

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

Meeting hosted on Zoom

In attendance – Carol Gardner, Bev Ryan, Achsah Carrier, Ellie Syverud, Kim Grover, Jimmy Gorham, John Griffith, Rev Tim Temerson

Absent – **Rev Leia Durland-Jones, Chris Little**

Guests – Donna Redmond, Laura Horn

I. Opening - (20 mins)

- Opening and Closing Words: Kim Grover
- Reporter: Achsah Carrier
- Time Keeper: Bev Ryan
- Process Observer: Tammy Wilt

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

MOTION: to Accept the agenda , approved

5. Written Correspondence (none)

II. Electronic Motions (1 minute)

Approval of the August minutes - Done electronically

1. **Reports (20 min) -**
2. **President's Report (Oral)-** Carol Gardner - Make sure the congregation is aware of everything the board is doing ie: Campus Plan - conveyed on the website and via board greeter
3. **Vice President's Report (Oral)-** Beverly Ryan - Yard sales was about \$15K

4. **Treasurer's Report** (Written) - Jimmy Gorham
5. **Lead Minister's Report** - (Oral) - Rev. Tim - Quick update on Covid information on the website supplied by Greg Townsend. Communications committee and Rev Leia coordinated the publicity around service/peace totem re-dedication. Greeter training is happening 9/28/2025. Sound system installed 9/23/2025. Freedom summer school is a concept coming from Freedom summer in Mississippi. PHAR is interested in doing the Freedom summer and UU may be able to help partner depending on funding from the Children's Defense Fund.
6. **Minister of Faith Development's Report** (on study retreat) - Rev. Leia Durland-Jones
7. **Membership Report** -Rev Tim
Membership stands at: 346 as of 9/23/2025
8. **Board Liaison Reports**
 - Nom Committee: (Oral) John Griffith- Met with Gail Floyd to close out 2024 and reviewed notes and term lengths.
 - Personnel Committee (Oral) - Beverly Ryan - Met 9/22/2025
 - Communications Committee (Oral) - Achsah Carrier - Website has crashed a couple of times and they are having a meeting with a WordPress developer to discuss. Look into purchasing a password manager for the church. Need to reach out to Sandra to help facilitate. Achsah will reach out to get more information.
 - Building Committee N/A - Kim Grover - Nothing to report
 - SSC - Ellie Syverud - Planned giving is going well (Legacy program) Luncheon is scheduled 11/9 and a new member packet is in development. They are looking for 2 at large members for SSC. Also need to get volunteers for Pledge Committee

BREAK AND GRATITUDE CARDS (5 min) - Please think of people the Board should recognize for their recent contributions to our church community. **Thank you for cookout/Silwel and Angela Orebaugh for AV/Website/ and Volunteer coordinators for service fair**

IV. Business (50min)

- **Charge for Mosaic Squad** (10 min)- Rev Tim- John G moved to accept and Ellie seconded - Motion passed - see attached
- **COVID update** (10min) Rev Tim - Information supplied on the website provided by Greg Townsend
- **Excess Funds Allocation** (5min) - Jimmy Gorham - Additional \$10K allocated to buildings and grounds reserve and it was accepted by the finance committee
- **Action Items from Retreat** (15min)- Carol Gardner - How to communicate items to congregation for transparency and engagement. The COM is going to help organize these items. Survey going out to members about various topics. Rev Tim is going to

meet with Cathy and David with the Volunteer committee for asset mapping. Rev Leia is reaching out to UUA for a possible template.

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- **Breeze Update** (10min) - Jimmy Gorham
- **Authorized signer for Common Endowment Fund** - Carol Gardner
 - *The Unitarian Universalist Common Endowment Fund (UUCEF LLC) requires at least one authorized signer on the UUCville account. The Board approves the addition of Sandra Schwartz, Operations Manager, as the new authorized signer. The Board approves the removal of Sean Skally, Walter Megonigal and Kevin Schyler as authorized signers on the UUCEF.*
- *Motion moved, seconded and approved*
- **Review Agenda Items for Next Meeting** (5 min) - Donna Redmond - Emergency Preparedness Reports

VI. Closing Activities (5 min)

1. Process Review –
2. Things to do / communicate - Board greeters to convey to board
3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: 10/15/2025

Next UU Charlottesville Board Meeting: 10/28/2025

Reports to the Board

President's Report to the Board: Carol Gardner
N/A - Oral

Submitted by Carol Gardner

Vice President's Report to the Board: Bev Ryan
N/A - Oral
Bev Ryan

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

Treasurer's Report to the Board: Jimmy Gorham

Treasurer's report, August 2025

Greetings to the Board and the Congregation.

Highlights of the September Finance Committee meeting

- We reviewed the financial reports. Since this is early in the fiscal year, we mostly had questions helping to understand the reports. Sandra has made many changes to the format that makes it easier to understand, and will follow up with examples showing how to track expenses, etc. Jimmy mentioned that Tim had agreed to have after-service sessions with the Treasurer (Jimmy) explaining the church finances to members who are interested.
- *Having excess funds from the past fiscal year, the Finance Committee had originally allocated \$10k to Buildings and Grounds Reserve and \$8k to the Operating Reserves. At the August 2025 Board meeting, the Board asked that we allocate an additional 10k into the Building and Grounds Reserve. The Finance Committee approved this at their last meeting, so the final allocations will be: \$20k to Buildings and Grounds Reserve and \$8k to the Operating Reserve.*
- Jimmy requested feedback on whether the church should make the financial information on the website to be available to members only. After discussion the committee agreed that it would be good to have the financial information not available to non-members.

Monthly report, budget versus actuals

- See attached document

Monthly Statement of Financial Position

- See attached document

Submitted by: **Jimmy Gorham**, Treasurer

Lead Minister's Report to the Board: Oral

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 __Sept__: __2025 is 346

Additions:

Drops:

Respectfully submitted, Rev Tim Temerson

Breeze Update – September 2025

Background:

- **Situation:** UUCville (formerly TJMC) switched from Power Church to Breeze approximately five years ago. For Power Church, and now Breeze, data has been entered manually, a process necessarily accompanied by some incorrect information and typos. Over the years, there have been attempts by an intrepid staff member or a volunteer congregant to curate data to render the database accurate and reliable. While such efforts have undoubtedly led to database improvements, the overall task is larger than one person can reasonably accomplish on an *ad hoc* basis. Importantly, there has never been, as far as we know, a comprehensive “A to Z” review of the database to ensure that our data is as accurate as possible.
- **Formation of the CDS Team:** In Aug. '24, the SSC formed the Congregation Data Stewardship (CDS) Team to assess and improve the use of Breeze software. UUCville utilizes the [Breeze](#) software system to manage essentially all data concerning our congregation, past and present. Data include pledges, pledge payments, donations, bank deposits, membership rolls, registrations for RE classes and programs, friend/supporter information, and contact information for people with Breeze accounts.
- **Objectives for the CDS Team:** Develop expertise in Breeze, understand current UUCville data curation practices, explore improvements in data curation and communication, and identify new opportunities that using Breeze can realize.

Key Achievements:

- **Enhanced Data Security:** We identified and mitigated the risk of unauthorized access to personal information within Breeze profiles. We've established some protocols to ensure "as-needed" access and strongly recommend an opt-in member and supporter directory to protect individual privacy.
- **Data Clean-up and Accuracy:** Nearly half of the existing individual profiles were archived due to being outdated or irrelevant. The Ministry team assisted in this process and is currently updating membership data.
- **Staff Training and Transition:** The CDS Team is actively developing protocols and best practices for Breeze utilization. We are meeting weekly with staff to review these protocols, with the goal of transferring primary management of Breeze to staff by the new year.

Future Initiatives:

- **Breeze Reintroduction to the Congregation:** This Fall, we plan to reintroduce Breeze to the congregation, including the new opt-in directory. We aim to increase overall usage and demonstrate its value as a powerful tool for communication, donations, pledges, and tracking congregational interests.
- **Collaboration with Ministry Leaders:** We will be working with new volunteer coordinators, committee chairs, and group leaders to explore how Breeze can further assist with communication and tracking the interests of individual congregants.

