

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**August 24, 2022**

*Virtual Meeting hosted on Zoom from 6:30-8:30pm*

**Major focus for Board in 2021-22:**

*Mission: Healthy and thriving congregation that does justice work in the world.*

*Vision: To become a welcoming, inclusive congregation.*

- 1. Foster a healthy, inclusive culture*
- 2. Build a growing, thriving congregation*
- 3. Listen and learn from all the voices of our congregation*
- 4. Nurture a culture of giving*
- 5. Learn about effective governance*

**In attendance** – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Renee Brett, Chris Little, Jim Gorham, Breck Gastinger, Steve Brecker, At-Large Members; Tim Temerson, Lead Minister; Rev. Leia Durland-Jones, Minister of Faith Development

**Absent** – Sean Skally, Director of Admin and Finance

**Guests** – None

**I. Opening - (20 mins)**

- Opening and Closing Words: Steve
- Reporter: Hayley
- Time Keeper: Bev
- Process Observer: Jim

**Reporter** 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 - Steve
2. Check-In: one to two minute check-in
3. Community Time / Public Comment - None
4. Acceptance of Agenda

**MOTION:** Kay made the motion to Accept the agenda.

Motion was seconded by Pam.

The Board unanimously accepted the agenda as presented.

5. Written Correspondence (none)

## 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) - Beverly Ryan
  - a. Personnel committee is working hard to make sure that employees and staff are not taxed on benefits.
3. **Treasurer's Report** (Written) - Kay Frazier
  - a. It is recommended that the board separate the budget line items for salary and housing allowance for Rev. Tim as is described in the Treasurer's report. Jim made the motion to accept this motion as written in the treasurer's report and Breck seconded.
  - b. **The Board of Trustees affirms that the housing allowance for Rev. Tim Temerson for the calendar year 2022 is \$15,580.**
  - c. The motion was unanimously approved by the Board.
  - d. Excited about an end of year revenue of \$50,000. This is because of an unprecedented level of honoring pledges for this year and past fiscal years; the staff managing their line item budgets, keeping the costs to a minimum, and giving up some of their benefits to make that happen; as well as Ministers that had kept stewardship at the forefront of their ministry.
  - e. No endowment committee in place – something to consider.
4. **Lead Minister's Report** - (Written) - Rev. Tim
  - a. Discussed a path to membership model that can help structure our current membership model. This model helps to reach out, invite, and connect newcomers to the congregation.

### Newcomer to New Member



- b. Historically, pledging has been left out of the conversation for new membership. Rev. Tim assured that this would be an important part of this model
  - c. Attendance on Zoom is something that will need to be built into this model.
  - d. If there are non-pledging members, Rev. Tim recommends that they are reached out to from a pastoral perspective to better understand their circumstances.
- 5. **Minister of Faith Development's Report** (oral - was away on Study Leave) - Rev. Leia Durland-Jones
  - a. This month has been a busy time as preparations have been made for the start of the church year – Youth faith development has started and are working on getting adult faith development ready.
  - b. Will be sharing about study leave experience at Sunday's Service.
- 6. **Director of Administration and Finance Report** (Not in attendance) - Sean Skally
- 7. **Building Use Task Force:** (Oral) - Leia
  - a. Task force has not met since the last time the board met. Will be meeting next week
- 8. **Membership Report** (written) - Membership Committee
  - Membership stands at: 305
  - Membership decreased by one member this month
- 9. **Board Liaison Reports**
  - a. Nom Committee: (oral) Breck Gastinger
  - b. Personnel Committee: (included in VP written report) Beverly
  - c. Communications Committee (oral)- Steve
    - i. Rev. Tim was a guest at the last meeting. Spoke about general communication strategies including how newcomers experience the website.
    - ii. Exterior signage update (curved wall in front of building). There are architectural, messaging, and financial ramifications of this decision – Rev. Tim suggests that the board appoint a task force to study potential options and to make a recommendation to the board.
    - iii. Breck recommends that we *do not* take down the current sign if we are going to leave this wall blank for a while. If we are able to leave it up while we make decisions about future signage and claim our changes as a change, and not a new sign, it will be easier to make these changes with the city.
    - iv. Rev. Tim will write charge for the taskforce. Breck and Steve will happily serve on the taskforce. Invite someone from the Gardens and Grounds and Communications Committee. The Finance Committee can advise and help give parameters for funding.

