

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MINUTES
March 27, 2024

Meeting hosted on Zoom at 6:30pm.

Join us on Zoom here:

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

In attendance – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Renee Brett, Chris Little, Jimmy Gorham, John Griffith, At-Large Members; Tim Temerson, Lead Minister; Sean Skally, Director of Admin and Finance

Absent – Achsah Carrier, At-Large Member; Rev. Leia Durland-Jones, Minister of Faith Development (On Sabbatical)

Guests –

I. Opening - (20 mins)

- Opening and Closing Words: Bev
 - Reporter: Jimmy
 - Time Keeper: John
 - Process Observer: Hayley
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1. Opening Words
 2. Check-In: one to two minute check-in
 3. Community Time / Public Comment
 4. Acceptance of Agenda

MOTION: The Board accepts the agenda as written.

5. Written Correspondence (none)

II. Electronic Motions (1 minute)

1. Please Review Febuary Minutes here [February 28, 2024 UU Congregation of Charlottesville Board Meeting Draft Minutes](#)
2. **MOTION:** Chris made the motion to approve February Minutes. Jimmy seconded. The Board of Trustees unanimously approved the minutes.

III. 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
 - a. Auction this spring - new focus on year round events, no objects.
 - b. The team made this change because the church raises the most money on events, not items. So they are trying this out to see how this goes. Hope to have a lot of family events in the auction that people can bid on.
 - c. Pam knows folks who bring their social calendars to their church auction and during that time fill up their calendars for the whole year.

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

4. **Lead Minister's Report** - (Written) - Rev. Tim
 - a. Been working on firming up relationships with longer term renters of church spaces.
 - b. Putting a lot of energy into the pledge drive to encourage folks to pledge in this last week. Jimmy reports that the efforts are paying off and more pledges are coming in.

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

6. **Director of Administration and Finance Report** (Written) - Sean Skally
 - a. The services in March for Mr. Rodgers and Rev. Leia's sabbatical and Pledge Drive Service were very popular.

7. **Membership Report** (Written) - Beth Jaeger-Landis
Membership stands at: 331
 - We need to take some time to get clear on a reconciled membership list. Currently there seems to be discrepancies between the membership book and Breeze. This reported number looks a little high. At this point the Membership Committee has not been asked to examine and validate this number.

8. **Board Liaison Reports**
 - Nom Committee: (Oral) John Griffith
 - Rev. Tim has been working on the closing with potential nominees. Waiting on one possible candidate for board secretary.
 - One of the new Board Members that has been recruited is Sylvie Semmelhack who is a youth in our congregation and excited to be involved.
 - Personnel Committee (Written) - Beverly Ryan
 - Communications Committee (Oral)
 - A story that speaks to the success of the communications committee efforts during the pledge drive - Members who had not been very involved in the church this past year decided to pledge after receiving the newsletter. They were moved by the Ministry for Earth and the work of the congregation that they pledged because of those efforts. There is so

much good information that goes out during the pledge drive about what our congregation is up to. It is an important time to message about what our congregation does.

- Building Committee (Oral) - Hayley Owens

BREAK AND GRATITUDE CARDS (5 min)

