

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MINUTES
June 26, 2024

Meeting hosted in person and on Zoom at 6:30pm.

In attendance – Pam McIntire, President; Bev Ryan, Vice-President; Kay Frazier, Treasurer; Hayley Owens, Secretary; Achsah Carrier, Chris Little, John Griffith, Jimmy Gorham, Renee Brett, At-Large Members; Tim Temerson, Lead Developmental Minister

Absent – Leia Durland-Jones, Minister of Faith Development (On Sabbatical); Sean Skally, Director of Admin and Finance

Guests – Dan Grogan, Tammy Wilt

I. Opening - (20 mins)

- Opening and Closing Words: Achsah
- Reporter: Kay
- Time Keeper: Chris
- Process Observer: Jimmy

1. Opening Words

2. Check-In: one to two minute check-in

3. Community Time / Public Comment -

- a. Dan Grogan - Wants to propose naming the lower hall “the Glenn” as a way to honor Glenn Short who gave the largest donation our congregation has received. Glenn didn’t want to receive credit and loved this church very much. Dan feels like his significant gift should continue to be recognized. He also sees it as a way to encourage legacy giving.

4. Acceptance of Agenda

MOTION: Jimmy made the motion to Accept the agenda.

Motion was seconded by John.

The Board unanimously accepted the agenda as written.

5. Written Correspondence

- a. (May 31, 2024) Laura Wallace emailed with an idea for a banner stating the UU first principle on the exterior of the church.
- b. (June 23, 2024) Ellie Syverud shared our church neighbors' gratitude for the work that our grounds team members have put into the church grounds and requested the board consider how to thank these members.

II. Electronic Motions (5 mins)

1. (May 30, 2024) GA Delegate

MOTION: Pam motioned to approve Kirsten Fritz as a delegate for UU C'ville at the 2024 UUA General Assembly. Motion passed unanimously.

2. (May 30, 2024) Commonwealth Glass Business

Sean spoke with our attorney and they proposed an option for us to pursue Commonwealth Glass. The attorney said that the paperwork would take about 60 to 90 minutes to do and will be billed by the paralegal, so costs will be minimal and we would have a chance of recouping some of our payments.

MOTION: The Board authorizes using General Operating Reserves to fund the legal actions against Commonwealth Glass, effective immediately. The legal work authorized is:

1. File Debtors Interrogatories – opens collections case – a demand to the company to submit to questions about its assets. Served on the principal. Show up in court and describe all assets.
2. Subpoena For Document – submit a subpoena to banks or account holders to find out about assets.
3. Garnishment Summons

Motion passed unanimously.

**Status update. The Glenn Short Committee moving forward with replacing and repairing the doors. We are waiting for a bid on the Edgewood Lane doors from Gaston and Wyatt. The door design is to be asymmetrical with one door that is ADA accessible and the other a smaller leaf. These doors will be made from metal and glass. The Rugby Rd. doors will receive a new number pad and lock device with repair work being done by Steven Banks in Scottsville. These doors will be removed on Friday and hopefully will take 2-3 weeks to complete, so the Rugby Rd exit will be closed for the next three weeks.

3. (June 14, 2024) Church Building Fire Alarm Panel Replacement

Background in correspondence attached at end of Reports.

MOTION: Rev. Tim made the motion for the Board of Trustees to approve the immediate withdrawal of up to \$14,000 from the UU Congregation of Charlottesville's endowment fund to be used to cover the costs of installing a new fire alarm panel, wireless phone lines, and one year of monitoring.

Discussion:

- Do we know what other churches do around here?
- If we should get a competitive bid, given the magnitude of this expense. Is there another vendor who could provide a bid within a few days?

Motion passed unanimously.

**Status update. Paperwork has been signed, but waiting for the fire alarm panel to be installed.

III. Approve Minutes for May 22, 2024 Board Meeting (1 minute)

4. Please review May Draft Minutes here:

https://docs.google.com/document/d/1ha0WggEVnIxnMv9J7mZ0a_vahLm-p6EzDmryClz78CA/edit?usp=sharing

MOTION: John motioned to approve the May Board Meeting minutes. The motion was seconded by Jimmy. A majority voted in favor to approve the minutes. Kay abstained from voting due to absence at the meeting.

