

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MINUTES
June 23, 2023

Meeting hosted in-person and 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 – Oncoming Board Members: Achsah Carrier and John Griffith

I. Opening - (20 mins)

- Opening and Closing Words: Chris
 - Reporter: Breck
 - Time Keeper: Kay
 - Process Observer: Renee
-
1. Opening Words -
 2. Check-In: one to two minute check-in:
 3. Community Time / Public Comment -
 4. Acceptance of Agenda

MOTION: Renee made the motion to accept the agenda.
The Board approved the agenda as written.

5. Written Correspondence (none)

II. Electronic Motions (1 minute)

1. Approval of the May minutes happened electronically.

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

- Goal 1 - 10 minutes:

Report from Mission Task Force about the Congregational Meeting Discussion and vote on the Mission Statement.

- Overall went well. Got feedback afterwards that people would have appreciated one more meeting before the vote to digest the mission statement. Overall, believe that we struck a healthy balance of inclusion, process, and decisiveness.
- Felt like the folks that conducted the meeting and discussion did a wonderful job keeping the meeting calm and respectful of all voices.
- In the end, it is the best outcome that we both have a good solution and that we know that it is not the end and that there is work to be done. Ultimately, this may be more productive than feeling like we “checked the box.”
- These mission statements should be redone and reconsidered every five years. This is part of a process not an end point.
- It was lovely and productive to be engaged throughout this process.

- Goal 3 - 10 minutes:

Includes follow up discussion on volunteering in the congregation.

- SSC Service Fair in September after Sunday service. Every group will be offered a table. Rev. Tim is working on organizing this. The service will be themed to get people fired up for the fair. Gives you a sense that there is a lot going on in the congregation.
- SSC will start tabling this coming Sunday to help center stewardship throughout the year. The rack cards and information sheets will be available.
- The Connection Table in the Social hall sponsored by Membership will start in August. Hoping to set up the SSC table next to it to create synergy.
- Stewardship Pew Rack Card has been printed and passed out in the pews!
- The Quarterly Stewardship Newsletter will come out on July 10th. There will be stories for each theme of caring, sharing, and giving.
- Thank you so much to Kay, Jude, Sandy and SSC for leadership and vision to execute this. It is going to help change the culture of generosity in this congregation.
- This is just the beginning. Hoping at the retreat we can explore this topic further.

BREAK AND GRATITUDE CARDS (5 min)

IV. Reports (20 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

- a. Asks everyone to think about the congregational meeting and if we should do anything differently in the future. Pam inherited the script and is thinking that for

the next congregational meeting would like to keep the format, but make it more informal and welcoming. If anyone has ideas, send Pam an email.

2. **Vice President's Report** (Written) - Beverly Ryan

- a. Personnel is taking the month of June off.

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

- a. End of the year is looking positive. Thanks to Sean for his work.

4. **Lead Minister's Report** - (Written) - Rev. Tim

- a. Wanted to elaborate on evolving the SAC relationship "from support to partnership" that he talks about in his report. Next church year, Rev. Tim would like to engage a few of the SAC folks to share about opportunities for us to engage aside from our congregation writing a check. The first Sunday in October will be focused on immigration in partnership with Sin Barras. The director will be there and be available for conversation after.
- b. We will not be doing this kind of partnership with all of our Social Action participants. People are invited to speak with Rev. Tim about this if they have questions.
- c. Partnerships are a wonderful way for us to engage with a broader, more diverse community.
- d. Rev. Tim is off for the month of July.
- e. The Environmental group is going to look for a hands-on, multi-generational activity for us to do together.
- f. A board member shared excitement for the idea that whoever does the Board Welcome at a Sunday service would hang out at the membership table ("Connection Table") afterward and welcome people.
- g. Could we [board members] offer up the Board Welcome slot every 3 Sundays to someone in the congregation to share about how they are leading or contributing (SSC etc.)? An opportunity to lift up all the great volunteers in this congregation.
- h. An idea to have a partnership fair and invite organizations to share about themselves with the congregations- may be similar to the SAC selection process.

