In attendance –
Absent –
Guests –

I. Opening - (20 mins)
- Opening and Closing Words: Achsah
- Reporter: Kay
- Time Keeper: Chris
- Process Observer: Jimmy

Reporter To be done within a week of the board meeting. When you are the Board Reporter you can post your notes directly to the website with this link: http://uucharlottesville.org/post and someone from the communications team will review it and put it online. You can also send the text to communications@uucharlottesville.org and ask them to post to the website.

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

MOTION: *** made the motion to Accept the agenda
Motion was seconded by
The Board *** the agenda with changes.

5. Written Correspondence
   a. Oct. 1st email from Katherine Jenkins Djom included at the end of reports discussing the word “healing” as it pertains to our mission statement voted on at the last congregational meeting.

II. Electronic Motions (1 minute)
1. Approval of the *** minutes happened electronically.

BREAK AND GRATITUDE CARDS (5 min) - Please think of people the Board should recognize for their recent contributions to our church community.
IV. 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
3. Treasurer’s Report (Written) - Kay Frazier
4. Lead Minister’s Report - (Written) - Rev. Tim
5. Minister of Faith Development’s Report (Written) - Rev. Leia Durland-Jones
6. Director of Administration and Finance Report (Oral) - Sean Skally
7. Building Use Task Force: (Oral) - Member of Task Force Team
8. Membership Report (Written) - Beth Jaeger-Landis
   Membership stands at: *Number Forthcoming*
9. Board Liaison Reports
   - Nom Committee: (Oral) John Griffith
   - Personnel Committee (Written in VP Report) - Beverly Ryan
   - Communications Committee (Oral) - Achsah Carrier
   - Building Committee (Oral) - Hayley Owens

IV. Business (50 min)

- Summit House Porch Update (15 min) Hayley & Kay
- Strategic Plan Taskforce (15 min) Pam
- Appoint Taskforce Members and Charge the Taskforce in October
- Update on Commonwealth Glass (10 min) Sean
- Appoint Trustees to Bristol Fund (5 min) Kay
- Budget Calendar (5 min) Kay

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

VI. Closing Activities (5 min)

1. Process Review –
2. *Things to do / communicate*
3. Closing Words
Dates to remember
No November Board Meeting
Next UU Charlottesville Executive Board Meeting: Nov 30
Next UU Charlottesville Board Meeting: Dec 13

Reports to the Board

President’s Report to the Board: October 2023

So many important things are happening at UUCville these days.

The children and youth Religious Education program is off and running with a full set of adult advisors! Many thanks to all the volunteers and, especially, Rev Leia and Caroline, who make these valuable programs so amazing.

The Building and Grounds Committees have been meeting to set priorities and make plans to maintain our property. They determined that the top priority is to replace the rotting Summit House porch. As the porch deteriorates, it endangers the integrity of Summit House itself. The board affirmed that we want to move ahead with repairing the porch and the ramps.

UUCville has been supporting the Ebenezer Baptist Church partnership with local Black farmers by purchasing meat and produce directly from these farmers. Pastor Bates of EBC and Rev Tim will be exchanging pulpits one Sunday again this year. Thank you to everyone helping us continue to deepen our relationship with Pastor Bates and his congregation.

On October 1, our Sunday service welcomed guests from Sin Barreras (Without Barriers) who shared their extraordinary work with the Latinx community in Central Virginia. We hope to launch a partnership with Sin Barreras to support their inspiring vision.

This month, the Board will appoint a Strategic Plan Task Force and provide them with a formal charge for their work.

Several important considerations for the Task Force will be:

● Care and growth of our congregation.
● Continuing our commitment to building community within our congregation with transparency about our processes, welcoming newcomers and those who who are already here, valuing diverse leadership, and, of course, having fun together.
● Continuing our social and environmental action in the Charlottesville area.
● Considering action on the upstream causes of suffering in our community
● Working in partnership with other community organizations to take action for change.
● Uniting our congregation in living our mission, building community through love in action.
I am grateful to be a part of our UUCville community where so many people are working on behalf of love.

