

Unitarian Universalist Congregation of Charlottesville
BOARD OF TRUSTEES Board Minutes
July 28, 2026
Meeting held on Zoom

In attendance: Carol Gardner, Jimmy Gorham, Ashley Cooley, John Griffith, Ellie Syverud, Coretta Powers, Tammy Wilt, Rev Tim Temerson

Absent: Meg Dunham, Kim Grover, Rev Leia Durland-Jones(vacation)

Guests: Kay Frazier, Breck Gastinger

I. Opening - (20 mins)

- Opening and Closing Words: Tammy Wilt
- Reporter: Ellie Syverud
- Time Keeper: Ashley Cooley
- Process Observer: Coretta Powers

1. Opening Words
2. Check-In: one to two minute check-in
3. Community Time / Public Comment - N/A
4. Acceptance of Agenda

MOTION: to Accept the agenda - agenda is accepted

5. Written Correspondence - N/A

II. Electronic Motions (1 minute)

1. Approval of the June minutes - done electronically

III. Business (60 min)

- Building and Grounds Task Force update (25min)- Kay Frazier/Breck Gastinger (see attached)
-
- Social Action Collection(SAC) Task Force Update (5min) - Ellie Syverud
- Board to adopt Emergency Preparedness Task Force Charge and Appointments (10min) - Rev Tim Temerson (see attached) Appointments: Tim Temerson, Chris Wyles, Adrienne Dunkin, Larry Moulis, Bev Ryan, Scott Muir - Ellie Syverud moved and John Griffith seconded the appointments- motion carried. Tammy Wilt moved and Ashley Cooley moved to approve the charge and motion carried. Task force to be completed by 12/31/2026
- Board Liaisons (5min) -Carol Gardner After discussion, we recognize these liaisons for the coming church year: continuing from last year - John Griffith (Nominating Committee), Kim Grover (Buildings Committee), Ellie Syverud (Stewardship Steering Committee), Ashley Cooley (Mosaic Squad). And these new liaisons: Meg Dunham (Personnel Committee), Coretta Powers (Communications Committee).
- Update board on AA (5min)- Rev Tim Temerson

- Addressing Long-Term Debt Task Force(15min) - Jimmy Gorham (see attached) is going to make a recommendation to create a task force. Task force to consist of Jimmy Gorham, John Griffith and Donna Redmond. Ashley Cooley moved and Ellie Syverud seconded and motion carried. Tammy Wilt moved and Coretta Powers seconded to create the charge and motion carried. Task force to be completed 2/1/2027.
- Board Orientation (10min) -Carol Gardner (see attached)
- Congregational Meeting Minutes (10mins) - Carol Gardner (see attached) After review, the Board determined that congregational meeting minutes will need to be approved by the congregation, until such time as the congregation delegates that responsibility to another group. The Board may continue to review the minutes of the congregational meeting in a more timely fashion, and provide their preliminary approval, so that reviewed minutes are available. Such minutes will be labeled as "Board approved, congregational approval pending" until such time as the congregation approves them. This supersedes the decision from our May 2026 Board meeting.
- **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 Elizabeth Breeden(Jimmy Gorham) and Bev Gorham(Ashley Cooley) Neal Walters(Tammy Wilt), Beth Jaeger Landis(Ellie Syverud), Caroline Landis and Julia Landis(Carol Gardner) for ASP. Larry Moulis(Jimmy Gorham) for painting

IV. 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)- Carol Gardner
2. **Vice President's Report** (written) - John Griffith
3. **Treasurer's Report** (written) - Jimmy Gorham
4. **Lead Minister's Report** - (written) - Rev. Tim Temerson
5. **Minister of Faith Development's Report** (NA) - Rev Leia Durland-Jones
6. **Membership Report** (Oral) - 347 members - Rev Tim Temerson
7. **Board Liaison Reports**
 - Nom Committee: (Oral) John Griffith
 - Personnel Committee (NA) - Meg Dunham
 - Communications Committee (NA) - Coretta Powers
 - Building Committee (NA)- Kim Grover
 - Stewardship Steering Committee (Oral) Ellie Syverud
 - Mosaic Squad: (Oral) Ashley Cooley

V. Review Agenda Items for Next Meeting (5 min) Jimmy Gorham to discuss surplus and Carol Gardner to discuss board resource list

VI.Closing Activities (5 min)

1. Process Review
2. Things to do / communicate - Schedule board greeters for remainder of the year
3. Closing Words

Dates to remember

Next UU Charlottesville Executive Board Meeting: August 12, 2026

Next UU Charlottesville Board Meeting: August 25, 2026

President's Reports to the Board -**President's Report to the Board****July 2026**

We are in that in-between time of summer, where it can feel like our normal routines are disrupted. Kids out of school, people on vacation and out of town, some church activities on hold or in a different format (like Religious Education). And yet, so much activity continues at UUCville. Between our ministers and our guest preachers, there is always something interesting and thought-provoking happening on Sundays. Most of our programs are continuing through the summer, including all of our important Food Ministry programs, which are the focus of our Social Action collection for July. Our Food Ministry includes the soup kitchen, food pantry (first Fridays), food-sharing Sundays, gift cards for church members on a tight budget, and supplies for feeding our PACEM guests. If you haven't supported this collection yet this month, please go to the [Ways To Give](#) page of our website and look at the options for the Social Action collection.

The Board met in person in June, and welcomed our new members (Meg Dunham and Coretta Powers) and said thank you to our outgoing members (VP Bev Ryan and Achsah Carrier). I hope that Bev and Achsah found their Board service to be interesting and meaningful – I know we really appreciate all they have done for the congregation over the past several years. I'm so grateful to them and to all our Board members who have agreed to take on this leadership role in the congregation.

In June we also debriefed about our annual congregational meeting, held just a few days earlier. I wanted to thank everyone who helped plan and run the congregational meeting, and also thank our members, friends and supporters who attended. It is an important way for us to put our belief in the democratic process into action. I also wanted to highlight the excellent work done on the budget in advance of the

congregational meeting by our Treasurer, Jimmy Gorham, and the Finance Committee (chaired by Donna Redmond). And they were able to craft a really well-supported budget because of everyone who pledged in March – thanks again!

At our June Board meeting we also organized the schedule for Board meetings and Executive Committee (“Exec”) meetings for the coming months. Exec (the ministers, President, VP, Treasurer and Secretary) meets 2 weeks before each Board meeting to set the agenda for the meeting. If you ever have an item you think needs to go to the Board for discussion or approval, please send it to one of the Exec Committee members at least 2 weeks before the Board meeting, so they can bring it to Exec for discussion.