### **III. Electronic Motions (1 minute)**

1. Approval of the July 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.

### **IV. Old Business (15 mins)**

- **Confirm date of Board Retreat (Kay): 5 min**
  - Aug 27th 12:45-5pm – in the lower hall. Bring a snack and beverage to share.
- **Summit House HVAC update (Kay): 10 min**
  - Finance committee would like to solicit a 3rd estimate for this work. Need to see the estimates to be easily comparable.
  - Heating system works in the Summit House, it is the A/C that is not functional.
  - Discussion about next steps for forming the Building Committee. Charge is in Sean's hands. Will discuss this at a future meeting, but be thinking about good members for this hands-on group.

### **V. New Business – (35 mins)**

- **Changing Signage at Front of Building (Sean): 15 min**
  - Discussed during the Communications Committee Report.
- **Thoughts on the Role of the Board (Rev. Tim): 20 min**
  - The Board acts as the strategic focuser of the congregation. Rev. Tim has been hearing that we want as a congregation a greater sense of focus and action. The Board can be a source of inspiration and an accountability agent for the congregation.
  - The Board needs to conduct the business of the church, but also needs to devote time to mission and vision in every meeting. Keeping this in mind is how we will properly set the congregation up for success to live its mission. For example, we can reimagine how we are organized or redirect resources in order to help keep the focus on the mission.
  - At every meeting we should be asking, "how are we doing, living our mission? How are we doing on our goals?" A board and ministry focused on mission and vision can help keep a sense of unity in the congregation.
  - Rev. Tim often likes to say, "Our dream/ our job is to make church great!" - Like so, our job as a board is to make the church great! We need to decide what a great UU church of Charlottesville looks like.
  - Challenged by moving from having a vision to empowering others to do something about it. Different boards have different abilities based on board maturity. There are resources that can help us develop our thinking on the tools we have at our disposal.

### **VI. Closing Activities (5 min)**

1. Process Review –
  - a. Report section is taking longer than 20 minutes. Consider scheduling this section for longer.
2. Things to do / communicate
  - a. Come to the retreat at 12:45! Meeting at the lower hall. Bring a snack to share and a beverage. HW: Refresh your mind on the 4 developmental goals.
  - b. Rev. Tim will write charge and deadline for the building signage taskforce. Rev. Tim and Breck will invite those discussed to serve on this taskforce.
  - c. We will plan on scheduling a rotation of board members for board welcome and board meetings with the ability to trade with each other if there is a conflict. Hayley will assign and help update.
3. Closing Words

#### **Dates to remember**

UU Charlottesville Board Retreat: August 27, 2022 12:45-5:00

Next UU Charlottesville Executive Board Meeting: September 15, 2022

Next UU Charlottesville Board Meeting: September 28, 2022

*Minutes respectfully submitted,  
Hayley Owens, Board Secretary*

---

#### **Reports to the Board**

##### **President's Report to the Board: August, 2022**

It has been an enormous pleasure to begin working with Rev. Tim! It seems to me that he is one of the rare people who has the experience and wisdom to lead, and does so by inspiring others to find their own path. As we talked, I was amazed and heartened by his understanding of all the many dimensions of congregational life, from budgeting and managing resources, to spiritual growth, to organizing for social justice and environmental concern work. I believe he is just the right minister to bring us together to be a powerful presence for each other and the Charlottesville Community.

This summer, our many committees have been working hard to support all the work of our congregation. We had successful yard sales. Our membership committee has been working on helping us to be more welcoming to each other and newcomers. Thanks to the Ushers, Hospitality, Membership and Greeters Teams for the red mug idea! Our grounds volunteers

have kept the property looking beautiful through the summer. Our rental task force has done a terrific job of looking at the big picture of how to enhance our rentals. Our Sunday morning worship team has presented fabulous services. We have many people planning fun activities (Hooray for the pool gathering August 28, the Auction Party September 17<sup>th</sup>, and our social dancing for all ages group!). Many thanks to our Social Action Collection folks. Sean has got our tech to such a point of excellence that multiplatform services and meetings can be the norm for us going forward. Our Pastoral Care and our CareNet teams are caring for us when we most need love and support. This congregation means so much to so many and we make a great team!

I look forward to the board retreat on August 27 and to our initial conversation with Rev. Tim at the August board meeting when we will think about how the board can best support the congregation in envisioning our congregation-wide shared purpose and bringing our goals to fruition. This is going to be an inspiring journey!

