

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

*Meeting hosted on Zoom at 6:30pm.*

<https://zoom.us/j/92527903540>

**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, Jimmy Gorham, Achsah Carrier, Chris Little, John Griffith, At-Large Members; Tim Temerson, Lead Minister

**Absent** – Rev. Leia Durland-Jones, Minister of Faith Development; Sean Skally, Director of Admin and Finance

**Guests** – None

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

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

1. Opening Words
2. Check-In: one to two minute check-in:
3. Community Time / Public Comment -
4. Acceptance of Agenda

**MOTION:** Pam made the motion to Accept the agenda

Motion was seconded by Bev

The Board approves the agenda as written

5. Written Correspondence

- a. Linda Dukes sent an email on 08/07 suggesting that the board initiate a survey to help understand what groups or organizations that congregants are a part of in the community (outside of UU C'ville). This could help with developing how our congregation partners in the community.
- b. Exec Committee discussed collecting information about members' involvement in organizations outside UU C'ville during the service fair - SSC will make a sheet that welcomes people to share information about their involvement and locate it at appropriate tables.

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

1. Approval of the July minutes happened electronically.

## **III. Developmental Goals Action Plans and Reports (5 min)**

Until the board retreat, there is not much to report.

Updates from SSC discussed later

## **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. Last month Marlene had asked if the board could initiate a congregation wide survey. In the last congregation survey process, it was decided that the congregation would survey itself every certain number of years.
  - b. The board decided it was not the right year to do this as we want to focus our effort on strategic planning and not spread ourselves or the congregation thin. Instead of a survey, the congregation will be engaged with a relationship building approach.
2. **Vice President's Report** (Written) - Beverly Ryan
  - a. Wanted to amend total money reported from the yard sale - failed to take into account the money in the cash box. The total is still being calculated, but it certainly was a financial and congregational success!
3. **Treasurer's Report** (Written) - Kay Frazier
4. **Lead Minister's Report** - (Written) - Rev. Tim
  - a. Exciting energy and growth in the environmental group and young adults group.
  - b. Asking the board to consider and plan for taking on another significant repair this year. A good idea to tackle one a year since we have a number that need attention (e.g. Parking lot and uneven pavers in the patio). Perhaps we should start a conversation with the Buildings and Grounds Committees to decide what

the priority should be. Will likely require some additional fundraising. Both projects have environmental impacts. Kay to talk to Buildings and Grounds Committees about priority projects for the year.

5. **Minister of Faith Development's Report** (None this Month) - Rev. Leia Durland-Jones
6. **Director of Administration and Finance Report** (Oral) - Sean Skally
  - a. Received word from Commonwealth Glass that they have ordered the doors and/or that they can refund our money. The Glen Short Committee would like to wash their hands of this multi-year frustration and is asking for a refund.
7. **Membership Report** (Written) - Beth Jaeger-Landis  
Membership stands at: 320
8. **Board Liaison Reports**
  - Nominating Committee: (No update) -John Griffith
  - Personnel Committee (Written) - Beverly Ryan
    - Oriented Cathy Lawder to Personnel and as a group went over the calendar for the year.
  - Communications Committee (Oral) - Achsah Carrier
    - Focused on Communication's Committee's concerns about the current public witness policy - see reflection submitted at end of reports.
  - A possible question of if the Membership Committee desires a liaison. Rev. Tim currently relays membership updates to the board, but if Membership feels they need a liaison, they can make a request to the board. Rev. Tim to relay.

#### **IV. Business (55 minutes)**

- **Board Greeting Update (Pam):** 5 min
  - Decided to pause this initiative. We would want to be very clear what we were asking a leader of a committee to do and keep to the time. Our objective to create more visibility for the organizational work that people are doing is a good one, but perhaps the 2 minute board slot is not ideal.
  - There are few opportunities for non-board members or worship leaders to be seen out in front of the congregation.
  - Tabling this for now, there is some discomfort with the board stepping in on service planning.
- **Strategic Plan Update:** 5 min
  - Will talk about this during the retreat when we have more time.
- **Retreat Planning:** 5 min

- Draft agenda was put together with desired outcomes in mind. Desired a board orientation, understanding the nuts and bolts of the board, building the muscle for the work, energizing ourselves, and building relationships.
- September 9th from 11-5pm
- Potluck lunch (bring a dish)
- Revisit developmental goals during the retreat (pre-work will be shared in an email)
- “Swimming Lessons” - where are we in being able to impact upstream and downstream issues?
  
- **Public Witness Background and Update (Bev): 10 min**
  - Policy is in Bev’s report.
  - This policy started forming in 2004 when Virginia was looking at a constitutional amendment banning gay marriage and the congregation wanted to make a public statement.
  - This was approved as an official policy in May 2005. It has been revised since (unclear changes made).
  - Many aspects of this policy are encumbering, for instance, the Social Justice Council is mostly concerned with social action collection right now, not a reviewing body. There is also no ministerial involvement in this process.
  - The Communications Committee is concerned that this policy was designed before the days of social media when things moved slower. They realize that many of the things that they post are not aligned with the policy.
  - Achshah, Rev. Tim, and Bev will look at this more deeply and will bring it back to the board when they are ready.
  
- **Process Map Update (Jimmy): 20 min**
  - Investigation into our financial processes was born from the desire to build confidence that our financial systems are working. Want to make sure pledges, etc. are being tracked correctly. It has been hugely valuable to invest time to investigate this.
  - Using the A3 process (from the Toyota company) - “A3” is the size paper used to perform the root cause analysis.
  - The Toyota way is to “think deeply” and the goal is no waste. We don’t want to be an organization that waste time redoing things, we want to spend time on our purpose.
  - Flipping the script - People are considered blameless, the process fails the people.
  - Important to know who the stakeholders are - an important part of the process is discussing this with all the people involved.
  - Problem recognition = Opportunity for improvement.
  - Keep asking “Why?” and it will eventually get you to the root cause.

- To start this at UU C'ville the team looked at the cash and check submission process and created a process map. In the past few weeks, Jimmy has gone to see how different parts of the process are played out by the different roles
- Also want to look at issues with how our online payments are processed. The team can learn from doing this initial investigation and apply the process to other situations.
- **Service Fair Board Table (Pam): 5 min**
  - Service Fair will have a Leadership table - would like to have a representative from the board. Renee will represent the board. Bev and John to reach out to their respective committees to join
- **Finance Committee Appointment (Kay): 5 min**
  - **Motion:** Kay made the motion that the Board of Trustees approves the appointment of Carol Saliba to the Finance Committee, effective September 1, 2023.
  - Chris seconded the motion.
  - The Board unanimously approves.

#### **V. Review Agenda Items for Next Meeting (5 min)**

Postponed till after the retreat

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

1. Process Review – Would like to have longer discussions for items that felt like needed more time.
2. Things to do / communicate
  - a. Kay to talk to Buildings and Grounds Committees about priority projects for the year
  - b. Rev. Tim to discuss with Membership Committee as to if they need a board liaison
  - c. Board Members to bring a potluck lunch dish to the Board retreat on 9/10
  - d. Achshah, Rev. Tim, and Bev will look into Public Witness Process
  - e. Bev and John to reach out to their respective committees to join the Leadership table at the service fair
3. Closing Words

#### **Dates to remember**

Next UU Charlottesville Executive Board Meeting: September 14, 2023

Next UU Charlottesville Board Meeting: September 27, 2023

*Minutes respectfully submitted,  
Hayley Owens, Board Secretary*

---

## **Reports to the Board**

### **President's Report to the Board: August 2023**

As the new school year begins, I feel like there is increasing energy to take a new look at the big picture of UUCville Congregational life. It is a time for taking a comprehensive look at all that we do, how we do it, and what else is important to begin.

We will have a board retreat on September 9 where we will examine our Developmental Goals and set goals for the board for this year. We will talk about the role of the board in effective governance, how the board listens to the congregation and how we set a course that represents our congregation at its best. As we think about the needs of our congregation and the needs of the larger community, we will be considering how UUCville can come together to be a part of healing and growth in the larger Charlottesville community. What are we passionate about and what perspective and skills do we bring?

This fall, the board will appoint a task force to develop a Strategic Plan for our path. The Strategic Plan Task Force will consider what was shared in our Cottage Conversations this spring and think about the many things we love about UUCville and about our dreams of how we can be even more.

A Service Fair will be held after Sunday Service on September 10. This fair will help us all to learn about the many UUCville groups that are doing amazing things and will also give us a chance to get even more involved. There will also be a chance for congregants to let us know about all the many environmental and social justice activities that we are involved in outside of congregational life.

Many years ago when I first joined UUCville and started volunteering, I had no idea of how it would not only change my life, but change me. At UUCville I have had the opportunity to do things I would never have thought I could do. I never thought I could lead children's religious education classes, advise youth, become a sexuality educator, be a part of a board, or talk in front of a large group. I have grown so much in ways I never envisioned. I have learned things I never knew I didn't know.

I greatly appreciate all the kindness and patience we have for each other so that we can try new things and stretch, without having to be perfect. I encourage us all to sign up for something new and see what growth is possible.

Submitted by, **Pam McIntire**, President

---

## **Vice President's Report to the Board: August 2023**

**Personnel Committee:** This month the Personnel Committee is meeting on Aug 21. We are welcoming new member Cathy Lawder to her first meeting and providing an orientation regarding the role of the committee.

**Fundraising Events:** The August yard sale was a big success. Co-Chairs Lorie Craddock and new member Ellie Syverud have done a great job organizing this. As of Sunday, the total income is \$6538, and we had budgeted for \$4500! There are still several payments pending. The Fall Auction will be on Friday, September 22 with online and in person bidding. We will be advertising for treasures and services. Dates for the Spring Auction are pending.

**Public Witness Policy (Policy VII.A.1)** The Board received feedback regarding our public witness policy, that it may be too cumbersome. The Public Witness Task Force was directed by the Board of Trustees in 2004 to create a process for public witness at UUCville. It was presented to the congregation on April 17, 2005; approved as official policy of the church by the Board at its May 2005 meeting; revised in July 2006; revised again in March 2008, and again in March of 2014.

This policy covers 4 different types of public witness:

- **Individual Public Witness:** Members, small groups, or committees attend anti-war rallies, marriage rights events, write letters to the editor. These acts of individual witness are a natural expression of our UU beliefs. The church forms an environment where like-minded individuals can find one another, band together and in the great tradition of Unitarian Universalism, form a committee or group.
- **Group Public Witness:** Members form groups to plan events, meetings, protests, letter writing campaigns to raise awareness within our church and the larger world of social, moral, and ethical issues.
  - Forming a group requires going before the Social Justice Council to request recommendations for forming itself into a working group.
  - The Social Justice Council advises the new group about the communication tools available within the congregation, written and spoken.
  - Once formed, when the group wishes to perform acts of public witness, they shall notify the Board of their intention. This is necessary when in public (newspaper, radio spots, banners in a march, etc.) the group identifies itself as "The Committee on XYZ of UUCville."
- **Congregational Public Witness of a Short-Term Nature:** Committees or groups wish to initiate a congregational response or action of an immediate and short-term nature (less than one month). Examples of situations in which a short-term display or action is indicated could include a display on church property in support of peace, or grief following a local or national act of violence in which silence is simply not consistent with our values.

- This type of public witness requires the group make its recommendation to the social justice council, which could vote for approval via email if urgent.
- The Social Justice Council then solicits approval of the Board for the action (may be done via email if urgent).
- On the first Sunday after Board approval a representative of the Social Justice council will engage the congregation in a congregational conversation. A petition will be presented at the congregational conversation in support of the action. 20% of the members must sign the petition in support of the action within the 24 hours following the conversation.
- The Social Action Council must ensure that the action is discontinued and/or the display removed within 30 days.
- Congregational Public Witness of a Long-Term Nature: In situations where the entire congregation feels compelled to speak as one, a long-term display or activity (more than one month in duration) may be appropriate. Examples might include displaying a banner in support of marriage rights, social justice, or changes in policy to reflect support for a global position. Committees or groups seeking acts of congregational public witness shall use the following process:
  - Process required for public displays on church property, or when we wish to speak as a whole church to the wider community.
  - Committee/group shall draft a plan for the action of public witness they seek to conduct. The plan shall be made publicly available and form the basis for discussion.
  - Committee/group shall make itself known to members through means such as bulletin boards, suggestion boxes and mailings. The communication tools must be effective: views not just expressed but heard.
  - The committee/group shall hold meetings with congregational members in small groups such as cottage meetings, standing committee meetings, and congregational conversations.
  - We will trust that honest discussions only build community. All discussions will enable everyone to express divergent views. Everyone will be made to feel welcome at the table and those leading the discussions will foster an environment that encourages us to learn from each other. They will let the issues be pursued, heard, and discussed throughout the church.
  - Next, the committee/group shall go to the Board with a petition signed by 10% of members to call two congregational meetings about the issue or put the action requested on the agenda of a regularly scheduled congregational meeting.
  - The first congregational meeting on the issue will be for informational purposes, allowing for the presentation of all sides of the issue in some suitable format. The vote shall be private, with ballots. A favorable vote of at least the majority of members present is required to move forward.
  - Finally, the Board will call a second congregational meeting for a final discussion and a vote. The vote shall be private, with ballots. A vote in favor of the resolution needs to be at least an 80% majority of those present.



- If the resolution passes, the committee/group shall perform the planned act of public witness, speaking for the church as a whole.
- The public witness action or display can be only discontinued or removed when the Social Justice Council recommends doing so to the Congregation at a duly called Congregational Meeting

Respectfully, **Beverly Ryan**, Vice President

---

#### **Treasurer's Report to the Board: August 2023**

##### **Finance Committee Notes – August Meeting**

The Finance Committee approved the use of Buildings and Grounds Reserve Funds to remove the locust tree in the Edgewood Lane Parking Lot. The cost will be \$950. The current balance in the Buildings and Grounds Reserve Fund is \$7,720.

##### **July Financial Reports**

As of the end of July 2023, revenues are exceeding expenditures by \$30,394. There are no unusual or noteworthy revenues or expenditures for the month. To view the monthly Financial Dashboard visit the webpage at <https://uucharlottesville.org/budget-information/>

##### **Finance Committee Appointment**

Carol Saliba volunteered to serve on the Finance Committee. Appointments to the Finance Committee require Board approval at the recommendation of the Treasurer.

**Recommended Motion:** The Board of Trustees approves the appointment of Carol Saliba to the Finance Committee, effective September 1, 2023.

Submitted by: **Kay Frazier**, Treasurer

---

#### **Lead Minister's Report to the Board: August 2023**

It is a joy to be back with you after a lovely month of rest and vacation in July. I had the chance to travel, see family, and to play some ping-pong. I can't begin to tell you how important it is for me to take sustained time off during the summer. What matters most to me is the time away from weekly sermon writing and worship preparation. Don't get me wrong – I love doing both. But when I'm planning worship week-in and week-out, my mind struggles to think beyond next Sunday's service and sermon. Having 4-6 Sundays off in a row allows me to have some mental space to rest and to do some bigger picture thinking about the congregation and the upcoming year. Thanks to the Board and the congregation for providing me with the time off and for the warm welcome you offered to the guests who filled the pulpit during the month of July.

I want to focus my report on the upcoming year and especially on all that will be going on this fall. I feel the good energy in the congregation and have been working hard to help our leaders and members translate that energy into ministries and programs.

**Service Fair** – I am over-the-moon with anticipation for the Service Fair on September 10. The Stewardship Service Committee (SSC) is doing a fabulous job with planning and coordination and Don Landis has done a great deal of organizational heavy lifting as he recovers from knee replacement surgery! I am also very pleased with how much energy and responsiveness Don is receiving from church leaders. The requests for table space are coming fast and furious and I fully expect we will have an overflowing Social Hall with tables spilling out onto the patio and/or in the hallways. My hope is that we will connect many members and friends with UUCville and enable the whole congregation to see just how active and vibrant we are.

**Environmental Ministry** – What a wonderful start this renewed ministry is off to! Ellie Syverud and Kim Grover are co-chairing and Ellie has put together a wonderful framework for organizing our work. The group is also looking to make a “big splash” this fall with a possible Rivanna River Clean-Up in September as well as other hands-on service opportunities. I’ve noticed that the group is starting to generate interest in the congregation, and some are emailing us with suggestions.

**Board Retreat** – I’m very glad to be on the team planning the board retreat, which will take place on Saturday, September 9 at Noon with an optional board member orientation session at 11am. We are putting together what I think will be an enlightening program that will set the table very nicely for moving into strategic planning.

**Membership** – We have welcomed three new members since our June Board meeting and I am very pleased to share that the Newcomer Circle held on August 13 was very crowded, including 6 young adults! The Membership Committee has also welcomed three new members (Christine Johnson, Sarafina Wipf, and Bob Brett) and has a number of new initiatives planned. The next New Members and Friends class will be held on Saturday, November 18.

**Connection Table** – The Connection Table for newcomers is due to launch on 8/20 and the Membership Committee has asked me to relay to the Board how much they would love for the Board greeter that Sunday to help staff the Connection Table. I also think this is a great idea because it shows the congregation that the ministry of welcoming belongs to all of us, not just the Membership Committee.

**Young Adults** – I have been meeting with Hayley Owens and Carissa Temerson to offer support for the growing Young Adult ministry. I think this group is poised to grow by leaps and bounds this year and I’m so glad the congregation approved a budget for them. I’ll also mention that the group is going to kick off the new church year with a gathering and meal at my house in Crozet. Thankfully, Carissa will be doing the cooking because Rev. Tim’s culinary skills would surely send all in attendance fleeing UUCville as fast as they can!

**LGBTQ+ Ministry** – I have also been working on getting a renewed LGBTQ+ ministry re-organized. We have had some good pieces in place in the past but I’m hoping to bring those and additional pieces together into a wide-ranging ministry. I recently had a very productive

conversation with Circe Strauss and am very pleased to share that Circe has agreed to co-teach a class called “Transforming Hearts’ with me this fall. The course was developed by UU Trans and non-binary folks who want to help Queer and Trans UUs feel at home in Unitarian Universalism and to empower congregations to create and hold spaces where people can be themselves. The class will begin in mid to late October. I am also pleased to share that we will be celebrating a Pride service on September 17, which will be a good lead-in to many of our folks attending CVille Pride in the afternoon. We hope to have a booth at CVille Pride and, assuming we do, I plan to work a shift and do some good ole fashioned UU evangelism!

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

## **Director of Administration and Finance’s Report: August 2023**

### **Finance**

#### **Finance Recap**

	<b>As of July 2023</b>	<b>As of July 2022</b>
Total Revenue	\$68,940.22	\$123,052.09
Total Expenditures	\$38,545.59	\$37,784.82
NET OPERATING REVENUE	\$30,394.63	\$85,267.27

- Working on OFI created by the A23 team

#### **Financial Reports**

- [Budget vs Actual YTD](#)
- [Statement of Activity](#)
- [Statement of Financial Position](#)
- UUCEF Statement -No report for July

### **Administration**

#### **Safety & Security**

- No Issues

#### **Regulatory**

- AFD Device checked by UVA team (They thought we were a part of UVA)

### **Attendance**

<b>YEAR</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Jan	152	91	194	288	208	265
Feb	153	94	183	154	229	208
Mar	129	120	179	100	205	238
April	159	131	158	175	199	258

May	137	135	123	182	191	207
June	124	132	118	112	170	139
July	108	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**

- Helped Rachel figure out sound issues with microphones
- Connected ambient mic to be able to hear congregation singing on Zoom
- Fixed laptop for RE

### **Personnel**

- No Issues

### **Buildings and Facilities**

- Black Locust to be removed Sept 15th
- Lights fixed in front of building
- Spoke with lawn care company about lower parking lot and lack of weed eating

### **Repairs**

- Replaced outdoor receptacle and weatherproof cover on outlet near remembrance garden/social hall

### **Glenn Short Trust and Commonwealth Glass**

- Met with Glenn Short and we have “accepted” the offer of reimbursement, but still planning on moving ahead with litigation.

**Sean Skally**, Director of Administration and Finance

---

### **Membership report for August 23, 2023**

Membership as of July 20, 2023: 319

Additions: Sarafina Wipf

Drops: none

Membership as of Aug 21, 2023: 320

Respectfully submitted, **Beth Jaeger-Landis**

---

### **Communications Committee: August 2023**

The Communications Committee has discussed our public witness policy several times, and we believe that it is too restrictive to meet our current communications needs. Most of the ideas that are a mainstay of Unitarian Universalism, including most of those enshrined in our 7 principals, have not been authorized by our public witness policy. Consequently our ministers, groups and committees may not speak out on these many topics in the name of UUCville without following the policy's arduous pre-approval process.

The Communications Committee is working hard to increase outreach on social media, and frankly this is impossible to do without ignoring our public witness policy. For example, we recently reposted something from the UU College of Social Justice headed "Our Hearts are with Maui" under the name Unitarian Universalist Congregation of Charlottesville. Technically this is not allowable. Our recent post in support of Buck Squad is probably not allowable either. Nor is most of what we post on Facebook, Instagram or Twitter.

Therefore, we request that a rethink of our Public Witness policy be included as one of the charges to the upcoming Strategic Plan task force. We need to be able to do outreach on behalf of the congregation without being in conflict with our policy.