If you are ever curious about what the Board does, please join us at a meeting. Most of our meetings are held on Zoom (usually the 4th Tuesday of each month at 6:30pm), and the schedule and Zoom link are on the website [here](#).

Submitted by: Carol Gardner, President

Vice President’s Report to the Board:

Vice President’s Report to the Board, July 2026

Committee and group outreach

Following the Executive Committee's discussion, I will be contacting committee chairs and task force leaders with a request: send Sandra any changes to your group's email forwarding list; review your group's listing on the website and send corrections to communications@uucharlottesville.org; and let Sandra know if your group would like a shared drive and does not already have one.

I have a draft list of groups and contacts and will circulate it to the Board before anything goes out, so you can add groups I have missed and flag any that should be approached differently. My working rule is to write to a group's email list where one exists and to the chair where one does not, on the reasoning that a group that set up a list has already decided how it wants to receive mail. Please tell me where that rule is wrong.

Committee and group inventory

An inventory of our committees, task forces, and groups is in the Governance shared drive under Organizational Chart → 2026 Current. It includes a spreadsheet of each group with members, email lists, and shared-drive status; an organizational chart with the governance structure tied back to the bylaws; and a README explaining both. The spreadsheet also carries a "Needs Verification" tab listing open questions that the available sources could not answer, and the outreach should close a number of them.

I have added this year's annual committee reports as a source, which confirmed current membership and leadership for many of the groups and surfaced several that were not previously listed. One thing worth naming: the annual reports cover twenty-eight groups, while the inventory now holds about seventy-four. That reflects the fact that we do not have a standing way to know which groups exist and who leads them.

Policy Manual

Barb Alag and I have taken on getting the Policy Manual current and posted. Sunny Manato has already done substantial work, including an automatic table of contents and consolidating the forms into an appendix. The immediate goal is a posted version that reflects all Board-approved changes; the 2024 check-signing update, for example, is not in the version currently on the website. Barb and I plan to meet with Sunny to establish what is current and where things live. Any reorganization of the manual would come back to the Board as a separate matter.

Public Witness Policy Task Force

The Task Force (Barb Alag, Achsah Carrier, Marlene Jones, and myself as Board liaison) is working toward the Board's charge to recommend any proposed changes by November. We have been assembling background on the history of the current policy and how it has been used. Marlene has reached out to six ministers connected with the congregation for their recollections; two have responded so far, and we expect more once the summer travel season passes. The Task Force meets next on Sunday, July 26 for our first interview.

Staffing and liaisons

Please join me in welcoming Ben Jackson, who has joined the staff as our AV Tech/Streaming Tech and Editory and is already at work on improvements to the sound equipment. Our website staff page has not yet been updated to include him.

We also still need Board liaisons for the Personnel and Communications Committees, both of which were carried over to this meeting's agenda. I will continue as liaison to the Nominating Committee, unless the Board decides otherwise.

Submitted by, **John Griffith**, Vice President

Treasurer's Report to the Board:

[Treasurer's report, July 2026](#)

Greetings to the Board and to the Congregation

Monthly Financial Statements for June 30, 2026

As usual, see two separate pdf documents for Budget v. Actuals, and for the Statement of Financial Position; these have been prepared by Sandra from Quickbooks. As per usual, I have prepared my own version of the SOFP, for those who may prefer this format; the numbers should be identical to those in Sandra's report. As a reminder, to make it easier to interpret, I have removed the parts on "Fixed Assets" and "the Bonds and Trusts" as those do not change from month to month. I do include our long-term liabilities, to keep us aware of them.

FY26 Summary

The Budget v. Actuals document represents the year-end close of the books for FY26. I thank Sandra for getting the information to me last week, in time for this meeting. We are “in the black” this year by +\$33.6K. I expect that the August Finance Committee (FC) meeting (Aug. 18) will be when the FC designs recommendations to the Board as to how to allocate this money. I of course welcome suggestions in advance, at the July Board meeting (if time permits), and/or by email to me and to Donna Redmond (Chair, FC).

Notable points

- **Summary**

- For FY26, UUCville revenues were 3% above budget while expenditures were 2% below budget.
- Actual Net Revenue was \$33,608, significantly outpacing the budgeted Net Revenue of \$1,467.

- **Total Revenue**

- Total Revenue reached \$609,761 against a budget of \$589,427, bringing in \$20,334 more than anticipated (103% of budget).

- **Breakdown of Non-Profit Revenue**

- Pledged Donations brought in a total of \$518,199 against a \$503,310 budget, driven largely by \$498,073 in pledge income.
- Non-Pledged Donations generated \$21,044, which outperformed the budgeted amount of \$17,000.
- Fundraising Events accumulated \$26,929 against a \$23,250 budget, despite the cancellation of the Spring Auction.

- ● **Breakdown of Other Revenue**

- Building Use Fees brought in \$19,497 out of a budgeted \$22,500.
 - The unexpected mid-year departure of the CHEC group hit the budget, but this was ameliorated by other Building Use income.
- Budgeted funding transfers and withdrawals included \$11,800 from the Endowment and \$5,000 from the Operating Reserve.
- Bank Interest was higher than budgeted due to more intentional participation in the high-interest-yielding Money Market account.

- **Total Expenditures**

- Total Expenditures amounted to \$576,153, which was slightly below the total budgeted amount of \$587,960 (98% of budget).

- **Administrative Expenses Breakdown**

- Personnel Expenses represent the largest operational cost, totaling \$408,118 out of a total administrative budget of \$555,435.
- Other administrative outlays include Buildings and Grounds (\$33,586), Utilities (\$25,424), Cleaning & Supplies (\$18,695), and Office Expense (\$17,060).
- The remaining administrative costs went toward Multi-Peril Insurance, Legal & Professional Fees, Financial Services Charges, Debt Service, and Operating Reserve Expense.

- **Program and Fundraising Expenses Breakdown**

- Total Program Expenses came out to \$24,936 against a \$31,325 budget.
- Program sub-categories include the UUA Annual Program Fund (\$5,000), Worship (\$2,175), Music (\$6,225), Faith Development (\$6,673), Beloved Community (\$2,731), and External Faith Witness (\$2,132).
- Fundraising Expenses tracked close to budget, costing \$1,064 out of a budgeted \$1,200.

3 Year Financial Position Summary

I present a summary of the Financial Position of UUCville at the close of the last 3 Fiscal Years.

Over the last 3 fiscal years, Local Assets (Bank Accounts), and Long-Term Investments (UUCEF) have significantly increased year-over-year, while our Long-Term Liabilities have modestly decreased. As a separate agenda item for this Board Meeting, I present my analysis of Long-Term Debt in the form of Summit House Bonds, and a proposal for the Board.