IV. Business (50 min)

- **Long Range Task Force Update** (15 min) - Pam, Chris, Achsah, John, Rev. Tim
 - Been hosting stakeholder conversations over the past month - The Task Force has planned and mostly held 5-6 conversations with area specific stakeholders.
 - There have been very rich and productive conversations.
 - One of the biggest challenges feels like taking all of these great ideas and making a plan that covers it without overwhelming everyone in the plan.
 - Want to narrow the focus and yet acknowledge and appreciate all of the good ideas that people have offered.
 - Will host an after-church session in mid-April to discuss the draft then another session with a reworked draft in mid-May before final vote in June.
 - The plan will address the structure of how we will execute this plan and include an accountability structure.
- **Pledge Drive Update** (15 min) - Jimmy + Rev. Tim
 - Pledge drive formally ends this Sunday.
 - Leadership group meeting on Friday at 2pm to discuss where we are and when should be the formal ending of the drive. Having a closing date is very helpful to get the people to pledge who tend to procrastinate, but may want to extend the date by a week to get a few more pledges in.
 - Last year we had 214 pledge units total that together raised \$485K. This year, so far, we have 173 pledgers/pledge units that have raised \$450K.
 - We expect to see this pledge achieve around 520K (the official goal is 550K)
 - 156 of the people who pledged last year have pledged this year. (7 we know of why they are not pledging, 51 are "ghosts," or folks who are unknown for why they aren't pledging, busy, late, but are likely to pledge)
 - 10 new pledgers
 - 7 pledgers who are repledging after not pledging last year.
 - The team asked for a 10% increase this year and 60-65% of people who have pledged this year have increased their pledge, some by less than 10%, and some by 10% or more.
 - Renee and Chris are working as askers with Carole Temerson as a team lead. Bob Brett has been doing an amazing job gathering data.
- **Edgewood Lane Parking Lights Repair** (10 min) - Kay
 - At least two of the light poles are completely rotted so all of the poles and lights need to be replaced. The Building Committee has asked about putting timers on the lights. Sean is still working on getting an estimate on timers. Lighting the parking lot is such a safety issue that the finance committee is recommending we replace these.
 - They will be replaced with low wattage LED fixtures. These are brighter. Can investigate if added brightness can allow for fewer lights.

- Thanks to Renee for lifting up this safety issue - specifically noting that for events and meetings that take place in the evenings, this was becoming an issue.
 - **MOTION:** Renee made the motion to approve the use of up to \$4,000 in Buildings and Grounds Reserve Funds to replace the poles and light fixtures in the Edgewood Lane parking lot.
 - John seconded.
 - The Board of Trustees Unanimously approves.
- **Porch and Slate Walkway Update (5 min) - Hayley**
 - Graham Howe says his team will complete the sidewalk on April Fool's Day-if the weather will cooperate.
 - Ministry and Board to advise on a day for a celebration of the porch and the sidewalk date for after service one day. Committee does not have an opinion on the date.
 - **Commonwealth Glass Update (5 min) - Sean**
 - The Glen Short Trust won the court case against Commonwealth Glass because Commonwealth Glass did not show up. Sean and the legal advising team doubts that we will see any money returned to us as a result of this decision unless the owner closes out his business/goes bankrupt. Once the time frame that was given on the judgment expires Sean will touch back with the lawyers.

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

Budget update

SSC will be able to share out about legacy giving

VI. Closing Activities (5 min)

1. Process Review –
 - a. For our board's continuing education it might be worthwhile to integrate some learning from [White Supremacy Culture](#). Possible overview presentation or conversation during the board retreat?
2. Things to do / communicate
3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: April 11, 2024

Next UU Charlottesville Board Meeting: April 24, 2024

June Congregational Meeting: June 9th

Reports to the Board

President's Report to the Board: March 2024

There is so much going on at UUCville that it is hard to keep up and so I greatly appreciate the weekly emails and our excellent website. Many thanks to our phenomenal Communications Committee! There are so many opportunities to volunteer and make a difference at UUCville and in the larger community, and so many ways to connect with other UUs throughout our congregation.

This month, I am especially grateful for the Pledge Drive folks who have made the drive both informative and fun. It has been wonderful to hear the testimonials, see all the things we do in the emails, and see our numbers growing. I am amazed at the team's creativity!

The Long Range Plan Task force has been meeting with small groups to find out what priorities different stakeholders have for the long range plan. We are recording all the ideas and thinking about how to bring it all together in actionable steps that relate to each part of our Mission Statement. We hope to find creative ways to bring the plan to the congregation for discussion in April. We will then review the feedback and present a revised draft to the board at the April Board meeting. We will present the final plan to the congregation at our annual congregation meeting in June.

The Summit House Porch and ramps have been completed and they look beautiful! In April, work will begin to replace our slate walkways with crushed stone while we consider a larger building and grounds plan. It is good to see the progress we are making with our grounds. Rev. Susan is doing a terrific job keeping RE flourishing while Rev Leia is on sabbatical. I am impressed and grateful for how quickly she has taken on all the many tasks. We are fortunate to have her expertise.

