

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MEETING MINUTES
January 25, 2023

Meeting hosted on Zoom at 6:30pm.

Major focus for Board in 2022-23

Action on our Developmental Goals:

- 1. We want to define a broad shared vision of our purpose for being a congregation so that we can feel energized, dedicated, and aligned in the use of our resources.*
- 2. We want to be a more welcoming, inclusive, and anti-racist congregation, cultivating greater diversity in our membership and stronger engagement with the broader Charlottesville community.*
- 3. We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances.*
- 4. We want to strengthen our internal processes and communication skills, build trust, and become more emotionally and operationally functional than we have been historically.*

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

Absent –

Guests – Kim Grover

I. Opening - (20 mins)

- Opening and Closing Words: Breck
- Reporter: Kay
- Time Keeper: Hayley
- Process Observer: Renee

1. Opening Words
2. Check-In: one to two minute check-in
3. Community Time / Public Comment
 - Kim Grover - Wants to see the mask policy change – encourage folks to wear masks at church but not mandate it. Kim's statement is included with her permission:
As a church, I know we are always striking a balance between doing things for the majority of congregants while taking care that a minority may have special needs that

we must address. For example: A while back, the church was concerned about sending communications online only because there was a small group of people who didn't have email access and wouldn't receive those communications. To meet the needs of those members, we would print our email newsletters to snail mail them to make sure they were included. We put in an elevator so anyone could access our education rooms downstairs. In both cases (and I'm sure many others) We were able to meet the needs of a few, while still serving the majority.

Now, we face a similar conundrum in that we probably have a few members who may be truly vulnerable to covid or worried that they could be. I believe that we can balance the needs of a few with those of the majority by encouraging congregants to wear masks, but not mandating it.

I have several thoughts that have brought me to this conclusion.

- 1. When I look around our wider community, I see that many businesses and organizations have made mask-wearing optional. Apart from hospitals and doctors offices, this has become the community norm.*
- 2. Because many (I'd even venture to say most) people in the community are vaccinated, we've greatly reduced the risk of COVID being a deadly threat.*
- 3. We have a generation of young people who are truly scarred by this pandemic. They've had their lives disrupted by having to stay home to learn, having their extracurricular activities limited or canceled. They'll never get that back. Thankfully, they have been able to mostly return to a new normal in the past year - but not at church or in RE.*
- 4. Masks are a form of distancing - when I'm in church, I can't see your smile or your frown! While it was once imperative to distance ourselves like that, the necessity is diminished with a population that is largely vaccinated.*

4. Acceptance of Agenda

Motion: Breck made the motion to Accept the agenda

Motion was seconded by Hayley

The Board approves the agenda as written.

5. Written Correspondence (none)

II. Electronic Motions (1 minute)

1. Approval of the December minutes happened electronically.
2. The board voted to approve funding for UUCville to be a Community Partner for a talk to be given by [Bryan Stevenson](#) on March 28th

Background: Several members have asked if UUCville would be willing to become a “Community Partner” for this lecture in conjunction with the Insight Meditation group (who meets in our Sanctuary on Tuesdays). This would mean that we would 1. Have our name as one of the Community Partners (with the Insight Meditation group) and 2. that we would agree to buy 25 tickets at \$10 each (again with the IMCC group). Since we passed a Public Witness statement on October 2, 2016

(<https://uucharlottesville.org/wp-content/uploads/2016/10/document-racial-justice-public-witness-statement-2016-10-02.pdf>) that applies to this situation; we just need Board approval to proceed with this.

Bryan Stevenson founded The Equal Justice Institute which is all about racial justice, ending mass incarceration, and the racial inequities rampant in capital punishment. Not to mention the incredible work they have done around remembering the history and legacy of lynching.

Motion: The Unitarian Universalist Congregation of Charlottesville will become a Community Partner in conjunction with The Insight Meditation Community of Charlottesville in sponsoring The 2023 Scoper Lecture in Christian Thought, “Act Justly, Love Mercy. Exploring the Heart of Equal Justice. Featuring Bryan Stevenson in conversation with UVA President Jim Ryan. This event will be held on March 28, 2023. The Unitarian Universalist Congregation of Charlottesville agrees to purchase 25 tickets at \$10 each with the IMCC. Members can then purchase a ticket from UUCville or make a donation to UUCville in support of this sponsorship.