	6/30/2024	6/30/2025	6/30/2026
<u>Local Assets (Bank Accounts)</u>			
Unrestricted	\$ 173,560	\$ 220,029	\$ 223,478
Restricted (Board Designated Funds + Donor Restricted Funds)	\$ 62,701	\$ 56,614	\$ 86,343
Total	\$ 236,261	\$ 276,643	\$ 309,821
<u>Long-Term Investments</u>			
UUCEF	\$ 569,301	\$ 749,005	\$ 850,887
Total	\$ 569,301	\$ 749,005	\$ 850,887
<u>Long-Term Liabilities</u>			
Summit House Bonds	\$110,000	\$110,000	\$110,000
No Interest Member Loan	\$34,000	\$29,000	\$24,000
Total	\$144,000	\$139,000	\$134,000
	6/30/2024	6/30/2025	6/30/2026
Net Balance	\$661,562	\$886,648	\$1,026,708

Submitted by: **Jimmy Gorham**, Treasurer

Lead Minister's Report to the Board:
Lead Developmental Minister Report

July 2026

I am delighted to be returning from a **vacation** in June and then a “pulpit vacation” for most of July. Of course, I’m never anxious for a vacation to end but I am really looking forward to the start of the new church year. July and August are my “big picture” times when I try to think about the whole church year rather than being caught up in the usual day-to-day reactivity. And I’m also very glad we have a retreat in September when we can think together about the future and set goals for the upcoming year.

Below are some initiatives and areas of church life about which I’d like to bring you up-to-date.

Sunday Morning Services – I’ve been very pleased with the quality of our service over the last six weeks. A big thanks to Rev. Leia for organizing services in mid and late June and to the guest worship leaders in July, including Greg Townsend, Rev. Susan Karlson, and Rev. Annie Foerster. Also a big thank you to the worship weaver team including Tori Goodloe, Angela Orebaugh, Jason Woodson, and Lauren Doran. I’m also pleased to share that Carolyn Fitzpatrick will be joining the team in August. Finally, a big thank you to our musicians, and especially the guest pianists who stepped in when Scott and John were unavailable.

Emergency Preparedness – Working closely with Rev. Leia and Tammy Wilt, a task force has been recruited to develop an updated emergency preparedness plan for the congregation. A charge to the task force has also been drafted and you will be asked to approve the charge and the proposed members of the task force at the July meeting. I also want to add that I will be part of the task force.

Mosaic/People of Faith Series – I am so incredibly proud of and impressed by the People of Faith series that has taken place over the last few weeks thanks to a great collaboration between UUCville’s Mosaic Squad and Congregate Charlottesville. Chris Rivera has been offering some very helpful training and there has been wonderful interfaith attendance, especially from our neighbors down Rugby Road at Westminster Presbyterian.

Sin Barreras Pre-K Program – I’m sure you’ve heard the efforts to recruit more Sin Barreras teachers from UUCville. I’m happy to report that we have had a great response and now have enough volunteers to fill out two teaching teams. I’d also like to share that in consultation with Sin Barreras, the twice weekly classes are being moved to their offices. Please know the only reason for making this change is to try and increase attendance. We love hosting the class at UUCville but moving the classes to Sin Barreras follows our partnership principle of meeting people where they are. Classes will begin in mid-September. Thanks to board member Meg Dunham for all of her hard work!!!

Building & Grounds Upgrades – What a blessing to have the Summit House parking lot redone!!! Also, the work being done on the Lower Hall has been incredible, both in terms of floors and painting. If you haven’t seen it, take a look at Lower Hall 1& 2.... I also want to mention that after receiving a great deal of feedback from congregants about the look of the patch of ground in front of the brick wall and sign on Rugby Road, I have consulted with our Grounds Team and a number of church members with landscaping experience and expertise. The consensus has been to remove the ground covering in front of the brick wall (primarily Juniper) and to replace it with flowers. I have been in conversation with

landscaper, Kate Walz, who does work on the Remembrance Garden. Kate will work closely with our grounds team to remove the Juniper and plant flowers beginning in early September.

Sojourners UCC – Rev. Leia and I have reached out to Pastors Karen and Bethany at Sojourners about sharing a Sunday service during the upcoming year.

Personal – Carissa got engaged last month with the wedding planned for next June. I will be away from August 17-24 celebrating my granddaughter's birthday.

Rev. Tim, Lead Minister

Minister of Faith Development's Report: Rev Leia Durland Jones - out on vacation

BUILDINGS

\$ FUNDED THROUGH ANNUAL BUDGET

\$\$\$ REQUIRES FUNDRAISING THROUGH A CAPITAL CAMPAIGN

LESS PLANNING NEEDED

- Cleanup, Organize, and Assign Storage Spaces **\$**
- Renovate the Social Hall Kitchen **\$\$\$**
- Make Social Hall Improvements - New tables, Aesthetics, Storage **\$\$\$**
- Survey and add AV Equipment where needed **\$\$\$**
- Improve Accessibility **\$\$\$**
Sanctuary and Doors
- Improve the AV Tech Space in the Balcony **\$**
- Create a permanent Welcoming Space in the Foyer **\$**
- Create Welcoming Aesthetics in Entrances **\$**
- Design and Install Signage and Wayfinding **\$\$\$**

MORE PLANNING NEEDED

- Consider the Programming and space Use of Summit House **\$**
- Renovate the Interior of Summit House **\$\$\$**
- Consider Space Usage and Renovate Office Spaces **\$\$\$**
- Reimagine & Renovate Lower Hall Kitchen Space **\$\$\$**
- Design and Construct Gender Neutral/Family Bathrooms **\$\$\$**
- Improve Accessibility Throughout Buildings **\$\$\$**

OUR VALUES

HONORING HISTORY
ACCESSIBILITY
SUSTAINABILITY-
WELCOMING AND
INCLUSIVE

GARDENS AND GROUNDS

\$ FUNDED THROUGH ANNUAL BUDGET

\$\$\$ REQUIRES FUNDRAISING THROUGH A CAPITAL CAMPAIGN

1st Priority - Create a Space Plan for the Grounds

LESS PLANNING NEEDED

- Reimagine and Renovate Labyrinth and Surrounding Garden Renovation **\$\$\$**
- Renovate Parking Lots **\$\$\$**
- Cleanup and Organize Outdoor Storage **\$**
- Design and Install Signage and Wayfinding **\$\$\$**
- Sustainable Planting Guidelines and Implementation Plan **\$**
Native Plant Gardens and Arboretum
- Improve the Landscape Surrounding the Rugby Rd Sign **\$**
- Create a Gift Guide for Grounds and Gardens **\$**