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

- a. Rev. Leia shared a thank you for adding money to the Professional Development funds for her to go to GA.
- b. At the GA, the body voted to approve next year's study for the new article two wording. We will spend the next year talking about this and learning about it. Next year there will be a virtual GA and at it an up or down vote for the new wording. It was powerful to witness this year's vote.
- c. Recommend watching the Barry Street lecture. Plans to share more about this. It discusses how each of us are called to fight the facism that is evolving in our world.

- d. While at GA, Rev. Leia got to spend some time with Linda Olsen Peebles. This year was likely her last GA and she walked across the stage as a retiree.
 - e. A lot of rich learning and materials coming out of the GA. If you have never been to a GA, Rev. Leia urged the board and others to consider it. The year after next it will be in Baltimore.
 - f. Rev. Leia has been organizing faith development
 - i. The ASP group will be leaving on Sunday!
 - ii. Organizing Our Whole Lives training in Richmond. There is such a need for these training that we now plan, with the other 4 congregations, to offer training annually to answer this need.
 - g. Rev. Leia plans to go on 6-month sabbatical next Feb to the end of August.
 - h. The board expressed support for Rev. Leia taking this sabbatical and is sorry that it is so overdo. Our congregation benefits so much from everything that she does.
6. **Director of Administration and Finance Report** (Oral) - Sean Skally
- a. Drafted a letter to Commonwealth Glass (included in report) with UU Cville's lawyer and sent it this past week to facilitate the installation on four remaining doors from an order from two years ago. We have received a response from Commonwealth Glass that was apologetic, but no action on their part has been taken.
 - b. We have one more tree on our church grounds that needs to come down. Will be working with Kay from Gardens and Grounds to determine next steps on this.
7. **Membership Report** (Written) - Beth Jaeger-Landis
Membership stands at: 319
8. **Board Liaison Reports**
- Nom Committee: (Oral) Breck Gastinger
 - Nominating work is done! Thanks to all those who are stepping up or taking on continued roles. There will be an opening for the liaison to the nominating committee - there will be a new chair so this is an important time for the new liaison. It is a joy to do this work and not a huge lift.
 - Personnel Committee (Written) - Beverly Ryan
 - Communications Committee (Oral) - Steve Brecker
 - Steve's last meeting as liaison to the communications committee. We now have the chair of the committee on the board! Achsah agrees to be our new liaison.
 - Social media - haven't had reviews on Facebook in many years. Committee has begun to ask congregation members to write reviews.
 - Need to update google maps.
 - Developing a policy to prevent trolling on facebook. Ultimately, we need to be careful about who we accept into the group.

- Rev. Tim is in charge of the twitter account. This site was inactive before he got here, but now we have 60-70 more followers now since he got here. It hasn't been strategic, but more active.
- The public witness page on our website has not been updated for awhile and will be given thought to
- Developing a disclaimer statement to post alerting people to video recording inside the church since some folks do not wish to be recorded.

IV. Business (25 min)

- Beginning Strategic Plan Discussion (5 min) - Pam
 - What is the next step? Should we appoint a taskforce? How do we want to involve the congregation? What is the timeline? Pam invites everyone to think about this and it can be something to discuss further at the board retreat.
 - Breck is happy to supply experiences and material around the past strategic planning process in 2014 (the last strategic plan) and to act as a sounding board. Will package these resources to share.
 - Chris is happy to participate in the taskforce should we decide to create one. How involved is a minister in this process? You would want both ministers to be engaged and involved. If it was okay with the board, Rev. Tim would serve as a consultant or part of the team (has worked on two strategic plans in the last two congregations he has been a part of).
- Commonwealth Glass (10 min)
 - Discussion during DAF report.
 - **MOTION:** Kay made the motion to authorize pursuing litigation against Commonwealth Glass and authorizes Sean to use Glen Short Funds funds to do so. Steve seconded the motion.
 - The Board unanimously approves.
- Board Retreat Planning (5 min)
 - Will be held on September 9th, 2023
 - What kind of trainings would we like to have? I.e. How to look through financial reports, what are we looking at in these documents?
 - We had an incredible retreat this past year. The throughlines from the retreat have continued through the year.
 - Last year, a small group from the board and rev. Tim planned for the retreat. Rev. Tim volunteers again. Board members to consider volunteering to organize.
- Board Liaisons to Committees (5 min)
 - New Liaison to Communications Committee - Achsah Carrier
 - New Liaison to Nominating Committee - John Griffith