Submitted by, **Pam McIntire**, President

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**Vice President’s Report to the Board:** October 2023

**Personnel:** The UUA will have '24-'25 materials ready by the beginning of November and will include links in our November newsletter. Until then, here are a few things to note (per the UUA):

- Recommended salary ranges will increase 3% for all positions, job levels, and congregational sizes, in keeping with nonprofit salary structure trends.
- In adjusting salaries, keep in mind the Ruler Method, as described in our [Salary Process Guidance](#). (This document will be edited slightly for the upcoming cycle.)
- As a point of information, the 3rd quarter average Consumer Price Index change from '22 to '23 was 3.5%. This means that an employee needs roughly a 3.5% increase in pay to maintain their purchasing power over the past year.
- Some congregations are changing Geo Index. And we are adding a Geo Index 8, due to an increasing number of congregations in locations where wages are consistently well above 127% of the U.S. average. We expect it to take congregations more than one budget cycle to fully adjust to a higher Geo Index.
- Aside from updating the Recommended Salary Ranges and Geo Index Listing, we're making light edits to documents and pages, for the most part to reflect your suggestions.

Personnel committee will be reviewing the UUA salary and benefits guidelines at our November meeting.

**Committee Fall Survey:** I have sent the yearly updated committee and groups leadership to Communications for posting on the website.

**Covenant Groups:** We have 6 Covenant groups this year, and no Soul Matters groups.

**Public Witness Policy:** I will be making some edits to the policy with the help of the Policy Review Team. These should be ready for the December board meeting.

**Fundraising Events:** Auction news: I spoke with Amy McKnight from the Glen Allen Church in Mechanicsville, VA to learn how they have increased their auction earnings so dramatically. Their auction is starting November 4th, and she will share the catalogue with me. We are planning to meet after it is completed to get some helpful tips of how to use the Auctria auction site to its potential.
Respectfully Submitted by, Beverly Ryan, Vice President

Treasurer’s Report to the Board: October 2023

September Financial Reports

The FY 23-24 revenues and expenditures are tracking as projected. There are no notable exceptions in the line items. Revenues are exceeding expenditures for the year.

Budget Calendar

For review and discussion, the draft FY 24-25 Budget Development Calendar is included in the report. Noted changes and additions from last year - In continued efforts for collaboration and transparency, a December budget kickoff meeting of key Board members, Finance and Personnel Committee chairs, and senior staff has been added to the calendar. All members of the Board and committees are welcome to attend. The goal of the meeting is to review the calendar and to collectively establish the vision, goals, and assumptions for the upcoming year. Also, the requests from senior staff and personnel committee have been moved forward so that the Finance Committee can complete a more informed first draft of the budget before the pledge drive.

Roger Pattrel Bristol Trust

The Roger Pattrel Bristol Trust was established in 1975 by Ruth Bristol to “defray expenses arising out of the maintenance or improvements of the real or personal property” of the church. The fund's assets are fully invested in UUCville Member Bonds, with a value of $62,077. The Bristol Trust is administered by trustees appointed by the Board of Trustees. Only the earned interest can be spent each calendar year and the Bristol Trustees must approve the use of the funds for projects. Stephanie Lowenhaupt and Ned Michie served as Trustees of the fund for many years and have stepped down from their position. Bev Gorham and Stan Walker agreed to place their names forward for Board approval as new Trustees. The original charter also states that the Treasurer will serve as a Trustee.


Summit House Porch

Hayley Owens, liaison to the Buildings Committee, will brief the Board on the scope of work and status of the Summit House porch project. The Finance Committee endorsed the proposed funding strategy. Use of the Endowment Fund requires Board approval and use of the Bristol Fund requires Bristol Fund Trustees approval.

The funding proposal is as follows:
Capital Reserve - $10,000 funded through net revenue from FY 22-23
Bristol Fund - $3,250 requires approval from Bristol Fund Trustees
Endowment - $15,000 requires Board approval
Minister's Discretionary Fund (moved to Capital Reserve) - $2,000
Fundraising - $3,000

Total $33,250

Any funding needed above the proposed budgeted amount will need to be added to the fundraising goal.
If the project comes in under budget funds will be returned to the Endowment.

The By-Laws allow the use of up to 5% of the Endowment Fund for capital and maintenance projects. The balance of the Endowment Fund, as of the end of September, is $490,575.

A word regarding the use of the Minister's Discretionary Fund for a capital project. The Ministry Discretionary Fund is healthy, with a strong balance, and is growing. In addition to the regular donations to the fund, the ministry is receiving donations from congregants and congregants' families for services celebrating and honoring life's journeys. Currently, the fund balance exceeds the needs of the ministers to meet the needs of the congregation and the larger community. Rev. Tim is interested in utilizing the excess funds to meet other needs of the congregation, most notably funding the Capital Reserve Fund. Maintaining our campus in good condition is fundamental and necessary to provide services for congregants and their families.