MORE PLANNING NEEDED

- Reimagine Playground **\$\$\$**
- Imagine and Design an Outdoor Gathering Space **\$\$\$**
- Improve Accessibility throughout the Grounds **\$\$\$**
- Improve Outdoor Lighting throughout the Grounds **\$\$\$**
- Reimagine the Rugby Road Portico **\$\$\$**
- Improve Use of Summit House Side-yard **\$**

OUR VALUES

HONORING HISTORY
ACCESSIBILITY
SUSTAINABILITY
WELCOMING AND
INCLUSIVE

Unitarian Universalist Congregation of Charlottesville

Annual Congregational Meeting Minutes

June 7, 2026 12:30pm

Chair: Carol Gardner, President

Secretary: Tammy Wilt

- 1) Introduction and Review of Procedures - Carol Gardner
- 2) Welcome, call to order & establish a quorum - Membership reported at the last Board meeting on 5/26/2026 stood at 350, so at least 35 members are required for a quorum. A quorum was established with 69 present in person or on Zoom.
- 3) Opening words and chalice lighting—Rev. Tim Temerson
- 4) The draft agenda was made available on the church website in advance of the meeting. Motion to approve agenda—Patricia Wallens and seconded by David Mellor - motion carried unanimously.
- 5) Annual Committee Reports—Bev Ryan (published on the website)
- 6) Lead Developmental Minister's report - Rev. Tim Temerson (published on the website)
- 7) Minister of Faith Development - Rev. Leia Durland-Jones (published on the website)
- 8) President's Report Carol Gardner (published on the website)
- 9) Election of Board of Trustees members and congregational elected committees. Elizabeth Breeden from the Nominating Committee presented the slate of nominees. There were no nominees added by petition or from the floor. There being as many candidates as open positions, the Chair declared them elected by acclamation. Those elected are:
 - Board of Trustees Vice President (1st 2 year term 2026-28): John Griffith
 - Board of Trustees Secretary (2nd 2 year term 2026-28): Tammy Wilt
 - Board of Trustees At Large Member (3 year term 2026-29): Coretta Powers
 - Board of Trustees At Large Member (3 year term 2026-29): Meg Dunham

- Board of Trustees At Large Member (filling remainder of 3 year term 2025-27): Ashley Cooley
- Personnel Committee (3 year term 2026-29): Susan Erno
- Personnel Committee (3 year term 2026-29): Sharon Baiocco
- Nominating Committee (2 year term 2026-28): Sammy McGlamery
- Nominating Committee (2 year term 2026-28): Jed Devine

10) Appreciation of outgoing Board members

11) Treasurer's Report, Jimmy Gorham

12) Presentation of Budget for 2026-2027 for approval - see attached Jimmy moved to approve and Anne Salamini seconded - motion carried unanimously

13) Closing words and extinguish the chalice – Rev. Leia Durland-Jones

14) Adjourned at 1:33 pm

FY 26-27 UUCville Proposed Budget

Jimmy Gorham
UUCville Treasurer
June 7, 2026



FY 2026-27 Approved Budget
Unitarian Universalist Congregation of Charlottesville

Income

4000 Non-Profit Revenue FY25-26	
4100 Pledged Donations FY 2025-26	
4110 Current Year Pledges FY 2025-26	\$ 506,880
4120 Current Year Pledge Match FY 2025-26	\$ 11,475
4130 Prior Year Pledges FY 2024-25	\$ 5,000
	<u>\$ 523,355</u>
4200 Non-Pledged Donations FY 2025-26	
4210 Current Year Unpledged Donations FY 2025-26	\$ 11,000
4220 Offering / Plate Cash FY 2025-26	\$ 8,800
	<u>\$ 19,800</u>
4400 Fundraising Events	
4420 Fall Auction	\$ 10,000
4430 Yard Sale	\$ 14,500
	<u>\$ 24,500</u>
4450 Other Fundraising Revenue	
4455 RaiseRight, Scrip, Kroger Revenue	\$ 1,000
4460 Hospitality Contributions	\$ 400
4465 Art Sale Commission/Misc Fundraising Revenue	\$ 500
	<u>\$ 1,900</u>
4500 Other Revenue	
4510 Building Use Fees	\$ 15,500
4520 Bank Interest	\$ 1,600
4530 Endowment Transfer	\$ 5,775
4580 Transfer from Operating Reserve	\$ 11,000
4620 Cheetham Fund (RE)	\$ 851
4630 Abrahamse Fund (Music)	\$ 821
4640 Bristol Fund (B & G)	\$ 3,259
	<u>\$ 38,806</u>
Total Income	<u>\$ 608,361</u>

Expenses

5000 Administrative Expenses	
5010 Communications	\$ 2,500
5020 Multi-Peril Insurance	\$ 17,425
5060 Hospitality	\$ 2,800
5090 Safety and Security	\$ 200
	<u>\$ 22,925</u>

5100 Cleaning & Supplies	
5110 Cleaning Service	\$ 17,700
5120 Kitchen, Bathroom & Cleaning Supplies	\$ 1,775
	<u>\$ 19,475</u>
5200 Office Expenses and Supplies	
5210 Office Supplies	\$ 1,600
5220 Online Subscription Fees	\$ 3,300
5230 Photocopies and Printing	\$ 2,500
5240 Postage	\$ 700
5250 IT Support	\$ 9,500
5260 Computer Maintenance/Upgrade	\$ 2,000
	<u>\$ 19,600</u>
5300 Utilities	
5310 717 Main Bldg Electricity	\$ 9,700
5320 Summit House Electricity	\$ 3,000
5330 Edgewood Lane Parking Lot Electricity	\$ 385
5350 Summit Gas, Water & Sewer	\$ 1,165
5340 Main Building Gas, Water & Sewer	\$ 4,100
5360 Telephone & Internet	\$ 6,550
5370 Trash and Recycling	\$ 1,800
5380 Stormwater Assessment Fee	\$ 995
	<u>\$ 27,695</u>
5400 Legal & Professional Fees	
5420 Legal Expense	\$ 50
	<u>\$ 50</u>
5550 Buildings and Grounds	
5551 Main Building Maintenance Expenses	\$ 3,000
5552 Buildings Contractual Maintenance	\$ 13,840
5553 Bristol Fund Expense (B&G)	\$ 3,259
5554 Summit House Maintenance Expenses	\$ 1,500
5556 Grounds Contractual Services	\$ 5,800
5558 Buildings Floor & Carpet: Waxing & Deep Cleaning	\$ 2,500
5559 Gardens and Grounds Expenses	\$ 2,000
5560 Buildings & Grounds Reserve Expense	\$ 2,500
5562 Facility Improvement Projects	\$ 8,500
5563 Furniture & Equipment	\$ 100
	<u>\$ 42,999</u>
5600 Personnel Expenses	
5610 Payroll - Benefits	
5611 Dental Insurance	\$ 1,965
5612 Health Insurance	\$ 36,500
5613 Life Insurance	\$ 1,675
5614 Long Term Disability	\$ 2,625
5615 Pension	\$ 28,352
	<u>\$ 71,117</u>

