

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MEETING
Minutes, October 27 2021 6:30-8:45 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), Hayley Owens, Steve Brecker, Jim Gorham, Rev. Linda Olson Peebles, Sean Skally

Absent – Kelsey Cowger, Brett Gastinger, Leia Durland-Jones

Guests – Marlene Jones, Laura Wallace, Beverly Ryan

I. Opening - (20 mins)

- Opening and Closing Words: Jim
- Reporter: Hayley
- Time Keeper: Steve
- Process Observer: Kay
- 1. **Opening Words** - Jim
- 2. **Check-In:** one to two minute check-in: How is everyone feeling about Board responsibilities? Pam (5 mins)
- 3. **Community Time** / Public Comment -
Marlene Jones is concerned about an AFD class that is being given by a congregant who works for Thrivent Financial Advisory Group (Julianne Allen). Marlene emailed the ministers and did not get a follow-up response that she desired. She was hoping that there would be more due diligence to seek out more information and evaluate the financial organization.
Laura Wallace: Discussed the concern of having Facebook as our social media outlet due to the unethical qualities that are not congruent with the principles of our religion.
- 4. **Acceptance of Agenda**
MOTION: Elizabeth made the motion to Accept the agenda
Motion was seconded by Steve Brecker. The Board voted unanimously in favor of accepting the agenda.
- 5. **Written Correspondence** (emails at the end of the document)

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

- Elizabeth sent the board the updated letters of agreement and contracts with the staff that have been approved by the personnel committee.

Motion: Pam made the motion to accept the letters of agreement and contracts with the staff as they are now written.

Elizabeth seconded the motion.

The Board voted unanimously in favor to accept the letters of agreement and contracts with the staff.

- Elizabeth also sent a letter to the board for approval that she would like to send out to the congregation explaining the Refugee Welcome, which is a new outreach ministry that with the congregation's support will sponsor a Refugee family who has moved into the area.

Motion: Elizabeth made a motion to accept the letter from the board to the congregation as written.

- Kay seconded the motion.
- The Board unanimously voted in favor of sending the letter to the congregation as written.

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

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

- Invited board members to call individual leaders or staff to review reports if reading all the information prior to board meetings does not work well with them.
- **Reopening process:** Renee Brett is surveying the congregation to see which people want to meet in person. She is setting up a system to invite people to the services.
- Current trial for Unite the Right is going on in Charlottesville now. If there are congregants who are feeling retraumatized please have them reach out to the pastoral visitors.

5. **Minister of Faith Development's Report** (written) - Leia Durland-Jones

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

- Big increase in pledges and other donations this year.
- Hoping to get out a quarterly report for each committee.

7. **Membership Report** (written) - Marcia Brecker

Membership is now at 354.

8. Board Liaison Reports

- Personnel Committee (written within the VP report) - Elizabeth

III. Electronic Motions (1 minute)

1. Approval of the September, 2021 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. Pam will email Beth the names of people to whom we want to send thank-you cards.

IV. Old Business (35 minutes)

- **Designated Gift Policy, Grant Policy:** Kay: (15 mins)
- Looked at UUA recommendations
- Concern about policy against accepting crypto currencies. We may not need to mention the crypto currencies in our gift policy.
- Change the amount that a congregant can give (money or goods) without the board approval to \$500 vs \$100 (will this be yearly). Kay will take this back to the Finance Committee for discussion and will report back next month.

Motion: Kay made a motion that the Board of Trustees approves the grant policy, as approved by the Finance Committee. The policy is effective November 1, 2021. Elizabeth seconded the motion. The board unanimously voted in favor of approving this grant policy as written.

- **Building Reopening Task Force:** (5 mins)
- Trending to go to yellow if the cases continue to decrease in this region. Current limit is 50 in the orange zone and 100 in the yellow.
- **Membership tracking task force:** Sean: brief update that work is being done, calls are being made, updates next month. (5 mins)
- **Developmental Minister Search Committee and Listening Circle Results:** Pam (10 mins)
** On track with the proposed schedule. The search committee updated information on the Developmental Ministry page of the UU Charlottesville website.

V. New Business – (66 mins)

- Schedule Nov and Dec Executive Board and Full Board meetings; Exec Meeting Thursday Nov 18th and then **Full Board Meeting Wed Dec 8th.** (1 minute)
- **Concern about Facebook's** role in our congregation's values: form a group of people who are interested in this topic to discuss and report back to the Board (is there a Board member interested in helping formulate a group of interested people?) (10 mins)
** The congregation is associated with two FB pages. We have a public page and a private one. How many people participate/visit the FB pages? Who monitors these two pages? Sean will ask Ellie Ransom to gather information about our FB pages and bring the information back to us next month.
- **Possibility of sponsoring a Refugee Family:** Linda (10 minutes)
- There is a committee called the "Welcome Refugee" committee, which has been formed to help provide mentors from our congregation to help the family. The congregation will

support the family with money, household goods, and furniture. The IRC would like us to raise \$3000 to give to the IRC but we will also need to donate furniture and goods for the family to have in their house so our fundraising goal is \$5000

- **Board Goals:** Pam (45 minutes)
- **Broaden our listening to the congregation:** intentional listening: listening to all voices in the congregation.
- **Learning about what makes for a healthy congregation:** Book called “Belonging”
www.uua.org/files/documents/coa/belonging.pdf
- <https://alban.org/archive/congregation-size-what-the-research-tell-us/>
- www.uua.org/files/documents/congservices/membershipjourney.pdf
- **Stewardship ministry:** engaging people in donating time, talent, money as members.
- **Learning what it means to be welcoming** to groups who are currently not attracted to our congregation. Learn how to to be a truly anti-racist congregation.