I am glad we can be together.

Submitted by, **Pam McIntire**

---

#### **Vice President's Report to the Board:** August, 2022

**Personnel:** I attended the zoom presentation "Rethinking UUA Salary Recommendations Workshops for Lay Leaders" and shared some of the information with the committee at our meeting on Aug 16th. For those who could not attend the zoom presentation, the UUA plans on posting a recording of the presentation at some time soon. The goal is to change how salary recommendations are created, with the hope that the new system will be grounded in the values of equity and transparency. This will be a process which comes with the recognition that there will be an adjustment period for congregations and staff. With this in mind, we need to give ourselves some time and grace to move into this new system. Details to follow, hopefully with salary guidelines in November.

The Committee discussed the Benefits Tune-up Workbook, offered by the UUA Office of Church Staff Finances. It helps congregational leaders understand our benefit plan rules. The UUA urges all congregations to complete the Workbook annually, and whenever a new leader becomes responsible. We have put it on the Personnel calendar to complete in February, with the Personnel Committee chair, Board Liaison, and DAF.

#### **Covenant Groups:**

**Policy Review Team:** The Policy Review Team will be amending the bylaws to remove references to TJMC (replaced with Unitarian Universalist Congregation of Charlottesville). We

are adding the changes to Article 1 that were voted on by the Congregation June 6, 2022. At our next Congregational meeting we will have a vote to approve the Bylaw amendment proposal to remove the option for nominations from the floor. This will be ready for Board Approval in September.

**The Yard Sale** The second half of our yard sale, led by Simone Cote and Lorie Craddock is finishing up on August 20<sup>th</sup>. Thanks go out to all the volunteers!

**The Auction Group**, which includes Elizabeth Breeden, Bev Ryan, and Kay Frazier is working on a silent Auction for Sept 17<sup>th</sup>. Donations of items and services are ongoing.

Over the next month, I will continue to contact identified committee chairs listed on the “Who Does What” page of the website. Hopefully I will have this done by September.

Respectfully, **Bev Ryan**

---

**Treasurer’s Report to the Board:** August, 2022

**Finance Committee Notes – August Meeting**

The Finance Committee discussed the following:

- Reviewed the estimates for the HVAC replacement for Summit House and decided to wait until a 3<sup>rd</sup> estimate could be obtained before making a funding source recommendation to the Board of Trustees.
- Discussed the estimates for replacing the signage on the Rugby Road wall. The estimates are at least a year old. Sean will verify the estimates before the committee makes a funding recommendation to the Board of Trustees.
- The committee has completed the review of the year in reports for FY 21-22, noting that the year ended with revenues exceeding expenditures by approx. \$50,000. A heartfelt thank you is extended to staff for their diligent management of expenditures, to the congregation for honoring pledges at a historical level, and to the ministry for leading stewardship efforts.

**Endowment Fund**

As you may be aware the stock market declined sharply during FY 21-22. The Endowment Fund was not immune to the decline. The close of the Endowment Fund as of June 30, 2022, was \$444,297, and the close as of July 31, 2021, was \$532,953. No action is asked of the Board. This is for informational purposes.

**Housing Allowance – Rev Temerson**

Because of the timing of Rev. Tim beginning his ministry with us and the budget development calendar, the budget line items for salary and housing allowance were not separated into the two respective line items. Rather the amount was lumped into the salary line item. For financial tracking and tax purposes, the Board should affirm the separation of the amount into the two respective line items. This motion has no monetary impact on the budget bottom lines.

The total package for Rev. Tim's salary and housing for FY 22-23 is \$84,791, to be divided as follows:

Salary: \$50,515

Housing: \$34,276

The monthly housing allowance for the tax calendar year is \$3,116/month or \$15,580 for the five months of employment in Calendar Year 2022.

Rev. Tim requested that we consider this motion to provide clarity and as a best management practice recommended by the UUA for tax purposes.

**Proposed motion: The Board of Trustees affirms that the housing allowance for Rev. Tim Temerson for the calendar year 2022 is \$15,580.**

Submitted by: **Kay Frazier**, Treasurer

---

### **Lead Minister's Report to the Board: August, 2022**

I am very pleased to submit my first report to the Board as Lead Developmental Minister at the UU Congregation of Charlottesville! I cannot begin to express how honored I am to be serving such a wonderful congregation and to be working with a Board of Trustees comprised of so many talented and visionary leaders.