5620 Wages & Payroll Tax	
5621 Wages, including Minister Housing Allowance	\$ 239,975
5622 Payroll Taxes	\$ 10,248
5623 Payroll - Payment In Lieu of FICA	\$ 13,768
5624 Minister Housing Allowance	\$ 73,970
	<u>\$ 337,961</u>
5630 Professional Development Expenses	
5631 Lead Minister Prof Expenses	\$ 2,500
5632 Minister of Faith Development Prof Expenses	\$ 5,500
5633 Operations Manager Professional Expenses	\$ 500
5634 Dir of Music Prof Expenses	\$ 500
	<u>\$ 9,000</u>
5640 Payroll Service Fees	\$ 5,216
5650 Workers' Compensation Insurance	\$ 924
5670 Sabbatical Reserve Expense	\$ 500
	<u>\$ 6,640</u>
5700 Financial Services Charges	
5710 Bank Fees	\$ 75
5720 Financial Service Fees	\$ 5,000
5730 Credit Card Fees	\$ 50
	<u>\$ 5,125</u>
5800 Debt Service	
5801 Payment on 2019 Unsecured Loan	\$ 5,000
5802 Summit Bonds Interest	\$ 5,775
	<u>\$ 10,775</u>
6000 Program Expenses	
6020 UUA Annual Program Fund	\$ 9,000
6100 Worship Expenses	
6110 Worship Supplies and Subscriptions	\$ 400
6120 Guest Preacher	\$ 1,800
	<u>\$ 2,200</u>
6130 Music Expense	
6140 Pianist	\$ 5,600
6150 Abrahamse Fund (Music) Expense	\$ 821
6160 Instrument service	\$ 850
6170 Music Supplies	\$ 250
	<u>\$ 7,521</u>
6200 Faith Development	
6210 Cheetham Fund Expense (RE)	\$ 851
6220 RE Children & Youth	\$ 5,500
	<u>\$ 6,351</u>

6300 Beloved Community	
6310 Caring Community	\$ 75
6320 Childcare	\$ 2,000
6330 Family Ministry	\$ 600
6340 Fun & Friendship	\$ 300
6350 Inclusivity Ministry	\$ 100
6360 Membership & Member Tracking	\$ 500
6370 Volunteer Coordination	\$ 150
6380 Young Adults / Campus Outreach	\$ 300
6390 Campus Plan	\$ 1,000
	<u>\$ 5,025</u>
6400 Faith Witness - External	
6410 Community Partnerships	\$ 1,000
6420 Interfaith Ministries	\$ 500
6430 Ministry for Earth	\$ 250
6440 Justice Ministries	\$ 1,000
	<u>\$ 2,750</u>
7000 Fund Raising Expense	
7100 Pledge Program Expense	\$ 300
7200 Other Fundraising Expense	\$ 1,200
	<u>\$ 1,500</u>
Total Expenses	<u>\$ 607,709</u>
Total Income (From Row 37, above)	<u>\$ 608,361</u>
Net Income (Total Income minus Total Expense)	<u>\$ 652</u>

Gorham proposal to create a Task Force to address Long-Term Debt represented by the remaining Summit House Bonds.

BLUF (Bottom Line Up Front):

I ask the Board for its support in the formation of a Long-Term Debt (LTD) Task Force that will address how to resolve UUCville's long-term debt of \$110,000. I propose that the LTD Task Force comprise 4 to 5 church members, and that its formal charge be:

The LTD Task Force will analyze the issue of UUCville's unresolved long-term debt, using the Treasurer's 2026 report as a starting point. The LTD Task Force will identify one or more solutions to eliminate the debt. The LTD Task Force will present its findings and proposed solution(s) to the Board by [DATE].

In more detail:

In winter/spring of 2026, I voluntarily undertook an extensive investigation into the history of the Summit House Bond Debt, culminating in a 10 page report with multiple footnotes and appendices. I encourage any member of the Board who is interested to read the report in full. I am unsure as to how sensitive is the information within it, so at this point, I am willing to distribute to Board Members, upon request, the report as a bound printed copy, rather than as an electronic file.

I did not use AI to generate the report, and the writing and word choices are my own. However, I did use AI just now to help me create the following summary:

The report by UUCville Treasurer Jimmy Gorham provides a comprehensive investigation into the congregation's persistent \$110,000 long-term debt, which originated from bonds issued in 1992 to finance the purchase of the Summit House property. While the church successfully redeemed \$420,000 of the original \$530,000 debt between 1994 and 2016, repayment efforts have since stalled. Gorham argues that resolving this issue is critical for both conducting an overdue external financial audit and ensuring the success of an upcoming capital campaign.

The report identifies six historical factors that have contributed to this stagnation, most notably the entanglement of the remaining debt with the Abrahamse, Bristol, and Cheetham (ABC) Funds. These funds, which serve specific church ministries, became the holders of the remaining bonds. This has created a confusing financial cycle where the debt is incorrectly recorded as both an asset and a liability, fostering a widespread misconception among staff and congregants that the church holds a \$110,000 interest-earning investment, when in reality, the interest payments are being subsidized by general operating revenue. Further complicating this are the lack of maturity dates on the original 1992 bonds, the loss of critical transaction records at a now-defunct law firm, and a failure to adjust the bond interest rates—which remain at 5.25%—to reflect modern market conditions.

To untangle this "Gordian Knot" of financial obligations, Gorham proposes a concrete, two-stage resolution. In the short term, he suggests resetting the bond interest rates to align with current market conditions, such as standard CD rates. For the medium term, he recommends a strategy to systematically retire the remaining debt over one to four years, which would allow the church to fully restore the principals to the ABC Funds and reinvest them in diverse, clearly defined vehicles that align with their original establishment documents.