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** (Oral) - Pam McIntire
2. **Vice President's Report** (Written) - Beverly Ryan
 - o The Personnel Committee has been working to create a list of all the tasks that are related to the DAF job description. Bev had looked up who is the hiring authority in the congregation and what she found indicates that the agreement is signed by the president of the congregation's board.
 - o To Rev. Tim, this means that the Board votes to authorize the president to sign the agreement
 - o The Minister shall be the day-to-day administrator of the role.
 - o Much appreciation to the personnel committee and others reviewing this.
3. **Treasurer's Report** (Written) - Kay Frazier
 - o Received a bequest of \$133,000 from the Jean and Bob Shepard estate.
4. **Lead Minister's Report** - (Written) - Rev. Tim
 - o Report on the UUA General Assembly:
 - i. Article Two passed - though with more dissent than Rev. Tim expected. Folks were concerned that we might be forgetting old traditions as we adopt new ones. Rev. Tim sees it as adding new traditions while still respecting those that came before.
 - ii. Action of Immediate Witness (AIW) - Solidarity with Palestinians was divisive at the general assembly. It did pass in support, but there was no real forum for connection and sharing around this conflict.
 - o Working to get the Insight Meditation Group's name on a more updated agreement with a modest rent increase.
5. **Minister of Faith Development's Report** (On Sabbatical) - Rev. Leia Durland-Jones
6. **Director of Administration and Finance Report** (N/A) - Sean Skally

7. **Membership Report** - Rev. Tim

New members welcomed over the last two months:

- Debbie Anacki
- Stewart Jester
- Ian Watts
- Katie Watts
- Tamara Helms
- Katherine Jenkins Djom
- Laura Shea
- Alison Bushey
- Maria Puente-Duany

8. **Board Liaison Reports**

- Nom Committee: (Oral) John Griffith
 - People cannot be on the nominating committee for multiple terms, so in order to abide by the bylaws, we will need to have folks transition. This often happens with committees - someone resigns before the term is up and then new folks filling the remaining term forget that their term is shorter than normal.
- Personnel Committee (Written) - Beverly Ryan
- Communications Committee (Oral) - Achsah Carrier
 - Need additional people to join the communications group.
 - Though the public witness policy is important, now is not the time to work on this. The committee is writing a communication policy and hope to have that to the board soon.
- Building Committee (Oral) - Hayley Owens
 - Renewable Energy Credit (REC) proposal and Local Energy Alliance Program (LEAP) assessment meeting with the Ministry for the Earth scheduled for June 7th.

BREAK AND GRATITUDE CARDS (5 min)

IV. Business (60 min)

- **Congregational Meeting Review (5 min)** - Pam
 - Astounded that it went so quickly and no one had anything to say. Maybe we prepped the congregation too well. There was no discussion about the Strategic Plan except to compliment the process.
 - Kay remembered that the times when there was a lot of discussion and difficulty was when the budget was imbalanced, we were having financial problems, or there was something controversial.

- Kelsey had shared her concern that this year's budget does not match the strategic plan. Chris personally sees budget as not a constraint and that people's talents and energy will take us where we need to go.
 - There is a school of thought that if at least 10% is not committed to social action, that the church is not meaningfully engaged in social action. Not sure if this is a real metric, as so much of social action and justice work can be elbow grease (and our Social Action Collection)
 - Ideally our chosen Social Action Collection beneficiaries should be selected in alignment with the strategic plan as well. These initiatives can fuel the strategy, and the strategy fuels what we do.
 - Current Social Action Collection process is less strategic, but the organizations are still worthy.
- **DAF transition and Bookkeeper Update** (10 min) - Rev. Tim and Bev
 - Found a bookkeeper who will start on July 23rd at 15 hours per week. Sean's hours will gradually scale back over a transition period. After 2-weeks, Sean's hours will be dropped back to 30 hours a week. After 3-weeks his hours will be dropped to 20 hours.
 - It has become clear that we absolutely need to hire a professional to manage our finances.
 - Her name is Sandra Schwartz. She comes with previous non-profit management experience. Experienced with quick books, even gave suggestions for how to use quickbooks services to save our congregation money. Her references came back glowing.
 - Will start with 15 hours a week, 12 hours at the church, with the remaining 3 hours virtual at the start.
 - She is excited to have the job.
 - Interested to become a part time staff member, though at the start she is a contract employee.
 - Kay, Bev, Rev. Tim were the final interviewers and all were impressed with her skills, knowledge base, and that she has worked with other churches and nonprofits.
 - How are we financing this role? Very important that we work within our adopted budget, which is why the hours for DAF are being cut to help fund this position. Running the numbers, we are able to afford the book keeper by cutting DAF hours.
 - Health Insurance we pay 80% of the costs down to 30 hours a week, at 20 hours a week we pay 40%.
 - **MOTION:** John made the motion to authorize Pam Mcintire to sign a work contract with Sandra Schwartz for the role of bookkeeper. The board voted in unanimous approval.
- **Fire Alarm Panel Replacement / Budget Update** (10 min) - Rev. Tim and Kay

