

## **Board Meeting March 3, 2021 at 6:30PM**

### **In Attendance**

- **Board:** Hannah Hamilton, John Botts, Mark Lorenz, Susan Reese, Ruth McDonald, Maggie Lum, Raj Mehta, Sharon Williams
- **Finance:** Adam Winter
- **Minister:** Rev Aileen

### **Check-in**

### **Finance Report**

#### **Updates and Status of Pledges (Adam)**

- Cash on hand is about \$91,000. We expect this amount to go up based on historical trends for March and April
- Endowment fund balance has not changed from the previous month's \$104,000
  - We expect to have the building fund reduced by ~\$20000 when we begin paying expenses for the building renovations.

#### **Chalice Lighter Grants for Technology (Mark)**

- The UUA administers "Chalice Lighter" grants to congregations for a variety of purposes. It was thought we might apply for a grant to facilitate a hybrid Sunday service. We will review grant documentation for our eligibility and assess requirements for submission
- Mark will obtain any historical information on previous grants from Gus or Paul
- Mark and Bryan George will assess viability of the grant for our use, e.g. Hybrid services, sound/video system and architect a system. Once we architect a solution, we'll write the grant proposal and submit to the UUA, keeping the board aware of our status.

#### **Stewardship (Hannah):**

- Goal for this year's campaign is \$215,000
- We will hold stewardship drive Zoom meetings with the congregation during this month. Board representatives will attend each of the meetings per the schedule below:
  - Sunday March 7, 7pm (This is the kick-off Sunday) - Hannah/Mark
  - Wed March 10, noon – Mark
  - Thursday March 11, 7pm - Mark
  - Sat March 13, 1pm - Susan
  - Sat March 13, 7pm – John
  - Sunday March 14, noon - Raj
  - Monday March 15, 7pm - Hannah/John
  - Wed March 17, noon – Susan
  - Friday March 19, 7pm - Sharon

- Sat March 20, 1pm - Adam
- Sat March 20 7pm – Ruth/Sharon
- Sunday March 21, noon - Hannah/Sharon
- **Board Roles-** no specific speaking role, but we need to be present and answer questions.
- **Video:** 2-minute video to be played at the beginning of each stewardship zoom

### **Mission, Vision, Covenant Work (Hannah & Rev Aileen)**

We need to propose a date(s) in **May** for Rev. Megan Foley to conduct a virtual presentation on "What is Mission Vision and Covenant" with the congregation. The board suggests the evening of May 6, 7 or afternoon of May 8 as candidate dates. Rev Aileen will check with Megan Foley to see if any of these dates are possible for her.

### **Rev. Aileen's Installation (Rev Aileen)**

Proposed date(s): June 6 at 4 pm (virtual). We will check out installations/ordinations from other UUs for ideas (e.g. car parade to congratulate Rev Aileen).  
Board member roles: TBD

### **Annual Picnic**

The board would like to consider the possibility of having an outdoor event this Spring/Summer that is safe for folks. Maggie will contact Terry Dick

### **Board Ministry Liaison reports:**

- John Botts: Social Justice Ministry
  - 8th principle work has started. Christian will have a meeting later this month
  - Me and White Supremacy book discussion is ongoing (with Mike Masiak)
  - Kristen Gardner starting a green team. She needs input to prioritize the team's activities
  - Social Justice Committee meeting is upcoming. We can get support for the above events at the meeting.
- Rev Aileen Fitzke: Pastoral Care, Communications, Interfaith,
  - See Rev Aileen's minister report.
  - Jackie Mills/Jenny working well with communications
  - Rev Aileen has a meeting with area ministers each month
- Hannah Hamilton: Committee on Ministry
  - No major issues
  - The committee will help with installation event
- Mark Lorenz: Worship and Arts Ministry (Worship Associates, Choir, Rock Band, Sound/Streaming Masters)
  - Amazing work producing quality music videos for Sunday services.
- Ruth McDonald: Covenant Groups and Small Group Ministries
  - Nothing to report. All seems to be well
- Raj Mehta: Membership
  - We have a new person who desires to be a member
- Susan Reese: Arts & Aesthetics Group, Lifespan Faith Development
  - Programming RE has been difficult in a virtual environment. We have had Family fellowship hour. Youth group is meeting (with UU Loudoun)