Unitarian Universalist Congregation of Charlottesville

Budget vs. Actuals: FY 2025-26

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Revenue				
4000 Non-Profit Revenue				
4100 Pledged Donations				
4110 Pledge Income	498,073	488,250	-9,823	102.00 %
4120 Pledge Match	11,618	12,060	442	96.00 %
4130 Prior Year Pledges	8,508	3,000	-5,508	284.00 %
Total 4100 Pledged Donations	518,199	503,310	-14,889	103.00 %
4200 Non-Pledged Donations FY 2025-26				
4210 Unpledged Donations	12,267	7,000	-5,267	175.00 %
4220 Offering / Plate Cash FY 2025-26	8,776	10,000	1,224	88.00 %
Total 4200 Non-Pledged Donations FY 2025-26	21,044	17,000	-4,044	124.00 %
4400 Fundraising Events				
4410 Spring Auction	820	6,000	5,180	14.00 %
4420 Fall Auction	8,442	6,500	-1,942	130.00 %
4430 Yard Sale	16,199	7,500	-8,699	216.00 %
4450 Other Fundraising Revenue	275	2,000	1,725	14.00 %
4455 RaiseRight, Scrip, Kroger Revenue	823	1,000	177	82.00 %
4460 Hospitality Contributions	369	250	-119	148.00 %
Total 4450 Other Fundraising Revenue	1,468	3,250	1,782	45.00 %
Total 4400 Fundraising Events	26,929	23,250	-3,679	116.00 %
Total 4000 Non-Profit Revenue	566,172	543,560	-22,612	104.00 %
4500 Other Revenue				
4510 Building Use Fees	19,497	22,500	3,003	87.00 %
4520 Bank Interest	1,518	800	-718	190.00 %
4530 Endowment Withdrawal for Operating Income	11,800	11,800	0	100.00 %
4580 Transfer from Operating Reserve	5,000	5,000	0	100.00 %
4610 CEF Bond Income	916	908	-8	101.00 %
4620 Cheatham Fund (RE)	826	826	0	100.00 %
4630 Abrahamse Fund (Music)	774	774	0	100.00 %
4640 Bristol Fund (B & G)	3,259	3,259	0	100.00 %
Total 4500 Other Revenue	43,590	45,867	2,277	95.00 %
Total Revenue	\$609,761	\$589,427	\$ -20,334	103.00 %
GROSS PROFIT	\$609,761	\$589,427	\$ -20,334	103.00 %
Expenditures				
5000 Administrative Expenses				
5010 Communications	1,806	3,000	1,194	60.00 %
5020 Multi-Peril Insurance	16,077	15,000	-1,077	107.00 %
5060 Hospitality	2,540	2,500	-40	102.00 %
5070 Personnel Committee		400	400	
5090 Safety and Security	627	500	-127	125.00 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5100 Cleaning & Supplies				
5110 Cleaning Service	16,850	21,000	4,150	80.00 %
5120 Kitchen, Bathroom & Cleaning Supplies	1,845	2,000	155	92.00 %
Total 5100 Cleaning & Supplies	18,695	23,000	4,305	81.00 %
5200 Office Expense and Supplies				
5210 Office Supplies	1,648	2,000	352	82.00 %
5220 Online Subscription Fees	2,547	5,500	2,953	46.00 %
5230 Photocopies and Printing	2,756	2,100	-656	131.00 %
5240 Postage	563	1,100	537	51.00 %
5250 IT Support	7,537	3,500	-4,037	215.00 %
5260 Computer Maintenance/Upgrade	2,009	2,000	-9	100.00 %
Total 5200 Office Expense and Supplies	17,060	16,200	-860	105.00 %
5300 Utilities				
5310 717 Main Bldg Electricity	8,719	7,000	-1,719	125.00 %
5320 Summit House Electricity	2,686	3,000	314	90.00 %
5330 Edgewood Lane Parking Lot Electricity	381	300	-81	127.00 %
5340 717 Main Bldg Gas, Water, & Sewer	3,780	4,000	220	94.00 %
5350 Summit Gas, Water & Sewer	1,143	1,700	557	67.00 %
5360 Telephone & Internet	6,031	3,600	-2,431	168.00 %
5370 Trash and Recycling	1,691	1,500	-191	113.00 %
5380 Stormwater Assessment Fee	994	1,100	106	90.00 %
Total 5300 Utilities	25,424	22,200	-3,224	115.00 %
5400 Legal & Professional Fees				
5410 Accounting Fees		3,000	3,000	
5420 Legal Expense	49	500	451	10.00 %
Total 5400 Legal & Professional Fees	49	3,500	3,451	1.00 %
5550 Buildings and Grounds				
5551 Main Building Maintenance Expenses	3,832	3,000	-832	128.00 %
5552 Buildings Contractual Maintenance	8,837	12,270	3,433	72.00 %
5553 Bristol Fund Expense (B&G)	3,259	3,259	0	100.00 %
5554 Summit House Maintenance Expenses	1,498	1,500	2	100.00 %
5556 Grounds Contractual Services	5,620	7,000	1,380	80.00 %
5559 Gardens and Grounds Expenses	2,069	2,000	-69	103.00 %
5560 Buildings & Grounds Reserve Expense	3,000	3,000	0	100.00 %
5562 Facility Improvement Projects	5,413	5,500	87	98.00 %
5563 Furniture & Equipment	57	750	693	8.00 %
Total 5550 Buildings and Grounds	33,586	38,279	4,693	88.00 %
5600 Personnel Expenses				
5610 Payroll - Benefits				
5611 Dental Insurance	2,079	1,758	-321	118.00 %
5612 Health Insurance	31,663	30,467	-1,196	104.00 %
5613 Life Insurance	1,678	2,154	476	78.00 %
5614 Long Term Disability	2,621	3,752	1,131	70.00 %
5615 Pension	24,425	24,225	-200	101.00 %
Total 5610 Payroll - Benefits	62,466	62,356	-110	100.00 %
5620 Wages & Payroll Tax				
5621 Wages	253,359	257,138	3,779	99.00 %
5622 Payroll Taxes	13,357	15,989	2,632	84.00 %
5623 Payroll - Payment In Lieu of FICA	9,155	7,365	-1,790	124.00 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5624 Minister Housing Allowance	57,077	48,133	-8,944	119.00 %
Total 5620 Wages & Payroll Tax	332,947	328,825	-4,322	101.00 %
5630 Professional Development Expenses				
5631 Lead Minister Prof Expenses	1,284	3,000	1,716	43.00 %
5632 Minister of Faith Development Prof Expenses	4,274	6,000	1,726	71.00 %
5633 Operations Manager Professional Expenses	206	1,250	1,044	16.00 %
5634 Dir of Music Prof Expenses	367	750	383	49.00 %
Total 5630 Professional Development Expenses	6,131	11,000	4,869	56.00 %
5640 Payroll Processing Fees	5,158	5,900	742	87.00 %
5650 Workers' Compensation Insurance	916	1,500	585	61.00 %
5670 Sabbatical Reserve Expense	500	500	0	100.00 %
Total 5600 Personnel Expenses	408,118	409,881	1,763	100.00 %
5700 Financial Services Charges				
5710 Bank Fees	13	150	137	9.00 %
5720 Financial Service Fees	4,383	4,000	-383	110.00 %
5730 Credit Card Fees		50	50	
Total 5700 Financial Services Charges	4,397	4,200	-197	105.00 %
5800 Debt Service				
5801 Payment on 2019 Unsecured Loan	5,000	5,000	0	100.00 %
5802 CEF Bonds Interest Expense	5,775	5,775	0	100.00 %
Total 5800 Debt Service	10,775	10,775	0	100.00 %
5900 Operating Reserve Expense (Contingency)	11,000	6,000	-5,000	183.00 %
Total 5000 Administrative Expenses	550,154	555,435	5,281	99.00 %
6000 Program Expenses				
6020 UUA Annual Program Fund	5,000	5,000	0	100.00 %
6100 Worship Expenses				
6110 Worship Supplies and Subscriptions	310	400	90	77.00 %
6120 Guest Preacher	1,865	750	-1,115	249.00 %
Total 6100 Worship Expenses	2,175	1,150	-1,025	189.00 %
6130 Music Expense				
6140 Pianist	4,325	3,600	-725	120.00 %
6150 Abrahamse Fund (Music) Expense	774	774	0	100.00 %
6160 Instrument service	876	1,050	174	83.00 %
6170 Music Supplies	250	250	0	100.00 %
Total 6130 Music Expense	6,225	5,674	-551	110.00 %
6200 Faith Development				
6210 Cheetham Fund Expense (RE)	826	826	0	100.00 %
6220 RE Children & Youth	5,847	6,000	153	97.00 %
6230 Women's Spirit		100	100	
Total 6200 Faith Development	6,673	6,926	253	96.00 %
6300 Beloved Community				
6310 Caring Community		75	75	
6320 Childcare	2,044	3,250	1,206	63.00 %
6330 Family Ministry	185	750	565	25.00 %
6340 Fun & Friendship		500	500	
6350 Inclusivity Ministry		500	500	
6360 Membership & Member Tracking	351	500	149	70.00 %
6370 Volunteer Coordination		100	100	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
6380 Young Adults / Campus Outreach	152	500	348	30.00 %
6390 Campus Plan		3,000	3,000	
Total 6300 Beloved Community	2,731	9,175	6,444	30.00 %
6400 Faith Witness - External				
6410 Community Partnerships (Social Action Council)	412	1,500	1,088	27.00 %
6420 Interfaith Ministries	408	400	-8	102.00 %
6430 Ministry for Earth	500	500	0	100.00 %
6440 Justice Ministries	812	1,000	188	81.00 %
Total 6400 Faith Witness - External	2,132	3,400	1,268	63.00 %
Total 6000 Program Expenses	24,936	31,325	6,389	80.00 %
7000 Fund Raising Expense				
7100 Pledge Program Expense	216	300	84	72.00 %
7200 Other Fundraising Expense	848	900	52	94.00 %
Total 7000 Fund Raising Expense	1,064	1,200	136	89.00 %
Total Expenditures	\$576,153	\$587,960	\$11,807	98.00 %
NET OPERATING REVENUE	\$33,808	\$1,467	\$ -32,141	2,291.00 %
NET REVENUE	\$33,808	\$1,467	\$ -32,141	2,291.00 %



Statement of Financial Position

Unitarian Universalist Congregation of Charlottesville
As of Jun 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1000 UVA CCU Checking (80)	\$97,994
1100 Money Market	\$0
1110M MM Unrestricted Funds	119,498
1120M Donor Restricted Funds	
1120-01M Adult Faith Development	6,813
1120-02M Children's Service Offering	764
1120-03M Cluster Conference RJ Funds	153
1120-04M Coming of Age	2,662
1120-05M Food Pantry	10,126
1120-06M Green Building Improvements	36
1120-07M IHS Meal Packets	6,338
1120-08M Labyrinth Project	713
1120-09M Minister's Discretionary Fund	11,545
1120-10M Music Programs	214
1120-15M Hospitality Fund	177
Total for 1120M Donor Restricted Funds	\$39,540
1130M Board Designated Funds	
1130-01M Building & Grounds Reserve Fund	13,601
1130-02M Capital Reserve Fund	983
1130-03M Operating Reserve	16,621
1130-05M Sabbatical Fund	2,953
1130-06M Remembrance Garden	12,645
Total for 1130M Board Designated Funds	\$46,803
Total for 1100 Money Market	\$205,842
1200 UVA CCU Savings (00)	5,986
Total for Bank Accounts	\$309,822
Other Current Assets	
1500 UU Common Endowment Fund	850,887
1600 Member Bonds	
1610 Bonds Held by Restricted Funds	
1611 Cheetham Bonds Principal (RE)	16,214
1612 Bristol Bonds Principal	62,077
1613 Abrahamse Bonds Principal	15,642



Statement of Financial Position

Unitarian Universalist Congregation of Charlottesville
As of Jun 30, 2026

	Total
Total for 1610 Bonds Held by Restricted Funds	\$93,933
1620 CEF Bonds Principal	16,067
Total for 1600 Member Bonds	\$110,000
Total for Other Current Assets	\$960,887
Total for Current Assets	\$1,270,709
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
Total for Assets	\$3,354,013
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	5,970
Total for Accounts Payable	\$5,970
Credit Cards	
2030 Ramp Card	2,103
Total for Credit Cards	\$2,103
Other Current Liabilities	
2060 Health Premium WH	1,322
2070 Dental Premium WH	36
2100 Other Liabilities Total	
2120 Public Radio Fund	160
2130 Social Action Collections (SAC)	4,377
2137 Future Year Pledges	58,289
2138 Future Year Pledge Matches	1,805
2139 Future Year Income	440
Total for 2100 Other Liabilities Total	\$65,071
2400 Reserve Projects	
2401 Buildings and Grounds Projects	
2401-2024-00 Summit House Porch Project	440



Statement of Financial Position

Unitarian Universalist Congregation of Charlottesville
As of Jun 30, 2026

	Total
Total for 2401 Buildings and Grounds Projects	\$440
Total for 2400 Reserve Projects	\$440
Total for Other Current Liabilities	\$68,869
Total for Current Liabilities	\$74,941
Long-term Liabilities	
2230 Long Term Liabilities	
2231 Summit House Bonds	110,000
2232 No Interest Member Loan	24,000
Total for 2230 Long Term Liabilities	\$134,000
Total for Long-term Liabilities	\$134,000
Total for Liabilities	\$208,941
Equity	
3000 Net Assets (Equity)	2,731,344
Retained Earnings	296,718
Net Revenue	117,009
Total for Equity	\$3,145,071
Total for Liabilities and Equity	\$3,354,013

