Board Meeting April 7, 2021 at 6:30PM

In Attendance

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

Check-in

Church Improvement Status (Denise Ditmar)

- Lots of progress is occurring. Rev Aileen's and Jenny's office is set up. Carpeting was installed in the office. RE rooms set up is proceeding.
- Kitchen area is taking shape. Dishwasher delivery is late.
- The risers will be recarpeted over the next week
- Vinyl floor to be installed near the end of April

Finance Update (Adam)

2021-2022 Stewardship Status

- As of 4/4/2021, $192,800 has been pledged**.** As a result from follow-up calls/emails, we anticipate the value will increase to $197,000, which is still a $10,000 shortfall from the goal.

Current Status of Funds

- Bank balances on 3/17/21
  - PayPal = $ 0
  - Reserves (Wells Fargo) = $10,000
  - Ops (Wells Fargo) = $ 69,918.20
  - Cash in Fidelity = $ 0

Total Cash = $ 91,718

- Fidelity Endowment balances on 3/17/2021
  - Endowment 4-in-1 Fund = $33,150
  - Endowment Cash = $25,889
  - Endowment Receivables = $38,118
  - Security Deposit with Tim = $6,987

Total Endowment Value = $104,144

2021-22 Budget:

- Finance team is working earnestly to prepare next year's budget. Most expenses are fixed. Values for facility operation (gas, water, etc) are reduced from last year due to the smaller space. Cleaning was not reduced (but might need to be). Adam noted that our lease has a percent increase each year,and will confirm the final value for the budget.
- To align with the expected income next year, we could reduce expenses (further) this year, but that might affect how we work as a church. The finance team suggests using savings/endowment funds to invest in our future with the anticipation of more money coming in over time as the pandemic ends and as we open back up.
- The board will hold a special meeting on 4/28/21 so that we can review and approve the budget in time to send it out to the congregation.

Proposed UUCS By-Law on Public Witness Statements (Raj)

Article XYZ: Public Statements

1. 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 by the Board specifically to discuss and approve such a position. Such a meeting shall be announced at least ten days 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.

The board had significant comments on the proposed by-law, particularly regarding integration with other congregational meeting by-laws and consistency with those meeting practices. In light of the necessity to deliver the approved, proposed, by-law to the congregation a month before the annual meeting, we will postpone work on it until next board year.

By-Law Clerical Error Section 5.4 (Mark)

Special Congregational meeting of 11-18-18 approved a modification to Section 5.4 to insert the text in Orange (below); however, in implementing the change to the document, the section in Yellow was erroneously added to the document. The board directs the Secretary to make the correction to remove the sentence.

Section 5.4 Quorum and Determining Vote

A quorum of the Congregation for purposes of voting shall consist of thirty percent (30%) of the Members eligible to vote present (either in person or by live remote access) or by absentee ballot, except in the case of a meeting called for the purpose of either calling a Minister or dismissing a Minister. In either of these cases, a majority of the eligible Members shall constitute a quorum.

A simple majority of those votes cast shall be sufficient to either approve or disapprove matters submitted for determination by vote, except in the case of a meeting called for the purpose of either calling a Minister or dismissing a Minister. In either of these cases, a majority of the eligible Members shall constitute a quorum.

Return to In-Person Worship Task Force (Hannah)

- The task force will assess our return to in person worship services, whether we will also hold online service concurrently, and the associated actions needed to support these changes. Also, the task force will assess other guidelines and whether to have a summer picnic or other informal gathering
- The task force consists of Raj Mehta, Rev Aileen, Mark Lorenz, Rosalie Clavez, Bryan George, and Denise Dittmar

Recruitment of Music Director (Mark)

- The current music director has resigned due her position being unstaffed at her current school. However, she was given another position at a school farther away and will need to move. Also her new job has significantly more responsibility. Julia will stay on until June 15.
- Julia is reaching out to her contacts at GMU. We will also solicit the position from other contacts. Rev Aileen will post an ad on a local UU bulletin board.
- Mark summarized the process by which we've hired new music directors in the past. We will adapt that process for this instance.

Annual Meeting Agenda (Hannah

- Summarize the year
- Discuss and approve budget (The finance team will hold a budget discussion some time prior to the annual meeting so that the congregation can ask questions prior to the annual meeting).
- Elect New Board Members (as nominated by the nominating committee)
- Elect General Assembly Delegates (2)

Annual Report Development (Hannah)

Hannah noted that the annual report is due by the annual meeting so that we can summarize the year during the meeting. Board members will support the creation of the report. Individual sections are assigned to the associated liaison and are due to Hannah by April 26.

- 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

Annual Renewal of Fellowship (John)

- The board and the Committee on Ministry both prepare separate evaluations of Rev Aileen to support her preliminary fellowship. John has drafted the board evaluation form.
- Board members are asked to review the evaluation and provide comments back to John
- We will discuss these with Rev Aileen prior to submission to the UUA.

Status of Charter Development (Mark)

- Worship and Arts Ministry(Worship Associates, Choir/Band, Sound/Stream Masters, Arts & Aesthetics) - Mark

    - Music - 1st draft completed
    - Arts & Aesthetics - 1st draft completed
    - Worship - In work
    - Sound/Stream Masters - Not started
- Social Justice Ministry - John
- Membership Team - Raj
    - 1st draft completed
    - Board needs to revisit membership team tasks and/or prioritize them due to limited volunteer support
- Lifespan Faith Development (Children's RE, Adult RE) - Susan
    - Draft completed
- Pastoral Care, Communications - Rev Aileen
- Finance - Adam
- Nominating Committee, Committee on Ministry - Hannah
    - Draft completed
- Covenant Groups - Ruth
- Facilities – Sharon

IRS 501(c)3 Designation (Mark)

- No progress this month

Chalice Lighter Grants (Mark)

- The Chalice Lighter Grant Program uses contributions from individual UU's to ignite the growth of our UU faith. These contributions are pooled to make grants of up to $20,000 available to support the growth of UU congregations with innovative ideas for outreach and growth. Grants support four types of projects:
    - Church staff, such as hiring a first-time minister, RE professional, or other staff, moving a position from part time to full time, or adding an additional minister or RE professional.
    - Building or land, such as constructing or expanding a church, making major renovations or repairs, or acquiring land for church facilities.
    - New congregation organizing
    - **Innovative growth initiatives, creative projects to help attract or retain members, and promote justice, compassion, and spirituality.**
- It was thought we might apply for a (growth initiative) grant to facilitate a hybrid Sunday service.
    - Submit "Intent to Apply" by 1 June
    - Submit Application by 1 August
    - Award ~September
- Mark reviewed the grant documentation, but it isn't clear if the proposed project fits this program. Mark has inquired with Megan Foley for guidance

- Preference is given to congregations that have members (>20%) contributing to the chalice lighter program. UUCS hasn't been active as donors in the program in recent years.
- Mark will report next month on findings related to fit and the ethics of asking for a grant when we don't have any Chalice Lighter donors.