

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES AGENDA**

**February 26, 2025**

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

**In attendance** – Acshah Carrier, Bev Ryan, Rev Tim Temerson, Kay Frazier, Pam McIntire, Sylvie Semmelhack, Rev Leia Durland-Jones, John Griffith, Chris Little, Renee Brett, Tammy Wilt

**Absent** – N/A

**Guests** – N/A

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

- Opening and Closing Words: Renee Brett
- Reporter: Chris Little
- Time Keeper: John Griffith
- Process Observer: Sylvie Semmelhack

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

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

5. Written Correspondence - (none)

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

1. Approval of the January minutes - Renee motioned, Board approved

**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.*

- **President's Report** (Written)- Pam McIntire
- **Vice President's Report** (Written) - Beverly Ryan

- **Treasurer's Report** (Written) - Kay Frazier
- **Lead Minister's Report** - (Written) - Rev. Tim
  - City of Promise volunteer trainings in progress for UU Cville. Shout out to Greg Townsend for helping.
  - Conversation on reviewing our safety plan from 10 years ago
  - Stewardship starts on Sunday with Jimmy Gorham discussing
  - Need to set the date for the Congregational Meetings
- **Minister of Faith Development's Report** (Oral) - Rev. Leia Durland-Jones
  - Had Women's Dream Quest. 43 Women stayed over at the church!
  - Caroline's last week. Had a farewell luncheon for her today.
  - Searching for new RE assistant
  - Tim and I are working to form a relationship at the United Church of Christ. Possibly also Quakers and others as part of this group.
  - Wrote a letter of recommendation for Sylvie.
- **Membership Report** (Written) - 320 members
- **Board Liaison Reports**
  - Nom Committee: (Oral) John Griffith
    - We are filling out our slate for positions
  - Personnel Committee (Oral) - Beverly Ryan
  - Communications Committee (Oral) - Achsah Carrier
    - Trying to do things for the pledge drive
      - 4 Newsletters coming out
      - New pledge form for people to sign
      - Angela is making video testimonials
    - Action Table
      - Support around current events
      - Collecting more ideas about what the congregation should be doing
      - Letting people know about related events in the community
      - There will be a web page to share these notices
  - Budget Summary/Pledge Drive (Written) - Kay Frazier about 50 people currently don't pledge. The pledge drive group is reaching out to those people not currently pledging.

**BREAK AND GRATITUDE CARDS (5 min)** - Please think of people the Board should recognize for their recent contributions to our church community.

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

- Mosaic update (10min) - Summarizing by Pam McIntire- Frank Dukes is taking the mosaic training and Linda Dukes has already completed it. They will be exploring how to become a Mosaic congregation. They want to meet with other marginalized groups to see how they can further support those sectors. They also want to see how to bring the program into the youth classes within the church.
- Committee on Ministry updated (5min) Barb Alag met with Tim and Pam McIntire. Barb created a spreadsheet with tasks to help keep track of long term plans and keep it on track.
- Emergency Preparedness Review and Acts of Daily Resistance - Rev Leia and Rev Tim (20min) In 2014 the church created a disaster and emergency protocol report. The report has not been acted upon, as of yet. Due to the changing political climate, the report needs to be reviewed. Donna Redmond has volunteered to help and Rev Tim and Rev Leia met with her. Under Acts of Daily Resistance, there will be a take action table set up for people looking for things to do. The table will be up for several months
- Volunteer Job Description Review - attached (5min) Kay Frazier motioned to approved, Chris Little seconded and the motion carried
- Healing and transformation - Chris Little (10min) What can the congregation do to elevate helping people's healing, as well as their own healing. Kay cautioned on using the word healing.

**V. Review Agenda Items for Next Meeting** (5 min) Report for Emergency preparedness/update on Mosaic/Flooring/SSC to have draft wording for the bylaw change/

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

1. Process Review – by Sylvie everything on track
2. Things to do / communicate - Congregational meeting to go on the calendar/Sylvie and Rev Leia to meet about the FUN committee
3. Closing Words - by Renee Brett

#### **Dates to remember**

Next UU Charlottesville Executive Board Meeting: March 13, 2025

Next UU Charlottesville Board Meeting: March 26th, 2025

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## **Reports to the Board**

### **President's Report to the Board February 2025**

I find that I am increasingly turning to our congregation to stay grounded in the belief that love is powerful and what we do is important. When I feel the care we give to each other and the community, I am reminded that we make a difference.

I wish that we could bring our understanding and action to the whole country to help everyone know that caring for each other is caring for ourselves, that turning our backs on others damages our own humanity, and that loving others enriches everyone's lives.

I believe the world desperately needs us and I wonder how we can bring **Love in Action** even more forward. I want to begin with these questions:

**What is UUCville doing to resist the attacks on marginalized groups and the erosion of our democracy?**

**What are each of us doing that would be helpful for us all to know about?**

**What additional advocacy efforts should we join?**

UUCville has an excellent Long Range Plan that calls on us all to  
Cultivate a safe and welcoming place for all.  
Nurture mind, heart, body, and spirit.  
And work for equity, justice, and peace for all people and the planet.

We are making excellent progress on all these goals and our board is working hard to keep us moving forward. In these times, we need to make sure we especially put our efforts into our third goal. We have plans and actions in place on behalf of our congregational community, the larger Charlottesville community and our planet. We want to expand these actions to address the ongoing national assault on democracy, equity, justice, and peace.

To address this national crisis, we will increase our advocacy and justice work beyond what we are already doing. We hope to add funds for this effort to our budget with support from our pledge drive.

So many in our congregation are already working hard through our congregation, with other organizations and as individuals. We would like to know what each of us are doing. We will have an **Action Table** in the social hall after the service so we can find out what all of us are doing. Also, we would like to hear your ideas about what additional actions UUCville could join in.

We hope that sharing this information will remind us that we are a part of a Love in Action community and will inspire us to additional action. Please stop by the Action Table.

What is UUCville doing now to resist the threats to our communities?

1. We are offering **safer space to marginalized groups**. We are making our space available rent free to local groups working on behalf of marginalized communities. Out of respect for their privacy, we do not make public the names of groups we are supporting.

2. We are **partnering with local organizations** at work in our community. We currently have partnerships with **Sin Barreras** (providing preschool classes that encourage English language learning and rides to appointments for immigrants) and **City of Promise** (in their Nurturing Neighborhood program that forms “extended family” support for families).

We are pursuing other community partnerships with Charlottesville Public Housing Association of Residents (PHAR), Equality Virginia and Blue Ridge Abortion Fund.

3. We are continuing the social justice actions we have maintained for many years. These include:

**PACEM** (People and Congregations Engaged in Ministry) in which UUCville helps provide shelter for people in our community

**The HAVEN** where UUCville groups provide lunch every Sunday.

**IMPACT** (Interfaith Movement Promoting Action by Congregations Together) where we advocate for action by our local elected representatives.

4. Each month we have a **Social Action Collection** for local groups. This year, we are supporting Blue Ridge Abortion Fund, Inc, Central Virginia Community Justice, PHAR, City of Promise, LilyPads Housing, PACEM, Partner for Mental Health, RISE Foundation, Sin Barreras / Without Barriers and The BUCK Squad.

5. In the last year, we have made **828 Meal Packets** for hungry families who have loved ones in the UVA hospital.

6. We wrote and sent **1,500 post cards** to voters this year. Writing post cards to voters in swing states is a continuing effort at UUCville.

7. We offered an Adult Faith Development **Lobbying 101 class** this fall and we have an ongoing **Israel-Palestine Learning Circle**.

8. **Our Ministry for Earth** group is very active researching upcoming environmental legislation, organizing letter writing events, writing letters to the editor to local papers, meeting with local legislators, partnering with other local environmental groups, tabling to get signatures, and volunteering with UU The Vote to reach voters.

