

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES DRAFT MINUTES
September 27, 2023

Meeting hosted on Zoom from 6:30-8:30pm.

Join us on Zoom here:

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

Absent –

Guests – Steven Blair, Lorie Craddock, Elizabeth Breeden

I. Opening - (20 mins)

- Opening and Closing Words: John
- Reporter: Renee
- Time Keeper: Bev
- Process Observer: Chris

1. Opening Words
2. Check-In: one to two minute check-in
3. Community Time / Public Comment -
 - a. Steven Blair shared that the Marriage Equality banner at the front of the congregation has patches on it and looks shabby. Would like to see it renewed.
4. Acceptance of Agenda

MOTION: Pam made the motion to Accept the agenda
The Board unanimously accepts the agenda as written.

5. Written Correspondence (none)

II. Electronic Motions (1 minute)

1. Approval of the August minutes happened electronically.

III. Business Part I (10 min)

- Capital Improvement Project Priorities (10 min)

Elisabeth Breeden and Lori Cradock.

Written Report included at end of Reports

- There are many projects to take care of for our buildings and grounds. The separate Buildings and Grounds Committees met and prioritized the top three projects. The main project is the rotting Summit House porch floorboards and shifting foundation. This is an urgent issue as further deterioration may cause water damage to the building.
- To address the Summit House repairs the Buildings Committee has solicited three bids. There are two projects within this:
 - 1) Replacing the porch boards and repairing the porch foundation and
 - 1a) repairing the ramps currently connecting the upper parking lot to the porch and down to the social hall.
 - There is a question of whether we want to rework the ramps to go directly from the parking lot to the social hall since the current ramp from social hall to summit house is too steep to be ADA compliant. The route cutting across the grass is favored by congregants - many people typically cut across the grass to the parking lot - and could be formalized with a sidewalk ramp that is a lower slope and bypasses the Summit Hall porch. The committee would like the board to consider whether to make a new path or keep (and repair) the route connected to the porch.
- The three bids that have been solicited by the committee are from commercial contractors and include the porch boards, foundation repair and attached ramps. Two of the contractors, Nola and Abrahams, are large contractors in Charlottesville and one, Buck Clark, is an independent contractor. The independent contractor's bid was more affordable at an estimated \$30,000 for the porch. Both Nola and Abrahams charge \$5,000 to do a detailed estimate, which is ultimately applied towards construction. However, Abrahams tentatively estimated \$50,000. All of our bids are good for 30 days.
- Other projects include the slate walkway around the social hall to the playground and garden. The slate pavers are uneven because of tree roots and they are slippery. The committee thought to bundle this project with the other walkways, like a new walk to the upper lot. Quick fixes could include buying gravel at \$500 and could try to sell the slate.
- Additionally, we need some tree work done - there is an Ash tree that needs attention and other trees need dead wood removed.

- **MOTION:** Kay made the motion that the board affirms that we want to move ahead with repairing the porch and the ramps and asks the committee to pursue the idea of the walk down to the social hall. The committee should work with the Finance Committee to look at sources of funding for this project.
- Renee seconds the motion.
- The board unanimously approves.

- This porch project would not use a capital campaign to fundraise - a capital campaign is bigger than what we have here and includes a vision about the future. To fund the porch project we would have an isolated fundraising effort while the congregation explores organizing a larger capital campaign in the future.

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
2. **Vice President's Report** (Written) - Beverly Ryan
3. **Treasurer's Report** (Written) - Kay Frazier
4. **Lead Minister's Report** - (Written) - Rev. Tim
 - a. Reached out to the pastor of Ebenezer Baptist Church to find out how we can support them as we build a partnership with their community. Our congregation has been invited to support by purchasing produce from local Black farmers. Rev. Tim to share more with the congregation by email.
5. **Minister of Faith Development's Report** (Written) - Rev. Leia Durland-Jones
 - a. The Building Use Taskforce met last night as they want to be prepared for the winter when Covid may spike again. The Taskforce will have some ideas to share before the next board meeting but wants to be proactive instead of reactive when it comes to public safety.
6. **Director of Administration and Finance Report** (Written) - Sean Skally
 - a. Would like to formalize the Buildings Committee and requests a board liaison for the Committee which meets every three months, mostly conducts business over email. Hayley will fill this role as a liaison to the board.
7. **Membership Report** (Written) - Beth Jaeger-Landis
Membership stands at: 320

8. Board Liaison Reports

- Nom Committee: (Oral) John Griffith
 - The Nominating Committee met and started getting going for the year.
- Personnel Committee (Oral) - Beverly Ryan
 - Getting ready to get busy in the next few months
- Communications Committee (Oral) - Achsah Carrier
 - Spent the last meeting talking about T-shirts. Plans to start selling them around November.

