

**Unitarian Universalists of Charlottesville**  
**BOARD OF TRUSTEES MEETING**  
**June 15, 2021 Minutes**  
**6:30-8:15 PM Meeting**

**Major focus for Board in 2020-21:**

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

**In attendance** – Rev. Linda Olson Peebles, Sean Skally, Lorie Craddock, Elizabeth Breeden, Beth Jaeger-Landis, Stan Walker, Pam McIntire, Kelsey Cowger, Liberty Powers, Jim Gorham

**Absent** – Rev. Leia Durland-Jones, Rev Alex McGee, Breck Gastinger

**Guests** – Steve Brecker, Christine Gresser, Kay Frazier, Jude Bias, Hayley Owens

**I. Opening Business**

**Chalice lighting/Opening Words** - Jim

1. **Community Time / Public Comment** - (limit 2 minutes/person verbal, otherwise written)
  - Christine Gresser: speaking on behalf of the Membership Committee who is making a formal request that the leadership of our congregation not use acronyms for our new name that lose the significance of Unitarian Universalism. The membership committee is requesting that we not use acronyms like U2C2 or UUCC when publicly referring to our congregation.
  - Jude Bias: Would like to thank the outgoing board members: Lorie, Stan, Liberty
2. **Acceptance of Agenda**

**MOTION:** Lorie made the motion to Accept the agenda as it was written.  
Motion was seconded by Elizabeth.  
\*\*The Board unanimously accepted the agenda.
3. **Written Correspondence** (Kate Fraleigh's email is at the end of the packet)

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

1. President's Report (written) - Lorie Craddock
2. Vice President's Report (written) - Elizabeth Breeden

3. Treasurer's Report (verbal) - Stan Walker
  - Members applying for grants (placed in the parking lot for later discussion).
4. Lead Minister's Report - (written)- Rev. Linda Olson Peebles
  - Welcomed the new members to the meeting
  - We are slowly reopening and we will not be going back to the way we were before. We will become a hybrid church; meetings will be available in person and virtually.
  - A motion was made to allow the staff to give permission for those wanting to be delegates to GA. The motion was seconded and unanimously voted in favor.
5. Assistant Minister's Report (not submitted) – Alex McGee
6. Minister of Faith Development's Report (not submitted) - Leia Durland-Jones
7. Director of Administration and Finance Report (links available) - Sean Skally
  - Pay attention to the links: Formal incident report, Building Reopening Report
  - Latest update from Commonwealth Glass: July 15, 2021 will be the date that the new doors are being shipped to us.
8. Membership Report (not submitted) - Marcia Brecker  
Membership stands at 371 as of May 7, 2021.
9. Board Liaison Reports
  - Nom Committee: (not submitted) Breck Gastinger
  - Personnel Committee (not submitted) - Elizabeth
  - Glenn Short Sanctuary Capital Endowment Fund Committee (not submitted) - Sally Taylor.
  - Church Closure Task Force: (as a part of his written report) Sean
- An FYI: Masks are being worn by the participants of Feefie, the summer RE program, which is taking place outside on the church property. We are not formally requiring masks of our congregants when meeting outside.
- Masks are still required while inside the building.

### **III. Review of previous Electronic Motions ( 1 minute)**

1. Approval of the May 26, 2021 Board meeting minutes happened electronically.

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

#### **IV. Old Business (10 minutes)**

1. Name Change: Press release (Sean, Rev Linda, Liberty)
  - There was no formal press release of our new name. It was only announced to our friends and members on our email list and on our website.
  - Communications to discuss in the near future: Developing a process for press releases and a list of recipients: i.e. UUA, Southern Region, local newspapers, other congregations of worship in Charlottesville, IMPACT, etc.

#### **V. New Business – (15mins)**

1. **Alex thank-you/farewell party:** (15 minutes): There is a desire to thank Alex for her service. We want to plan this farewell party for Alex and will work with a committee who Alex designates or with whom she feels comfortable.

