

## UUCS Board Meeting, July 7, 2021

### In Attendance:

Board: John Botts, Mark Lorenz, Sharon Williams, Susan Reese, Yvonne Centala, Maggie Lum

Minister: On vacation - Rev Aileen

Treasurer: Adam Winter

### Check-in

### Chalice Lighting

### Welcome Returning and New Board Members (John)

- What is your passion? How do/can you bring it to UUCS? (All, 3 minutes each)

- Retreat - August 28, 1 to 4 pm, UUCS

Homework: Read *Governance and Ministry, Rethinking Board Leadership*, by Dan Hotchkiss or view the linked videos, Review UUA's Call of Duty: Governance Basics

In person or dual platform?

Preliminary Agenda:

- Reflect and decide on board governance style
- Ministry liaisons/trustees
- UUCS organization, roles and responsibilities, group charters, policies and business processes, document management and archival, staff diversity (hiring policies), leadership development/training
- UUCS facility improvement & reopening, implementing dual platform programming (including technical design, implementation, and testing)
- Initiatives: 8th Principle, Mission, Vision and Covenant, (5 year) Strategic Planning, membership development, volunteer recruitment, Communications
- 501(c)3 designation, SJ partners (split plate recipients), SJ partners with other UU congregations
- Plan 2021 - 2022 calendar

### Treasurer's Report (Adam)

- Pledge: Attrition rate of pledge collection is about 3%, which is lower than budgeted. Also, there have been some over-pledge donations. However, offerings are generally lower, since they are sometimes made mid-week or use other means vs a physical plate.
- Reserves: ~\$70,000
- Pledge drive metrics and analysis: ~\$198,000. Need to get metrics from Sonia/Shelley.

#### **Mark Action for retreat/next meeting**

- Over this past year, we have been paying our admin for the full amount of allocated hours regardless of actual hours (she recorded less). We should consider stop paying that "maximum" salary and revert back to hours actually worked. Perhaps aligned with

going back to in-person services (in September). Defer decision to next month when Rev Aileen returns. **John Action to talk with Rev Aileen.**

### **Return to Worship Task Force (Rev Aileen)**

- Milestones (update the following)
  - June 25: Complete the major items for refurbishment
  - July 5: Begin holding small group meetings in the facility using defined policies for vaccinations and masks
  - July – August: Work out technology implementation and practice using it. Start doing services from the sanctuary (just worship team)
  - August 21: Hold an open house in the facility. Music?? Need advertising in Illuminate. Other activities there??
  - September 12: Hold our first live dual platform worship service in the sanctuary
- General Guidelines/Policies
  - Observe Virginia governor's guidelines for meeting. Includes guidelines for large meetings, small meetings, singing (if available). Masks for unvaccinated (as recommended)
  - Consider AUUMM guidelines for singing and for choir. Currently for vaccinated members pick 3 of 4: Good facility ventilation, wearing of masks, physical spacing >6 feet, 30 minutes or less in duration
  - Consider local (Northern Virginia) metrics for new Covid cases, positivity rate for testing, vaccination percentages
  - Stay home if ill and use virtual method for connecting to the congregation
  - UUCS is not an enforcement agency. We'll provide the guidelines and use the honor system. However, we'll need to make announcements and create signs.
  - Facilitate virtual and in-person activities simultaneously (services, coffee hour, small groups, choir/band, RE (perhaps at a different time), nursery (not initially).
- Multicultural Welcoming Areas - Sharon, Yvonne participate with Denise Dittmar
- Design, Implementation and testing/verification of technology

### **Music Director Recruitment (Rev Aileen, Mark)**

- Circulated position description at GMU Music Dept, Shenandoah Choral Conducting Prof., Loudoun Times-Mirror, AUUMM, local UU congregations and NAACP friend
  - We want to be proactive in seeking out/including diverse candidates, while noting that this is for a 1/4-time position. However, we need an overall strategy for doing so and documentation of that strategy for the next time.
  - Two applications so far. Conducted interviews over zoom for both candidates; One candidate rehearsed with the choir. 2nd rehearsal tentatively scheduled for Saturday. We expect to have a decision this week.
- Post-hiring support.
  - Welcoming: identify preferred names and pronouns, headshot for webpage, introduction to congregation

- Position expectations and feedback: identify meeting & rehearsal rhythms, boundaries of the position, music committee feedback, supervisor feedback

### **Liaisons/Trustees for UUCS Ministries (John/All, identify by retreat)**

- Worship and Arts Ministry (Music, Arts & Aesthetics, Worship, SoundStream masters)
- Social Justice Ministry
- Welcome and Engagement Ministry (Membership, Communications, Greeters/Hospitality)
- Lifespan Faith Development Ministry (Children's RE, Adult RE, Small Groups, Covenant Groups)
- Care and Connections Ministry (Pastoral Care, Support Groups, Prayer Shawl)
- Institutional Vitality Ministry (Finance, Facility, Stewardship)
- Nominating Committee, Committee on Ministry, Governance

### **Parking Lot Issues for 2021-22**

- See above initiatives for retreat

**Next Meeting:** August 4, 2021