3. Approved funding for front of building signage

Background: The verbal estimated cost of replacing the letters on the Rugby Road sign is \$5,000. We have been offered a designated donation of \$2,500 to serve as a match for a special collection from the congregation to raise the necessary funds for the project. The special collection appeal will be made in January or early February to not conflict with the March Pledge Drive. Designated donations require Board approval on the recommendation of the Finance Committee. The Finance Committee voted unanimously to recommend acceptance of the donation and a special collection to fund the sign project. Because of the timing of the special collection the Board was asked to vote via email.

Motion: The Board of Trustees graciously accepts, on the recommendation of the Finance Committee, an anonymous designated donation of \$2,500 to be utilized to replace the lettering on the sign at the corner of Rugby Rd and Edgewood Lane to reflect our name

"Unitarian Universalist Congregation of Charlottesville". The donation will serve as matching funds for a special collection from the congregation to fund the project.

III. Developmental Goals Action Plans and Reports (25 min)

Updates from Developmental Goal teams

Goal 1 - On track to hold multiple cottage congregations from mid-February to mid-March to inform the development of our mission and shared purpose. Volunteers from throughout the congregation will facilitate and scribe the meetings and all will have the opportunity for training. Rev. Tim's sermon this Sunday (1/29) with reflections from Chris and Pam's will kick-off the process. Encourage board members to attend the sermon and participate in a cottage conversation that works for them.

Goal 2 - Information in Pam's and Rev. Tim's reports pertain to progress on this goal

Goal 3 - The Stewardship Steering Committee (SSC) has met several times and is figuring out how they will work together and what their top priorities are for the stewardship ministry. They are also working on getting the pledge drive prepared. To support Goal 3, the board needs to support the co-chairs of the pledge drive (Hayley Owens and Bob Brett) by volunteering as askers when the time comes. The hope for this pledge drive is that it helps change the conversation around money as an enabler of love and our congregation's good work.

Goal 4 - FAQs will be posted to the web soon – currently circulating for review. Bev Ryan has been contacting a long list of committees to understand if they are still active. Information about these groups will be on the website soon too.

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

IV. Reports (30 min) - Written reports can be found at the end of the minutes. *Votes mentioned in reports will be taken in the business portion of the meeting.*

1. **President's Report** (Written) - Pam McIntire
2. **Vice President's Report** (Written) - Beverly Ryan
 - a. Though some committees are currently inactive, there may be new permutations that are developing. Racial Justice group has started having conversations and the new UU Women's Ritual Group has aspects of the nature spirit group.
 - b. It would be helpful for the board to hear from the personnel committee to help prioritize budget decisions. Plan to have them at the March meeting.
3. **Treasurer's Report** (Written) - Kay Frazier

4. **Lead Minister's Report** - (Written) - Rev. Tim
 - a. Has been reaching out to different folks in the church to ask what current quiet/inactive ministries might look like if they were to come back. Conversations to understand where initiatives like food ministry, climate action ministry, anti-racism have been and where they might go.
 - b. Sees the part of the minister's job as to help the congregation grow and develop great ministries.
5. **Minister of Faith Development's Report** (Written) - Leia Durland-Jones
 - a. Transgender inclusion class will help our congregation to better our awareness and be a more welcoming community.
 - b. Adult faith development classes feel very vibrant right now. Lots of offerings.
 - c. Youth group will be selling coupon books to raise money for their service trip
 - d. Small cohort working on new T-shirts for the congregations. If there is anyone who wants to be included in this project, they are welcome. Just be in touch with Rev. Leia.
6. **Director of Administration and Finance Report** (Written) - Sean Skally
 - a. The new Building Committee has been meeting! This group will help support Sean with maintenance and repair for the building.
7. **Building Use Task Force:** (Oral) - Rev. Leia and Rev. Tim
 - a. The Building Use Task Force has had requests from the choir and youth to unmask when singing and eating in their spaces. To respond to this, the task force would like to monitor airflow in these spaces to understand the risk. Going to do this testing to gauge what the rooms are like in their most closed "Winter condition".
 - b. As an example of the helpfulness of our mask policy, a child in RE class this past Sunday started showing symptoms of the flu while in the classroom. The child's doctor commended our congregation for keeping masking in place as it kept everyone else safe.
 - c. Rev. Tim noticed while at Ebenezer Baptist Church last Sunday that they have higher restrictions than our congregation with a mask policy and social distancing.
8. **Membership Report** (Written) - Beth Jaeger-Landis
Membership stands at: 314
9. **Board Liaison Reports**
 - Nom Committee: (Oral) Breck Gastinger
 - Personnel Committee (Written) - Beverly Ryan
 - Communications Committee (Oral) - Steve Brecker