9. UUCville supports **UUA national efforts** such as the UUA acting as a plaintiff in the sensitive locations policy lawsuit. This lawsuit is a multifaith coalition effort to challenge ICE's policy, and oppose any interpretation of law which would allow immigration raids in houses of worship and religious ceremonies.

Perhaps one of the most important things we do at UUCville is working as a community to hold space for healing, growth, spiritual connections, and pastoral support for all who come. I am grateful that we have such a strong commitment to love and our other UU values. Sometimes when I feel overwhelmed and lost, I remind myself of the wisdom and kindness I have found at UUCville and I feel less alone.

Please come by the **Action Table** in the social hall after the service and let us know what you are doing and what other action we can all take together.

**President's Report to the Board:** Submitted by, **Pam McIntire**, President

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

**Vice President's Report to the Board, Feb 2025**

**Personnel Committee:**

The Personnel Committee is in the process of reviewing the Personnel Policy Manual. Revisions should be completed by the end of March and will be sent out for Board review, comments, and approval, with a goal of Board approval at the April meeting.

Carol Gardner has met with Rev Leia to review the job description for RE Assistant. This will be posted on Indeed ASAP. Bob Brett will be working with Carol to manage applicants, consult with Rev. Leia, and arrange for interviews.

**Fundraising Events:**

Plans are in the works for a Spring Auction to be held on Saturday, May 10<sup>th</sup> from 5pm-7pm. Stay tuned for more details and opportunities to be involved, whether it is donations of items or your time!

Respectfully,  
Bev Ryan

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

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

**Treasurer's Report  
February 2025**

**Financial Committee**

The Finance Committee reviewed the January Financial Reports and had no concerns or questions.

Policy requires that the Board be made notified of any line item that is overspent by \$200.00. The following line items are overspent:

5512 Cleaning Supplies

5513-01 Office Supplies

5517 Photocopies and Printing

5525 Other Fundraising Expense

5529 Legal Expense

There are other line items that are projected to be underspent, offsetting the over-expenditures.

There is a net operating revenue of \$56,818, meaning revenue exceeds expenditures through January. It is not unusual for revenues to exceed expenses at this point in the fiscal year. Expenses increase towards the end of the fiscal year and the budget will tighten.

The Statement of Financial Position and the Budget to Actual for the period through December 31, 2024, are included in the Board packet. To view the Financial Dashboard, click <https://uucharlotteville.org/financial-information/>

Submitted: Kay Frazier, Treasurer

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**Lead Ministers Report:** February 23, 2025

**Lead Developmental Minister Report**

**February 23, 2025**

This is my first board report since the new administration took power and I can't believe all that has happened over the last four weeks. It feels as if things have gone from bad to worse faster than I can ever remember. At the same time, my heart has been so touched and inspired by the response of so many people and institutions who are resisting and saying "No" to orders that do not carry the force of law and that are clearly designed to inflict harm. And that courageous resistance has most certainly been exemplified by many in our congregation who have

already shown up and spoken out against fear and hate. I must admit that I've been searching for some of that same resilience and determination I'm witnessing in our congregation and my courage and commitment has grown because of many of you. I feel something stirring at UUCville – something that is loving, creative, courageous, and determined. As I said in a recent service, UUCville and Unitarian Universalism are committed to “Anticipatory Resistance,” meaning we are not going to meekly accept the harm caused by unjust executive orders without pushing back and we are not going to wait or hesitate to make our voices heard and to put love into action. The time for action is now and I feel UUCville is ready.

Below are some important developments in key ministries and programs

**Worship** – I'm very pleased with our recent Sunday services. The music program has been on a roll with one fabulous anthem after another and with guest musicians like Matt Hartung and Amy Wissekerke. I was also very happy to collaborate with Rev. Leia on Feb 16 and with Greg Townsend on Feb 23. Greg's sermon was the best discussion of diversity, equity, and inclusion I have ever heard and I hope many who heard it now feel equipped to offer thoughtful responses when they encounter anti-DEI comments.

**Partnerships** - I'm pleased to report that our partnership with Sin Barreras is going very well. Our PRE-K program has resumed and the size of the class has doubled! With more students we have also gratefully accepted an offer to hold the classes at Church of the Incarnation. UUCville volunteers are also providing rides to the classes. I should also add that I've have been contacted by two local congregations who are either interested in learning more about our partnership with Sin Barreras or want to help with our work....I'm also pleased to share that we are really making progress on establishing our partnership with City of Promise. I have asked Barb Alag to work with me getting the partnership set-up and her help has been invaluable! Barb will be creating our volunteer teams and we will be hosting an information sessions and mini-trainings for volunteers this week. I am also staying in communication with City of Promise and they will be matching us with families in the very near future.

**Membership** – the membership committee hosted a potluck for new members and their families and almost 20 people attended! The committee is also expanding its outreach to newcomers by creating a newcomer table during Coffee Hour. The next newcomer circle will be held on March 9 and the next New Member and Friends class is on May 3.



**Pastoral Care** – I'm sure most of you know that Satyendra Huja recently passed away and that we will host the memorial service on March 1. I will also add that both Rev. Leia and I as well as the pastoral care team have been responding to the increased fear and anxiety among people in our congregation. I am so glad that we can offer a listening ear and an understanding heart. I will also add that during the recent power outage, one of our members reached out for help after losing both their heat and water. I was about to get him and his pets a hotel room with money from the Minister's Discretionary Fund when his power came back on. I share this story just so you get a feel for the kind of support the church offers and how Rev. Leia and I use the discretionary fund.

**Volunteer Coordinator Job Description Help** – a big thank you to Barb Alag and President Pam for reviewing the proposed job description. That's why its in the board packet and not still sitting on my computer!

**Advocacy and Public Witness** – I am so grateful to all of our folks who either attended the protest at UVA about gender-affirming health care on 2/21 or wrote emails to the Board of Visitors. It speaks very well of our congregation that almost 20 people turned out in bitterly cold weather.

**Upcoming Vacation** – I wanted to let the board know that I will be taking a two week vacation to Spain in early April and will be off two consecutive Sundays (April 6 & 13) Rev. Leia and I have already made plans for those Sundays.

With Gratitude,

Rev. Tim

**Minister of Faith Development's Report: January 2025**

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

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**Membership Report for January 2025**

Respectfully submitted, Beth Jaeger-Landis

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### **UUCville Volunteer Coordinator(s) Job Description**

In June of 2024, the UU Congregation of Charlottesville adopted a long-range plan, “Love into Action.” The plan sets ambitious goals for the congregation that ~~will~~ require an increase in the number of both lay leaders and volunteers. To that end, the plan calls for the creation of a Volunteer Coordinator(s) whose role will be to connect UUCville members and friends to volunteer opportunities with our congregation’s many ministries and programs. The Volunteer Coordinator(s) will serve for two years and will work collaboratively with congregational staff and lay leaders to promote service and voluntarism at UUCville.

The primary responsibilities of the Volunteer Coordinator(s) include:

- Monitor and respond to inquiries about volunteer opportunities through the email alias [volunteer@uucharlottesville.org](mailto:volunteer@uucharlottesville.org)
- Communicate potential volunteers’ interests to relevant leaders, committees, and groups.
- Work with program leaders to solicit volunteers for particular congregation events and needs (PACEM, church fundraisers, social events, etc.)
- Work with staff and the Communications and Stewardship Steering committees to publicize volunteer opportunities through church communication outlets including the website, email newsletters, social media, etc.
- Organize the annual Service Fair
  - Work with the membership committee to help connect new members and newcomers to service opportunities. Attend the New Members and Friends Class and when possible, the monthly newcomer circles.
- Use the congregation’s database to track individual’s interests and volunteerism
- Develop and implement a “Gifts and Interests” survey and share results of the survey with relevant staff and lay leaders