IV. Business Part II (60 min)

- **Signage Overage (10 min) Kay**
 - *Background in Treasurer's Report*
 - The Marriage Equality banner is really important, and we need to address it, but it could be a separate fundraising effort.
 - **MOTION:** Kay made the motion for the Board of Trustees to approve the establishment of a Capital Improvement Fund reserve account, effective October 1, 2023. Monies from the New Sign account shall be moved to the new account.
 - John seconds the motion.
 - The Board unanimously approves the motion.
- **Follow-up from Retreat (10 min) - Jimmy and Renee**
 - Should the Stewardship Steering Committee (SSC) continue this year? The SSC was an initiative that started last year as a test to see if it would be useful for our congregation. Many comments from the retreat were positive and appreciative for the work of this committee.
 - **MOTION:** Jimmy made the motion for the Board of Trustees to approve the continuation of the Stewardship Steering Committee, as currently staffed (Rev. Tim, Kay Frazier, Jimmy Gorham, Don Landis, Sandy Brooks, Ann Salamini).
 - Kay seconded the motion.
 - The Board unanimously approves the motion.
 - n.b.: It is expected that the SSC will soon begin to develop specific terms for its various members, with staggered replacement plans, in order to achieve continuity. The SSC will return to the Board at a future meeting with a specific plan, for the Board's approval.
 - Board Stories: "3 to 5 years from now..."  UUCville BOT 2023 retreat stories
 - Post-It Note Aggregation:  Board Retreat Sticky Notes.xlsx
- **Strategic Plan Taskforce (30 min)**

- Discuss Potential Nominees and Charge for Taskforce. The board will appoint Taskforce Members and Charge the Taskforce in October.
 - Ellie Sylverud and Steven Blair from the congregation expressed interest.
 - Pam, Chris, Achsah, and John from the Board would like to be involved.
 - Rev. Tim is interested in helping craft a draft of a charge with Chris and John.
 - Six is a good number for the task force but it is critical to be sensitive to diversity in multiple dimensions.
- **Public Witness Policy Update (10 min)** Rev. Tim and Achsah
 - Met and discussed this and will start to put together some modifications to apply to social media and generally make the policy to be more user friendly. Plan to have some recommendations by October.

VI. Closing Activities (5 min)

1. Process Review –
 - a. Highlighted the adaptability of the folks in our meeting. As we were running low on time, Rev. Tim and Rev. Leia brought pragmatism and grace to give time back.
2. Things to do / communicate
 - a. Finance committee and building and grounds will coordinate porch plan
 - b. Sean to add Hayley to the Building Committee
 - c. Rev. Tim, Chris and John to draft Charge for Strategic Plan Taskforce.
3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: October 12, 2023

Next UU Charlottesville Board Meeting: October 25, 2023

*Minutes Respectfully Submitted,
Hayley Owens, Secretary*

Reports to the Board

President's Report to the Board: September 2023

At our Board Retreat in September, I started to see how our strategic plan can lead to an even stronger Social and Environmental Justice movement in our congregation. Rev Tim explained how groups can move to working on the upstream causes of suffering and injustice while continuing to work on the downstream effects of injustice. Through increasing education and

awareness, engaging in service, and directly witnessing the effects of injustice, we can develop understanding and passion for larger scale action on behalf of justice. UUCville is already an energized partner with many other community groups and we hope to expand our commitment to Love in Action.

To further deepen our vision for UUCville, Kay Frazier, Jimmy Gorham, and Renee Brett led us in a moving exercise where we explored our hopes for our congregation and where we see we could be in 3 to 5 years. It was fascinating to witness all the passion we have for UUCville and how much our visions overlap (though being UUs, we also had many divergent creative ideas!).

We also talked about our progress on our Developmental Ministry goals and found that we have accomplished a lot. So much is going on, I cannot list it all, but here are a few highlights.

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.