- Financial Impacts: We will be withdrawing money to fund this from the endowment fund from this next fiscal year. We can only withdraw 5% of this endowment each fiscal year. This year we can draw off the endowment \$34,000 this year, but the board needs to keep in mind that we are depending on \$20,000 of this for the operating budget. We just approved \$14,000 of the remainder to fund the new panel so there is not any left over money for other emergencies. If we don't need all the money for the operating budget, this money is returned to the endowment fund.
- Did we draw down the full 5% in the current fiscal year? Not entirely, if we make a down payment before the end of the fiscal year, this can help us be able to draw more this coming fiscal year.
- **Appointment to SSC and Finance Committee (5 min) - Kay**
 - Don Landis' term is up as an at large member for for Stewardship committee, and Jimmy has volunteered to join the Stewardship Steering Committee and the Finance Committee
 - **MOTION:** Kay motioned to appoint Jimmy Gorham to the Stewardship Steering Committee and the Finance Committee. Bev seconded. The board approved unanimously.
- **End of Year Outlook on the Budget (5 min) - Kay**
 - There was a end of year budget scare as it appeared we were in the red. What happened was that Quickbooks staff and Sean were both putting in journal entries so the Staff and salary costs were over \$100,000 off our budget expectations. Sean has had to go through month by month to resolve this. We are now slightly in the black. Just want the board to be aware so that there are not any surprises.
 - Philosophy is to only use the endowment when we absolutely need to. We can lean on the remaining 5% of the endowment that is available to us this fiscal year if needed.
- **Glenn Short Capitol Fund Update (5 min) - Bev**
 - Bev wanted to touch base on Dan's idea about naming the Lower Hall after Glenn. Sally Taylor shared that she was against this idea because Glenn Short didn't want to be recognized for his donation. Glenn also did not agree with the renovations done in the lower hall as these didn't take care of the recurring issue with water intrusion.
 - There is still money to be used from the fund, but unfortunately it has stipulations for its use that prevent us from using it to repair the water intrusion in the basement now.
 - This is the difficulty with gifts that are given for restricted uses. The board adopted a gift policy a few years ago that gives the board the capacity to say no to donations.

- **Board Transition Ritual** (15 min) - Rev. Tim

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

- The board will hold a July meeting on Zoom.
- Oversight of the Strategic Plan - how does the board help the congregation be in sync with the strategic plan. This is how the plan succeeds. The time that the board puts in together should focus on implementing the strategic plan.

VI. Closing Activities (5 min)

1. Process Review – Appreciate Pam’s comfortability moving the items around in our agenda when it makes sense. Appreciate how good the hybrid setup is for in person and online. Never had any problem hearing each other. Many thanks to those who set this up.
2. Things to do / communicate
 - a. Ask Rev. Tim to send names of new members added to the book
 - b. Volunteer to write thank you notes - Chris has volunteered.
3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: July 11, 2024

Next UU Charlottesville Board Meeting: July 24, 2024

*Minutes respectfully submitted,
Hayley Owens, Board Secretary*

Reports to the Board

Vice President’s Report to the Board, June 2024

Fundraising Events:

The in person silent spring auction took place on May 4th from 3-5 pm. It was a great success, with estimated earnings of \$6400.

The yard sale is now accepting donations at Summit House for our annual August sale when the students return. Yard sale staff will be available on Tuesday and Saturday mornings.

