 2011.

As part of developing a Stewardship Ministry it will sometimes be necessary to review existing policies and ensure that they align with the mission and goals of the ministry and congregation. The reviews will include work and input from the Finance Committee and the Policy Review Team. The purpose of this discussion is to clarify the Board's vision and values that underpin the restricted gifts policy, prior to the Finance Committee beginning their review.

Elizabeth Breeden has contributed information regarding the past history and attitude towards restricted gift giving. Also included are framing questions to spur discussion and the current Gift Policy, Section 7, from the Policy Manual.

History (Provided by Elizabeth): During David and Leslie's tenure, (about 2000-2008) I learned that restricted gifts are a way for the donor to target her own values, goals and mission without the congregation's approval about the priorities of the budget. Restricted gifts go around the Board and congregational approval of the annual budget. It is rich people getting their way. In addition, sometimes we've experienced the unintended consequences of generous donations. Dell Smith gave us the air conditioning in honor of her husband Tony who always wore a suit to church (about 2001). Of course, we did not anticipate the resulting increased cost of electricity.

-Glenn Short was very clear that he did not agree with the direction the congregation and the minister were taking and how we'd spent our savings, yet he felt intense loyalty to the church village whose members supported him personally and faithfully. His gift was just such a go-around from board and congregational input, and was gratefully accepted, since it addressed our long delayed and overdue upfits, especially "the antique boiler and heating system."

- Interestingly the solar panels were bought with money donated as "Board directed" and, as I recall, there was some controversy since the decision was made by the Board and not approved by the congregation. The uplift of the front of the church was mildly controversial because it was targeted fundraising to large donors, but it was approved by the congregation.

-Framing Questions

- •Do you view restricted donations in a positive or negative light? Why?
- •Do you see a role for restricted donations in a Stewardship Ministry? If so, what are the boundaries of accepting those donations?
- •What language needs to be clarified or added in a rewrite of the current policy?
- **Current Policy**

7. GIFTS POLICY V.A.7.a: Unspecified bequests to the church in a will or in memory of some individual that do not otherwise specify how they should be used shall be deposited in the church's general endowment fund. Other unspecified monetary gifts shall be deposited in the church's general operating fund.

- POLICY V.A.7.b: Unconditional non-monetary gifts valued up to \$500, excluding yard sale and auction items, may be accepted by the Minister(s), Director of Faith Development (DFD) or President. Yard sale and auction items may be accepted by any member of the yard sale committee or auction committee. Unconditional non-monetary gifts with a value of greater than \$500 must be approved by the Board of Directors, upon recommendation of the Finance Committee. The Board or the Finance Committee may refuse to accept any tendered gift that is unsuitable, impractical, or not consistent with principles or purposes of TJMC-UU. Restricted gifts must receive Board approval prior to acceptance.
- Approved: September 2011
- POLICY V.A.7.c: All gifts must be reported to the Treasurer. All restricted gifts of any value must receive Board approval prior to acceptance.
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- Rationale: Gifts restricted for a particular use or purpose are sometimes offered to the church, sometimes together with conditions attached to the Church's acceptance of the gift. Usually the Church is very grateful for the gift. In some cases, however, the gift or the conditions for its acceptance may not be appropriate. In that situation the Church may turn down the gift, or negotiate to change the conditions. This policy describes the process to be followed when an offer of a gift is made.
- Applies to: The policy applies to gifts offered by both individuals and organizations, both within and outside the Church membership.
- PROCEDURE: • The Board may grant a committee or task force the authority to accept restricted non-monetary and monetary gifts valued at up to \$500 in cases where the committee or task force deems such gifts are in accordance with its designated tasks.
- Revised: 8/2009
- **Report Submitted by Kay Frazier**
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UUCville Board of Trustees September 2021