- Great for newcomers that right at the top of the webpage we now have a link to sermons.
- There is a significant amount of work to edit the service recordings, but Rachel Buckland is doing a great job getting us caught up. The standard we hope to set is that we will be able to get the latest sermon up within the week.
- Communications is doing a great job updating the website and keeping it active.
- Committee is going to research the cost of hiring an outside consultant for jobs that are beyond their skills.
- Would be great to update the welcome video (still has Rev. Linda)

IV. Business (40 mins)

- **Personnel Vote (Bev): 5 min**
 - Previous statement sounded like a congregational culture of scarcity and the new one sounds like a culture of abundance.
 - This prioritization will be one that we will have to commit to as a board. Our boards have not always been able to live into the value that we “prioritize our staff compensation and providing access to high-quality benefits”
 - **Motion:** Bev makes a motion to approve the changes to the policy manual. Jimmy seconds. The board unanimously voted in favor.
- **Budget Goals and Assumptions (Kay): 10 min**
 - Concern with a congregational meeting as late as June 11. If a second congregational meeting is needed to approve the budget, it is less ideal to have a new board to be involved. Board will explore moving the congregational meeting.
 - Finance Committee to consider compiling the funding requests from committees to share with the board to better understand the groups needs as we prioritize items in the budget and weigh them with the understanding of the congregation’s mission.
- **Summit House HVAC Update (Sean, details in DAF report): 15 min**
 - Looking at our congregation’s finances, it would be prudent to go with the more affordable offer - Beck & Cohen.
 - Beck and Cohen installed and currently maintains our systems in the main building. Feels like a more responsible thing to do to have a single company maintain all of our building systems.
 - Beck & Cohen offers a warranty for 10 years and a more efficient system (ducted ceiling). Sean has had a great experience working with Beck & Cohen
 - Consider making a policy priority to solicit and prioritize bids from minority owned businesses. If all things were equal, we would choose a minority owned business.
 - **Motion:** Jimmy made a motion to award the contract to replace the Summit House HVAC to Beck & Cohen.

- Kay seconds the motion.
- A majority of the board voted in favor
- **Motion:** Kay made a Motion that the Board of Trustees authorizes utilizing cash reserves and the Endowment Fund to fund the Summit House HVAC replacement project. The final cost of the project shall be split 50% from each of the sources of funding, at no more than \$37,000 in total expenditures without further Board approval.
- Jimmy seconded the motion
- The board unanimously voted in favor.
- **Building Signage Task Force Update (Breck):** 10 min
 - Gropin has received the deposit. Awaiting installation of the sign.

V. Review Agenda Items for Future Meetings (5 min)

Pledge drive plans

Mid year finance review

Draft of rentals policy

Personnel committee to share to help prioritize budget decisions

VI. Closing Activities (5 min)

1. Process Review

2. Things to do / communicate

- a. Consider availability for rescheduling June congregational meeting to a month sooner.
- b. Kay to work with the communications committee to get the budget priorities and information up on the website.
- c. HVAC update to proceed!
- d. Board to come to Sunday worship for the launch of the mission and visioning process.

3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: February 9, 2023

Next UU Charlottesville Board Meeting: February 22, 2023

*Minutes respectfully submitted,
Hayley Owens, Board Secretary*

Reports to the Board

President's Report to the Board: January 2023

Exciting things are happening at UUCville in this time of Developmental Ministry. Rev Tim, Rev Leia, the board and the whole congregation are making progress on our Developmental Goals. It is heartening to witness our congregation working together with such clear intention!