At our Congregational Meeting on June 4, 2023, we approved a new Mission Statement:

The UU Congregation of Charlottesville
builds community through love in action.

Together we cultivate a safe and welcoming place for all.

Together we nurture mind, heart, body, and spirit.

Together we work for equity, justice, and peace for all people and the planet.

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.

We are active on many fronts for this goal within UUCville and in the larger community. The Membership Committee has a Connection Table on Sundays (and would like board members to be there - especially the welcomer each Sunday). We have had community building activities including the Service Fair, the Auction, Adult RE classes, discussion groups, Covenant Groups, Adult RE classes, and Newcomers Circle monthly meetings. We participate in many social action projects in the community including IMPACT, PACEM, the Friday Food Pantry, the Soup Kitchen (at the Haven), the Appalachia Service Project, the UUCville Ministry for Earth Committee's Rivanna Conservation Alliance's River Round Up and many more. We had a booth at Charlottesville PRIDE again this year. Our Young Adult group is active and growing. In fact, there are so many groups and service projects, I hesitate to list them, knowing I have missed so many.

Goal 3: We want to strengthen our Stewardship Ministry to manifest passionate support of our mission with time, wisdom, and finances.

Our Board Treasurer, Kay Frazier, our DAF, Sean Skally, our Finance Committee and our Stewardship Service Committee have made huge strides in helping us understand and support stewardship of our financial, grounds and human resources.

Goal 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.

Our Communications Committee has taken our website to a whole new level with updated information on all fronts, great pictures and a warmth that reflects our community feeling.

I see transparency in all aspects of church life from the financial reports posted online, to emails and texts letting us know about important activities, to numerous opportunities to be together and share our experiences.

I feel a new energy throughout the congregation and I am excited to see where it takes us.

Submitted by, **Pam McIntire**, President

Vice President's Report to the Board: September 2023

Personnel: Personnel committee met and reviewed the yearly calendar.

Committee fall survey: I have sent out requests to committees and groups for updates as to leadership and active status. This information will be shared with Communications for website updates.

Covenant Groups: Covenant groups are currently being formed. Registrations are being taken on-line.

Public Witness Policy: Achsah and I are meeting with Rev. Tim on September 26 to discuss our public witness policy and possible updates and changes that we can make.

Fundraising Events: The Fall Auction was held on Sunday, September 24 with online and in person bidding. The Auction team will be meeting to review our process, income, and if any changes needed to increase bids and sales. The Auction website that we use is Auctria. I recently attended a zoom meeting that targeted ways to increase visibility and earnings. A representative from the Glen Allen Church in Mechanicsville, VA shared some ways that they have increased fund-raising. They are a smaller church of 182- last year they topped \$28,000! Kay Frazier and I are talking about a possible road trip! Their big auction of the year is in early November every year. More to come.

Submitted by, **Beverly Ryan**, Vice President

Treasurer's Report to the Board: September 2023

August Financial Reports

As of the end of August 2023, revenues are exceeding expenditures by? The only noteworthy expenditures for the month are the utility bills for Summit House that exceed the monthly budget amount. Sean is monitoring building usage and the use of AC and heat. On revenues, the annual Yard Sale was a success bringing in approx. \$7,000 in revenue, exceeding the budget projection of \$4,500.

To view the monthly Financial Dashboard visit the webpage at <https://uucharlottesville.org/budget-information/>

For Information

Pledge Tracker

After many years of service, Cathey Polley is ready to move on from her role as Pledge Tracker. Before filling this volunteer position, staff and the Stewardship Steering Committee would like to complete the financial process mapping project (mapping the financial processes of how pledged donations are received, deposited, tracked, and acknowledged) to better understand the role of a new Pledge Tracker.

Bristol Fund

Stephanie Lowenhaupt resigned as a Trustee of the Bristol Trust Fund and Ned Michie offered his resignation. After serving for many years both feel that the Trustees should be members who are more involved with the congregation and can better speak to the needs of the church. The Trustees are Board appointed. There are three trustees, one being the Treasurer. If anyone has suggestions of congregants who would be interested in serving as a Trustee for the Bristol Trust Fund, please let me know. The Bristol Trust Fund was established to assist with funding needed repairs to the buildings. Representatives from the Building Committee will attend the Board meeting to give an overview of the project.