- **Governance – Please read before Sept. 21.**
- At the September Board meeting, I will offer a brief overview of the meaning of governance and what might be considered to promote “good governance” at UUCville.
- I am including with this report a document with some pre-reading/listening for you. If you have limited time, just watch the first 6 minutes of the video, and read the Hotchkiss one-page intro to his book.
- **Our Ministries (WHAT we do together)**
- *Worship and Faith Development*
- - We launch the year with the Soul Matters theme “Embracing Possibility” and move into October’s theme “Cultivating Relationship”
- - Staff and leaders are working to increase chances for outdoor in-person engagement and meaningful FD and worships on-line
- - Adding 5 new Covenant Groups this fall; I am leading facilitator session 9/25 for 18
- - Working with Scott to include more people in and out of UUCville community in music ministry
- *Faith in Action*
- - Continuation of interfaith partnerships in region – IMPACT has added climate change as a priority area to focus on
- - Creating a pastoral care coordinating team
- *Stewardship*
- - Working with new “steering” team to strengthen the ministry of caring for our resources (which include members, leaders and staff; physical plant; finances and fundraising)
- - Early steps to build this year’s Pledge Drive team (FYI – Pledge Drive Feb 27-March 27)
- - Planning an “all-leader” centering meeting on September 29
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- **Our Community (HOW we are together)**
- *The efforts of many people to help create a positive and meaningful “good-bye” to Rev. Alex are a sign of health. In addition, Bev Ryan (Personnel) and I conducted an Exit Interview with Rev. Alex.*
- *Covenantal – Rev. Tyler Coles, of UUA, will help us understand Covenant that is not white supremacist*
- *Relational – IMPACT leaders inviting members to conversation about community concerns;*
- *The conversations around developmental needs;*
- *Membership is seeking to increase social opportunities*
- *Multi-generational – making efforts to Involve all ages in worship and ministry activities*
- *Anti-racist –re-visioning how to bring education/practice/connections to helping us “Widen the Circle”*
- *I meet weekly with staff, monthly with most ministry teams (worship, pastoral, faith in action, stewardship), and at least 3 times a month with Board leaders. I respond as quickly as possible to members’ concerns, offer pastoral care, and reach out to have 1x1s. My goal is to equip, support, and empower everyone to become ministry partners in this cooperative community venture.*
- *Gratefully, Rev. Linda Olson Peebles*

Understand Policy-Based Governance

1. Please watch the first 6 minutes of this 14-minute video

<https://www.uua.org/leadership/learning-center/governance/policybased>

which was an intro to a 3-day governance training at GA 11 years ago (offered by St. Paul Unity UU, a leader in the John Carver model that is formally “policy governance”)

2. Intro to Dan Hotchkiss book “Governance and Ministry” which adapts the Carver model, and described the benefits of policy-BASED governance.

<https://www.uua.org/leadership/library/governance-and-ministry>

Report to the Board August 2021

Rev. Leia Durland-Jones, Minister of Faith Development

Even as the pandemic rages on, things feel quite different than they did a year ago in September 2020. Last fall, we were still figuring out how to do everything virtually. Despite the challenges that COVID continues to pose, we are moving forward in innovative and inspired ways so that our community continues to grow people of faith who put our faith in action and live our UU values out loud, every day.

SUNDAY PROGRAMMING

9:30-10:30AM

Our children 4th grade and younger meet weekly in our outdoor classroom on the playground for faith development programming that includes the whole family. In addition to lighting the chalice, sharing joys and sorrows, there is an exploration of something connected to the monthly ministry theme. I have also curated a lending library that allows families to check out a book each week to continue exploring the topic together at home.

Our youth in 5th-7th grades meet weekly in our outdoor classroom on the side of Summit House. September is focused on helping these group members get to know each other and build connections and friendship. In addition to lighting the chalice, sharing joys and sorrows, this group will engage in games and thematic explorations. We are exploring field trips such as hikes and geocaching.

11:00-12:00 Community Worship

12:15-1:30PM

Our senior high youth group, YRUU, is meeting outside of Summit and using the church's firepit to help create a cozy space for gathering. I will lead the group on Sunday September 19 with a ritual of release of the old year and welcome for the new year. I am working with the advising team to explore local service projects for this group that can help them build skills for our next Appalachian Service Project (fingers crossed will be able to participate in this next summer.)