- Work with the minister(s) on the annual Volunteer Appreciation Service

### **Budget Update Board of Trustees February 2025**

The Finance Committee, with input from Rev. Leia, Rev. Tim, and the Personnel Committee, completed the first draft budget for FY 25-26. The budget is a work in progress and will change as more details regarding potential revenues and expenditures are gathered and the Pledge Drive is complete. The perspective in preparing this first draft was to:

- fully capture a picture of what resources are needed to actualize our long-range plan;
- keep the stated funding priorities uppermost in mind;
- and incorporate all requests from the committees and groups.

This brought us a “Dream” budget and set an ambitious pledge drive goal of \$575,000. The proposed budget is \$618,212, a 5.7% increase over the FY 24-25 budget. Pledges represent 84% of the projected revenue in this budget.

#### What does this budget fund:

The budget line items are redefined to align with the long-range plan. The line items are increased in many areas to support the stated funding priorities and action steps of the plan. Specifically, the new budget categories and increases in funding are as follows:

- Nurturing Heart, Mind, Body, and Spirit: Worship, Music, Faith Development, and Pastoral Care.
  - Adds new funding for guest preachers.
- Safe and Welcoming Space for All: Caring Community, Family Ministries, Membership, Campus Plan, Young Adult Ministry, Fun and Friendship, Inclusivity Ministry, Childcare.
  - Adds new funding for Fun and Friendship, Inclusivity Ministry, and Family Ministry.
  - Adds funding for architectural and engineering services to support the Campus Plan.
  - Increases funding for childcare and volunteer coordination.
- Justice, Equity, and Peace: Community Partnerships, Justice Ministry, Interfaith Ministry, and the Ministry for Earth.
  - Adds new funding to support existing and new community partnerships, Interfaith Ministry, and Public Advocacy.
  - Increases funding for the Justice Ministry and Ministry for Earth.
- Congregational Leadership and Administration: Communications, Campus maintenance, Utilities, Office Supplies and Equipment, Multi-Peril Insurance, IT support, Admin support, Campus Improvement Projects.
  - Adjusts and aligns line items to meet the current needs.

- Adds funding for Facility Improvement Projects identified by the Buildings Committee and Facility Manager.
- Increases funding for day-to-day maintenance of buildings.
- Debt Service: Debt reduction, Interest payments on Bonds, Transfers Reserve Funds
  - Adds funding for a transfer of funds to the Capital Project Reserve Fund.
  - Increases funding for the loan payment.
  - Maintains current funding levels for Operating, and Buildings and Grounds Reserve Funds

The draft budget also carries a 5% pool of current salary cost to be applied to salary increases based on our funding priority of aligning staff pay and benefits with our values of fair and equitable pay, emphasizing gender equity, providing a living wage, and moving towards fulfilling the recommendations from the UUA. Funding for Professional Expenses is increased.

#### Relationship of Budget to Pledge Drive

Funding this Dream Budget is contingent on a successful Pledge Drive and realizing the Pledge Drive goal. Our major source of funding is pledges. Our congregation is asked to give at new levels and to increase their pledge by 15-20% if possible. The Pledge Drive team is up and running with many people volunteering for small and large tasks.

To encourage new pledges and a return of pledgers who have not recently pledged, an emphasis is also being placed on the Matching Fund pool. This pool matches all new pledges up to \$1,000. Letters will be sent to non-pledging members encouraging them to participate in this year's Pledge Drive.

#### As Board members how can you help?

- Give your support to the Dream Budget!
- Pledge early and increase your pledge, if possible. Make your Pledge before March 1<sup>st</sup>.
- Pledge to the Matching Fund. All pledges help, no matter the amount.
- If asked to take on a pledge drive task or be a spokesperson, say YES.