V. Ceremony for Transition of Board Members (30 min)

VI. Review Agenda Items for Next Meeting (5 min)

Agenda items for board retreat

VII. Closing Activities (5 min)

1. Process Review –

2. Things to do / communicate

- a. Reflect on congregational meeting and strategic plan. Breck to send resources for strategic planning.
- b. Consider volunteering for board retreat planning.

3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: July 13, 2023

Next UU Charlottesville Board Meeting: July 26, 2023

Reports to the Board

President's Report to the Board: June 2023

The Congregational Meeting was a huge success with getting so much done. We now have an excellent balanced budget for 2023/2024, we have great teams for our board, nominating and personnel committees, we updated the bylaws and we have a new mission statement. We can now turn our attention to developing a strategic plan to live into our mission statement. So many important ideas were raised in our Cottage Conversations, Congregational Conversation, and Board Meetings. Now, we need to develop a plan of action to focus our attention and resources.

The Mission/Purpose Task Force listed the following priorities as implicit in our new Mission:

- To work toward equity and justice in our own congregation and the larger world.
- To care for our planet and the interdependent web of existence.
- To welcome all people to a safe space for spiritual, emotional and intellectual growth.
- To value diverse beliefs, open-minded inquiry and a search for truth and meaning.
- To be especially intent on welcoming people who traditionally may not have felt safe and welcomed in our congregation and the larger community (people who identify as members of the LGBTQIA+ community, BIPOC individuals and other people who have been disempowered, disadvantaged, and disenfranchised)
- To be conscious of the needs of youth and young adults and also of how ageism impacts older adults.
- To care for each other with respect, non-judgment and compassion.

- To engage with partner organizations to serve the broader community.
- To become a more anti-racist congregation.
- To act courageously with compassion to bring love and kindness to creating a more equitable, just and peaceful world.
- All guided by our UU Principles.

I have been thinking about all the many things that we already do to support our congregational community and the larger community. I wonder how we can bring understanding that all these activities are UUCville so we can be recognized in the community for all our initiatives together. I wonder if we can develop greater recognition for all we do so that people will start thinking “There are those UUs again!”

I also notice that so many of the extremely valuable things we do help people (and the planet) suffering the downstream effects of upstream injustice. I wonder if UUCville might bring a unique perspective to working on the upstream problems that create so many problems. Surely our many messages of love, respect, open-minded inquiry, and the interdependent web of our planet could facilitate change and healing upstream.

I look forward to being a part of our next steps of Love in Action!

Submitted by, **Pam McIntire**, President

Vice President’s Report to the Board: June 2023

Personnel Committee: This month the Personnel Committee is welcoming new member Cathy Lawder. The committee is taking June off, and will resume in July when we can determine a day/time that works for all members.

Fundraising Events: Planning is underway for an August yard sale. Co-Chairs are Lorie Craddock and new member Ellie Syverud! Ellie comes to us with great yard sale experience and has hit the ground running. The Fall Auction will be on Friday, September 22 with online and in person bidding. Dates for the Spring Auction are pending.

Bylaws: The bylaws have been amended based on the vote of the Congregation on June 4, 2023. The document has been sent to Sean Skally, Sandy Brooks, Jude Bias, and Achsah Carrier for review and entry onto our website.

Respectfully, **Beverly Ryan**, Vice President

Treasurer’s Report to the Board: June 2023

Finance Committee

The Finance Committee approved using Buildings and Grounds Reserve Funds, not to exceed \$3,800, for tree removal, pruning, and stump grinding. This work was necessary to remove hazards. The Gardens and Grounds Committee received four quotes for the work and chose, in consultation with Sean, Stuarts Landscaping to perform the work.