I was heartened to see our great turnout for IMPACT on March 18. It was such an inspiring meeting. It was incredible to witness all the religious and spiritual groups coming together to take action on behalf of the whole community. I wish this could be a model for the rest of this country and for the world.

As always, it is good to be a part of this community where we put love and kindness in the forefront of all our actions.

Submitted by, **Pam McIntire**, President

Vice President's Report to the Board: March 2024

Personnel Committee:

Recent business included discussions of yearly staff evaluations: the process, assignments, and next steps.

Fundraising Events:

The in person silent spring auction will be on May 4th from 3-5 pm. This auction will include services, experiences, meals, and food to go. There will be an online catalog, but no online bidding for this auction. Donations are being solicited with a deadline of April 19th. This event will include a picnic with grilled items and potluck sides. Family friendly activities will be offered.

The Connie Cheetham Award Committee is being formed and will be posting a notice for nominations. The date of the award is yet to be determined.

Annual Reports: A notice will be sent out to committee chairs in early April, and be completed by May 15th for posting on the Web and included in the Congregational meeting in June 2024.

Respectfully, **Beverly Ryan**, Vice President

Treasurer's Report to the Board: March 2024**Finance Committee**

The committee reviewed the Year-to-Date February FY 23-24 financial reports, finding no significant concerns that have not been previously noted. Currently, we are running a surplus (revenues exceeding expenditures). Historically the surplus diminishes as end-of-year obligations are met.

Emphasis needs to be placed on encouraging congregants to honor their FY23-24 pledges. We have received 67% of the budgeted pledged amount to date.

To view the monthly financial dashboard, visit the website at:

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

Edgewood Parking Lot Lights

After further investigation, it has been determined that the light poles and light fixtures need to be replaced in the Edgewood Lane Parking Lot. The poles are rotted and the light fixtures are antiquated and past their useful life. Sean has obtained an estimate for the work from Robertson Electric. The scope of the project is not yet fully defined but the cost is anticipated to be in the \$3700 – \$4000 range. This project is not funded in the approved FY 23-24 budget. Although the Finance Committee is concerned with depleting reserve funds, after discussion, the committee recommended proceeding with the project because of safety concerns, using Buildings and Grounds Reserve funds. Currently, there is \$8,820 available for use in reserve funding.

Proposed Resolution: The Board of Trustees approves the use of up to \$4,000 in Buildings and Grounds Reserve Funds to replace the poles and light fixtures in the Edgewood Lane parking lot.

Submitted by: **Kay Frazier**, Treasurer

Lead Minister's Report to the Board: March 2024

As I write this report, we are almost one month into Rev. Leia's sabbatical. I'm happy to report that Rev. Susan Karlson has hit the ground running as our Sabbatical Minister for Faith Development. I am thoroughly enjoying collaborating with Rev. Susan and she has quickly become part of the staff team. I want the Board to know how fortunate we are to have Rev. Susan and that she is doing a terrific job.

I also want to say how pleased I am with all the hard work going into the pledge drive. The hours put in by Jimmy Gorham and Kay Frazier, by our communications team of Jude Bias, Achsah Carrier, Angela Orebaugh, and Sandy Brooks, and Carol Temerson and the askers, has been amazing. While I think it will be difficult to meet our very ambitious goal of \$550,000 I'm optimistic we will see a solid increase from last year's record-setting total.

I've also been taking a more active role in our rental program. I had a very productive meeting with the homeschool group (CHEC) that meets here on Mondays and Tuesdays, and we agreed to a 15% increase in their rent beginning next fall and then an automatic 5% annual increase going forward. I'm also meeting with the leaders of the Insight Meditation group in the near future and will be working to bring more consistency and practicality to their rental arrangement with the church.

Finally, I want to celebrate the completion of the Summit House porch and to congratulate the board for approving the project. Special thanks to Hayley and Kay for their leadership. It's a big deal and Kay recently suggested we have a gathering to celebrate the completion of a project that was long overdue. I agree! I also want to say I'm looking forward to the removal of the slate in front of the social hall and am very impressed that we will be able to complete two very important deferred maintenance projects in one church year. Well done UUCville!