\*\* We will discuss this with Alex over the next month to assign a planning committee and an event date.

2. **Approving the Agenda for the Congregational Meeting** (5 minutes):

- 1.Approve the minutes of the June 6, 2021 Congregational Meeting**

- 2.Approve change in Bylaws to replace our name:**

ARTICLE I - Name, Mission, Participation and Denominational Affiliation

I.1 - Name. The name of this religious organization is Unitarian Universalist Congregation of

Charlottesville (hereinafter referred to as "The Congregation").

[- A motion was made to propose to the Congregation at the Congregational Meeting that a change be made in the bylaws reflecting the new name of the congregation in each place that it is mentioned as TJMC in the bylaws: Unitarian Universalist Congregation of Charlottesville hereinafter referred to as "the Congregation".

--The motion was seconded and a majority of the board voted in favor of this switch.]

- 3.Nomination to Board:** Steve Brecker (2 year term replacing Pam McIntire)

- 4. Approve Budget** for 2020-2021

3. **The church break-in** (15 minutes) on Monday night, June 7 2021 through the Rugby Road doors. The police were called and investigated the site. See Sean's incident report of the event.
4. **Old board/New board conversation:** Pam and Linda (30 minutes)

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

1. Process Review –Kelsey

- 2. Future topics/ Things to do / communicate:**

Planning Alex's farewell & thank you party

Discussion regarding members applying for grants (will be discussed in the Finance Committee).

The request of Kate Fralieg for the congregation's participation in the People's Coalition

3. Closing Words: Jim

### **Dates to remember**

June 27, 2021, 1:00 pm: Congregational Meeting

July 8, 2021 6:30 pm: Executive Board Meeting

July 28, 2021, 6:30 pm: Board of Trustees Meeting

### **REPORTS:**

#### **President's Report**

It is with deep gratitude to everyone who made this past year a success that we hold the final UUC Board meeting of the year. This is a time to reflect on all that has happened over the past year and use the wisdom and experience to help plan for the future. I feel satisfied with the progress the Board has made in getting a handle on our finances and I hope we have created a transparent, welcoming style of communication with the congregation that will inspire more people to get involved in church governance. I am grateful for the leadership of the Rev. Linda OP and the amazing work of our entire staff as they have continued to reinvent the Sunday worship, the rites of passage, our community outreach and more. And I look forward to our joyful and enthusiastic return to live-and-in-person services in our sanctuary later this year.

In Faith

Lorie Craddock

President, Board of Trustees

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#### **Vice President's Report-June 15, 2021**

After a very successful Congregational Meeting, not much more occurred. The Annual Reports will continue to be updated as the very last reports are turned in. The "Who Does What" list is being updated for the website for July 1. Please submit any changes in leadership that you know of, particularly Stewardship, RE Committee and Nominating.

The Personnel Committee does not meet until June 22<sup>nd</sup> when we will assure that the Personnel Policy Manual is updated and begin to assure that contracts for the Interim Minister and Minister of Faith Development are written and ready for the new Board in July.

Elizabeth Breeden

**June Theme – Story** We continue this theme, focusing on congregational stories.

I am submitting this report, only two weeks after the May Board meeting and a week after the Annual Report! But there are a few new things to share with the old/new Board.

#### **Interim Tasks**

- **History** *Lifting up the facts and mythology of a congregation's life.*
  - The Memorial Day service reminded us of the value of remembering.
  - The June 13 service reminds everyone of the UU history of working on gay rights.
- **Identity** *Identifying features, vision, self-image, and ideals of a congregation*
  - The New Name voted reflected the result of the congregation's reflection on their sense of the congregation's identity going forward.
- **Leadership** *Supporting leaders and discovering new leaders.*
  - New Board members, Personnel and Nomcom, and also work progressing on identifying new leaders in other groups.
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
  - Encouraging participation in June UUA GA.
  - I had an informative conversation with Keith Kron, head of the UUA Transitions Office, who outlines the process of entering into the search this winter for a Developmental Minister. (see timetable below).
- **Health** *Strengthening finances, processes, practices.*
  - The ability of leaders and congregants to absorb the difficult news of budget constraints, and collaborate to move forward in constructive ways, is a measure not only of the increasing fiscal responsibility, but also the ability to care for the well-being of the institution. COM is beginning work to learn about and nurture the Congregation's knowledge of and connection to Covenant.
  - A service of healing will take place June 20.