The Committee also reviewed the end-of-May financial reports and had no significant concerns.

To review the Monthly Financial Dashboard use this link:

<https://uucharlottesville.org/financial-information/>

Year-End Projections (FY22-23)

The current year-end projection is that revenues will slightly exceed expenditures. The staff has held expenditures in check for the final months of the fiscal year.

On the revenue side:

- The Spring Auction was successful.
- Pledge donations are approaching the 95% mark. Efforts have been made to encourage the honoring of pledges for the fiscal year. Thanks to Rev Tim for his efforts.
- Building Rentals are exceeding the projections.
- Other fundraising and one-time donations are lagging projections.
- The Social Action Collections are at historical highs.

Submitted by: **Kay Frazier**, Treasurer

Lead Minister's Report to the Board: June 2023

I am very pleased to share my report with both the outgoing Board of Trustees and the incoming Board. I think this has been a very good year for the Board and our gatherings are always characterized by goodwill, listening, and problem-solving. And we always find time to laugh and smile! I am very grateful to Breck Gastinger and Steve Brecker for their service and am excited to welcome Achsah Carrier and John Griffith to the Board. I have no doubt that our work together in 2023-24 will be just as open, just as creative, and just as visionary. I am so excited to get started!

Vacation/Study Leave – Beginning July 1, I will be taking a combination of vacation and study leave for the entire month of July. Arrangements have been made for all the Sunday services in July. I will not be attending meetings, so I am not likely to be at the July board meeting. I have found that having this kind of sustained time away in July for rest and sabbath is essential for

my well-being and I want to thank the congregation for providing me with this opportunity. I can assure you that I will return in August rested, refreshed, and re-energized.

Social Action Collection Selection Process – I attended my first UUCville Social Action Collection selection event and I wanted to share how impressed I was with the process. It was well-organized, beautifully facilitated by Karen Prairie, and attended by far more UUCville members and community organization leaders than I expected. I just want to say that as we look at how our social justice work is organized and how we might be able to bring more focus and relevance to what we do, this is one process that needs no repair or improvement. I was impressed!

From Support to Partnership – Speaking of social action, one of my hopes/goals for the upcoming year is to explore ways we can move our work from that of supporting organizations with money to building mutual partnerships that enable us to provide both financial donations and more hands-on support through action and involvement. I have experience building these kinds of partnerships and feel they are the key to enabling our congregation to be a social justice leader in Charlottesville and beyond. The simple truth is that partnerships can help us build relationships, engage in service opportunities, and transcend the boundaries of privilege that so often keep religious communities writing checks rather than also doing the work themselves. We can't be a true ally and partner by paying others to do the work of social justice for us. Financial donations are essential, but we must also show up, speak out, and help when and where we are needed.

Membership – I welcomed two new members to the congregation on June 25 - Keith and Sammy McGlamery.

Environmental Ministry – We had a wonderful turn-out at our most recent environmental ministry meeting and agreed on two initiatives we want to launch this fall. One is a regular "Green Corner" in the newsletter and on the website that would contain suggestions and information about how to live more sustainably. We also learned about a section of a street in Charlottesville that the congregation used to clean up but hasn't in some years. I was recently contacted by someone in the neighborhood saying our section needed to be cleaned up. Apparently, there is also a sign saying this area is cared for by TJMC. The Environmental Group feels that this would be a great hands-on, multigenerational activity that we should revive. And also look into an updated sign!

Visitor/Connection Table – I may have already mentioned this in a previous report, but the Membership Committee has exciting plans to bring back a new and improved version of the Visitor/Connection Table every Sunday in the Social Hall. Rather than actually having a table with printed hand-outs, the plan is to equip the monitor in the social hall with a slideshow with information about the congregation and have 1-2 people standing there to greet new people and answer questions. And I have a thought for the Board to consider. So that the Membership Committee does not run short of volunteers, I think it would be fabulous for the board member who offers the greeting that Sunday during the service to hang out by the monitor during coffee hour. You would only need to stay for 20-30 minutes, and I think it would be a huge boost to the

membership committee to see that the board considers the ministry of welcoming to be part of its job as well.