For Goal 1 (**We want to define a broad shared vision of our purpose for being a congregation so that we can feel energized, dedicated, and aligned in the use of our resources**), the board appointed a Shared Vision Ad-hoc Committee to develop and guide the process for defining our vision of our purpose. Breck Gastinger, Chris Little, Rev. Tim Temerson, Jeanine Braithwaite, Pam McIntire, and Achsah Carrier make up this team. Our kick-off Sunday will be January 29 and then in mid February we will begin Cottage Conversations where congregants will be able to talk about what this congregation means to us, our purpose, the reason we exist and what is important about how we impact the larger community and world. We anticipate that these small group conversations will provide insights, perspectives, and aspirations that lead to larger congregation wide conversations and then statements of our mission and purpose that will unite us and lead us into action.

Work for Goal 2 (**We want to be a more welcoming, inclusive, and anti-racist congregation, cultivating greater diversity in our membership and stronger engagement with the broader Charlottesville community**) will accelerate as our conversations for Goal 1 develop. We are currently raising funds to change our sign on Rugby Road to "Unitarian Universalist Congregation of Charlottesville" as an important step in becoming more welcoming. At the Sunday Service on January 15, "The Responsibilities of Privilege," Rev. Tim and Greg Townsend provided a rousing call for us to examine white privilege in our congregation and in the larger world. In the conversation that followed in the sanctuary, congregants shared their experiences and insights in a powerful beginning to our journey toward building a more anti-racist community. Linda Dukes and Diane Ober are meeting with Rev. Tim to discuss anti-racism training and actions for our congregation. Rev Tim continues to meet with our Membership Committee as they continue their important work on UUCville welcoming all people. The board voted to approve UUCville as a Community Partner for the [Bryan Stevenson](#) lecture on March 28th at JPJ Arena.

As we continue forward, we also plan to examine how we support young adults and LGBTQIA2S+ communities, how we can become more multicultural, anti-racist, anti-oppressive and and how we can combat ageism.

For Goal 3 (**We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances**), the board appointed a Stewardship Steering Committee, which includes Jimmy Gorham, Kay Frazier, Rev. Tim Temerson, Sandy Brooks, and Don Landis, with a charge to develop both short and long-term priorities in enabling and expanding the Stewardship Ministry. Hayley Owens and Bob Brett will co-chair our upcoming Pledge drive with support from many others. Kay Frazier, Sean Skally

and the Finance Committee are finalizing a mid year finance review and a revised rental policy statement. We are revitalizing a Building Committee to oversee maintenance and repairs to our property.

For our Fourth Goal (**We want to strengthen our internal processes and communication skills, build trust, and become more emotionally and operationally functional than we have been historically**), our Communications Committee continues phenomenal work on our website both in making it lovely and easy to navigate and in making sure all pertinent information is updated (please take a look at our “Developmental Goals” webpage with its beautiful graphics!). Rachel Buckland, our part time streaming tech and editor, has been examining the broad picture of how we present UUCville on electronic media and she is working hard to get all our services posted on Youtube. Our list of Frequently Asked Questions will be posted on the website this month and in Friday emails so the structure and processes of UUCville life will be more transparent to the congregation.

I look forward to continuing to work toward these powerful goals with such inspired and wise people!

Submitted by, **Pam McIntire**, President

Vice President's Report to the Board: January 2023

Committee budget process:

During December and January, I have contacted committee chairs and group leaders to determine if they are still active, and if so, what money they anticipate needing during fiscal year 2024. This information has been sent to Finance for budget development.

Of 39 groups 6 are inactive (Committee on Ministry, Racial Justice, B&B, Christian Fellowship, Nature Spirit, and Pride Alliance). The B&B website on our page will be taken down, and we will stop our ad in the UU magazine.

Personnel Committee:

Personnel Committee (Carole Gardner, Bev Ryan, and Janice Walker) met with members from Finance (Doug Webbink, Marion Wendelin, Rosalie Simari, and Gloria Morgan) to discuss the new UUA Salary Ranges and recommendations. Carol presented slides to help explain our process of developing recommendations. During January we will be working with Sean Skally to have the cost figures for the staff AV Tech position (Currently a contract position) and providing % increase in costs related to increased salaries, and therefore the benefits.

Per the Board's request, we developed a statement regarding prioritizing and taking care of staff and defining our goal of fair pay and benefits. The changes need to be voted on by the board.

Other business includes discussions of yearly staff evaluations: the process, assignments, and next steps.

Fundraising Events:

Plans are in the works for 2 events coming up in the Spring and Summer. Stay tuned for details and opportunities for involvement.

Respectfully,

Beverly Ryan, Vice President

Treasurer's Report to the Board: January 2023

Finance Committee

- The Finance Committee reviewed available financial reports and listed items for Sean to correct and investigate.
- Reviewed and discussed the Budget Calendar and Budget Assumptions/Priorities documents.
- Sean reported on the final estimate information on the Summit House HVAC system.
- The Feb/March and April meetings will focus on budget development.

Budget Calendar

The Finance Committee and Treasurer are concerned that a June 11th congregational meeting could potentially push adopting a budget into the next fiscal year and become the responsibility of the new Board of Trustees. The Budget Calendar is attached with updates.

Budget Assumptions and Priorities

The Finance Committee discussed the budget funding assumptions and priorities and agreed that the document represents what is known to date from the budget process. The Finance Committee asks for the Board's input on the document to serve as guidance in developing a Budget Proposal. The document is attached for a Board review.

Submitted by: **Kay Frazier**, Treasurer

Lead Minister's Report to the Board: January 2023

I cannot begin to describe how pleased I am with the way 2022 ended and how the new year has begun. Our holiday services and programs were well attended and meaningful. With the coming of a new year, I can certainly feel added energy and excitement. Sunday morning attendance has dramatically increased, and I feel the congregation is poised for some wonderful

growth and action during the first half of 2023. From a new mission/purpose to the fund drive, from an amazing number of Faith Development offerings to dedicating a new church sign, I feel that the next months will be a real breakthrough and breakout time at UUCville.

Sunday Morning Services – I'm not sure what has changed but attendance on January 8 and 15 were the highest we've had since I have been with you. I was especially impressed with the turnout for the service on racism and white privilege on the 15th, in which we had 136 in person and over 80 online, meaning we had a total attendance of around 225. That would be an exceptional number pre-pandemic and the fact that it occurred on a Sunday when we were addressing a subject that can be challenging says to me that the congregation is energized and ready to do great ministry. I also want to give a shout out to my worship partner Greg Townsend, who shared a powerful reflection during the service on 1/15... Another quick thank you to Rev. Susan Karlson, who led the Sunday morning service over Zoom on 12/25/22 and 1/1/23. The turnout for both services was great and I cannot thank Susan enough for giving the ministers two Sundays off in a row.... In terms of upcoming services, Pastor Bates from Ebenezer Baptist joined us on 1/22/23 as part of a pulpit exchange and I had a wonderful time preaching at Ebenezer. On 1/29 we will kick off our mission/vision process and Pam McIntire and Chris Little will join me in leading the service. Rev. Leia leads worship on 2/5 and the following Sunday, we will lead an all ages service together.

Membership – our membership ministry continues to thrive, and I'm pleased to report that at our January newcomer circle, we had 7-8 in attendance, almost all of whom were at a UUCville Sunday service for the very first time. One thing the membership committee has observed is that having regularly scheduled newcomer circles that are advertised on the website is creating an incentive for some to try the church out for the first time.... We will hold our next New Member and Friends class on Saturday, 3/11/23 after we hold additional newcomer circles on 2/5 and 3/5. I'm really pleased with the path to membership we are developing!

Stewardship Steering Committee – I've been participating in and thoroughly enjoying being part of the Stewardship Steering Committee. The committee is already laying the foundation for what I think will be a great fund drive and I am looking forward to working with them to make stewardship a year-round ministry in which we cultivate generosity and service. One area I'm especially interested in is planned giving, which simply involves providing information and encouragement for more members to make financial gifts and bequests to the church. My hope is we can work together to bolster and grow the congregation's endowment.

Antiracism Ministry – I can't begin to describe how pleased I was with the conversation we had about antiracism ministry after the service on the 1/15. Combining in-person and online, I think we had a total of about 50 people attend. I thought the conversation was healthy and wide-ranging and I think we have the potential to develop an impactful racial justice ministry that will engage many in our congregation.

LGBTQ+ Ministry – I'm pleased to say that I have begun having some conversations with Rev. Leia and others about us becoming more intentional about LGBTQ+ ministry. Rev. Leia is exploring having us offer a class on transgender inclusion and I had a wonderful conversation with Circe Strauss, who is both a member of our congregation and the chair of the local chapter

of PFLAG. I'm pleased to also report that we have been approached by a Transgender health initiative done through the UVA medical school that is seeking to use space in our building to hold a public event/workshop and they have asked us because we are a "trans/safe" space. That's exactly the kind of reputation we want to have in the community.

Ministries and More Ministries – As we look forward to our new mission/purpose process, I am already beginning to consider how we might think about our current ministries and how we might grow and deepen them. To that end, I have started reaching out to leaders not only in antiracism and LGBTQ+, but also in areas like food ministry and the environment. My goal is to get people thinking and talking now so that when we start planning and goal setting next year, we will have some good ideas and won't be starting from scratch.

Respectfully Submitted,

Rev. Tim, Lead Minister

Minister of Faith Development's Report: January 2023

SUNDAY PROGRAMMING

CHILDREN & YOUTH FAITH DEVELOPMENT

The new year is off to a great start with our learning groups for 4-year-olds through 5th grade. Religious Education classes focus on the congregation's monthly ministry theme. January's theme of "finding your center" has allowed for exploration of spiritual practices (yoga poses, labyrinth walking, breathwork) that can help each of us find a sense of peace and ease. The 4th & 5th grade also made meal packets for the Uva medical center as a way to explore service/giving as a means to finding our center.

Youth programming (6th-12th grades) meets in the afternoons following community worship. Neighboring Faiths visited Church of the Incarnation and are now shifting their focus to Judaism with a visit to Congregation Beth Israel on January 27. Our 9th & 10th grades, the Coming-of-Age class, continue to meet weekly both in class and with their mentors to explore topics relevant to our faith, UUism and more. 11th & 12th grades, YRUU, is a safe space for youth to check-in with caring adult advisors to talk about life experiences as well as topics of interest and meaning. Preparations are underway for the 9th-12th grade service trip with the Appalachian Service Project this July.

Our weekly UU parents' conversation and support circle meets in the parlor from 12:15-1:15 with rotating facilitation support from Amy Nash, John Griffith, Liberty Powers, and Yvonne Chadwick-Mehta.

WORSHIP

Rev. Tim and I continue to approach worship collaboratively, especially regarding multigenerational worship services as well as the first 20 minutes of the service each week

when the children are in the sanctuary. We have the worship calendar for the winter/spring well in hand including plans for worship led by the Coming of Age class in June.

ADULT FAITH DEVELOPMENT

Registration is underway for these AFD classes:

Tai Chi, the 13th annual Women's Dream Quest, Holding Space as a Spiritual Practice (Rev. Leia), With Head and Heart: The Spiritual Wisdom of Howard Thurman (Rev. Tim), Creation Spirituality on the Labyrinth: A Dance of Four Powerful Paths (Mary Ann Warmhoff), Coming Together: How we can heal the divide (Sean McCutcheon), Women's Friendship Group, Insight Meditation, Women's Book Group

Classes still in formation with registration coming soon include: Kundalini Yoga (Amy Epp), Afroflow Yoga (Katherine Jenkins), Parenting (Debby Norton), Are We Really What We Eat (Honniann Peacock), Soul Collage or Dream & Soul Collage (Rev. Susan Karlson), the Transforming Heart Collective, and mini-retreat labyrinth walk

PASTORAL CARE

I am grateful for our wonderful Pastoral Visitors team and the support they as well as the CareNet team offer our community. I continue to meet with individuals and couples regularly for pastoral conversations and wedding planning. I also work with Rev. Tim and the Pastoral Visitors team to make sure and offer support as needed within our congregation and sometimes, beyond.

BUILDING RE-OPENING TASK FORCE

The task force next met Tuesday January 10. We will be making a verbal report at the Board meeting. We have been re-checking meeting spaces in the church buildings Sunday mornings using Co2 monitors (to gauge airflow safety levels.)

PROFESSIONAL DEVELOPMENT

My work towards certification with the *Centre for Holding Space* continues. My upcoming Adult Faith Development class serves as the practicum as part of my process. My work with the Centre continues to be very meaningful both personally and professionally. I am glad to be able to share more of the Centre's work with the congregation through AFD.

In faith and with love,

Rev. Leia, Minister of Faith Development

Director of Administration and Finance's Report: January 2023

Finance

Finance Recap

	As of December 2022	As of December 2021
Total Revenue	\$309,389.47	\$322,311.63
Total Expenditures	\$263,776.15	\$263,741.90
NET OPERATING REVENUE	\$45,613.32	\$58,569.7

Financial Reports

- [Budget Vs Actual](#)
- [Statement of Activity](#)
- [Statement of Financial Position](#)
- UUCEF Statement
- Reports are being fine tuned with the help of Kay

Administration

Safety & Security

- No news to report

Regulatory

- No news to report

Attendance

YEAR	2022	2021	2020	2019	2018	2017	
Jan	91	194	288	208	265	230	
Feb	94	183	154	229	208	271	
Mar	120	179	100	205	238	289	
April	131	158	175	199	258	243	
May	135	123	182	191	207	237	
June	132	118	112	170	139	139	
July	110	98	105	137	135	140	
Aug	134	107	137	165	136	336*	*the month with the Jesse Jackson visit
Sept	128	83	107	215	250	265	
Oct	160	60	92	116	161	NA	
Nov	159	99	134	214	202	225	
Dec	141	84	146	161	169	238	

Information Technology and Computers

- No News to report

Personnel

- Rachel is now on her own and Sean will go back to every other weekend.
-

Buildings and Facilities

- Rentals:
 - VSA scheduled for Feb
 - AAcorn and a second AA group are now using summit
 - Several wedding scheduled for this year

Repairs

Playground door is finally completed

New soap dispensers in lower hall bathroom have been installed

several fluorescent lights have been installed

New Facilities group has met and have started to plan for long term projects

HVAC

[Beck Cohen](#)

[Jones Heating and Air](#)

[Thermal Cameral Images](#)

Brian from Beck Cohen:

Hey Sean!

Thanks again for having me out today to help illustrate and investigate the leakage in the ductwork.

I have included some images here – they were taken with my thermal camera today. I have included some notes in the titles of each picture to help illustrate the leakage, but in short, when ductwork is constructed, any joints in that ductwork leaks. The ducting that we are talking about is not well sealed to begin with (and even if sealed to a certain extent by hand – ductwork still leaks up to 35-40%). These pictures show visually several good examples of leaks in the ductwork from joints where different pieces of duct meet and even joints within singular ducts themselves. The AeroSeal process that we have quoted and recommend will bring the leakage in these duct systems to below 3%. For what it is worth, we did this process on the systems for the sanctuary, and it had a profound impact on the leakage and the amount of air being lost – we feel it will have the same profound effect in this space. Impacts of duct leakage include differences in temperature between rooms, poor air quality, high levels of dust and lack of efficiency.

The color differences on the pictures represent different temperatures. The bright yellow areas/orange areas is hot air escaping from the ductwork – the brightest yellow areas is air that is the same temperature as the air that is supposed to be coming out of the grilles in the system (between 100-120 degrees). That air very quickly cools as it mixes with the colder air around the ductwork, but the bright yellow sections are the points where that temperature air is escaping the ductwork. On the flip side, the dark black and purple areas, are in the range of 25-40 degrees. As you can see, portions of the space around the ductwork are certainly cold, but the leakage is significantly heating many areas around the ducts.

Separately, the grey number that you can see in each of these pictures is the ambient temperature of the air immediately around the ductwork (which on a cold day would normally be in the 30's, but as you can seem, is higher in these cases because of the hot air leaking out).

Thanks again Sean and I look forward to speaking closer to the end of the month to get this project on the books – but don't hesitate to call or email with any questions!

*Thanks again
Brian*

Sean Skally, Director of Administration and Finance

Membership Report for January 25, 2022

Membership as of Dec 2, 2022: 314

Additions: None

Drops: None

Membership as of January 23, 2023: 314

Respectfully submitted, **Beth Jaeger-Landis**

End of Reports

Personnel Policy Statement

PAY AND PAYROLL DEDUCTIONS

NEW:

The Unitarian Universalist Congregation of Charlottesville practices the values of our faith within our walls by prioritizing our staff compensation and providing access to high-quality benefits.

We are committed to offering our employees equitable and competitive wages and salaries commensurate with our resources, and our values as Unitarian Universalists – in particular, the values of equity, transparency, and economic justice. Our compensation policies and practices utilize the UUA salary recommendations, with a goal of ensuring all employees are receiving at least the minimum recommended salary and have reached the midpoint of the salary range after 5 years of experience.