2:00-5:00PM

Our 8th & 9th grades are meeting in person (currently outdoors) for our comprehensive sexuality education program (OWL.) This is a significant undertaking for both the youth and the advisors, and I am so grateful for everyone's effort to make this important opportunity possible.

ADULT FAITH DEVELOPMENT

This fall, we have over seventeen different faith development opportunities for adults! The topics range from expressive arts to a theological exploration of evil to UU parenting and more. I am particularly pleased that our AFD classes continue to offer avenues of exploration on topics of ultimate importance such as facing climate change with hope and resilience and addressing racial justice/injustice. For more information and to register, visit our congregation's webpage.

OTHER

I continue to be busy with a variety of pastoral care needs including meetings with couples about their upcoming weddings, meeting with/supervising staff, working with Rev. Linda to plan community worship and our new whole church once a month "Sanctuary in Action" events.

September 2021 DAF Board Report: Sean Skally

Reopening Task Force

- Current Status: **RED** Building is open to Small groups (under 10)
- N95, KN95 or double masking is required on congregation grounds, indoors and out
- [UUCville Building Use Pandemic Protocols Document](#)
- Next Update: 9/21/21

Finance

Finance Recap

	August 2021	August 2020
Total Revenue	\$38,008.49	\$33,870.61
Total Expenditures	\$45,132.32	\$36,647.60
NET OPERATING REVENUE	\$ -7,123.83	\$ -2,776.99

- UU Common Endowment Fund as of 07/31/21: \$532,953.58
- PayPal and Give Lively Automatic payments for pledges have stopped. All payments will go through Breeze now.
- looking into a \$3000 Return Deposit from UVA CCU

Financial Reports

- [Budget Vs Actual XLSX format](#) , [Budget Vs Actual PDF format](#)
- [August Statement of Activity](#)
- [August Statement of Financial Position](#)
- [July UUCEF Monthly Report](#)
- August UUCEF Monthly Report - NOT AVAILABLE AT TIME OF REPORT
- August UUCEF Report - NOT AVAILABLE AT TIME OF REPORT

Administration

Regulatory

- No confirmation on official 501(c)(3)

Sunday Attendance

YEAR	2021	2020	2019	2018	2017	
Jan	194	288	208	265	230	
Feb	183	154	229	208	271	
Mar	179	100	205	238	289	
April	158	175	199	258	243	
May	123	782	191	207	237	
June	118	112	170	139	139	
July	98	105	137	135	140	
Aug	107	137	165	136	336*	*the month with the Jesse Jackson visit

Information Technology and Computers

- Still working on WiFi
- Installed a Nest Doorbell for safety

Communication

- UUCville Logo Task Force
 - Logos would be used online and in stationary

Membership

- Membership Accuracy Taskforce has reduced the number of inactive members from 127 to 90.
- Currently working on a letter to be sent out and phone calls to others.
- Goal: have an accurate count by the October Board meeting.

Personnel - Human Resources

- No issues

Buildings and Facilities

- Commonwealth Glass Situation
 - Currently working with Steven B. from the board and Don L from the GSTC.
 - Steven, Don and I agree that we need to retain legal counsel.
 - Don will talk to the GSTC to see if they agree and if they are willing to pay for some or all of the legal fees.

- Painting organization has been taken over graciously by Bev Gorham
- Rentals
 - CHEC has removed their rental due to the RED status
 - BRMT are still using the outside of Summit House
- Repairs and additions
 - Nest Doorbell
 - Google Display
 - Moved Key lock box to side of office door
 - [Repair Document](#)

Gardens and Grounds

- Working on the playground. We are remulching the week of 9/19

Safety & Security

- Nothing of note

Wins

- Communication with committees

Opportunities

- General paperwork filing

Written Communication to the board: