

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES Board Minutes**  
**July 24,2024**

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

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

**In attendance** – Pam McIntire (President), John Griffin, Sylvie Semmelhack, Bev Ryan (Vice President), Tammy Wilt (Secretary), Achsah Carrier, Renee Brett, Chris Little, Kay Frazier (Treasurer)

**Absent** – Rev Tim Temerson and Rev Leia Durland Jones

**Guests** –Marlene Jones

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

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

**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](mailto:communications@uucharlottesville.org) and ask them to post to the website.

1. Opening Words - John
2. Check-In: one to two minute check-in:
3. Community Time / Public Comment - Marlene Jones reached out to ensure the board is aware of time needed to find a called minister. Pam reached out to Marlene after the meeting to explain timelines
4. Acceptance of Agenda - John moved to accept agenda all approved

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

Motion was seconded by

The Board \*\*\* the agenda with changes.

5. Written Correspondence (none)

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

1. Approval of the minutes happened electronically.

**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
3. **Treasurer's Report** (Written) - Kay Frazier  
Sean is making more progress, however, she wants to wait until it is completed for releasing the information to the board and the congregation
4. **Lead Minister's Report** - (On Vacation) - Rev. Tim
5. **Minister of Faith Development's Report** (On Sabbatical) - Rev. Leia Durland-Jones
6. **Director of Administration and Finance Report** (N/A)- Sean Skally - Flooding in basement. There was a blockage in the drain and it was snaked. Reached out to the city to see if the city's side also needs to be snaked. Has been flooding for over 30yrs.
7. **Building Use Task Force:** N/A
8. **Membership Report** (N/A)- Beth Jaeger-Landis  
Membership stands at:
9. **Board Liaison Reports**
  - Nom Committee: John - haven't met. Will work to stagger terms
  - Personnel Committee : Bev- information in VP report
  - Communications Committee (written): Achsah
  - Building Committee: N/A

**BREAK AND GRATITUDE CARDS (5 min)** - Please think of people the Board should recognize for their recent contributions to our church community. Thank you to Sandy/Bernie/Lorie Craddock- Achsah volunteered to write the notes to help with the flooding issue

#### **IV. Business (40 min)**

- **Appointment to SSC and Finance Committee** (5 min) - Kay
  - The SSC would like to form a Data Design Team and would like to nominate Renee Brett as the board representative to the SSC.
  - SSC. **MOTION:** Appointment of Renee to the SSC for one year term effective immediately. John moved and all approved
- **New check signing policy** (5 min) - Kay
- New verbiage is recommended to update the check signing policy to align better with the titles/positions:

Current Policy:

POLICY V.A.4.b: UUCville check-writing authority will be vested with the Director of Administration and Finance (DAF) and the current Board President. The DAF is authorized to sign checks up to a limit of \$3000.00 per draft. The Board President will review all DAF issued checks monthly and sign the check receipt. Checks in excess of \$3000.00 will be dual signed by the DAF and the Board President. Reconciliation of the bank accounts will be done by the Treasurer.

Approved: September 2011 Revised: August 2015

Draft Policy:

POLICY V.A.4.b: UUCville check-writing authority will be vested with the Director of Administration and Finance, Office Manager, and the current Board of Trustees President and Vice-President. The Director of Administration and Finance and Office Manager are authorized to sign checks up to a limit of \$3,000 per draft. Checks above \$3,000 will be dual signed by two of the designated signatures, at least one being a member of the Board of Trustees. Reconciliation of the bank accounts will be done monthly by the Bookkeeper and reviewed by the Treasurer.

**Motion:** Kay Frazier, Treasurer moved and John Griffith seconded. **The** Board of Trustees unanimously approved the new check signing policy effective immediately.

- **Communications policy updated changes** (15 min) - Achsah
  - Policy changes listed at end of the board report.
  
- **Board Retreat Brainstorming** (10 min)
  - Some likely dates are September 14 or September 21. September 14th in the afternoon at UU lower hall. It may move to 9/21. 5 hour window needed.
  - Thinking of long range plan - board to help decide priorities
  - Kay to explain financial reports
  - Is the congregation and board ready for the board to operate differently? More time and energy focused on strategy and vision vs repairs? LTP should be the primary focus of the board. Assessing progression of plan by reports from task groups/committees. Which parts of the plan for the first fiscal year?
  - Planning the retreat
    - Rev Tim
    - Chris Little
    - Achsah Carrier
    - John Griffith

**V. Review Agenda Items for Next Meeting** (5 min) - Achsah communication policy to be reviewed.

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

1. Process Review – Chris
2. Things to do / communicate - Achsah for flood help. Pam to send Achsah names of people who volunteered. Retreat planning committee to organize. Pam to reach out to Marlene Jones to address concerns about developmental ministry
3. Closing Words - John

**Dates to remember**

Next UU Charlottesville Executive Board Meeting: 8/15/2024

Next UU Charlottesville Board Meeting: 8/28/2024`

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**Reports to the Board**

**President's Report to the Board: July 24**

President's Report to the board July 2024

We had a heartening Congregational Meeting on June 9, 2024 in which we came together to do the work of our congregation. It was good to be together, to put love in action by treating each other with kindness and respect, and to deepen our sense of community. Thank you for the excellent preparation done by all the people who came together with clear thinking, respectful discourse, broad vision and efficient planning. Thank you to everyone who came together to support our democratic process and thank you to every person in our congregation for being a part of this lovely and powerful group.

The broad path forward is clear as described in the Long Range Plan approved by the congregation. You can find it on this webpage:

<https://uucharlottesville.org/wp-content/uploads/2024/05/Love-into-Action-3-Year-Plan-Complete.pdf>. This is a big and ambitious plan.

Now our job as a board is to begin putting the plan in action.

Although the congregation has already begun work on many goals, the work of the board is to prioritize which steps are next. We will need to review the plan, set priorities for this year and decide the best actions the board can take to set the framework to meet our initial goals.

What are the first steps?

I look forward to seeing how we will grow and deepen our commitment to each other and the larger community as we do this important work.

Pam McIntire

Submitted by, **Pam McIntire**, President

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**Vice President's Report to the Board: July 24**

**Fundraising Events:**

The in person silent spring auction took place on May 4<sup>th</sup> 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 24<sup>th</sup> 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 who is starting on July 23rd. Carol Gardner will lead a group to look at the tasks done by the DAF, now that we have removed bookkeeping. This is the next step in the work that was started last month, and the committee will be working closely with Rev. Tim. The general categories that other duties fall under include Human Resources, IT support, facility management, and rental management.

Respectfully,

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

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**Treasurer's Report to the Board: July 24**

**Treasurer's Report  
July 2024**

**Finance Committee**

Highlights:

- Financial reports for the End of Fiscal FY 23-24, June 2024 were not provided for review.
- Marian Wendelin announced that she has agreed to chair the committee for one more fiscal year and will step down from the Finance Committee at the end of the fiscal year.
- Jimmy and Kay briefed the Finance Committee on the recent activities of the Stewardship Steering Committee, Glen Short Committee, and necessary building improvements. Items mentioned are the formation of a Data Management Team, work to refurbish and replace the Edgewood Lane and Rugby Road doors, and replacement of the fire alarm system (requiring the use of Endowment Funds).

**End of Year 23-24**

The QuickBooks Budget to Actual Report for Year to Date as of June 30, 2024 for FY 23-24 is showing a negative balance of \$21,400 (expenditures exceeding revenue). The Director of Administration and Finance has received a list of accounting entries for verification and

correction. With the corrections, the fiscal year will most likely end with revenues exceeding expenditures. I alert the Board to the financial status to avoid surprises for the budgetary year-end.

### **Appointment to Stewardship Steering Committee**

Currently, there is a Board member vacancy on the Stewardship Steering Committee. Renee Brett has graciously agreed to fill this vacancy. Appointments to the SSC require Board approval.

#### **Proposed Motion:**

*The Board of Trustees appoints Renee Brett to the Stewardship Steering Committee for a one-year term, effective immediately.*

### **Check the Authorization Signing Policy**

With the transition in staff and with recent occurrences of difficulties in acquiring dual signatures when needed, now is a good time to review the check signing policy. The new policy intends to clarify and expand the number of people authorized to sign checks on behalf of the congregation. Policy changes require Board approval.

#### **Current Policy**

POLICY V.A.4.b: UUCville check-writing authority will be vested with the Director of Administration and Finance (DAF) and the current Board President. The DAF is authorized to sign checks up to a limit of \$3000.00 per draft. The Board President will review all DAF issued checks monthly and sign the check receipt. Checks in excess of \$3000.00 will be dual signed by the DAF and the Board President. Reconciliation of the bank accounts will be done by the Treasurer.

Approved: September 2011 Revised: August 2015

#### **Proposed Policy**

POLICY V.A.4.b: UUCville check-writing authority will be vested with the Director of Administration and Finance, Office Manager, and the current Board of Trustees President and Vice-President. The Director of Administration and Finance and Office Manager are authorized to sign checks up to a limit of \$3,000 per draft. Checks above \$3,000 will be dual signed by two of the designated signatures, at least one being a member of the Board of Trustees. Reconciliation of the bank accounts will be done monthly by the Bookkeeper and reviewed by the Treasurer.

#### **Proposed Motion**

*The Board of Trustees adopts the new Check Writing Authority Policy V.A.4.b, effective immediately.*

Submitted by: **Kay Frazier**, Treasurer

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**Lead Minister's Report to the Board: July 24**

**Rev. Tim**, Lead Minister

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**Minister of Faith Development's Report: July 24**

**Rev. Leia**, Minister of Faith Development

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**Director of Administration and Finance's Report: July 24**

Alarm panel installation scheduled for 8/6/2024.  
Door alarm codes have been given out and Carole has been trained on the process.  
Bookkeeper Sandra Schwartz started 7/23 and has been on boarded.  
Working on flooding issue currently.  
Our UUCEF should be over 700k next month if market stays stable. We had 144K added to it in July.

Sean Skally  
DAF, UUCville table. We had 144K added to it in July.

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

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**Membership Report for July 24, 2024**

Membership as of \_\_\_\_\_: \_\_\_\_\_

Additions:

Drops:

Membership as of \_\_\_\_\_: \_\_\_\_\_

Respectfully submitted, **Beth Jaeger-Landis**

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**Communication Report:**

Content on Communications in the current May 2022 Policy Manual  
IV. COMMUNICATIONS

A. ALL-CHURCH COMMUNICATIONS

1. ALL CHURCH COMMUNICATIONS

POLICY IV.A.1.: All-Church communications including emails, with the exception of those associated with congregational meetings and the Weekly Updates, must be reviewed and approved by the Board Executive Committee or the minister(s) or other staff members.

PROCEDURE:

- A minimum of one week shall be given for the approval process.

## 2. CHURCH SURVEYS

Approved: 4/2009

POLICY IV.A.2.: All church-wide surveys within UUCville shall be approved by the Board and all electronic surveys shall be implemented and managed by the Board appointed survey committee.

Approved 6/ 2002

PROCEDURE:

- Request for approval of a church-wide survey should include purpose of survey and date results are needed.
- Following approval, a minimum of two months is required between submitting text for an approved electronic survey and receiving survey results.

## 3. BULLETIN BOARDS

POLICY IV.B.3

Approved: 9/2008

PROCEDURE:

- The community events board is open for general posting of events, notices, and services of interest to the congregation and in keeping with UU principles. All items must have a date included or written in. The board will be periodically cleared to make room for additional postings.
- Flyers and other documents shall not be posted on the pillars, doors, or walls of the church.

## B. INFORMATION TECHNOLOGY

### 1. GENERAL REQUIREMENTS

POLICY IV.C.1: All UUCville computers, printers, application and operating system software, data communication products and networking products shall be acquired, installed, managed, and disposed by the DAF.

Security of Online Access to Data

- Permission to access and use any UUCville system resource shall be controlled by unique identification and authentication.

- Access and use of any UUCville system resource shall be suitable for the user's role.

Access to data resources shall be granted explicitly based upon a user's role and their need to view, add, change or delete data.

- Users shall comply with standards for creating and updating passwords and other authentication mechanisms as recommended by the DAF.

User Account Management

- Accounts shall be used by only one unique user.
- Users shall control and are responsible for the activity of their accounts.
- Users shall not access the account of another user without permission or authorization given in accordance with procedures as recommended by the DAF.

Malicious Software Prevention, Detection and Correction

- All UUCville computers, application and operating system software, data communication products and networking products vulnerable to "malware" (i.e., viruses, worms, etc.) shall employ protection measures.
- UUCville computers shall be configured in accordance with security standards for the operating system and "malware" protection measures in use.

Disaster Recovery Plans and Data Backups

- Users are responsible for their data backup and recovery in compliance with standards and procedures as recommended by the DAF.
- The Director of Administration and Finance is responsible for shared data backup and recovery

Approved: 11/2011



## DRAFT Unitarian Universalist Congregation of Charlottesville Communications Policy

Unitarian Universalist Congregation of Charlottesville (UUCville) uses various communication channels to distribute information about the congregation's mission, values, programs, and activities, as well as to foster an online community for UUCville members and friends. These platforms include, but are not limited to, a website, Facebook, Instagram, YouTube, and Zoom. They serve as a representation of the congregation to the public and can be accessed by anyone interested in UUCville. The UUCville Communications Committee and paid staff will actively monitor the use of all UUCville media and make necessary edits or deletions in accordance with the guidelines provided below. This is done to uphold a positive public image and safeguard UUCville's interests.

The primary spokesperson for the congregation will be either the Lead Minister, the Board President, or the designee of either. All statements made in the name of the church or on the church's behalf and endorsements of positions on public issues are to occur only with the approval of the Lead Minister and/or the Board of Trustees.

The policy below provides general guidelines that apply to the content and purpose of all communication channels.

### Congregants' Personal Information

Anyone who wants some, or all, personal information removed from a website, social media or other publications should immediately contact the church office by email or by phone. Church staff will remove the information as soon as possible or at the next printing.

### Press Statements

When it becomes necessary for church representatives to communicate with the media, the general public, or authorities, the Lead Minister and/or Board President have the authority to speak on behalf of UUCville. If any external party seeks a statement, they should be directed to the Lead Minister or Board President. In the event that these individuals are unavailable, no comment should be given, and it should be communicated that the Senior Minister or Board President will reach out as soon as possible.

### All-Church Email Communications

All-Church email communications, with the exception of those associated with congregational meetings, the Weekly Updates, and e-newsletters/emails created by board approved committees (ie Pledge Team, Stewardship Steering Committee, etc.) must be reviewed and approved by the Board Executive Committee or the minister(s) or other staff members, or their designee. A minimum of one week shall be given for the approval process.

### Copyright Considerations

To ensure compliance with copyright laws, it is essential to obtain permission from the original creator before using any intellectual property in communications or publications. In such cases an appropriate release must be obtained. This requirement applies to all types of material, including sermons, music, articles, and pictures, regardless of whether they bear a copyright label, unless the congregation owns an appropriate license. It is important to note that ministers' sermons, whether printed or published on the website, are the minister's sole property, and the congregation does not have any legal rights to them.

## Administrators of Communication Platforms

In addition to the UUCville staff, one or more representatives of the Communications Committee and/or UUCville congregation will be designated as website and social media administrator(s) and share responsibility for monitoring the content that is presented on the congregation website and social media. Those maintaining the UUCville website and social media shall report to the Communications Committee, ministers and/or Board of Trustees. The Communications Committee will maintain a list of social media accounts, administrators, and contact information. All Administrators shall have full authority to create, delete and maintain the content, provided that the content is maintained within the bounds of these policies:

- Content is consistent with principles and values of Unitarian Universalism.
- The majority of content communicated will promote Unitarian Universalist the beliefs and values, statements from the board, ministers or committees, activities occurring on the UUCville campus, activities in which members of UUCville Congregation are participating and events in the greater Charlottesville area that are sponsored or supported by Unitarian Universalist churches/congregations/fellowships or UUA affiliated organizations.
- Avoids slander, libel, violations of copyright, profanity, off-color humor, and advocacy of political candidates.
- Does not reveal private personal information.
- Does not advertise commercial businesses.
- Presents information that is accurate and relevant.
- When making announcements, concisely sets out the “Who, What, When, Where, Why, How, and How Much” of all items.
- Uses clear and grammatically correct prose.
- Updates are made on a timely basis.
- The UUCville logo, colors and typefaces should be consistent with the UUCville graphic guidelines and resemble our other media “branding” styles.
- The names and contact information of our ministers and staff should be easily accessible whenever possible.
- Account ownership of communications channels, i.e., website, social media, etc. should be registered with an email address like Administrator@uucharlottesville.org and/or Communications@uucharlottesville.org so that ownership role can be transferred when we have personnel changes.

- Photos should be of a presentable quality. If photos of children are posted parents/guardians must have given consent and children's names should not be referenced. Religious Education maintains records of consent for children's photos.
- New content should be added by an administrator at least once per week.
- Postings on social media should be checked for inappropriate content.

Events Are Recorded at the Unitarian Universalist Congregation of Charlottesville  
Current "Posted Events Are Recorded" Statement:

*Events Are Recorded*

*Please be advised by attending Unitarian Universalist Congregation of Charlottesville (UUCville) events you agree to be photographed, filmed, and/ or recorded and give permission to UUCville to use photographs, videos and audio recordings taken during events for publication in print and/or online, including web-posting, web-streaming, and social media, etc.), without compensation. Identifiable likenesses of children are only used if permission has been granted from a parent/guardian.*

*If you do not want your likeness to be used in photographs, videos, or audio recordings, please discuss this with one of our ministers. You may be asked to sit in a designated area. 6/2023*

## Communication Channels

### Website

UUCville has one website:

<https://uucharlottesville.org>

The UUCville website represents its ministries, events, activities, staff members, and congregation members. The main purpose of the church website is to convey and advertise the church, its beliefs, and its activities to potential and existing members, the media, other religious groups, and acquaintances.

### Facebook Page

UUCville has one Facebook page:

<https://www.facebook.com/UUCCharlottesville>

The page is administered by the Communications Committee and UUCville staff, with UUCville ministers also holding administrative privileges. Facebook pages, including UUCville's, are open to the general public. The majority of the Facebook content will promote activities occurring at UUCville, activities in which members and friends of UUCville are participating, and events in the community that are sponsored by Unitarian Universalist churches or UUA-affiliated organizations.

### UUCville Facebook Group

UUCville has one primary private Facebook group:

Unitarian Universalist Congregation of Charlottesville

<https://www.facebook.com/groups/80098720513>

Facebook Groups are more private than Facebook pages (open for all to see). Facebook Groups offer flexibility, including the ability to post documents, schedule events, post photos, chat real-time and more. All participants on Facebook Groups must have Facebook profiles (accounts). The group's shared email address can be used for communication with the group and members can choose to be notified of new posts.

There are two types of Facebook groups:

- Public groups: Public groups are searchable and all content is publicly visible. If this privacy setting someone should expect to monitor the join requests.
- Private groups: Private groups are searchable and anyone can request to join them, but only members can see their content.

Specific Policies for UUCville Facebook Groups:

- UUCville Administrators, congregation members, and staff can use a link to invite new UUCville members and friends to join the group.
- UUCville Administrators may grant access to new members or known friends of the Congregation, or to newcomers. However, membership/friend/verified newcomer status should be verified through Breeze or by asking staff, Membership Committee, or other congregation members before access is granted to UUCville's Private Facebook Group
- Content may include personal comments, photos, etc. from the Page Administrators, and people who have joined this Private group, and these customarily will be related to UUCville, Unitarian Universalism, members of our congregation, etc.
- Administrator approval of posts will not be required, however, in case of a heated controversy period or unusually high levels of hackings/spam, an Administrator after consulting with the Communications Committee and/or Ministers may put the group on temporary post approval. If this occurs, the Administrator will alert the other Social Media Administrators and the Facebook group about this action and will offer a date when post approval will be lifted (typically 3 days)
- Administrators in doubt about posting social media content or moderating other posters' content, should consult a minister. They can advise about content and support administrators in dealing with congregants

YouTube Channel

UUCville's YouTube channel:

[https://www.youtube.com/channel/UCODGPEZY0LYznXvmAJf\\_4qw/playlists](https://www.youtube.com/channel/UCODGPEZY0LYznXvmAJf_4qw/playlists)

The channel is open to the public and houses sermon and service videos as well as member testimonials and other videos that highlight UUCville's mission, vision and values.

Newsletter Policy

The Minister(s) will appoint and supervise a staff member or volunteer to produce the UUCville newsletter(s). The primary functions of the newsletter(s) are to inform the congregation of church news, programs, and activities. The newsletter editor has the responsibility to create

and/or edit material for length, grammar or spelling. The newsletter editor will consult with the Lead Minister and the Minister of Faith Development for significant editorial changes or if rejecting an article.

### Instagram

UUCville's Instagram page:

<https://www.instagram.com/uucharlottesville>

Instagram is a free photo and video sharing app. UUCville uploads photos or videos to share with their followers or with a select group of friends. The account administrators can also view, comment and like posts shared by our congregation's friends on Instagram.

### Zoom

Zoom is a video conferencing platform that is used through a computer desktop or mobile app, and allows users to connect online for video conference meetings, webinars, live chat and church services. The UUCville zoom account is to be used only for church functions (Sunday worship services, meetings, special events in sanctuary) and is managed by staff.

### X (Twitter)

*Account closed 2023*

### Brochures

All brochures or fliers produced for the church should be shown to a board member, a minister or a communications committee member for review before distribution. The intent is for minimal oversight yet to try to maintain a level of professionalism and consistency across publications.

### Church Surveys

All church-wide surveys within UUCville shall be approved by the Board and all electronic surveys shall be implemented and managed by the Board appointed survey committee.

Procedure:

- Request for approval of a church-wide survey should include purpose of survey and date results are needed.
- Following approval, a minimum of two months is required between submitting text for an approved electronic survey and receiving survey results.

### Bulletin Boards

The community events board is open for general posting of events, notices, and services of interest to the congregation and in keeping with UU principles. All items must have a date included or written in. The board will be periodically cleared to make room for additional postings.

Flyers and other documents shall not be posted on the pillars, doors, or walls of the church.