Finance Committee

The Finance Committee was made aware of and discussed the following:

Rev. Tim and the Board expressed interest in funding a capital project this church year, building on the momentum from this past year (Sign project, Summit House HVAC system). Both the Buildings and Gardens & Grounds Committees met to discuss needed repairs and maintenance to the campus. Repairing the Summit House porch and ramps was chosen as the top priority project. (See report from Buildings Committee) If we move forward with this project, a fundraising initiative will be needed to help fund the project.

The Finance Committee was briefed on the plans for Rev Leia's upcoming Sabbatical and plans to use the Sabbatical Fund to hire a contract minister during that period of time. The proposed budget for FY 24 - 25 should include a line item in the budget to restore, over time, the Sabbatical Funds for future use.

Board Action Required

The New Sign Project is complete and includes: installing our name on the Rugby Road wall, repairing the lights for the sign, updating the pulpit sign, and updating the Edgewood Lane Bulletin Board sign. There is \$983.49 remaining in the account. Two suggestions have been made regarding the use of these funds: (1) Replacing the Marriage Equality banner with a new banner that speaks more to these times and (2) Establishing a Capital Reserve Fund in Other Liability accounts and transferring these funds into the new account.

Replacing the Marriage Equality banner is certainly an important project. One that deserves conversation and thought, and has strong potential as a stand-alone fundraising project. The cost of a new banner is estimated at approx. \$1,500.

Establishing a Capital Reserve Fund is a positive step to improve the financial health of the congregation. As we work on a strategic plan, and gain a better understanding of our capital needs through planning and facility assessments, a Capital Reserve Fund reserve account serves as a tool to hold money for the maintenance and improvements of our campus. The Finance Committee endorsed establishing this new account. Although policy doesn't dictate the need for Board approval, this is an important step and should be recognized in the minutes of the Board meeting.

Suggested Motion: The Board of Trustees approves the establishment of a Capital Improvement Fund reserve account, effective October 1, 2023. Monies from the New Sign account shall be moved to the new account.

Submitted by: **Kay Frazier**, Treasurer

Lead Minister's Report to the Board: September 2023

The 2023-24 church year is officially launched and I could not be more pleased with how well things are going at UUCville. From The water ceremony to the service fair, from the Board Retreat to the kick-off of RE, I feel so much positive energy and excitement. I am hearing from so many folks (both long-time members and newcomers) what a warm and friendly community we are and that they get such a good feeling when they join us for service or for one of our many programs.

And let me compliment the Board on the great job you are doing leading the congregation and the positivity and energy you are sharing during your Sunday morning words. When I'm listening to you speak, I always hear myself saying, "They really seem to like being on the Board and being part of this congregation." I just want you to know that as leaders, sharing your good feelings makes a huge difference in terms of the overall morale/spirit/ vibe in the congregation. THANK YOU!

Worship – I feel our Sunday morning services are off to a great start and attendance has certainly been well above this time last year. For me, the stand-out so far has been the growth in the choir and Scott deserves a ton of credit. He staffed a table at the service fair and got a number of new members. I also think the Board's powerful rendition of "Itsy Bitsy Spider" helped as well! Back when I was watching services on Zoom before I joined you in August 2022, I would say to myself that the choir looked so small and rarely counted even 10 members. On Sunday 9/24, I counted **19** in the choir and was told several regulars had to miss the service. That is remarkable growth and Scott deserves a huge pat on the back.... I'll also give a shout-out to Rev. Leia for encouraging and supporting Scott in starting up a UUCville Children's Choir. Everything we do that is multigenerational and that brings all ages together is a plus. So, I guess I would conclude by saying I am feeling the music at UUCville!

Community Outreach – I am so pleased by the amount of community outreach we have already done as we kick off a new church year. I'm especially thinking of the Rivanna River Clean-Up and Cville Pride. I was able to help staff our table at Pride and, as I told my fellow UUCville people that day, that experience is the closest I get to street corner evangelism! I must say that it is encouraging to meet so many people who are expressing interest in what we have to offer. Finally, let me mention the LGBTQ+ film night we hosted. Attendance was small but the films and the discussion were powerful. I'm also very pleased that one person who attended and came with a very negative view of organized religion joined us for service the following Sunday. Yea!