Smart goals: <https://www.indeed.com/career-advice/career-development/smart-goals>

Kay is interested in working on the Stewardship Ministry goal and make it more specific
Hayley is interested in working on the goals of listening, growing our leadership, Steve is interested in welcoming congregation goals. We will post small group meeting times before the next board meeting to discuss these goals more specifically.

VI. Closing Activities (5 min)

1. Process Review – Public comment was “positive” and informative. Steve kept up with the time keeping. Pam kept us from going down “rabbit holes”.
2. Things to do / communicate :
 - ** Kay is going to bring the Gifts policy back to the Finance Committee for further review and then present updates at the next meeting.
 - ** Sean is going to ask Ellie Ransom to evaluate our two FaceBook pages further.
 - ** Hayley, Kay, and Steve are going to schedule mini-work/discussion sessions to dig deeper into the goals of the board to make them more specific/workable.
 - ** Everyone on the board is going to read “Belonging” (link is in the minutes).
 - ** Pam will email Beth the names for thank-you notes for Beth to send out.
3. Closing Words - Jim

Dates to remember

Next UU Charlottesville Executive Board Meeting: **Thursday, Nov 18, 2021 at 6:30 pm**; link: <https://zoom.us/j/97788898097> and is set through 6/08/2022.

Next UU Charlottesville Board Meeting: **Wednesday, December 8, 2021 at 6:30 pm**

November 21st: Service in the Park: Darden Towe 11:00 AM

Future topics -

REPORTS:

President's Report to the Board: October, 2021

Pam McIntire

It is heartening to witness how despite continuing COVID restriction, our congregation is coming together for fellowship and deepening understanding of our passions and needs.

The board facilitated three Listening Circles for congregants to explain what goals are important for our upcoming developmental ministry years. As our interim minister, Rev. Linda has helped us identify areas which need attention and strengthening. Now, we as a congregation need to decide on goals for developmental ministry which will begin in August 2022. The goals we identify will be part of the application for a Developmental Minister which we will submit to the UUA Transitions Office in December. The Developmental Minister Search Committee will interview candidates and hopefully we will hire a Developmental Minister to start August 1, 2022. This minister will be hired by the board (vs a settled minister who is called by the congregation) and will be rehired yearly as we need them to help us meet our goals. We hope to call a settled minister at the end of the developmental ministry years. The draft developmental ministry goals developed by the board and the summary of the listening circle comments can be found on the Developmental Ministry Search page of the [uucharlottesville.org](https://uucharlottesville.org/developmental-minister-search/) website <https://uucharlottesville.org/developmental-minister-search/> After the search committee meets with transitions office staff, there will be more opportunity for congregation input on the goals.

The board is learning about Policy Based Governance as we work to determine board goals for the year. This understanding of governance focuses board attention on listening to the congregation and providing a big picture vision for the church. The management of the church lies with the paid staff and volunteers, with direction from the board. The board holds staff accountable for running the church according to the church policies and vision, but does not engage in micromanagement. In this way, board time is spent on setting a course for the church based on the vision of the congregation.

In the next few months, the board will continue to examine several ongoing interests. These include:

How can we provide connection and growth for the congregation while considering safety from COVID infections?

How can we develop and broaden leadership in the congregation?

What does membership in UUCville mean?

How can we foster excellence in communication throughout our UUCville community?

How can we continue to support our social justice/ anti-racism actions?

I want to say again how much I appreciate our really extraordinary staff. Rev. Linda has been an incredible gift to us with her hard work, creativity, commitment to helping us deepen our connections despite COVID, and her wise, direct, loving and honest communication. Rev. Leia has been supporting all aspects of congregation life: pastoral care, religious education: in-person programs for children and youth, expanding Adult Faith Development programming, leading worship, and providing support and direction for the board. Our director of administration and finance, Sean Skally, has been beyond amazing with handling everything from budgets, accounts, overseeing building maintenance, revamping and managing the technology for our

worship services and so much more that I don't have room to list. Our Director of Music, Scott DeVeaux, has provided us with such excellent and heart moving musical offerings. Each week I hear more appreciation for his creativity and hard work.

I want to especially thank Caroline Heins for all her hard work in the office and in managing the details of RE programming. And, she does it all with patience and kindness. "What else can I do to help?" seems to be the phrase she lives by.