The CDS Team is on a steep learning curve but is dedicated to expanding our skills and leveraging Breeze as a powerful tool for information management and church operations. We believe that when used to its full potential, Breeze can significantly benefit our church community.



Budget vs. Actuals FY 2025-26 through Aug 31 2025

Unitarian Universalist Congregation of Charlottesville

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Cost of Goods Sold	0	0	0	
Gross Profit	\$218,776	\$589,427	-\$370,651	37.12 %
Expenses				
5000 Administrative Expenses	\$0.00	\$0.00	\$0.00	
5010 Communications	120	3,000	-2,880	4.0 %
5060 Hospitality	791	2,500	-1,709	31.62 %
5090 Safety and Security	104	500	-396	20.88 %
5100 Cleaning & Supplies	\$0.00	\$0.00	\$0.00	
5110 Cleaning Service	2,850	21,000	-18,150	13.57 %
5120 Kitchen, Bathroom & Cleaning Supplies	168	2,000	-1,832	8.42 %
Total for 5100 Cleaning & Supplies	\$3,018	\$23,000	-\$19,982	13.12 %
5200 Office Expense and Supplies	\$0.00	\$0.00	\$0.00	
5210 Office Supplies	473	2,000	-1,527	23.63 %
5220 Online Subscription Fees	185	5,500	-5,315	3.36 %
5230 Photocopies and Printing	412	2,100	-1,688	19.61 %
5240 Postage	7	1,100	-1,093	0.65 %
5250 IT Support	0	3,500	-3,500	0.0 %
5260 Computer Maintenance/Upgrade	0	2,000	-2,000	0.0 %
Total for 5200 Office Expense and Supplies	\$1,076	\$16,200	-\$15,124	6.64 %
5300 Utilities	\$0.00	\$0.00	\$0.00	
5310 717 Main Bldg Electricity	1,012	7,000	-5,988	14.46 %
5320 717 Main Bldg Gas, Water, & Sewer	343	4,000	-3,657	8.58 %
5330 Edgewood Lane Parking Lot Electricity	53	300	-247	17.81 %
5340 Summit Gas, Water & Sewer	152	1,700	-1,548	8.97 %
5360 Telephone & Internet	558	3,600	-3,042	15.49 %
5370 Trash and Recycling	263	1,500	-1,237	17.51 %
5350 Summit House Electricity	0	3,000	-3,000	0.0 %
5380 Stormwater Assessment Fee	0	1,100	-1,100	0.0 %
Total for 5300 Utilities	\$2,381	\$22,200	-\$19,819	10.73 %



Budget vs. Actuals FY 2025-26 through Aug 31 2025

Unitarian Universalist Congregation of Charlottesville

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
5700 Financial Services Charges	\$0.00	\$0.00	\$0.00	
5710 Bank Fees	5	150	-145	3.4 %
5720 Financial Service Fees	782	4,000	-3,218	19.55 %
5730 Credit Card Fees	0	50	-50	0.0 %
Total for 5700 Financial Services Charges	\$787	\$4,200	-\$3,413	18.74 %
5020 Multi-Peril Insurance	0	15,000	-15,000	0.0 %
5070 Personnel Committee	0	400	-400	0.0 %
5400 Legal & Professional Fees	\$0.00	\$0.00	\$0.00	
5410 Accounting Fees	0	3,000	-3,000	0.0 %
5420 Legal Expense	0	500	-500	0.0 %
Total for 5400 Legal & Professional Fees	\$0	\$3,500	-\$3,500	0.0 %
5800 Debt Service	\$0.00	\$0.00	\$0.00	
5801 Payment on 2019 Unsecured Loan	0	5,000	-5,000	0.0 %
5802 CEF Bonds Int Expense	0	4,859	-4,859	0.0 %
5803 CEF Member Bonds Principal	0	908	-908	0.0 %
Total for 5800 Debt Service	\$0	\$10,767	-\$10,767	0.0 %
5900 General Operating Reserve (Contingency)	0	6,000	-6,000	0.0 %
Total for 5000 Administrative Expenses	\$98,193	\$555,427	-\$457,234	17.68 %
6000 Program Expenses	\$14,222.00	\$0.00	\$14,222.00	
6020 UUA Annual Program Fund	5,000	5,000	0	100.0 %
6100 Worship Expenses	\$0.00	\$0.00	\$0.00	
6110 Worship Supplies and Subscriptions	172	400	-228	43.02 %
6120 Guest Preacher	640	750	-110	85.33 %
Total for 6100 Worship Expenses	\$812	\$1,150	-\$338	70.62 %
6130 Music Expense	\$0.00	\$250.00	-\$250.00	0.0 %
6150 Abrahamse Fund (Music) Expense	360	774	-414	46.51 %
6140 Pianist	0	3,600	-3,600	0.0 %
6160 Instrument service	0	1,050	-1,050	0.0 %
Total for 6130 Music Expense	\$360	\$5,674	-\$5,314	6.34 %
6200 Faith Development	\$0.00	\$0.00	\$0.00	
6220 RE Children & Youth	752	6,000	-5,248	12.54 %
6210 Cheetham Fund Expense (RE)	0	826	-826	0.0 %
6230 Women's Spirit	0	100	-100	0.0 %
Total for 6200 Faith Development	\$752	\$6,926	-\$6,174	10.86 %



Budget vs. Actuals FY 2025-26 through Aug 31 2025

Unitarian Universalist Congregation of Charlottesville

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
6300 Beloved Community	\$0.00	\$0.00	\$0.00	
6330 Family Ministry	185	750	-565	24.67 %
6310 Caring Community	0	75	-75	0.0 %
6320 Childcare	0	3,250	-3,250	0.0 %
6340 Fun & Friendship	0	500	-500	0.0 %
6350 Inclusivity Ministry	0	500	-500	0.0 %
6360 Membership & Member Tracking	0	500	-500	0.0 %
6370 Volunteer Coordination	0	100	-100	0.0 %
6380 Young Adults / Campus Outreach	0	500	-500	0.0 %
6390 Campus Plan	0	3,000	-3,000	0.0 %
Total for 6300 Beloved Community	\$185	\$9,175	-\$8,990	2.02 %
6400 Faith Witness - External	\$0.00	\$0.00	\$0.00	
6420 Interfaith Ministries	258	400	-142	64.38 %
6440 Justice Ministries	656	1,000	-344	65.62 %
6410 Community Partnerships (Social Action Council)	0	1,500	-1,500	0.0 %
6430 Ministry for Earth	0	500	-500	0.0 %
Total for 6400 Faith Witness - External	\$914	\$3,400	-\$2,486	26.87 %
6500 Program Expense (Disbursal of Restricted Funds)	13,538		13,538	
Total for 6000 Program Expenses	\$35,783	\$31,325	\$4,458	114.23 %
7000 Fund Raising Expense	\$0.00	\$0.00	\$0.00	
7200 Other Fundraising Expense	691	900	-209	76.8 %
7100 Pledge Program Expense	0	300	-300	0.0 %
Total for 7000 Fund Raising Expense	\$691	\$1,200	-\$509	57.6 %
Total for Expenses	\$134,667	\$587,952	-\$453,285	22.9 %
Net Operating Income	\$84,109	\$1,475	\$82,634	5702.32 %
Other Income				
4700 Unrealized Gain/Loss - UUCEF	9,063		9,063	
Total for Other Income	\$9,063		\$9,063	
Other Expenses				
5990 Endowment Fees	371		371	
Total for Other Expenses	\$371		\$371	
Net Other Income	\$8,692		\$8,692	
Net Income	\$92,801	\$1,475	\$91,326	6291.62 %