Membership – the membership committee held a retreat earlier this month and I found the conversations to be very fruitful. I'm also very pleased that the much-anticipated Connections Table has been launched and I would still like to encourage board members who are available to help staff the table during coffee hour. By that I simply mean being there to greet newcomers and talk to them about UUCville. The table is located by the monitor in the social hall and, on a personal note, I created a slideshow that plays every Sunday and is geared to newcomers.... Our latest newcomer circle had about 10 people and I feel we are heading for a good sized group of new members at the upcoming New Members and Friends class on November 18.

Racial Justice Ministry – Thanks to good work by Elizabeth Breeden, UUCville offered financial support to the recent African American Farmer's Market sponsored by our friends at Ebenezer Baptist Church. I'm also happy to report that Pastor Lehman Bates from Ebenezer will return to our pulpit on January 14, 2024 and I will once again preach at Ebenezer. I am so grateful and honored to be invited to preach at Ebenezer and I would love to see our relationship with their congregation grow deeper.

Young Adult Ministry – I'm Very happy to share that our UUCville Young Adult Group has met a couple of times this church year, including once for dinner at my house. The group is also meeting monthly in Lower Hall 3, which I feel will help them build community and connection.

Denominational – Rev. Leia and I hosted a ministerial cluster meeting on 9/19 and we are very grateful to a number of lay volunteers who helped with hospitality. I am planning to attend the

installation of Rev. Sherman Logan as the senior minister at the First UU Congregation of Richmond on October 1.

Rev. Leia's Sabbatical – I'm happy to see so much progress being made on Rev. Leia's sabbatical planning although much remains to be done. Leia is on top of it and her column in the latest newsletter was a perfect way to share the news with the congregation.

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

Minister of Faith Development's Report: September 2023

Sunday Programming

The new "church year" is underway and **Children & Youth Religious Education** programming is going strong. Highlights include:

- 5-year-olds through 7th grade in the sanctuary for the first 20 minutes or so of community worship.
- The children take the "light" from our chalice to their classrooms with a lantern lit from the sanctuary's chalice flame.
- Approximately once a month, children attend Children's Worship in the church parlor following their time in the sanctuary instead of participating in their age specific RE classes.
- Young Religious Unitarian Universalist --YRUU (9th-12th grades) meets following community worship from 12:15-1:30, with hope that families with youth will attend community worship together.
- OWL (comprehensive sexuality education) is offered to 7th-9th grades Sunday afternoons.
- We have nursery care during worship for children under 5.
- We are restarting a children's choir! Scott DeVeaux and I are working together on this endeavor.
- We offer supervised playground childcare Sunday mornings from 12:15-2:00PM. Called "Sunday Second Hour" this extra time allows children to build friendships, parents to attend meetings and socialize.

Details:

Our K-7th classroom programming is "Growing Anti-Racist UUs" -- a nationally recognized curriculum **written by members of our congregation** and used in other UU congregations across the country.

I am thrilled to share that all of our RE volunteer teaching teams are complete! Thank you to the volunteers giving their time, energy, and attention to our children as we grow the next generation of UUs. It is a joy and a relief to have the volunteers we need to run our program!

I hope to have a weekday meet up for parents with young children hosted in our nursery space so that parents can meet and connect with each other while their children play.

Our youth programming is robust with awesome advising teams! Many thanks to our OWL advisors and our YRUU advisors for their important work and mentorship of our congregation's youth. For the first time in three years, we have space on the church calendar reserved for youth lock-ins!

It continues to be fun to collaborate with Rev. Tim on so many things, including our annual Water Communion/Ingathering Service as well as the first 20 minutes each week, pastoral care, and as senior staff colleagues. I look forward to continuing our good work together.

Adult Faith Development

Registrations are open for our Fall AFD offerings including:

Body: Afro Flow Yoga, Tai Chi, Kundalini Yoga

Mind: Mindful Parenting, UU Elevator Speech, Parents as Sexuality Educators

Spirit: UU Bible Study, Spirituality Book Group, Creativity Salon, Dream Diving

Justice: Transforming Hearts (Trans inclusion in UU congregations)

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.

Rites of Passage

I will be officiating at the wedding of Philip Gorman and April Bertaux on Saturday September 30.

Building Use & Task Force

The task force next meets September 26.

Professional Development

Our congregation hosted the cluster meeting for UU religious professionals in our region on Tuesday September 19. Many thanks to MJ Lightbody, Elizabeth Breeden, and Lorie Craddock for assisting with hospitality.