I also want to thank all our incredible volunteers. What an amazing community we have! This week's service at the park was such a group effort! Our church grounds have never looked so beautiful. The inside of the church is looking lovely with the new paint. Our membership team is working hard, our personnel committee has reviewed our staff benefits and contracts, our RE teams have provided fantastic programming, our finance committee is keeping us on track, our Covenant groups are continuing to provide personal connection, and our Soul Matters program looks inspiring. Our website is fantastic and comprehensive – what a huge leap forward in excellence in communication! Our policy review team keeps us on track. And, so many keep us active in the larger community through our social action initiatives.

It is heartening to see how we are thriving despite so many challenges!

VP Report: October 2021 Submitted by Elizabeth Breeden

PERSONNEL REPORT

The Personnel Committee created a final draft of the Interim Minister Contract (2nd year). We changed Leia's contract to reflect that she is now the Minister of Faith Development. We changed Sean's Letter of Agreement to reflect that he is now full time. And we updated Caroline's Letter of Agreement to reflect that she is actually two positions. All of these new contracts reflect the UUA's recommendations for leave and benefits for the positions. The Personnel Manual has been updated, but you don't have to approve that. The Board needs to approve these contracts so that our President can sign them.

- ☰ 10/23/21 Draft Agreement between Minister of Faith Dev and UU Ch'ville
- ☰ 10/23/21 Draft Agreement between Rev Linda and UU Ch'ville
- ☰ Letter of Agreement to Sean Skally and DAF Job Description
- ☰ Letter of Agreement with Caroline Heins and job description of Office Assistant

REFUGEE WELCOME

The Clergy Collective put out a call to its members, asking congregations to respond to the International Rescue Committee's plea for houses of worship to sponsor the overwhelming influx of Afghan refugees coming to our region. Rev. Linda asked for interested congregants in two Friday newsletters and the Refugee Welcome group met. We decided that the request for the congregation to accept this outreach ministry should come from the Board and the Minister. Laura Wallace and I have written a draft letter "for you" so that you can encourage the congregation to engage in this effort.

DRAFT LETTER:

October 27, 2021

Dear Members and Friends:

During an uncertain time, it's easy to forget how many voices might be calling us to stand on the side of love and welcome. We're excited to introduce Refugee Welcome, a new outreach ministry for UUCville!

We have responded to the International Refugee Committee's (IRC's) call to sponsor one refugee family. A number of recent refugees from Afghanistan and a smaller group from Congo will soon be arriving in Charlottesville. The IRC will secure their apartments here, and we will step up together to be sure one is ready, furnished and welcoming. Designated members of our congregation will visit regularly with the family during their first six months and offer them help in learning how to thrive in America.

There will be needs for direct mentorship and for background assistance. As the family needs support, UUCville will be there to lend it. We're joyful about this chance for our congregation to express the love and welcome many hearts have yearned to offer.

Congregants who responded to Rev. Linda's invitation to join the Refugee Welcome Team have begun planning for this outreach, and together, we now warmly invite our entire church community to be part of it. Imagine all the ways you might need help if you arrived in our country after trauma, and with only the shirt on your back! Strangers in a strange land can use our help, and we joyfully invite ALL in our congregation to respond.

There will be a variety of needs that our community can help to fill. **Please rely on the messages and updates from UUCville newsletters and on our website** to learn what you can do or donate. The good news is that *every person* at UUCville can make a difference! This is a meaningful outreach ministry and we are grateful for the opportunity.

Please stay tuned to UUCville communications about what's next and what's needed.

In love and in welcome,

Members of the Board

**Treasurer's Report
September 2021**

Finance Committee Actions

The draft budget calendar was reviewed and approved by the Finance Committee and Rev Linda. The budget process for the coming fiscal year includes a Listening Circle in February to give a mid-year financial update and discuss goals for the upcoming budget.

FY 22-23 Budget Calendar

January 22: Budget Overview with Board of Trustees and Finance Committee – Vision, Values, Goals
Receive funding requests from staff, ministry, committees

February 22: Listening Circle – Congregational Budget Goals, Mid-Year Financial Update
Scenario Budgets – Admin and Board review

March : Pledge Drive

April: Finance Committee prepares budget proposal, Board discusses and approves a budget

May: Congregational Small Group Meetings- Board Approved Budget Presentations

Early June: Congregational Meeting – Budget presentation, discussion and vote

June: Dependent on congregational meeting outcome – If needed, budget modifications, 2nd
Congregational Meeting

Fundraising for Immigrant Family

At Rev. Linda's request the Finance Committee unanimously supported and approved fundraising events/special collections to support our congregation's social justice initiative to sponsor an Afghan family.

Policy Review

The Finance Committee reviewed and approved the proposed Gifts Policy and Grant Policy. Board discussion is an Old Business agenda item. The Gifts Policy replaces Section V. Finance 7. Gifts Policy in the Policy Manual. The Grant Policy is new and will be added to the Policy Manual if approved.

The Gifts Policy was written with the following goals:

- Establish foundational policy to support a Stewardship Ministry;
- Encourage a culture of giving;
- Establishing processes and boundaries for receiving gifts;
- Address concerns with receiving designated/restricted gifts.