I normally format my board reports in terms of ministry areas and activities. So here goes.

**Getting Started** – I've had a great beginning to my ministry at UUCville. Everyone has been kind, enthusiastic, welcoming, patient, and willing to answer an endless stream of questions. I'm so grateful to our wonderful staff and am so impressed by their talent and dedication. I've also been touched by the welcome I have received from congregation members and have been very pleased by the number of people who are not able to come in person but have reached out over email. I have already started visiting some individuals/families in their homes and at the congregation. I expect some casual getting to know you zoom meetings will also be taking place. Finally, I have to thank my welcoming committee that the Board created. So far I have had a very interesting tour of the building with Elizabeth Breeden and Ann Salamini and yes, they did show where the secret passage is! Our tour of the building was so interesting I



requested a sequel in which they will show me the grounds. What a great idea it was to create this group!

**Worship** – I am very pleased with how worship is going and am so grateful for all the support that is in place on Sunday morning. Attendance seems to be good (143 on 8/7 and 117 on 8/14, in person + zoom). The tech team is amazing and the way they make worship so smooth and seamless is extraordinary. I hope the congregation knows that dual platform worship in many other religious communities is not nearly as well done as it is at UUCville and the tech team gets much of the credit for that.... I've been blessed to work with two great worship weavers and am looking forward to working with everyone on the team. The Worship Weavers are holding their first meeting since I arrived on Sunday 8/21 and I am looking forward to getting to know them and talking worship....A quick preview of worship to come. Sunday September 11 will be our annual ingathering/water communion service and will be multigenerational. Rev. Leia and I would love to bring Balloon Sunday back but, with the ongoing helium shortage, we've come up with another option – bubble communion. At the end of the service, we will invite everyone in the sanctuary to go outside and blow bubbles, which we will provide. I'm also hearing there may also be some water balloons as well. Should be fun! Also, Pastor Lehman Bates and I are likely to exchange pulpits sometime during the fall.

**Membership** – Christine Gresser, Sean, and I had a very productive meeting about membership last week. I presented a slide illustrating a complete path to membership that I have worked with in the past. After a very healthy and productive conversation, Christine and I had a meeting of the minds and we are going to begin implementing this path in the near future. A path very much like this helped my previous congregation grow substantially, mostly because it welcomed newcomers in a very connecting way and provided a clear path to membership that prevented them from falling through the cracks. You will likely see monthly newcomer circles (both after service on Sunday and on Zoom) in the not too distant future as well the announcement of the date for a new member class this fall. We have some work to do to get this model up and running but I believe when we do, it will make a positive difference.

**Community Outreach** – Thanks to an introduction by Elizabeth Breeden, I have started building a connection with Dr. Lehman Bates from the Ebenezer Baptist Church. Pastor Bates and I had breakfast and talked about the partnership between our two congregations. He very generously offered to help connect me to the vast network of community organizations and invited me to do a pulpit exchange, which will probably happen sometime soon. Needless to say, I accepted both offers!

**Developmental Ministry Training** – I will be participating in a training for interim and developmental ministers offered by the Transitions Office at the UUA during the week of August 22-26. I will do the training online but will spend most of my time that week working from home.

**Reproductive Choice Group** – A group from the church has been taking an online training about the crisis around reproductive rights and what congregations can do. I did not take the

training but attended the last meeting of the group. I am hoping to offer them support as they think about next steps.

**Communications** – I was very glad to be invited to the next meeting of the Communications committee and look forward to learning more about how they see church communications and any plans they have for growth or improvement. I also had a chance to speak with our new A/V tech Rachel Buckland about the church's social media presence, which has a good deal of room for growth. Rachel is a social media manager for nonprofits and is interested (once she has all the A/V training and experience down) to put some hours in on our social media. I'm on Twitter and have observed that our presence is negligible. I'd like to see that change since a positive, regular social media presence can raise the congregation's visibility in the community and the wider world.

Respectfully Submitted, **Rev. Tim Temerson**

---

### **Membership report for August 2022**

- TOTAL MEMBERSHIP as of July 21, 2022: 306
- Additions: None
- Drops: Joan Hunt
- TOTAL MEMBERSHIP as of August 22, 2022: 305

Submitted by, **Beth Jaeger-Landis**