

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES MINUTES
July 23, 2025

Meeting hosted on Zoom

In attendance – Carol Gardner, Jimmy Gorham, Bev Ryan, Tammy Wilt, Ellie Syverud, Chris Little, Kim Grover, John Griffith, Rev Tim Temerson

Absent – **Achsach Carrier, Leia Durland-Jones (vacation)**

Guests – Dave Judd

I. Opening - (20 mins)

- Opening and Closing Words: Bev Ryan
- Reporter: John Griffith
- Time Keeper: Ellie Syverud
- Process Observer: Chris Little

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 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 -Bev moved and Tammy seconded all approved

MOTION: to Accept the agenda

5. Written Correspondence (none)

II. Electronic Motions (1 minute)

Approval of the June minutes - Written

1. **Reports (20 min) -**
2. **President's Report** (written)- Carol Gardner
3. **Vice President's Report** (written) - Beverly Ryan
4. **Treasurer's Report** (Written) - Jimmy Gorham

5. **Lead Minister's Report** - (Oral - on vacation) - Rev. Tim - developed friendship with Rev Karen Man at Sojourner's. Sojourner's will be joining us for a couple of Sunday's in November, as they are hosting Pacem. Pacem has requested to move their time at UU until the end of December first of January due to location.
6. **Minister of Faith Development's Report** (N/A - on vacation) - Rev. Leia Durland-Jones
7. **Membership Report** (oral) - Rev Tim Temerson
Membership stands at: 340
8. **Board Liaison Reports**
 - Nom Committee: (Oral) John Griffith -
 - Personnel Committee (Oral) - Beverly Ryan
 - Communications Committee (N/A) - Achsah Carrier
 - Building Committee (Oral) - Kim Grover

BREAK AND GRATITUDE CARDS (5 min) - Please think of people the Board should recognize for their recent contributions to our church community. Dave Judd, Nancy Hurrelbrinck, Leaders of ASP team, Bonnie Hansen and Elizabeth Breeden

IV. Business (1hr 20min)

- **Board liaison discussions (15mins)** - Carol - ensuring current board members are good with continuing the current committees. Kim G - liaison for building committee, Ellie for Stewardship committee, Rev Tim is liaison for membership, Jimmy is on finance committee, Bev - personnel committee.
- **Motion to approve Ann Salamini and Kay Frazier as at large members to the Stewardship Steering Committee (5min)** Tammy Wilt moved to approve - Bev Ryan seconded - motion carried
- **Discuss new date/time for board meetings (10min)** - Tentatively moving to Tuesday unless Rev Leia or Achash have trouble meeting on the new day
- **Committee of Ministry appointments of Pam McIntire, Barb Alag and Laura Horn (5min)** - Kim Grover moved to approve and Ellie Syverud seconded all approved
- **What Board Members should know about our role related to congregational finances (15min)** Jimmy gave a general update and asked for feedback on how to help further explain the budget
- **Board member responsibilities (10min)** - Carol Gardner -
- **Board to discuss days/time for fall board retreat (10min)** - Tentatively 9/20/2025. Tim to request someone from the Committee of Ministry to help plan the agenda. Kim Grover from the board to help, Chris Little to also help. Suggested time 10am-4pm time frame
- **Update on floors and doors (5min)** - Starts 7/28 and staff has the ability to work remotely depending on how disruptive the repairs are. To be fully completed by 8/9/2025
- **How to designate excess funds from the budget (5min)** - \$10K in operating reserve and \$8K in building and grounds operating reserve. More clarity is needed around this so this item is moved to September.

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

- Designation of excess funds

VI. Closing Activities (5 min)

1. Process Review – Chris Little - process went well
2. Things to do / communicate - Jimmy and Rev Tim to get clarity on excess funds. Carol is following up with Sandra with email distribution list and consulting with Achsach and Rev Leia on new board meeting date
3. Closing Words - Bev Ryan

Dates to remember

Next UU Charlottesville Executive Board Meeting: 8/13/2025

Next UU Charlottesville Board Meeting: 8/26/2025

Reports to the Board

President's Report to the Board: Carol Gardner

July 2025

I'm excited to be starting this new position as President of your Board of Trustees. I appreciate the support and encouragement I've received from other congregational leaders and the staff, and am looking forward to getting more familiar with all of our wonderful programs. For today's report I'll highlight just a couple of the things going on in the congregation.