The Grant Policy was written with the following goals:

- Establish policy for reviewing grant proposals, prior to submission to a granting organization;
- Establish policy defining reporting responsibilities to ensure compliance with the grant requirements.

The Finance Committee recommends Board approval of both policies.

Recommended Motions:

The Board of Trustees approves the Gifts Policy, as approved by the Finance Committee. The policy is effective November 1, 2021.

The Board of Trustees approves the Grant Policy, as approved by the Finance Committee. The policy is effective November 1, 2021.

7. GIFTS

PREAMBLE

Through the gifts of congregational members and friends, fundraising efforts, facility rentals, and fees, the Unitarian Universalist Congregation of Charlottesville supports its ministries, social action and operations with:

Annual Pledge Drive

The annual pledge drive is the primary support for the annual operating budget. The importance of this funding source of undesignated pledges cannot be overstated as this is the budget that supports the ministries, administration, and operations of the congregation, including the maintenance and care of the buildings and grounds.

Capital Campaigns

Capital campaigns are singular projects that generally support major improvements to the properties. The campaign is supported by the congregation and approved by the Board of Trustees.

Gifts of Material Goods

Gifts of tangible goods are often contributed in support of programs and for the care of the buildings and grounds. Gifts are also routinely given to support fundraising events and activities.

Time and Talent

The gift of time and talent is the foundation of our community. The congregation lives our ministries and commitment to social action through these gifts, as well as supporting our beloved community and the governance and operations of the congregation.

Planned Giving, and Memorials

Gifts are given through estate and financial giving, bequests in wills and through memorials.

Fee-based Revenue

Fees are collected for rental of the buildings and grounds. Fees may also be collected to support specific programs, classes and retreats.

Event Fundraising

Revenue is generated through approved fundraising events such as the Yard Sale and Auctions.

Other Collections and Donations

Special collections are made to support approved social actions, the Minister Discretionary Fund, and other approved activities of the congregation. Monetary donations are sometimes made to support specific programs, ministries and activities.

Remembrance Garden

Contractual donations are made to support the Remembrance Garden.

Endowment Fund and Trusts

The Endowment Fund was established to safeguard principle and generate earnings and growth of funds. The Endowment Fund is primarily funded through bequests and memorials. The Article XIV of the bylaws stipulate the conditions under which the Endowment Fund may be used.

Other Endowment funds support specific programs: The Cheetham Fund supports Religious Education. The Abrahamse Fund supports the music ministry and the Bristol Trust Fund supports the care and maintenance of the buildings and grounds.

Grants

On occasion a grant is received to support a specific ministry, program or project. The review, approval and management of all grant proposals is defined by the Grant Policy.

Other Fundraising

Other fundraising activities may be considered through the processes defined in the Policy Manual, Section D Fundraising

Definitions

A contribution to the congregation is either 1) undesignated, which generally supports the annual, congregation approved, operating budget or 2) designated giving, which supports other approved funds or projects of the congregation, which may or may not be part of the yearly budget.

The following terms apply:

Undesignated Gift – A gift that is given without designation or restrictions. The annual operating budget is funded primarily through undesignated gifts.

Designated Gift – A gift that is designated for a specific purpose or established fund. Designated gifts generally are not accepted to support the annual operating budget, except as defined in accordance with section 7.b.

Restrictions – Conditions placed on a designated donation by the donor that dictate how the donation must be specifically used and/or administered.

Purpose

This Gifts Policy is established to protect and serve the long-term interests of the congregation, and to properly manage and steward the donated assets and resources to further its mission. The congregation encourages undesignated gifts, as such gifts give the congregation the greatest flexibility to live our mission, realize the goals of the congregation and honors the covenant of the congregation. Designated giving is viewed favorably for funds, projects, and ministries that have been approved by the Finance Committee and/or Board of Trustees through a congregational decision-making process.

The Gifts Policy does not apply to donations given through pledging, approved collections in support of the annual general operating budget, Remembrance Garden contractual donations, approved fundraising events and activities, approved capital campaign, approved social action collections, or fees for rentals and services.

The policy applies to gifts offered by both individuals and organizations, both within and outside the congregation membership.

Rationale

Sometimes a gift is offered to the congregation which is designated for a particular use and purpose and may have restrictions attached to it. The congregation recognizes the importance of these gifts as an opportunity for additional stewardship and is grateful for the offer of a gift. In some cases, however, the designated gift or the restrictions for its acceptance may not be

appropriate. This policy describes the process to be followed when an offer of such a gift is made.

GIFT POLICY

POLICY V.A.7a: General Provisions

To ensure that a proposed gift conforms to the donor's wishes and the congregation's mission and current needs, prospective donors and their advisors are encouraged to confer with the Lead Minister, Director of Administration and Finance, Treasurer, or other Board of Trustees member.

Prospective donors should seek assistance from their own legal and financial advisors to determine tax, estate planning and other consequences relating to the gift. Donors will be responsible for their own legal fees and personal tax liabilities.

POLICY V.A.7.b: Bequests, Planned Giving, and Memorials

The congregation is encouraged to designate bequests, gifts through planned giving, and memorials to the Endowment Fund. Bequests, gifts through planned giving and memorial gifts designated for other purposes that the Endowment Fund must be approved for acceptance by the process defined in this policy. Undesignated bequests, gifts through planned giving, and gifts in memory of an individual shall be deposited in the congregation's Endowment Fund. The Treasurer shall be notified of all bequests, gifts from planned giving, and memorials.

POLICY V.A.7.c: Material gifts valued up to \$500.00, excluding yard sale and auction items, may be accepted by the Minister(s), President of the Board of Trustees, Director of Administration and Finance, chairs of committees, councils and appointed task forces in cases where such gifts are deemed in accordance with their respective functions and tasks. Yard sale and auction items may be accepted by any member of the yard sale or auction committees. Material gifts valued up to \$500.00 may be refused by the respective party if the gift is deemed unsuitable, impractical, or not consistent with the principles or purposes of the congregation.

POLICY V.A.7.d: Designated monetary gifts of up to \$100.00 may be accepted by the Minister(s), President of the Board of Trustees, Director of Administration and Finance, chairs of committees, councils and appointed task forces in cases where such gifts are deemed in accordance with their respective functions and tasks. Designated monetary gifts valued up to \$100.00 may be refused by the respective party if the restrictions of the gift are deemed unsuitable, impractical, or not consistent with the principles or purposes of the congregation.

Policy V.A.7.e: All gifts of material goods valued at greater than \$500.00 (excluding yard sale and auction items) and all designated monetary gifts (see exclusions in Purpose) greater than \$100.00 must be reported to the Treasurer and accepted by the Board of Trustees, upon recommendation of the Finance Committee. The Board of Trustees or the Finance Committee will use the guidelines set forth in this policy in considering acceptance of a gift. Final authority to accept gifts rests solely with the Board of Trustees.

Policy V.A.7.f: The following guidelines will be considered when reviewing the offer of a designated gift.

A gift recommended for acceptance by the Finance Committee and accepted by the Board of Trustees must align and be consistent with the congregation's by-laws, policies and purposes. Gifts must fit with the congregation's mission, goals, programs, and activities.

A gift may be refused if the gift is deemed unsuitable and impractical for use by the congregation.

The gift may be refused if it presents significant economic drawbacks. A gift will not be accepted that would incur administrative costs exceeding the value of the gift, would be excessively burdensome to administer, or have a negative impact on the annual operating budget.

Consideration should be given to the impact of the gift on the congregation as a whole, that the gift does not create undo conflict, or violate the covenant or Unitarian Universalist principles.

A gift may be refused if the restrictions on the gift prohibit administration within the by-laws and policies of the congregation, including gifts that violate the terms of the congregation's tax-exempt status. Placing restrictions on gifts is discouraged.

All gifts become the property of the Unitarian Universalist Congregation of Charlottesville, must remain in complete control of the congregation, and be administered by the congregation. A gift restriction requiring third party administration is reason to not accept the gift.

Bitcoins or other "crypto currencies" will not be accepted due to the nefarious nature of the platform from which they originate and the current lack of a standardized and established system for their legal transfer.

Gifts are not accepted by the congregation that are designated to a specific individual.

When a gift is refused the Board of Trustees may negotiate changes to the designation and/or restrictions of the gift that honor the intent of the donor and meet the criteria of this policy.

Policy V.A.7.g: Retiring Gifts

A material gift is accepted with the understanding that all such assets have a beneficial life span. It shall be solely in the congregation's purview to determine when a gift has become no longer usable due to the cost of repair, obsolescence, the normal "wear and tear" of time or use, or the ability of the item to either function in the capacity for which it was given, or the continued need for item in the current context of the congregation's life. The congregation shall have the right to dispose of said item (including the sale or gifting of said item) as it sees fit.

Policy V.A.7.h: Refunding a Gift

An accepted charitable gift will not be returned to the donor. To refund the gift would be contrary to the basic definition of a charitable contribution and could have possible tax implications to the donor and potentially cause a liability to the congregation.

Final 10.20.2021 KLF

Grant Policy

Prior to submission to a granting agency/organization, all grant proposals and applications must be reviewed and approved by the Finance Committee and/or Board to Trustees. This policy sets

forth the review process for grant proposals and applications, and the management requirements of awarded grants.

Proposals for grant applications will be evaluated by the Finance Committee and Board of Trustees as to their appropriateness, feasibility, potential profitability, volunteer commitment, and coordination with other pre-existing or ongoing efforts by the congregation. The Finance Committee may approve the submission of grant applications not exceeding \$2,000. Finance Committee decisions may be appealed to the Board of Trustees. Submittals of grant applications exceeding \$2,000 must receive approval from the Board of Trustees. For grant applications exceeding \$2,000, the Finance Committee shall first review the proposal and make a recommendation to the Board of Trustees for a final decision.

Procedure

Anyone, including staff, ministry, a committee, council or congregant, desiring to apply for a grant on behalf of the congregation, must complete the Grant Review Form for submission to the Finance Committee. The Finance Committee or Board of Trustees may consider and approve the request by email, or it will be considered at the next scheduled Finance Committee meeting. Submittal of the Grant Review Form should be submitted to the Finance Committee in a timely fashion, allowing adequate time for review. If Board of Trustees review is required, the Finance Committee will forward the Grant Review Form and their recommendation to the Board in a timely fashion. The Finance Committee and Board may refuse to accept any grant proposal that is unsuitable, impractical, or inconsistent with principles or purposes of the Unitarian Universalist Congregation of Charlottesville.

If the grant is awarded to the congregation, the Finance Committee must be informed by the submitting party. After the grant award, and at any time during the grant period, if the original purpose(s) of the grant is changed, the Finance Committee must be informed to ensure compliance with the conditions of the grant and that the new purpose(s) is suitable, practical, and consistent with principles or purposes of the Unitarian Universalist Congregation of Charlottesville.

The Treasurer shall report to the Board on a regular basis on the progress of the use of awarded grant funds. All groups/individuals utilizing grant funds for a project or program will report back to the Finance Committee on a quarterly basis on the progress of utilizing the grant funding. A brief close-out report should be given to the Finance Committee within 60 days of completion of the grant period. The close-out report should detail the amount of the award, total expenditures, the outcomes of the grant, and any reports required by the grantor.

A complete record of the original grant application, financial records and required reports shall be maintained by the Director of Administration and Finance.

Grant Review Form (Actual Form is Under Development)

- Name of the grant:
- Granting organization:
- Application due date:
- Amount of the grant requested:
- A brief description of the purpose of the grant. How will the grant funding be utilized by UUCC?
- Are other groups, committees, individuals impacted by this grant? If so, have all parties been included in the planning stage of the program/project funded by the grant?

- Does the grant require matching funds? If so, how much match is required and how will the match be met?
- Is this a reimbursable grant?
- Does success of the project/program funded by the grant require an ongoing funding commitment via the UUC annual budget?
- Is there a time condition on the use of the grant? If so, what is the time frame to utilize the grant funding?
- Does the grant require reporting? If so, who is responsible for submitting the reports to the granting organization?
- Name(s) of person(s)/group(s)/committee(s) requesting to submit a grant application.
- Contact information for the submitting party.
- Additional information the applicant deems important for evaluation.

Final KLF10.20.21

Report of Interim Lead Minister

UUCVille Board of Trustees October 2021

Our Ministries (WHAT we do together)

Worship and Faith Development

- Following all-Zoom services from mid-Sept to mid-October, we are beginning to open up to in-person options. Our 1st all-welcome outdoor service in the park on October 17 was a big success (30 folks joined on Zoom and 125 were in person). The next outdoor service is Nov 21 in Darden Towne Park. Beginning Oct 24, we will be offering dual-platform services, building on what we learned with our summer “trial runs”. We will invite 40 folks to be in the sanctuary in person, and everyone else on Zoom.
- Scott and I are talking about how to bring more musicians into our services, and even how to re-start the choir in the coming weeks, if Covid safety concerns can be addressed.
- I taught a class on Evil.

Faith in Action

- IMPACT is having a rally on Oct 26 to choose focus areas around the environmental justice and local effects of climate change.
- I and some other UUCVillers will be participating in the “Pastoral Witness” at the upcoming trial coming out of the August 2017 Unite the Right events.
- A new “Refugee Family” coordinating team has been formed, and is beginning the work of preparing UUCVille to be a sponsor to a family (probably Afghan) under the guidelines of the IRC (International Rescue Committee). For now, Elizabeth Breeden and Cathy Lawder are co-leads of the initiative. You will be hearing more as plans develop, for Board blessing and for a special fundraising.
- A new pastoral care coordinating team (Revs. Linda and Leia, Patty Wallens, Yvonne Chadwick-Mehta) has met twice. Its purpose is to support and coordinate existing pastoral care ministries, and to identify needs for new initiatives.

Stewardship

- November will be the month when I will begin gathering folks to shape the March 2022 Pledge Drive. I am still identifying leaders.
- Appreciation to Kay Frazier for helping interpret new and old policies around fundraising, expenditures, and receiving gifts.

Our Community (HOW we are together)

Creating a positive and meaningful way for people to connect, grow, heal and care for one another.

This past month, I have listened deeply to people express what they feel is missing. And it is good to find those who will engage in efforts to nurture relationships and to take on tasks that build community.