Bank Accounts			
1000 UVACCU Checking	\$97,994		
1020 Donor Restricted Funds	\$39,540		
1030 Board Designated Funds	\$46,803		
1100 Money Market Unrestricted	\$119,498		
1200 UVA CCU Savings (00)	\$5,986		
Total for Bank Accounts	\$309,821		
1500 UU Common Endowment Fund			
TOTAL	\$1,160,708		
1020 Restricted Funds			
1120-01M Adult Faith Development	\$6,813		
1120-02M Children's Service Offering	\$764		
1120-03M Cluster Conference RJ Funds	\$153		
1120-04M Coming of Age	\$2,662		
1120-05M Food Pantry	\$10,126		
1120-06M Green Building Improvements	\$36		
1120-07M IHS Meal Packets	\$6,338		
1120-08M Labyrinth Project	\$713		
1120-09M Minister's Discretionary Fund	\$11,545		
1120-10M Music Programs	\$214		
1120-15M Hospitality Fund	\$177		
TOTAL	\$39,540		
1030 Board Designated Funds			
1130-01M Building & Grounds Reserve Fund	\$13,601		
1130-02M Capital Reserve Fund	\$983		
1130-03M Operating Reserve	\$16,621		
1130-05M Sabbatical Fund	\$2,953		
1130-06M Remembrance Garden	\$12,645		
TOTAL	\$46,803		
Long-Term Liabilities (Debt)			
2231 Summit House Bonds (Details below)	110,000		
2232 No Interest Member Loan	24,000		
Total for 2230 Long Term Liabilities	134,000		
1611 Cheotham Bonds Principal (Religious Education)	\$16,214	Total for 1610 Bonds Held by Restricted Funds	\$93,933
1612 Bristol Bonds Principal (Building and Grounds)	\$62,077		
1613 Abrahamse Bonds Principal (Music)	\$15,642		
1620 Common Endowment Funds (CEF) Bonds Principal	\$16,067	total for CEF Bonds Principal	\$16,067

Robert's Rules of Order

Newly Revised – 12th Edition

Excerpt from section 48, paragraphs 9-12

48:9 Approval of the Minutes In an organization that holds regular meetings at frequent intervals, such as weekly, monthly, or quarterly, the minutes of each regular or special meeting are normally read and approved at the beginning of the next regular meeting, immediately after the call to order and any opening ceremonies. A special meeting does not approve minutes of a previous session unless the meeting was called for that purpose, which is not ordinarily the case. In a session lasting longer than one day, the minutes of meetings held the preceding day are read and approved at the beginning of each day's business after the first. In particular, an adjourned meeting of an ordinary society approves the minutes of the meeting that established the adjourned meeting; its own minutes are approved at the next adjourned or regular meeting, whichever occurs first.

48:10 Procedures for the reading, correction, and approval of minutes at a meeting are shown in 41:9-12.

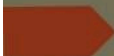
48:11 If the assembly does not wish to carry out the reading and approval of the minutes at the regular time, it may, by majority vote without debate, "dispense with the reading of the minutes." The minutes can then be taken up by majority vote without debate at any later time during the meeting while no business is pending, under the same rules as those governing Take from the Table (34). If the minutes are not thus taken up before adjournment, they are read and approved at the following meeting, before the later minutes are taken up. A motion to "dispense with the reading of the minutes" is not a request to omit their reading altogether; it can be made at any time while the minutes are actually pending for approval regardless of whether the minutes have already been read or corrected in some respect.

48:12 Exceptions to the rule that minutes are approved at the next regular meeting (or at the next meeting within the session) arise when the next meeting will not be held with a quarterly time interval, when the term of a specified portion of the membership will expire before the start of the next meeting, or when as at the final meeting of a convention, the assembly will be dissolved at the close of the present meeting. In any of these cases, minutes that have not been approved previously should be approved before final adjournment, or the assembly should authorize the executive board or a special committee to approve the minutes. The fact that the minutes are not read for approval at the next meeting does not prevent a member from having a relevant excerpt read for information; nor does it prevent the assembly in such a case from making additional corrections, treating the minutes as having been previously approved (see 48:15).



Board Responsibilities

July 2025



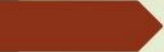
Mission Statement

The UU Congregation of Charlottesville builds community through love in action.

Together we cultivate a safe and welcoming place for all.

Together we nurture mind, heart, body, and spirit.

Together we work for equity, justice, and peace for all people and the planet.



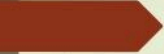
Board of Trustees (from Bylaws)

- The Board of Trustees shall administer Congregational policy in conformity with the bylaws. It shall have general charge of Congregation property, and authority to conduct the Congregation's business and manage its financial affairs.



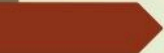
Specific Duties of the Board – Part 1

- Solicit financial support for the Congregation
- Submit an annual budget to members for approval
- Administer the approved budget
- Maintain and support a strong Faith Development Program
- Be responsible for appointment of, administration of, contracts for, and dismissal of staff members other than a Minister



Specific Duties of the Board – Part 2

- Establish ad hoc committees and special task forces, approve the duties of these committees and task forces
- Appoint persons as delegates to the General Assembly of the UUA and other denominational and community bodies
- Perform such other duties as may arise under its authority
- 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 otherwise



Legal Duties of Board Members - #1

- Duty of Care
 - Make informed decisions with reasonable care.
 - Attend meetings regularly and come prepared.
 - Ask thoughtful questions and request information when needed.
 - Use your best judgment when voting or making decisions.
 - *Think of it as: Being a good steward of the organization's mission and resources.*



Legal Duties of Board Members - #2

■ Duty of Loyalty

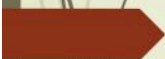
- Put the interests of the congregation above personal interests.
 - Disclose any potential conflicts of interest.
 - Avoid using your board position for personal gain.
 - Support board decisions once they're made, even if you disagreed.
- *Think of it as: Acting faithfully on behalf of the congregation, not yourself.*



Legal Duties of Board Members - #3

■ Duty of Obedience

- Stay true to the congregation's mission and comply with laws and policies.
 - Follow the bylaws and board policies.
 - Ensure the organization complies with local, state, and federal laws.
 - Use resources in alignment with the mission and values.
- *Think of it as: Keeping the congregation on mission and on track.*



Three Duties of Board Members text: source:
Flourish Congregations LLC