Fifteen youth and 10 adult leaders recently returned from another successful trip with the Appalachia Service Project (ASP). This project is such an important opportunity for our young people to put our UU values into action and to learn that their skills and hard work can really impact other people's lives, making homes "warmer, safer and drier". What a gift that we give to our youth – helping them to become more confident in their own ability to make a positive difference in the world, while learning to build authentic connections with other people. I also want to thank the adults who went on the trip – it isn't always an easy week, but it is a profoundly meaningful one. I look forward to hearing more about the ASP trip at a service in August.

I enjoyed dropping off some items this week for the Yard Sale. Our sorting, moving and pricing crews are in full swing. This is a wonderful opportunity to clear some unused items out of your own home, and help raise money for the congregation. In addition, it is a great and easy volunteer opportunity. We really appreciate the time and energy of our dedicated volunteers.

Finally, our congregational calendar for the next several months is coming together and is packed with wonderful worship services, events, meals, and opportunities to get involved at UUCville. Whether you want to take a class, reflect spiritually, serve a meal, volunteer, walk a labyrinth, get support at a difficult time, teach, eat a meal, help out with kids/youth, work in the larger Charlottesville community, or help impact the wider world, there is something for everyone. I look forward to working, serving, singing, protesting, eating and worshipping with all of you.

Submitted by Carol Gardner

Vice President's Report to the Board: Bev Ryan

Fundraising Events:

The yard sale crew is now moving full steam ahead, with multiple pickups of furniture, and an overflowing Summit house! They are accepting donations at Summit House for our August 23rd sale when the students return. Yard sale staff will continue to be available on Tuesday and Saturday mornings, 10AM-12 PM.

Personnel Committee:

The Personnel Committee has been busy with the hiring of our new Office Assistant, Nash Ford. In addition to the office assistant role, Nash will be working the AV equipment on Sunday now that Rachel Buckland has moved on. Personnel is taking a break during July, but will resume in August.

Respectfully,
Bev Ryan

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

Treasurer's Report to the Board:

Treasurer's Report, July 2025

I. Greetings from the new Treasurer

Many of you know that I am a Doctor, practicing Laboratory Medicine in the Department of Pathology at UVAHealth. The term Doctor has its roots in the Latin verb *Docere* “to teach”. I will endeavor over the next two years to apply a teaching approach to my role as UUCville Treasurer. At the same time, there is much I do not know, and I expect to be learning all the time. For these reports and for all other aspects of the Treasurer role, I welcome any and all feedback, helpful suggestions, and, of course, questions if you would like something clarified.

II. What each Board Member is responsible for with respect to Church finances.

Back in 2020, I was a new at-large member of the Board. I didn't know what such responsibilities were. Here are some FAQ's from Board members, followed by relevant parts of the By-Laws and Policy Manual.

- “What is my role and my responsibility regarding church finances?” and
- “What should I know about the financial reports?”

The *By-Laws*

https://uucharlottesville.org/wp-content/uploads/2023/07/2023_06_04-BYLAWS-v.pdf state the following regarding the Board's financial duties (p. 7):

“V.3 Specific Duties. In fulfilling the mission of the Congregation, the Board shall be responsible for the following duties: solicit financial support for the Congregation; submit an annual budget to members for approval; administer the approved budget ... ensure that the accounts and funds administered by the Congregation or any of its agencies are subjected to review at least annually, either by the Finance Committee or as the Board shall otherwise direct.”