Statement of Financial Position Last Month
 Unitarian Universalist Congregation of Charlottesville
 As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 UVA CCU Checking (80)	\$0
1010 General Fund	155,966
1020 Donor Restricted Funds	\$0
1020-01 Adult Faith Development AFD	6,704
1020-02 Children's Service Offering	760
1020-03 Cluster Conference RJ Funds	153
1020-04 Coming of Age	853
1020-05 Food Pantry	11,579
1020-06 Green Building Improvements	1,036
1020-07 IHS Meal Packets	3,989
1020-08 Labyrinth Project	713
1020-09 Minister's Discretionary Fund	11,626
1020-10 Music Programs	414
1020-11 Refugee Collection	1,000
Total for 1020 Donor Restricted Funds	\$38,826
1030 Board Designated Funds	\$0
1030-01 Building & Grounds Reserve Fund	11,129
1030-02 Capital Reserve Fund	983
1030-03 Operating Reserve	17,259
1030-05 Sabbatical Fund	2,953
1030-06 Remembrance Garden	17,315
Total for 1030 Board Designated Funds	\$49,639
Total for 1000 UVA CCU Checking (80)	\$244,430
1200 UVA CCU Savings (00)	56,404
1400 CD 12 Months @3.5%	25,543
Total for Bank Accounts	\$326,378
Accounts Receivable	0
Other Current Assets	
1500 UU Common Endowment Fund	757,697
1600 Member Bonds	\$0
1610 Bonds Held by Restricted Funds	\$0
1611 Cheetham Bonds Principal (RE)	16,214
1612 Bristol Bonds Principal	62,077
1613 Abrahamse Bonds Principal	15,642
Total for 1610 Bonds Held by Restricted Funds	\$93,933
1620 CEF Bonds Principal	16,067



Statement of Financial Position Last Month
 Unitarian Universalist Congregation of Charlottesville
 As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for 1600 Member Bonds	\$110,000
Total for Other Current Assets	\$867,697
Total for Current Assets	\$1,194,074
Fixed Assets	
1700 Church Building	830,529
1710 Church Addition	572,114
1720 Church Land	55,000
1730 Summit House Building	475,148
1740 Summit House Land	150,000
1800 Furniture & Fixtures	513
Total for Fixed Assets	\$2,083,304
Other Assets	0
Total for Assets	\$3,277,378
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	0
Credit Cards	
2010 WFCC Leia's x0770 / x0895	360
2015 WFCC Sean's x6444 /x2064	507
2030 Ramp Card	1,446
Total for Credit Cards	\$2,313
Other Current Liabilities	
2060 Health Premium WH	2,433
2070 Dental Premium WH	95
2080 Pension Contrib WH	517
2100 Other Liabilities Total	\$0
2120 Public Radio Fund	50
2130 Social Action Collections (SAC)	3,506
Total for 2100 Other Liabilities Total	\$3,556
2400 Reserve Projects	\$0
2401 Buildings and Grounds Projects	
2401-2024-00 Summit House Porch Project	1,399
Total for 2401 Buildings and Grounds Projects	\$1,399
Total for 2400 Reserve Projects	\$1,399
Total for Other Current Liabilities	\$8,000
Total for Current Liabilities	\$10,313



Statement of Financial Position Last Month
Unitarian Universalist Congregation of Charlottesville
As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Long-term Liabilities	
2230 Long Term Liabilities	\$0
2231 Summit House Bonds	110,000
2232 No Interest Member Loan	29,000
Total for 2230 Long Term Liabilities	\$139,000
Total for Long-term Liabilities	\$139,000
Total for Liabilities	\$149,313
Equity	
3000 Net Assets (Equity)	2,731,844
Retained Earnings	295,448
Net Income	100,773
Total for Equity	\$3,128,065
Total for Liabilities and Equity	\$3,277,378

Mosaic Squad Charge

In the face of rising authoritarianism that threatens democratic institutions and that targets marginalized identities and communities, the Unitarian Universalist Congregation of Charlottesville's Board of Trustees charges the Mosaic Squad with helping the congregation to become a community of resistance and liberation. Through education, information-sharing, activism, and other anti-authoritarian levers, the Mosaic Squad will work with staff, lay members and friends, and resistance organizations and movements to empower the congregation to show up, to speak out, and to resist authoritarianism nationally, here in Virginia, and in our local community. The Mosaic Squad will draw on anti-racism and anti-oppression inspiration and resources from the UUA Mosaic project as well as other liberatory sources.