The news of my upcoming sabbatical was shared via the congregation's Friday email. I look forward to working with the Sabbatical Task Force and the RE Committee on program support and planning for when I am away.

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

Director of Administration and Finance's Report: September 2023

I meet with Kay and the Finance committee on the third Tuesday of each month and go over these reports. If there are any corrections to be made, I try to fix them and re-run the reports. The attached reports are updated copies.

For new people or for those who don't know, here is a quick overview of the reports:

A **Statement of Financial Position (SoFP)** is the equivalent of a balance sheet for a non-profit. It shows our assets and liabilities. This is reported from beginning of the fiscal year to end of the reporting month.

A **Statement of Activities (SoA)** is the equivalent of a P&L or income statement. It shows all incoming and outgoing monies. This is reported from beginning of the fiscal year to end of the reporting month.

A **Budget vs. Actual (BvA)** shows what was spent vs. what was budgeted. I send two types of this report. One for the month only compared to the budget for that month, and one for the year to date comparing to the entire year budget.

The **UUCEF Statement** is the UU Common Endowment Fund activities statement. This report shows our overall earnings/losses. Attached is the most recent copy. It usually runs behind a few months.

Here is a quick overview of how our account numbers work:

1000 Asset accounts (ex: account number 1010 is our main banking account)
2000 Liability accounts (ex: account 2112 is our holding liability for the Food Pantry)
3000 Revenue accounts (ex: account 3110 is our Current Year Pledge Payments)
4000 Payroll Related Expenses (ex: account 4200 is our main Payroll – Wages account)
5000 Non-Payroll Expenses (ex: account 5581 is our Telephone and Internet - Utilities account)

Links to My DAF Report Google drive for older reports:

<https://drive.google.com/drive/folders/1kb2ePOCbT-1jvr1e5ZUMwQBtozVvf8-b?usp=sharing>

Links to the current reports:

[Statement of Activity](#)

[Statement of Financial Position](#)

[Budget vs Actual Month Only](#)

[Budget vs Actual Entire Year](#)

[UUCEF Statement](#)

Sean Skally, Director of Administration and Finance

Membership Report for September 27, 2022

Membership as of August 21, 2023: 320

Additions: none

Drops: none

September 24, 2023: 320

Respectfully submitted, **Beth Jaeger-Landis**

Capital Projects Report - September 2023

The Gardens and Grounds Committee and the Building Committee have identified nine large-scale maintenance projects that need to be addressed within the next few years. The first three on this list were our top priorities. The other projects are not as urgent or there may be some “band-aid” solutions until we can afford more complete repairs/upgrades.

****Summit House porch and Handicap Ramp repairs** – Representatives from both committees agree that this is the top priority. The porch footers are sinking, the porch is pulling away from Summit House compromising the porch roof, the porch floor (and perhaps the joists underneath) is rotting and the handicapped ramps are disintegrating and not up to code. The Building Committee is trying to determine the scope of the work and has been soliciting quotes.

****Slate walkway between the Social Hall, Summit House and the Playground** – Another top priority. The slate walkways are dangerously uneven and very slippery. Elizabeth will contact Breck Gastinger to get his advice.

****Tree Work** – We first need an assessment of the health of the trees by a Certified Arborist. Clear out dead wood to prevent falling limbs. The Ministry for Earth group should be included in the discussion of the long-term care of the trees. Kay will contact the group. The VA Department of Forestry has a grant program to help pay for the treatment of large ash trees. John Nolan has the info.

****Electrical Box upgrade** – Sean to contact Robertson Electric to determine the scope of work needed. There are currently five unlabeled boxes and no one knows what fuse supplies what.

****Gutter Work**- Clogged gutters on the main church buildings and on Summit House will soon lead to water damage. Sean has more info from the gutter maintenance company on the cost of gutter guards and additional cleanouts.

**Parking Lots – Another long-term capital project. Kay to contact the Ministry for Earth group to explore the possibility of green solutions. Sean will look into the best short-term solution to fill potholes.

**Playground – Long-term capital project. Rev Leia has suggestions for a future playground.

**Labyrinth – Long-term project. The walkway of the labyrinth needs a new surface. Rev Leia may have ideas. Breck may also be a good source for recommendations.

**Fencing around the back of the property– There is a question of ownership but the fence will need replacing at some point.