Salary recommendations are developed every year by the Personnel Committee and Finance Committee utilizing UUA guidelines which include a Cost-of-Living raise when appropriate. The Finance Committee then works with the Board to develop a budget recommendation for Congregational approval.

REMOVE:

The Congregation strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. Pay adjustments will be considered for all employees once a year, with any adjustments effective at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Both starting salary and pay adjustments are developed by the Personnel Committee, with input from supervisors. The Finance Committee works with the Board to develop a budget recommendation, including salary figures for Congregational approval. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors, such as increases in the cost-of-living as well as changes to UUA salary recommendations.

FY 23-24 Budget Calendar

November/December 22

- Rev Tim and Kay discuss the process and budget vision, goals, and scenarios.
 - Completed

January 23

- FY 22-23 Mid-Year Financial Review
 - Sean is reviewing and correcting financial journal entries. Sean has prepared the budget comparison spreadsheets needed for budget preparation. A mid-year review is slated by the Finance Committee at the February meeting.
- Receive funding requests from ministry, staff, and committees – early Jan
 - Bev Ryan (Vice President) contacted all committees and groups asking for the budget requests. The majority have responded and the information was given to the Finance Committee. The Gardens and Grounds Committee and Buildings Committee are meeting with Sean and the requests will be finalized by the end of the month.
 - Senior staff has discussed funding requests and Sean will provide information to the Finance Committee.
- Receive salary and benefit requests from Personnel Committee – early Jan
 - Personnel Committee has completed the requests and met with the Finance Committee to review those requests. Sean is preparing information related to taxes and benefits related to the request.
- Budget Overview with Board of Trustees and Finance Committee – Vision, Values, Goals, and scenarios.
 - Finance Committee has reviewed and approved the Budget Calendar and Budget Assumptions/Priorities documents.

February

- Draft Budgets from FC– Senior staff review

March

- Pledge Drive

April

- Finance Committee prepares a final budget proposal
- BoT reviews the proposal, and approves a budget

May

- Zoom Meeting - Board Budget Presentations

Early June

- Congregational Meeting – Budget presentation, discussion, and vote (Tentative date June 11th)

July

- Dependent on congregational meeting outcome –If budget modifications are needed and 2nd Congregational Meeting is required to adopt the budget.

Budget Fiscal Year 23-24 Assumptions and Priorities

Mission to Action

We have a unique and exciting opportunity this year to bring our mission to action through the simultaneous work on Developmental Goal 1 (Vision and Mission) and the development of the budget for the next fiscal year. As we embark on conversations in the coming months to form a new mission statement, we have the opportunity to think about our budget, not from a place of austerity, but from a place of aspiration. We have the opportunity to align and grow our resources through engagement and embracing a mission that is meaningful to all – what a hopeful and energizing place that can be!

While we engage in this important mission dialogue and as we congruently develop our operating budget, let's also be mindful of our commitments to financial stability, fair pay for staff, and creating a balanced budget. It is helpful in the budget development process to discuss and recognize the financial assumptions, needs, and priorities of our congregation. The purpose of this document is to spearhead that conversation with the Finance Committee and Board of Trustees.

Budget Assumptions

- The national economic dynamics continue to influence potential revenue and expected expenditures. Inflation may increase costs and impact pledges and donations.
- COVID and other health trends will continue to impact our congregation, ministries, and finances into FY23-24. Hybrid services have become an important ministry to our congregation.
- The Board of Trustees and Ministry will continue to emphasize the Developmental Goals. The proposed budget should support this work.

- The need for building and grounds maintenance is increasing. A significant amount of work has been deferred over the past years.
- The cost of staff salaries and benefits is increasing.
- We will propose a balanced budget.

Funding Priorities

- Full funding of the salary and benefits for the Developmental Minister. FY 22-23 funding levels were for 11 months of employment.
- Fair pay and benefits for staff (considering the UUA recommendations).
- Support our ministries as they align with our mission.
- Increase funding for the maintenance of the buildings and grounds.
- Increase funding for the UUA Annual Program Fund.
- Reduce debt by making a payment on the no-interest loan.
- Increase reserve funds.
- Consider changing the Tech position from contractual services to a part-time position.

Prepared by: Kay Frazier, Treasurer