Below is a summary of some of our key ministries & programs

Worship & Music – Our worship life has been good and the quality of the music program continues to be fabulous. Attendance on Pledge Drive Sunday was very good and I'm looking forward to upcoming services on health equity with Greg Townsend, Earth Day, and Music Sunday in May. We will also celebrate new members on May 19 and bridge our high school seniors on June 2. I'm also working on the summer worship calendar and we can look forward to services led by member, Fritz Hudson, Music Director, Scott DeVeaux, and our good friend, Rev. Adam Dyer.

Membership – attendance at newcomer circles has been solid and the next New Member and Friends class will take place on Saturday, April 27. I'm also pleased to say that the Membership Committee has decided to hold a celebratory potluck dinner for those who have joined the church over the last 2-3 years on June 1. That's one more way to help new members feel connected and welcomed.

After Words – based on a suggestion from the conversations being held for the long-range plan, I am launching an after service gathering called “After Words,” which will be an informal conversation about the service and sermon themes that day. Right now, I’m testing the waters to see if there is interest and the first gathering will be held on Sunday, March 24 in the parlor.

Adult Faith Development – I’m sorry to report that the class I was planning to offer was canceled because of low registrations. It’s too bad because we were going to discuss a book by a fabulous liberal/progressive rabbi on repentance and repairing harm. I do hope to turn the book into a future sermon.

Impact and Nehemiah Action – What a joy it was to see such a large turnout of UUCville folks and our choir at the recent Nehemiah Action. We were very well represented and our own Kelsey Cowger did her usual fantastic job leading the gathering as one of Impact’s leaders. I cannot say enough good things about our congregation’s willingness to show up for justice and I hope we can continue showing up for the issues Impact is working on - transportation and affordable housing.

Denominational – I have been invited to meet with the Board of the UU congregation in Williamsburg to talk about Developmental ministry. They have an interim right now and are considering hiring a developmental minister in the next year or two.

Personal – I will be taking Memorial Day weekend off, which will be my first Sunday off since Rev. Leia’s sabbatical. I’m also planning to take the month of July off from preaching, which will provide me with some needed time to rest and reflect.... I’m still following up with doctors about my aching back and further testing has revealed I have several compression fractures. I’ll keep you posted.

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

Director of Administration and Finance’s Report: March 2024

Finance Recap

	As of February 2024	As of February 2023
Total Revenue	\$53,247.24	\$54,510.40
Total Expenditures	\$55,567.32	\$57,371.18
NET OPERATING REVENUE	\$ -2,320.08	\$ -2,860.78
TOTAL LIABILITIES AND EQUITY	\$2,904,041.64	\$2,877,758.36

Financial Reports

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

Statement of Activity Notes: February Tends to be a higher bill month, along with March.

Negative numbers in 3130 Current Year Pledge Match reflect corrections from previous months.

Statement of Financial Position Notes: The Finance Committee tasked me to purchase a 9 month 5% CD from our savings account for \$25,000 from UVA CCU. This is reflected as line item 1025 Under Bank Accounts of the Statement of Financial Position. At the conclusion of 9 months, the money will be transferred back into savings.

UUCEF Statement: The current Endowment stands at \$519,392.36, A positive change of \$35,232.46 since June 30, 2023. This does not reflect a recent deposit of \$41,185.39 made at the end of February.

Attendance

Date	In Person	Online	Total
4-Feb	136	50	186
11-Feb	97	60	157
18-Feb	138	43	181
25-Feb	66	52	118

Weekly Total Average: 161

Sean Skally, Director of Administration and Finance

Membership Report for March 27, 2024 Board meeting

Membership as of January 20, 2024: 331

Additions: Barb Alag (January 21, 2024)

Drops: Jean Shepard (died Feb 2, 2024)

Membership as of March 24, 2024: 331

Respectfully submitted, **Beth Jaeger-Landis**