The *Policy Manual*

<https://uucharlottesville.org/wp-content/uploads/2022/05/2022-05-24-Policy-Manual-.pdf> states the following regarding Board responsibilities in preparing and presenting the budget (p. 28)

In sum, the Board of Trustees is responsible for the overall financial health of the church, but delegates the monthly reviews to the Treasurer and to the Finance Committee. The monthly Financial Reports (and Annual Closing Report) are tools for providing oversight. Board members should:

- Have a general understanding of the budget documents and Statement of Financial Position. Be able to answer member's questions in broad terms and direct questions to others if more detailed information is needed.
- Be engaged in setting budget priorities and presenting the budget to the congregation for approval.
- Review monthly and annual Budget to Actual reports, paying the most attention to Total Revenue, Total Expenditures, and Net Operating Revenue. Request information or question specific budget line items that are overspent, if more details are warranted.

- Appoint members to the Finance Committee. The FC advises the Board and the Treasurer, reviews monthly reports, prepares a draft budget for Board consideration, approves some gifts and donations, approves fundraising activities, and advises on the use of endowment and reserve funds.
- Appoint members to the Stewardship Steering Committee. The SSC works to promote and encourage a culture of stewardship, with the specific tasks of providing oversight for the Pledge Drive and working towards long-term financial health.”

III. Monthly Financial Reports.

Per the Bylaws and Policy Manual, each month the Treasurer is to present in their report two documents: (1) Summary of Expenses and Income (SEI; aka “budget versus actual”) and (2) a Statement of Financial Position (SFP), and. As Sandra has been out on a well-earned vacation, I don’t have the July SEI to share with you.

Before she left, Sandra did share the SFP, dated July 2; see pdf at end. At my request, Sandra also sent me an Excel version; I am therefore able to utilize Excel features to modify the report layout so as to hopefully make the numbers more digestible. See images below. The data in the attached pdf (an output of QuickBooks) and the data in the Excel tables (my own formatting) should be identical.

I’ve removed the cents digits to the right of the period (i.e. rounded to the nearest dollar).

A	B	C	D	E	F	G	H	I	J
Bank Accounts					Fixed Assets				
1010 Board Designated Funds	\$11,805	Total for Checking	\$191,149		1700 Church Building			\$830,529	
1020 Donor Restricted Funds	\$67,742				1710 Church Addition			\$572,114	
1030 Available in Checking Account	\$111,601				1720 Church Land			\$55,000	
1300 UVA CCU Savings (00)	\$56,397	Total for Savings, CD	\$81,720		1730 Summit House Building			\$475,148	
1400 CD 12 Months @3.5%	\$25,323				1740 Summit House Land			\$150,000	
Total for Bank Accounts			\$272,868		Total for Fixed Assets			\$2,083,304	
Common Endowment Fund					Total Assets				
1500 UU Common Endowment Fund			\$707,335		Bank Accounts			\$272,868	
Member Bonds					Other Current Assets			\$817,335	
1611 Cheetham Bonds Principal (Religious Education)	\$16,214	Total for 1610 Bonds Held by Restricted Funds	\$93,933		Member Bonds			\$110,000	
1612 Bristol Bonds Principal (Building and Grounds)	\$62,077				Fixed Assets			\$2,083,304	
1613 Abrahamse Bonds Principal (Music)	\$15,642				Total			\$3,283,507	
1620 Common Endowment Funds (CEF) Bonds Principal	\$16,067	total for CEF Bonds Principal	\$16,067						
Total for 1600 Member Bonds			\$110,000						

The image above shows our Assets, categorized by asset type (there are four categories).

Bank Accounts

Our Checking Account has over \$190,000, but the actual *unrestricted* amount is only \$111,601. The Board needs to be aware that there are two sub-categories (Board Designated Funds, in blue; Donor Restricted Funds, in lavender) that are earmarked for certain purposes; more on these later in this report.

We also have a Savings Account and a 12 month CD, earning higher interest than the Checking Account, with valuations as shown.

Common Endowment Fund

The CEF has over \$700,000. This is our investment account. I don't have a further breakdown of the investments at this point. The CEF is where we intend for most gifts / bequests to land, so we can grow the endowment. Per our Bylaws, UUCville, with Board approval, may use up to 5% each year for expenses. That is a maximum.