- regularly. Middle school is also meeting. Valentines Day cards were sent by RE to the congregation
- Adult RE will beta test a program later this spring (created by Rev Aileen and others)
- Sharon Williams: UUCS-organized Events and Public Witness Events
  - Poetry Slam held. \$449 made and paid out \$300 to musicians
  - Public statement sent to Loudoun Now
- Adam Winter: Finance (report out earlier)

### **UUCS Organization and Committee Charter Documentation – update (Mark)**

- Last month the board suggested that we focus on creating charters for committees where the board has liaison members first. We should also consider committees that persist and those that have lots of activities (vs transient). Using that guidance, the following committees are proposed for creating charters:
  - Worship and Arts Ministry(Worship Associates, Choir/Band, Sound/Stream Masters, Arts & Aesthetics) - Mark
  - Social Justice Ministry - John
  - Membership Team - Raj
  - Lifespan Faith Development (Children’s RE, Adult RE) - Susan
  - Pastoral Care, Communications - Rev Aileen
  - Finance - Adam
  - Nominating Committee, Committee on Ministry - Hannah
  - Covenant Groups - Ruth
  - Facilities - Sharon
- Board members should work with their respective committees to create a draft charter for the board to consider. Mark will send out the charter template and an example next week, along with some instructions. To complete before the end of our term, draft charters should be submitted by the end of April, the board will consider the drafts and make suggested updates during May, with intent of approving them at the June board meeting (with option to approve by email during June)

### **UUCS By-Law on Public Witness Statements – deferred to April board meeting**

political vs. public policy vs. social justice (and interaction among the three)

### **Article XYZ: Public Statements**

The Congregation may express itself publicly on any ethical, social, or justice issue, provided the position taken is approved by a three-fourths (3/4) vote of members present at a Social Justice Call to Action Meeting called specifically to discuss and approve such a position and approval of the Board. Such a meeting shall be announced at least two (2) Sundays in advance in all official information outlets possible (including but not limited to the Illuminate, Facebook, insert in the order of service and mail for those who do not use electronic communication, so all members have the opportunity to plan to attend or submit a written statement of their position to be read at the meeting if they are not able to attend. The written statement will consist of not

more than 300 words and will not be deemed to constitute as a vote by the person not present at the meeting.

The purpose of the meeting and the proposed position shall be stated in the meeting announcement. It is the responsibility of members who agree or disagree with a position either to attend the meeting or submit a written statement of their position because our action or inaction as a congregation on any ethical, social, or justice issue should not be dictated by lack of interest in attending a meeting.

### **IRS 501(c)3 Designation (Mark)**

- Mark met with a tax attorney specializing in non-profit organizations to ascertain our readiness to submit the request form
- Per the attorney, our current documentation is not sufficient from which to gain a favorable response to a request for the designation. We would need to modify and refile our Articles of Incorporation (to reflect our purpose, our requirement to have a board of directors, our intention of spending money on exempt purposes, avoiding politics, ensure money goes to exempt organization upon our dissolution) and modify By-Laws to mirror the Articles of Incorporation and include some risk management provisions. We'd also need to add three explicit policies (Whistleblower policy, records retention policy, and conflict of interest policy). Then, we need to file the Form 1023 with these documents.
- The attorney would create the updated documents and file for us for a \$2500 fee. This would require updates to our By-laws, which would need congregation approval. UUCS could do the work ourselves, but might have some do-overs with the IRS
- The board did not approve paying the \$2500 to the attorney to perform help with obtaining the 501(c)3 designation. The board feels this isn't an urgent matter and so we can take the time to file for the designation with the IRS by ourselves. We'll work to create a plan to create/modify the documentation and then file with the IRS (and the SCC for the articles of incorporation)

### **Facility Team**

The facility team has proposed storage cabinets for use in the new RE rooms. These IKEA cabinets would cost approximately \$1400

- Rev Aileen suggests looking at Habitat for Humanity for possible solutions at a lesser cost.
- The board voted to not increase the team's budget beyond the current \$20,000. Hannah will reply back to Denise and suggest the Habitat for Humanity center as an alternative.