#### **A Note About “Re-Opening”**

A message I will try to deliver, and all leaders can help, is that this congregation and its ministries will not return to “life as before”. Instead, we will be entering into a new way of being together – making the effort to be inclusive in all our programs both to those who prefer zooming contact, and to those who prefer in-person church. This will mean things will seem different – unfamiliar – as we adjust to including folks into worships, meetings, and classes in both ways. We ask people to be patient and open in their hearts and minds as we all try to learn how to be mindful of one another and our differing needs.

**FYI – front burner work in progress:** *No Board action needed. I welcome questions.*

**Worship** – Beginning mid-July, if all indicators continue to improve, summer services will be “testing” hybrid/two-platform worships. Sean has been learning about the tech aspects, and I have attended workshops on the liturgical and presentation choices. Presenters are scheduled through August.

**Music** – Scott will be offering a music service July 4. He and James are planning for summer music, and looking to in-person music in the fall!

**Pastoral Care-** Pastoral Visitors co-chairs trained two new members, Meg Dunham and Bob Brett. And will be working with me and Rev. Leia to plan for the coming year.

**Membership** – The Committee is having a Retreat June 12. As of now, the work to establish the actual membership numbers has not been completed.

**Social Justice** – The SAC schedule for 2021-2022 has been set.

**Looking ahead** I will be in person at the church Sunday, June 20, for the Solstice Healing Service and bonfire, Saturday, June 26, for the Elders Brunch Sundays, July 18, August 1 and 15, to preach from the sanctuary

**During Ministry Days and GA (June 21-25) the staff will be attending UUA workshops or on leave. We will have emergency coverage if needed that week.**

### **Suggested Timeline for Developmental Minister Search**

**June** – Initial conversations with Keith Kron and Christine Purcell, UUA.

**July/August** – Board begin publicizing the plans, communicating they are open to congregational input through the process, to receive suggestions for names to serve on an appointed search team and to define the developmental work needed.

- Board begin their own work:
  - o Considering who should be invited to be on a search team (3-5 people)
  - o Beginning conversations on developmental tasks (building on and not limited to those outlined by Rev. Linda in February)

**September** – Board holds a conversation (or 2) to get congregational input

**October** - Board announces names of Search Committee & hands off work to them

- Search Committee begins work, including a conversation with UUA coach and holding meeting(s) with members about developmental goals

**Nov/Dec** – Search Committee prepares UUA application, including congregational record and description of development goals set by the Board.

**January 2022** – UU Charlottesville goes up on UUA site; Keith Kron begins assembling names of interested applicants

- Search Committee continues regular updates (January-thru hire time) to congregation, but explains that they cannot give details of status

**Feb/March 2022** – Search team reviews resumes and interviews applicants (via Zoom)

- Collaborates with Board, Personnel and Finance to prepares proposed contract (including anticipated period of employment, salary, etc)

**April/May 2022** – contract signed with UU C'ville's new minister & announced to congregation

**August 2022** – new minister begins!

With great gratitude to the leadership of Lorie, Stan and Liberty – which I will miss – and to the skills and spirit of all the Board new and continuing members.

*Rev. Linda Olson Peebles*

*6/11/2021*

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## DAF Board Report, June 2021

### Reopening Task Force

- Current Status: **Orange** Building is open to small groups
- [UUC Building Use Pandemic Protocols Document](#)

### DAF Position

- DAF Hours for May: 175 of 160 hours worked
- Approximately 29.5 hours of meetings attended in total

### Finance

#### Finance Recap

	May 2021 YTD	May 2020 YTD
Total Revenue	\$482,166.70	\$483,020.42
Total Other Revenue*	\$ 89,593.14	\$ 0.00
Total Expenditures	\$465,756.87	\$486,895.30
<b>NET REVENUE**</b>	<b>\$106,002.97</b>	<b>\$-3,874.88</b>

\*includes unrealized gains from endowment

\*\*Numbers are not final

- UU Common Endowment Fund as of May 28th, 2021: \$522,553.80

#### Financial Reports

- [May 2021 YTD DAF Budget](#)
- [May 2021 YTD Statement of Activity](#)
- [May 2021 YTD Statement of Financial Position](#)
- May 2021 YTD UUCEF Report (unavailable at time of meeting)
- May 31st, 2021 UUCEF Monthly Report (unavailable at time of meeting)

### Administration

#### Regulatory

- Drafted a copy of [new bylaws](#) (removed reference to UUC) with the new name to be voted on 6/27/2021
- After the congregational vote, I can submit the new bylaws to the VA SCC and formalize the name change, and start to change our name with all affiliated agencies.

#### Sunday Attendance

- May average 107
- April average 138

- March average 157
- Feb average 154
- Jan average 154

## Information Technology and Computers

- Replaced Leia's computer
- Renamed UUCC's SSIDs. We now have
  - UUCC Secure
  - UUCC\_IOT\_2.4G and UUCC\_IOT\_5G
  - UUCC Public
    - UUCC Public WiFi password is now UUCCwifi1943
  - Installing a WiFi net so all areas of main building are covered with UUCC Secure and UCC Public

## Communication

- Worked with Comm Committee to update Website, Breeze, Office & Outlook to install new name on public facing communication
- Only unable to change the name of the Facebook page. The group name is completed.
- Working with Communications and Jude Bias to come up with some logo proposals.

## Personnel - Human Resources

- Nothing of note

## Buildings and Facilities

- See Security section
- First Summit house HVAC estimate has come back
- Repairs and additions
  - Added a deadbolt to the mailroom
  - Fixed light switch in the men's bathroom
  - Replaced both Light Sconces in men's bathroom with LED fixtures
  - Replaced both Light Sconces in women's bathroom with LED fixtures
  - [Repair Document](#)

## Gardens and Grounds

- Finance approved using grounds reserve for tree removal
  - Dead Locust tree on the north east end of Edgewood Lane Lot needs to come down.
  - Van Yahres will remove for \$1100

## Safety

- Nothing of Note

## Security

- Break in incident. [Report is here](#)

## Wins:

- Communication with committees

## **Opportunities:**

Perimeter Security

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## **Written Correspondence:**

Hello Members of the Board,

Some years ago I joined the People's Coalition as an individual. Then, as it is an organization of organizations, I thought maybe I could participate as a TJMC participant. The People's Coalition is staffed by employees of the Legal Aid Justice Center. I approached the Board, or some subset of the Board, to see if that was possible. They said yes. I think Adam Slate was President at the time. I can't remember exactly when this was. But, I couldn't bring myself to connect to this black led organization as a participant from Thomas Jefferson Memorial Church. So I never did. I'm writing today to say that the work the People's Coalition has and will continue to make a difference in our community. And therefore I am asking the Board to make the Unitarian Universalist Congregation of Charlottesville an organizational participant of the People's Coalition. I will participate as a member of UUCC. Edith Good is also a participant in the People's Coalition. Kit McNally did extensive volunteer work with LAJC in relation to the women's prison in Fluvanna. There may be other people from our congregation doing work with other LAJC projects. I am sincerely pleased with our new name. It makes a difference.

Thank you.

Kate Fraleigh