Fixed Assets

Our fixed assets represent the value of our buildings, grounds, and tangible items contained within. I will take time to learn more about the origin of these appraisals / assessments / valuations; any information Board members can provide is welcome.

Member Bonds

This is an "oddball" category, as I've come to learn that the Bonds show up on our books as both an Asset *and* a Liability. As best I understand it, we've borrowed from ourselves and need to pay ourselves back. I keep them in this report on both sides of the ledger.

The total of the Bonds is \$110K. The bond amounts shown are distributed among the Abrahamse, Bristol, and Cheetham Bond Principal amounts (what I refer to as the ABC Bonds). Apparently, the amount left over (after subtracting ABC) from the total of \$110K is put into a fund termed The Common Endowment Fund Bonds Principal. The amount "\$110K" is going to appear again in the Liabilities side of the report, which we will get to in a few paragraphs, after I go back to talk about the blue and lavender bits, above.

1010 Board Designated Funds		1020 Donor Restricted Funds	
3120 Capital Reserve Fund	\$983	3210 Social Hall Floor Project	\$12,577
3130 Building & Grounds Reserve	\$1,129	3215 IHS Meal Packets	\$3,989
3160 Sabbatical Fund	\$1,953	3220 Food Pantry	\$9,240
3180 Operating Reserve	\$7,740	3225 Music Programs	\$414
TOTAL Board Designated Funds	\$11,805	3230 Adult Faith Development	\$6,915
		3235 Labyrinth Project	\$713
		3240 Children's Service Offering	\$760
		3245 Coming of Age	\$2,595
		3250 Cluster Conference RJ Funds	\$153
		3260 Minister's Discretionary Fund	\$7,512
		3270 Future Year Pledges	\$3,728
		3275 Future Year Pledge Matches	\$1,100
		3280 Remembrance Garden	\$17,511
		3285 Green Building Improvements	\$536
		TOTAL Donor Restricted Funds	\$67,742

The image above shows money sitting in our checking account, but the uses are restricted for certain purposes. The blue table shows funds that the Board of Trustees has indicated are to be used for the purposes shown. The lavender table shows funds that *other* sources have designated for specific uses. I currently know little of the history of all these restricted funds, and I don't wish to take up the July Board meeting for such discussions. Suffice to say that there are funds earmarked for specific purposes, and that these funds exist *separate* from those designated through our annual budgeting process.

Liabilities	
2010, 2020, 2030 Credit Cards	\$4,207
2120 Public Radio Fund	\$50
2132 Endowment Holding For Transfer	\$5,204
2310 Social Action Collections (SAC)	\$3,708
2401-2024-00 Summit House Porch Project	\$1,399
2231 Summit House Bonds	\$110,000
2232 No Interest Member Loan	\$29,000
Total	\$153,568

The image of the table above shows our liabilities, as of July 3. As I gain experience, I will learn more about what each line represents. Currently, I have not much to say about this table. As mentioned above, the bonds appear again on the liabilities side, where they are referred to as the "Summit House Bonds". There is also a no-interest member loan from an anonymous

congregant from several years ago; each annual budget typically includes some amount for payback, so that amount should go to zero after several years.

Again, in the spirit of feedback, please let me know any suggestions you may have to improve my reports.

Regards,

Dr. Jimmy

Submitted by: **Jimmy Gorham**, Treasurer

Lead Minister's Report to the Board: None submitted (on vacation)

Rev. Tim, Lead Minister

Minister of Faith Development's Report: None submitted - (on vacation)

Rev. Leia, Minister of Faith Development

Membership Report for,

Membership as of ____: ____

Additions:

Drops:

Membership as of ____: ____

Respectfully submitted,

Statement of Financial Position
Unitarian Universalist Congregation of Charlottesville
As of July 2, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 UVA CCU Checking (80)	0
1010 Board Designated Funds	11,805.18
1020 Donor Restricted Funds	67,742.32
1030 Operating Funds	111,601.21
Total for 1000 UVA CCU Checking (80)	\$191,148.71
1300 UVA CCU Savings (00)	56,397.23
1400 CD 12 Months @3.5%	25,322.54
Total for Bank Accounts	\$272,868.48
Accounts Receivable	
Other Current Assets	
1500 UU Common Endowment Fund	707,334.89
1600 Member Bonds	0
1610 Bonds Held by Restricted Funds	0
1611 Cheetham Bonds Principal (RE)	16,213.87
1612 Bristol Bonds Principal	62,077.22
1613 Abrahamse Bonds Principal	15,641.86
Total for 1610 Bonds Held by Restricted Funds	\$93,932.95
1620 CEF Bonds Principal	16,067.05
Total for 1600 Member Bonds	\$110,000.00
Total for Other Current Assets	\$817,334.89
Total for Current Assets	\$1,090,203.37
Fixed Assets	
1700 Church Building	830,528.82
1710 Church Addition	572,114.00
1720 Church Land	55,000.00
1730 Summit House Building	475,148.00
1740 Summit House Land	150,000.00
1800 Furniture & Fixtures	512.84
Total for Fixed Assets	\$2,083,303.66
Other Assets	
Total for Assets	\$3,173,507.03

Statement of Financial Position
Unitarian Universalist Congregation of Charlottesville
As of July 2, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
2010 WFCC Lela's x0770 / x0895	499.64
2020 WFCC Sean's x6444 /x2064	3,244.88
2030 WFCC Tim's x2440 / x5872	462.07
Total for Credit Cards	\$4,206.59
Other Current Liabilities	
2080 Pension Contrib WH	-0.34
2120 Public Radio Fund	50.00
2132 Endowment Holding For Transfer	5,204.46
2310 Social Action Collections (SAC)	3,707.90
2400 Reserve Projects	0
2401 Buildings and Grounds Projects	0
2401-2024-00 Summit House Porch Project	1,399.46
Total for 2401 Buildings and Grounds Projects	\$1,399.46
Total for 2400 Reserve Projects	\$1,399.46
Total for Other Current Liabilities	\$10,361.48
Total for Current Liabilities	\$14,568.07
Long-term Liabilities	
2230 Long Term Liabilities	0
2231 Summit House Bonds	110,000.00
2232 No Interest Member Loan	29,000.00
Total for 2230 Long Term Liabilities	\$139,000.00
Total for Long-term Liabilities	\$139,000.00
Total for Liabilities	\$153,568.07
Equity	
Retained Earnings	177,818.77
Net Income	31,228.38

Statement of Financial Position
Unitarian Universalist Congregation of Charlottesville
As of July 2, 2025

DISTRIBUTION ACCOUNT	TOTAL
3000 Net Assets (Equity)	\$2,731,344.31
3100 Board Designated Funds	0
3120 Capital Reserve Fund	983.49
3130 Building & Grounds Reserve	1,128.62
3160 Sabbatical Fund	1,952.63
3180 Operating Reserve	7,740.44
Total for 3100 Board Designated Funds	\$11,805.18
3200 Donor Restricted Funds	0
3210 Social Hall Floor Project	12,576.50
3215 IHS Meal Packets	3,989.36
3220 Food Pantry	9,240.43
3225 Music Programs	414.21
3230 Adult Faith Development AFD	6,914.82
3235 Labyrinth Project	713.20
3240 Children's Service Offering	759.51
3245 Coming of Age	2,594.70
3250 Cluster Conference R,J Funds	152.73
3260 Minister's Discretionary Fund	7,511.72
3270 Future Year Pledges	3,727.99
3275 Future Year Pledge Matches	1,100.00
3280 Remembrance Garden	17,511.49
3285 Green Building Improvements	535.66
Total for 3200 Donor Restricted Funds	\$67,742.32
Total for 3000 Net Assets (Equity)	\$2,810,891.81
Total for Equity	\$3,019,938.96
Total for Liabilities and Equity	\$3,173,507.03