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

DAF Report to the Board October 2021: Sean Skally

Reopening Task Force

- Current Status: **ORANGE** 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: 11/02/21

Finance

Finance Recap

	Sept 2021	Sept 2020
Total Revenue	\$65,682.45	\$34,875.87
Total Expenditures	\$54,310.34	\$38,162.16
NET OPERATING REVENUE	\$11,372.11	\$ -3,286.29

- UU Common Endowment Fund as of 09/31/21: \$527,906.05
- \$800 refund for CHEC in Building User fees

Financial Reports

- [Budget Vs Actual XLSX format](#) , [Budget Vs Actual PDF format](#)
- [Sept Statement of Activity](#)
- [Sept Statement of Financial Position](#)
- [Sept UUCEF Monthly Report](#)
- [Sept UUCEF Report](#)

Administration

Regulatory

- Nothing of note

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	182	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
Sept	83	107	215	250	265	

Information Technology and Computers

Communication

- UUCville Logo Task Force
 - Gathered team, waiting for the first meeting

Membership

- Working on Final numbers

Personnel - Human Resources

- Termed Alex

Buildings and Facilities

- Commonwealth Glass Situation
 - Working with GSTC
- Painting organization has been taken over graciously by Bev Gorham
- Rentals
 - CHEC received \$800 refund
 - BRMT are still using the outside of Summit House
- Repairs and additions
 - Nothing of Note

Gardens and Grounds

- Continue Mulching

Safety & Security

- Nothing of note

Wins

- Communication with committees

Opportunities

- General paperwork filing

https://docs.google.com/document/d/1LdgMO7vNaTj-znNWCb6oyRxsw_6LtaRAILQIff8pmqA/edit?usp=sharing

Report to the Board October 2021

Rev. Leia Durland-Jones, Minister of Faith Development

I am taking a week of vacation October 24 through 28 and will not be with you at the Board Meeting. Please do not hesitate to reach out to me if you have any questions about my report.

Weekly Sunday in-person faith development continues to be well attended by our families, children, and youth. At 9:30, Children & Family Faith Development meets on the playground and echoes the monthly ministry themes explored in Community Worship. It is lovely to have our families engage in exploration together at church and then continue their conversations at home. 5th-7th Grade Youth Group meets weekly in our outdoor classroom on the side of Summit House. Their activities have included learning about St. Francis and the interconnected web of life, a “Breakout Room” type of game, and a scavenger hunt and walk to Bodos for lunch. Both the Children & Family group and the Middle School Youth group have special outdoor fun planned for Sunday October 31—Halloween!

Our 8th & 9th grade OWL class and our Senior High Youth Group (YRUU) meet weekly on Sunday afternoons. YRUU volunteered as a group at Casa Alma on Sunday, October 17. They helped Casa Alma with end of season gardening tasks and some outdoor painting projects. We are still navigating the pandemic and we are also together and doing important, meaningful things!

Worship: I was in the pulpit on October 10 preaching on our ministry theme of “Cultivating Relationship” with the sermon, “Cultivating Relationships with Ourselves.” It was a joy to worship in-person as a multigenerational community on October 17 at Forest Hills Park for our first *Sanctuary in Action Worship in the Park* service. There were 125 people at the park and thirty people on Zoom. What a great experiment in multiplatform worship and a wonderful soup luncheon. Many people made our time in the park possible. Special thanks to: Elizabeth Breeden, Kay Frazier, Jude Bias, Lorie Craddock, Beth Jaeger-Landis, Don Landis, Christine Gresser, Marcia Brecker, Patty Wallens, Breck Gastinger, Scott DeVeaux, John D’earth, Terry Epp, Caroline Heins, Cindy Benton-Groner, Frank & Linda Dukes, John Griffith, Cathy Sanders, Erin Sanders, Cathy Lawder, Dawn Dirks, Nancy Hurrelbrinck, Mary Beth Wiley and, I’m sure, more!

Your **Building Use & Re-opening Task Force** continues to meet weekly to assess the current COVID case numbers and to make recommendations for our building use and safety protocols for gathering. As

you know, we had a child attend worship in the park and then test positive for COVID the Monday following. We continue to urge everyone eligible to get vaccinated, to wear face masks, to social distance and to wash hands frequently.

Other:

- In addition to regular weekly meetings, a significant amount of my time is spent on volunteer support, preparation of the weekly Soulful Home email content, and pastoral care.
 - It was a delight to be asked to co-lead a workshop on family ministry this month at the “Serving with Spirit” conference for the Canadian Unitarian Council.
 - October 18 marked the first anniversary of my ordination as a UU minister. What a joyous occasion!
 - I have enrolled in a continuing education program with The Centre for Holding Space, Winnipeg, Manitoba, Canada and look forward to starting this month.
-

Membership Report for October 2021

Submitted by Marcia Brecker

- TOTAL MEMBERSHIP as of October, 2021: 354 members

Add: None

Drops: 17

Note: We are still working on cleaning up and will have details of who was archived for what reason next month.

Written Communication to the board:

October 6, 2021

Email sent from Laura Wallace to the Board and to Rev. Linda:

Dear Board and Linda:

Given recent developments with Facebook, I'd like to recommend [this article](#). *I know you are overloaded and working extremely hard to keep our church on course during a terribly challenging time.* I'm very grateful to all of you, and have no expectation that this issue I've been trying to raise will be easily resolved. But I do feel FB use is an ethical and moral issue that religious organizations need to face, and am sharing that conviction with you.