Personnel Committee:

The Personnel Committee has been busy with the hiring of our new bookkeeper, Sandra Schwartz. Currently, they have looked at the duties for the DAF, and what

responsibilities remain on the job description without the bookkeeping. Here is a copy of this initial look:

Tasks Moving to Bookkeeper

Accounting, bookkeeping and reconciliation of bank accounts, including reporting endowment fund balances

Manage the chart of accounts, accounts payable and receivable

Monitor budget, including reports as requested

Financial reports to Board and Finance Committee

Manage online payments/transfers from Venmo and Stripe

Coordinate with financial reporting from Breeze

Coordinate with payroll vendor to request pay/benefits payments

End of month and end of year closing statements

Answer questions about finances

Train and coordinate with depositors

Assist in tracking pledges and pledge payments, including communication with and statements to congregants

Assist in developing the budget and advise periodically on long term financial planning

Manage the Social Action Collections and issue timely payments

Maintain financial files and assist with audits when needed

Support the Treasurer in answering questions from the Board and congregation about finances

QuickBooks subscription management

What other things need to be done once Bookkeeping/Financial tasks are removed?

Human Resources

Onboard new hires

Coordinate with UUA on benefits

Manage benefits enrollment/adjustments

Maintain personnel files (locked) for staff

IT Support

Purchase of new computers and other technology

Trouble-shooting issues with computers, wifi/routers, copier, etc

Administer Breeze church management database

Administer/tech support for: Mail Chimp, Sync, Website, Google Cloud, Google Docs,

Survey Monkey

Administer Zoom service

Manage email addresses and aliases

Administer phone system

Administer/support A/V equipment

A/V setup for rentals?

Facility Management [? hours per week?]

Coordinate regular services and one-time services with Gardens and Grounds Comm,
and Buildings Committee
Coordinate lawn services
Coordinate snow removal services
Coordinate cleaning services
Coordinate fire services
Coordinate pest management
Coordinate HVAC maintenance
Coordinate elevator services
Coordinate security system
Coordinate building maintenance and repair (e.g. gutters)
Coordinate one-time services by finding member volunteers
Be on-site presence during event rentals?
Facility rentals – advertising/outreach?
A/V setup for rentals?

Tasks – ? Done by Office Assistant

Facility rental inquiries
Order cleaning supplies
Call copier support when needed
Manage room requests/schedule

Tasks – Done by Lead Minister

Supervise office assistant
Coordinate with Communications Committee
Texts/emails to congregation

Tasks – Done by Communications Committee

Administer Facebook page and group
Administer YouTube Channel
Administer Instagram

Tasks - Done by Pledge Tracker

Track pledges
Answer pledge/payment questions

Other Tasks? Who is doing these?

Volunteer coordination
Social media?
Publicity/marketing?
Support to fundraising/pledge drive/stewardship?

Who is the hiring authority in our congregation?

Hiring a new employee brings certain questions as to the correct process. According to the Personnel Policy Manual, "All employees are hired on an at-will basis unless stated otherwise in a written individual employment agreement signed by the President of the Congregation's Board." "The terms of employment of employees (not including the Ministers) shall be proposed by the appropriate committees with input from the supervisor(s) of that position, reviewed by the Personnel Committee, approved by the Board, and recorded in an Offer Letter."

"Each Offer Letter shall include starting salary, job title, and any negotiated conditions of employment. A job description should be included with the Offer Letter. Offer Letters should be updated as needed or when there are changes in terms of employment other than salary. The employee or the supervisor can propose revisions to Offer Letters. Revisions shall be reviewed by the Personnel Committee for consistency with this Manual, returned to the initiator for approval and review and sent by the Personnel Committee to the Board for approval."

The Bylaws don't provide much additional information other than "In cooperation with the appropriate committees, the Minister(s) shall be a principal administrator of the day-to-day operations of the Congregation"

Respectfully,
Bev Ryan

Treasurer's Report to the Board: June 2024

Finance Report Review

Financial reports for May/June were not provided for review. The Finance Committee did not meet in June.