Thank you again for a great year and, after a brief rest, I can't wait to get started on Year Two!

Respectfully Submitted, **Rev. Tim**, Lead Minister

Director of Administration and Finance's Report: June 2023

Finance

Finance Recap

	As of May 2023	As of May 2022
Total YTD Revenue	\$545,696.93	\$536,087.99
Total YTD Expenditures	\$525,175.90	\$483,423.22
NET OPERATING REVENUE	\$20,521.03	\$52,664.77

- Working on discrepancy between Breeze and QBO pledge info
- Working on overcharge for water for the main building
- Working on end of the fiscal year reports.

Financial Reports

- [Budget vs Actual YTD](#)
- [Budget vs Actual Full Year](#)
- [Statement of Activity](#)
- [Statement of Financial Position](#)
- [UUCEF Statement](#)

Administration

Safety & Security

- No Issues

Regulatory

- Will be re-submitting the 501(c)(3) paperwork this month.
- Will rotate out oldest paperwork (7 year history) for FY 22-23

Attendance

YEAR	2023	2022	2021	2020	2019	2018
Jan	175	91	194	288	208	265
Feb	153	94	183	154	229	208
Mar	129	120	179	100	205	238

April	112	131	158	175	199	258
May	160	135	123	182	191	207
June		132	118	112	170	139
July		110	98	105	137	135
Aug		134	107	137	165	136
Sept		128	83	107	215	250
Oct		160	60	92	116	161
Nov		159	99	134	214	202
Dec		141	84	146	161	169

Information Technology and Computers

- No issues

Personnel

- Input all new salaries and benefit changes to payroll as voted on during the June Congregational meeting.

Buildings and Facilities

- Porch repairs are still needing to be completed, building team working on quotes.
- Sign task force working on what to replace the marriage equality sign with.
- Looking into large water bill for two months. Will need to call a plumber.
- Working on collecting back payment from IMCC.

Repairs

- Repaired sink in bathroom near Summit 3
- Replaced bulbs in Minister's office

Glenn Short Trust and Commonwealth Glass

- Met with GSTC, and agreed to go to a lawyer for help.
- Contacted 4 law offices recommended by UUCville members and friends. Decided on Michie Hamlett law offices.
- David Thomas [drafted a letter](#) to CWG which was emailed and mailed to them.



MICHIEHAMLETT

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June 26, 2023

VIA U.S. MAIL and EMAIL

Brent Wright

Commonwealth Glass Company

1304 East Market St., Suite F

Charlottesville, VA 22902

comm.estimating@commonwealthglassco.com

Re: Unitarian Universalist Congregation of Charlottesville (formerly TJ Memorial Church)

Dear Mr. Wright:

I have been retained to represent the Unitarian Universalist Congregation of Charlottesville ("UUC") with respect to their contract with the Commonwealth Glass Company ("CGC"). So as not to belabor the point, over 3 years ago UUC signed a contract with CGC to replace several windows and 5 doors.

It has now been more than 2 years since you promised a "ship date of 7/12[/2021]," and that you would "install them as soon as they arrive." Although UUC has paid in full, 4 of the 5 doors have not been installed.

Accordingly, by the end of the week please provide a firm date for installation of the four remaining doors. For reference, these are:

- 3 interior storm doors (\$939)
- Remembrance garden door (\$1,300)
- Rugby Road doors (\$6,800)
- Main Entry door(s) (\$21,375)

The dollar figures are provided merely for reference from the invoice(s). Per the contract, CGC is obligated to provide and install these doors regardless of the current cost.

If we have not had a definite date from you by July 1, 2023, I will advise UUC that they should assume no response is forthcoming and proceed accordingly.

Sincerely,

David W. Thomas, Esq.

C: Client (via email)

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CHARLOTTESVILLE | ROANOKE

Sean Skally, Director of Administration and Finance

Membership as of **May 22, 2023**: 317

Additions:

Keith McGlamery

Sammy McGlamery

Drops:

Membership as of **June 25, 2023**: 319

Respectfully submitted, **Beth Jaeger-Landis**