Here, I'll paste an extract from my email/letter to the Board of Sept. 18 of 2020 and request that you add this correspondence to Board minutes. Thank you. I **totally** understand that you can only put out so many fires (and plagues!) at once but would like this to be on the record. I may send a revised version about the general question to the UUA as well once it begins to itch in my conscience again.

Dear Friends:

I would like to ask the Board to [read *this article](#) and thoughtfully consider whether it remains ethically acceptable, even for marketing or convenience reasons, for our community to participate in and thus support Facebook. [**Facebook Has Been a Disaster for the World*, Jamelle Bouie, New York Times, 9/18/20.]

Many individuals concerned about Facebook's poisoning of our culture (despite its conveniences, there are many other ways to connect) are leaving the platform for reasons of conscience. I would like to ask that we now consider the question as a community of conscience. Social research has indicated for some time that FB increases loneliness and undermines community in the aggregate, despite its positives, which include quick-fix pleasures, connections to loved ones at a distance, entertainment value and messaging convenience. I am happy to provide research. Once adopted by a population, many assume FB will be an essential tool forever. But this is habit, not fact.

FB has done massive damage around the world, especially in Africa, Honduras and other places less privileged than our own. It is helping destroy American democracy as I write. Our Fifth Principle could guide us to a different choice. There are strong commercial and group-think pressures to remain passively dependent on FB and avoid acknowledging that using it means accepting responsibility for its impact. I believe making a thoughtful, conscience-based choice, now that the harm it causes is more widely understood, is exactly what a religious community should do. We have done the same with fossil fuel divestment, Green Sanctuary investment, and anti-racism efforts. After decades of avoidance, we're doing the same about our name. That's because as our Fourth and Sixth Principles say, we care about issues even when/if they're inconvenient, and we remain open to assimilating new truths.

Because FB harms individuals and children, undermines community and is used to attack democracy around the world, again--despite its convenience, utility and appeal--I would like to ask whether, as a congregation, we might examine and then vote on whether to continue any church-run Facebook presence. It might inspire congregants to consider more consciously the impact of supporting Facebook, and also encourage more real connections and conversations.

We could include a short statement about this decision on our website's home page, and direct people to other links for learning more about and meeting our community. As I described in previous correspondence about Facebook, there are other non-toxic platforms that serve the same function that we could migrate to, if we cannot create our own. As you are aware, I have been wrestling with Facebook's impact on this beloved community and our culture for some time, while keenly distressed over what it is doing to positive social and democratic values everywhere.

Thank you again for considering this.

Much love and thanks,

Laura

Email sent from Laura Wallace to the UU C'ville Board on 10/6/21

Hi Leia,

I'm confused about why a UU church would offer financial trainings aimed explicitly at Christians. Should interested members be informed about this angle before they sign up? The following is from their website:

We warmly extend a hand to individuals who are Christian, seeking to live out their faith; spouses of Christians who seek to live out their faith, or youths being raised in the Christian faith.

It may be purely benign but after learning more about Dave Ramsey Inc. and similar organizations, I am leery. (I benefited from learning simplified personal finance at a Ramsey workshop years ago, but have since come to understand that Ramsey Inc. is basically an evangelical cult. Vulnerable people can get drawn in if they're not on guard.)

Although Thrivent may not be selling products in these entry-level workshops offered to our congregation, they do sell annuities, insurance and other financial products and appear structured around this, imo. We might have experienced lay leaders in our church who could teach personal finance and planning, which would be a fantastic benefit.

Thanks for thinking about this.

Love,
Laura

Response sent to Laura Wallace from Rev. Leia on Oct 6, 2021

Hi Laura,

Thank you so much for reaching out and for your thoughtful question and reflection. I am copying church member Julianne Allen on this message as she is the individual leading this series of AFD classes. Julianne is a long time member who raised her two daughters in our congregation. She works for Thrivent. She can share how her desire and willingness to offer these classes for members of our community aligns with her UU faith. I am grateful for her willingness to share her wisdom and good financial information. Thrivent has also donated to our congregation both funds and "goodies"—i.e. t-shirts, etc. that have helped us do good works in our own community and beyond. This is an example of an interfaith partnership that is offering help and healing in our challenging world.

I know Julianne will be happy to have a larger conversation with you about all of this if you are interested—and, of course, I'm happy to talk too if you would like.

In faith,
Leia

Response from Laura Wallace to Rev. Leia and the UU C'ville Board

Thanks, Leia. That's good to know about Julianne.

What I think would be healthiest for UUCville would be to include in a description of the AFD class a mention that our offer of Thrivent classes is due to our church's interfaith partnership with this Christian organization. And our congregant Julianne's connection to it. I find that reassuring and the transparency would be good. (I'd never heard of the church receiving financial or other gifts from Thrivent. Not saying it's a bad thing, just wondering why. I don't scrutinize our line-by-line budget so probably missed it.)

I like interfaith partnerships (go IMPACT!) but believe they should be openly identified as such so congregants can make more informed decisions. For some who carry early-life religious scars, it's just better to know up front, imo.

Thanks again,
Laura