End of Year 23-24

The QuickBooks Budget to Actual Report for Year to Date as of June 23 for FY 23-24 is showing a balance of \$36,830 in the red (expenditures exceeding revenue). The report is not verified and two deposits will be made for the end of year. The Director of Administration and Finance has been provided with a list of accounting entries for verification and correction. With the corrections and deposits still to be made, the fiscal year will most likely end with revenues exceeding expenditures. I alert the Board to the financial status to avoid surprises at the fiscal year-end as it is not possible to conduct a year-end analysis without corrected reports.

Appointments to Committees

Don Landis's term as an at-large member is complete on the Stewardship Steering Committee (SSC). Jimmy Gorham's term is complete on the Board of Trustees, which also ends his term on the SSC as a Board Member. This necessitates new appointments to the SSC. Jimmy has requested to be considered for an appointment to the SSC as an at-large member, replacing Don. He has also graciously offered to join the Finance Committee. When the Board organizes for FY 24-25 we will need to consider a Board Member replacement for Jimmy on the SSC.

Proposed Motions:

The Board of Trustees appoints Jimmy Gorham to the Stewardship Steering Committee for a two-year term, effective July 1, 2024

The Board of Trustees appoints Jimmy Gorham to the Finance Committee for an indefinite term, effective July 1, 2024.

Submitted by: **Kay Frazier**, Treasurer

Lead Minister's Report to the Board: June 2024

It's hard to believe that we are at the end of another church year. As I mentioned on Sunday, I will be taking the month of July off, at least from preaching and leading worship. I've arranged a series of talented guest ministers who I know will do a fabulous job. This coming Sunday our own Scott DeVeaux will preach and play the piano. I'm very grateful to the congregation for providing me with the vacation and study leave time I need for rest and renewal. I can't begin to tell you how much that time helps me get the perspective I need to prepare for the coming church year. It is truly a gift!

I also want to say a word about our two outgoing board members, Hayley Owens and Jimmy Gorham. We have been so blessed by their dedication, their wisdom, their creativity, and their passion for UUCville. Hayley has been an amazing board secretary but more important than her ability to take minutes has been her willingness to share her many gifts. Hayley was a great co-chair of the pledge drive last year, a co-leader of our young adult group, an ASP chaperone, and an invaluable member of the Building Committee. I can't wait to see what Hayley's role and impact on the long-range plan will be....What can I say about Jimmy Gorham? He has stepped up in so many ways, from serving on the Stewardship Steering Committee, as a pledge drive tracker and chair, as the leader of the process we have undertaken to review our pledge and money-handling procedures, as a member of the choir, and.... Jimmy's willingness to lead, to step up, and to help the church in whatever ways are needed has been amazing. Thanks to both Hayley and Jimmy for their leadership. We will miss you!

I also want to welcome Tammy Wilt and Sylvie Semmelhack to the Board. I had the privilege of working closely with Tammy on the long-range planning task force and her many gifts will be a real asset for the board. I am also very excited to have Sylvie join the board. As I've gotten to know Sylvie, I've been impressed with her passion for UUCville and her readiness to lead as a board member. Those of us on the board are very fortunate to welcome Tammy and Sylvie and a big shout out to the Nominating Committee for persuading them to join us.

I am also pleased to share that we have found a very talented and experienced bookkeeper who will begin on Tuesday, July 23. More about her at the meeting but let me simply say that she has extensive bookkeeping experience, including experience working with religious communities and nonprofits.

I hope the board takes time at our upcoming meeting to reflect on all that our congregation has accomplished this church year. The improvements to our building and grounds have been so needed (the porch, the slate walkway, the Edgewood Lane parking lot lights, and more...). The development and unanimous adoption of the long-range plan is a huge deal, and we should be very proud of the process and of the quality of the plan. It is bold and ambitious, but I believe UUCville has the commitment, the passion, and the wisdom to work together to turn the plan into reality. We can do it!!! Finally, I want to mention that great job you did in deciding to send Rev. Leia on sabbatical. What a wonderful accomplishment and allowing a minister to take a six-month sabbatical is a sign of wisdom and compassion on the part of the congregation. You were also so wise in hiring Rev. Susan Karlson as our sabbatical minister of faith development. I can't begin to thank Rev. Susan enough for her hard work and I can imagine how she could have improved or done more. Rev. Susan was the perfect choice to fill Rev. Leia's big (and little!) shoes and we have been so blessed by her ministry and leadership.