Rev Tim and I discussed the following guidelines for using Minister Discretionary Funds for this purpose.

Guidelines:
Services celebrating and honoring life’s journeys, such as weddings and memorial services, are provided at no cost to member congregants. On occasion, a congregant or their family may want to donate to the church for the service. Such donations are often made to the Minister’s Discretionary Fund. **At the sole discretion of the Ministers, these donations may be moved to a newly established Capital Reserve Fund.** The monies will be encumbered in the Capital Reserve account to be utilized with the approval of the Board of Trustees with a recommendation from the Finance Committee.

**Proposed Motion:** The Board of Trustees approves the use of $15,000 from the Endowment Fund and $12,000 from the Capital Reserve Fund to fund the improvements and repairs to the Summit House porch and ramps, effective immediately.

Submitted by: **Kay Frazier**, Treasurer
# FY 24-25 Budget Calendar

**December 23**

- Senior Staff discusses goals and priorities for ministries and congregation.
- DAF identifies potential line-item operational changes - increases and decreases.
- Joint meeting with Senior staff, representatives of the Board, Personnel Committee, and Finance Committee to discuss vision, goals, assumptions, and priorities for upcoming budget preparation.

**January 24**

- Receive funding requests from ministry, staff, and committees (Vice President) – early Jan
- Receive priority recommendations and changes in benefit costs from the Personnel Committee – early Jan
- Budget Overview with Board of Trustees and Finance Committee – Vision, Values, Goals, and Scenarios
- The Finance Committee prepares 1st Draft of the budget, identifying questions and information needed to prepare the proposed budget. Draft budget informs Pledge Drive.

**February**

- Early work on Pledge Drive.
- Budget information and Pledge Drive communications begin.

**March**

- Pledge Drive

**April**

- Finance Committee prepares a final balanced budget proposal, in consultation with Rev Tim.
- Board reviews the budget proposal, and approves a budget.

**May**
### Lead Developmental Minister’s Report to the Board: October 2023

I’m very pleased to share a few thoughts about where we are in our shared ministry.

Let me begin by saying how well I think things are going and how hopeful I am for your future. I continue to marvel at the skill and dedication of so many leaders and volunteers in our congregation and I really believe that if we can continue working together to celebrate our many gifts and to bring them together into meaningful ministries, the sky is the limit for the UU Congregation of Charlottesville. That doesn’t mean there won’t be mistakes or missteps along the way. But I believe that as long as we continue to be mission and ministry-driven, with our energy directed at living Unitarian Universalism to the fullest extent possible, UUCville will be known as a community that leads with love and that is always striving to put that love into action.

I want to commend the Board for committing us to strategic planning this year. One of the biggest challenges any organization faces but especially volunteer-centered organizations like a congregation is FOCUS!!! It is so easy to get side-tracked and to try to do everything. There are so many good ideas, so many creative, smart people in our congregation and in Unitarian Universalism. It is so tempting to try and follow up on every idea that is suggested because congregations have a hard time saying “No” and remembering that living a mission requires doing a few things well rather than trying to do everything. That is precisely why a strategic plan is essential. The plan will establish a baseline from which we can develop and deepen our ministries with focus and effectiveness.

Turning now to some specific happenings, I’ve been delighted to see how open and thoughtful our congregation across a wide number of areas and programs.

<table>
<thead>
<tr>
<th>Informational Sessions – Zoom and in person.</th>
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<tr>
<td>Early June</td>
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<tr>
<td>Congregational Meeting – Budget presentation, discussion, and vote</td>
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<tr>
<td>July</td>
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<tr>
<td>Dependent on congregational meeting outcome –If budget modifications are needed a 2nd Congregational Meeting is required to adopt the budget.</td>
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</table>
On October 15 we held a conversation after the service about the proposed revisions to Article II of the UUA by-laws, which include the current Seven UU principles. I confess I didn’t do a great job during the sermon laying the groundwork for the discussion (although Tori Goodloe and Liam Little were fabulous during the Time For All Ages) but what a rich and insightful discussion it was! Folks asked about the context and background of the proposed language and I was especially touched when Shannon Garrett-Redmond discussed how meaningful the commitment to action and accountability in the Article II revision is to her and her family.

I’ve also been pleased with the response from the congregation to Ebenezer Baptist Church’s Black Farmer Initiative. I’m not sure how many orders our members and friends have placed but I have received a great deal of positive feedback about our participation in this effort (including from some UUCville vegetarians!) and I also know that Pastor Bates and our friends at Ebenezer appreciate our involvement.

Finally, Circe Strauss and I are about to begin teaching a course called “Trans Inclusion in UU Congregations” and I am so very impressed that 19 people have signed up for the class. I think those numbers show that people are eager to learn and to grow so that our congregation can be more welcoming and more loving for all people! Way to go UUCville!

Some of you have asked about the follow-up to the service we did with Sin Barreras back on October 1. My hope is to convene a conversation this week or next that explores specific ways we can offer support. While the conversation after the service on October 1 was a good beginning, we need to get specific. Of course, I don’t know if our relationship with Sin Barreras will develop into a wide-ranging partnership. That remains to be seen. But I am very pleased that so many in our congregation are excited about building partnerships of solidarity and friendship.

On a personal note, I’m very grateful to Rev. Leia and our staff for giving me time to see my granddaughter last week and below is a little slice of heaven!
Minister of Faith Development’s Report: October 2023

**Sunday Programming**
Our Sunday morning worship and faith development is humming along with active participation from infants through senior high youth.

Highlights include:

The restart of the children’s choir. I have been partnering with our Director of Music, Scott DeVeaux, to rebuild our children’s music program at church. Children sang “This Pretty Planet” with the adult choir on Sunday October 22. What a joy to have a *multigenerational choir*. Truly for me, a dream come true. And a wonderful way to embody beloved community. I am thrilled that Debby Norton has agreed to assist Scott in leading the Children’s Choir. Debby is a professional educator and music educator and brings a wealth of skills and ideas to this endeavor. We are striving to include children of all ages in the choir—so having ways that youth as well as 3-year-olds can participate is a challenge. It is such a wonderful thing to see our children’s choir coming together.

Our “Growing Anti-Racist UUs” program for Kindergarten through 7th grades is going very well. It is such an important time for us to be engaging with this material and helping our children understand more fully how to be in the world with thoughtfulness, understanding, compassion and empathy. With curricula under attack in our public schools, our commitment to growing anti-racist UUs is important and true faith development!

We have had several Sundays of Children’s Worship where our Kindergarten through 7th grade attend service together in the Church Parlor following the first twenty minutes in the sanctuary. This is a wonderful opportunity for deeper sharing between the children of their joys and sorrows and the chance to develop a nuanced UU identity through learning about the Rainbow Chalice and our UU Values. Our rituals in Children’s Worship include lighting the chalice, sharing joys and sorrows, a story or theme to explore, offertory, music and singing, and an activity. On Sunday October 22, the children created, with the help of David Heins, a terrarium that will be in the church parlor as our reminder of the interconnected web of life and add some of beauty and meaning to the parlor as our meeting space.

Our 7-9th grade Our Whole Lives class had our first in person overnight lock-in since the pandemic! WOW!

YRUU (our senior high youth group) is robust with gatherings on Sunday mornings as well as other times. The group had a cookout and firepit at the Jaeger-Landis home earlier this month. On Sunday October 22, they each carved jack-o-lanterns in preparation for Halloween.
Sunday “Second Hour” continues to be an important component to Sunday mornings for families with childcare provided on the playground from 12:30-1:30/2PM (depending on need.) This allows for parents to attend newcomer sessions, committee meetings, the restarting UU Parents Group, and to just meet and talk with other parents.

**Ongoing Efforts**
I am continuing to work on launching a meet up for parents with young children hosted in our nursery space so that parents can connect with each other while their children play.

**Adult Faith Development**
Several of our AFD classes this semester have wrapped up. Classes that continue to be open include:

- **Body**: Afro Flow Yoga, Tai Chi, Kundalini Yoga
- **Spirit**: Spirituality Book Group, Creativity Salon

**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.

**Building Use & Task Force**
The task force has been meeting to address thoughts and concerns about safety protocols for the coming winter months.

**Professional Development**
It was wonderful to travel (my first time flying in 3 years!) to the annual Fall Conference of the Liberal Religious Educators Association held this month in Milwaukee, Wisconsin. Programming included sessions on incorporating music and singing into RE programs, “Racism 301: A Deeper Dive into Anti-Racism Work” with Reggie Jackson, Co-Founder, Nurturing Diversity Partners, a visit to the American Black Holocaust Museum [https://www.abhmuseum.org/](https://www.abhmuseum.org/) and a session on Trans Justice and Resilience with Alex Kapitan, Co-Leader, Transforming Hearts Collective. It was a packed conference and I’m so glad I was able to attend. Thank you for your support for my ongoing professional development.

I was pleased to be asked to co-lead the UUA's continuing education Renaissance Module on “UU Identity” at the end of Fall Con. I always enjoy teaching in this capacity.

I am meeting in the coming weeks with members of the Sabbatical Task Force to continue working on getting things in place for my time away from the end of February through end of August 2024.
On the night of our Board meeting, I have a previous commitment and will not be able to join you. I am teaching the Family Ministry Training Course (online) for the UUA. I am sorry for the time conflict as I would like to be in both places at once. I am so pleased that this class (that I co-wrote for the UUA) continues to be used as one of our denomination’s trainings. It is important work to get out into the wider Association.

Please reach out with any questions or concerns.

In faith and with love, Rev. Leia, Minister of Faith Development

Director of Administration and Finance’s Report: October 2023

Statement of Activity
Statement of Financial Position
Budget Vs Actuals July through September
Budget Vs Actuals entire year overview
UUCEF September Statement

Sean Skally, Director of Administration and Finance

Membership Report for October 25, 2023 (Forthcoming)
Membership as of _____: _____
Additions:
Drops:
Membership as of _____: _____

Respectfully submitted, Beth Jaeger-Landis

October 1, 2023

Greetings Pam & Chris,

I was hoping to raise again the topic of adding the word "healing" to our Mission Statement, building on comments I made and others supported during the Mission Statement writing process as well as conversations I had with Pam and Chris at the time.

I hope you all are well and that the Board had a good meeting the other night. I logged on in the beginning but then had to leave to take a call from a family member who is overseas.
I am advocating for "healing" because the word 1) indicates that we, as a community within the wider society, and as individuals therein value healing, and 2) acknowledges that we have things to heal from, individually and as a collective.

"Healing" accomplishes this without getting mired in potentially divisive debates about what and how to heal, and which might come along with more direct words, like "colonization" or "decolonization", "chattel slavery" or "reparations", "heterocispatriarchy" and "transphobia" or the late bell hooks' framework "imperialist white supremacist capitalist patriarchy".

Perhaps one day we as a congregation may be able to collectively discern and agree upon what words to use other than healing, but in the meantime UUCC's commitment to healing is clear, given elements of regular shared practice and recent momentous decisions: the decision to change the name of the congregation (formerly named for enslaver Thomas Jefferson); our Land Acknowledgement; donation to and support of transformative social justice organizations, like the B.U.C.K. Squad; Rev Tim's recent homily addressing transphobia and promoting a related course being offered at UUCC; etc.

This past week I sat in a presentation about community service organizations in my county, including one formed of various Christian congregations in the county. The organization's representative explained about their activities which largely center around providing gifts for Christmas to children and families in need. When it was time for Q&A, I spoke about IMPACT's work, and asked if the organization had ever discussed or entertained similar efforts; "no" was the apparently disinterested, monosyllabic response I received. I wasn't necessarily surprised but I was disappointed. Like our congregation, this Christian organization is committed to showing love to neighbors; but their love apparently stops at charity whereas ours stretches into the realm of healing.

If our actions and practices reflect a commitment to healing, why not claim that?... particularly when we are living in a time when many are still oblivious to how imperative it is or, worse, are making efforts not only to deny the need for healing, but to cause further harm.

It's true, sometimes healing is difficult: in the classic sense of the word, it can look like drinking our bitters, or finding motivation to do exercises which feel strenuous in the moment but lead to restoration and strength, or finding a safe place to feel clean pain and cry cleansing tears so we can release trauma built up in our bodies over a lifetime and/or the many lifetimes that preceded it. In the congregational sense, it can also look like engaging in vulnerable or challenging conversations, and standing on the side of love - even, at times, when that can seem scary.

We say we stand on the side of love and we have a practice of radical hospitality; I am not trying to take on the UUA's catch phrase but if love is an action verb, I think healing reflects it far better than standing. And are we inviting others to stand around, or give out charity gifts while the circumstances necessitating charity remain unchallenged and changed? Or are we inviting them into the active and shared practice of healing?

To conclude, if my words have not persuaded you, I ask you alternatively to consider the cost of not healing, and of not naming that that is what we are - and indeed should be - doing?

Below, see one possibility for including the word healing in our Mission Statement.
Thank you for reading, 
Katherine Jenkins Djom