The congregation continues to grow in terms of membership and I believe we have now welcomed 27 new members since June of 2023. The membership committee held a new member potluck on June 15 and it was a wonderful event. We didn't have a program or an agenda. We just broke bread and got to know each other. I definitely believe we need more of that at UUCville!

At Pastor Bates' invitation, I dropped in at Ebenezer Baptist a couple of Sundays ago to say "hello," to thank them for their collaboration with us, and to plant what I hope will be a seed of growing friendship and fellowship. I am hoping that next church year we can begin to invite our Ebenezer friends to social events at UUCville and vice-versa. Pastor Bates is likely to invite us to play Bingo with them in the future and I want us to be able to return the favor in some fun way. Again, no goals or agendas. Just people getting to know one another and building friendships.

Let me conclude by saying again what a privilege it is to serve the UU Congregation of Charlottesville. You are a wonderful community with such beautiful hopes and dreams. You care deeply about our congregation and about Unitarian Universalism. I can't wait to get back from vacation and to journey with all of you as we put love into action!

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

(May 31, 2024 - Subject: outdoor replacement banner idea)

Morning, all--

What about having a gorgeous banner stating our first principle?

A graphic artist could make it striking and inspiring through text treatment, color, etc. It often occurs to me how it covers EVERY person...including all the marginalized groups.

love,

Laura

(June 23, 2024)

Thank you from Sheila Reed forwarded by Ellie Syverud and Lorie Craddock:

I live right behind the church gardens, and we share a long fence line. John Nolen and Walter Hoffman are the volunteers who take care of the grounds, and I think they have done a super job of cleaning up the fence line and the area that borders Wayside Place, in particular. I believe Walter instigated putting in the raised planting beds along the fence. That, in turn, led to a project for cleaning up the fence line, which was a godsend for me, as I do most of my own yard work and find that the church cleanup has, in turn, made less work for me. (Ivy and weed trees are so invasive!)

I've thanked these two fellows repeatedly for their efforts and supported Walter's GoFundMe page for dental expenses, but I also want to find a good way to say "thank you" publicly so church members might better appreciate how their hard work has affected their neighbors and support whatever maintenance is required to keep the place looking good. (I am not the only person in the neighborhood who has remarked on the improvement along Wayside.) Do you have any suggestions for how I might approach this?

Thanks,

Sheila

(June 14, 2024)

Hello UUCville Board,

I'm writing on behalf of Pam who is traveling by car from out of town to let you know about a significant building issue that has arisen and that requires immediate Board attention.

A couple of weeks ago, the fire alarm panel located in the church office began to indicate an issue with the panel itself. The company that installed the system did not respond to our repeated calls and we finally had to reach out to another company, Johnson Controls. A technician came out and told us the panel cannot be repaired and must be replaced since it is a vintage 1980s model. The other piece of news is that there did not seem to be a functioning phone line/monitoring system in place, meaning we need to have those installed as well and contract with a 24 hour monitoring service. To make a long story short, we currently do not have a working fire alarm system in the church and need to take action asap.

Johnson Controls can install a new panel as well as wireless lines from both the main building and Summit House. They can also provide the 24-hour monitoring, which is essential. That's the good news. The bad news is the total cost for the system, installation, and one year of monitoring for both buildings is over \$10,000. Please see the attached estimates. In addition to

the costs included in the attachments, there is an additional \$1,300 to monitor Summit House and the main building for one year.

After speaking with Sean and Kay, it seems clear that in order to expedite the process, we will need to have the board approve taking the money from the church endowment. We don't have sufficient funds in our operating reserve so the endowment is our only option.

Sean estimates that after adding in a 10% contingency, we need to take \$14,000 from the endowment. So here is a motion that I'm writing on behalf of Pam (since I can't make motions) that we ask you to approve as soon as you get this email and read the estimate.

I move that the Board of Trustees approve the immediate withdrawal of up to \$14,000 from the UU Congregation of Charlottesville's endowment fund to be used to cover the costs of installing a new fire alarm panel, wireless phone lines, and one year of monitoring.

Please respond asap and Sean will get the service appointment made.

Thanks,
Tim