

# AGENDA UUCS BOARD MEETING

## 2021-09-01

6:30 pm

Zoom Link:

<https://us02web.zoomus/j/717188360?pwd=b1lvWGpvd01ibGVLNTJWQ3pGTFhmQT09>

Meeting ID: 717 188 360

Passcode: 013995

### **In Attendance:**

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

Treasurer: Adam Winter

Minister: Rev. Aileen Fitzke

### **Template**

**6:30 Check-in**

**6:40 Chalice Lighting**

**6:45 Finance Committee Update**

**7:05 Board Vice President and Secretary**

**7:10 Committee on Ministry**

**7:35 Reopening**

**7:45 Transition Planning - Deferred to next meeting**

**7:45 Big Hairy Audacious Goal - Deferred to next meeting**

**7:50 Board Retreat – On hold pending filling board positions**

**7:55 Recap and Assign Action Items**

### **Template**

Topic Title

Description

Goal

Minutes  
Action Items  
Decisions

## 6:30 Check-in

## 6:40 Chalice Lighting

- Rev. Aileen read the Chalice Lighting prayer.

## 6:45 Finance Committee Update

### Description

- Report from the finance committee about status of revenues and expenses with respect to baseline projections at the start of the year. (Adam)
- Discuss last month's topic of paying accompanist, using a projection for the year (Mark)
- Review Pledge Drive metrics and analysis from the pledge team (Mark)
- Confirm update to Rachael's contract (Rev Aileen)

### Goals

1. Vote to approve funds for periodic accompanist
2. Understand financial position, and pledge drive metrics and analysis.

### Minutes

- Adam reported that as of two weeks ago, there was a balance of \$42,942 in our operations account and \$44,866 in our endowment accounts. The income received so far this year is on target with expectations. Usually, we see an increase in receipts after the summer and another one in November (due to the auction). Expenses are comparable to those projected.
  - The attrition rate for last year's pledges was originally projected to be about 5 percent, but the final number was only 3.4 percent.
- Mark presented the final pledge drive metrics.
  - Total number of pledge units (that pledged or requested waivers): 72 Units
    - 58 Pledges with 5 donors pledging \$9000 or more (\$59,000 total)
    - 14 no pledge/waivers
  - Distribution of pledges by Quartile (~\$49,175) of the total pledge value
    - 1st Quartile (\$49,300): 49 Pledge Units (including 14 no pledge/waiver)
    - 2nd Quartile (\$97,200): 11 Pledge Units (60 total pledge units)
    - 3rd Quartile (\$146,700): 8 Pledge Units (68 total pledge units)
    - 4th Quartile (\$196,700): 4 Pledge Units (72 total pledge units)

- There were 32 pledge units who increased their pledges or pledged for the first time (7 units who increased between \$1K - \$4K) which totaled an increase of \$29,180. This seems to indicate a strong commitment.
- There were 15 pledge units who decreased or withdrew their pledge equaling -\$24,980. 10 of these withdrew their pledge completely. This is consistent with the difficult times resulting from the pandemic.
- While we made \$228,596 in the 2019/2020 pledge drive, we only had 66 pledge units. We lost 8 pledge units since then which is 12% of the pledge units, and about 14% of a reduction in pledge value. We consider this to be a reasonable outcome resulting from the pandemic.
- Mark presented a proposed budget for the accompanist based upon a projection for using one for choir rehearsals and for playing during services. With us still holding virtual services and with Kris playing about half of the services, we estimated the amount. For a \$50 per service/rehearsal fee, we proposed a budget of \$2400 for the year. The board voted to approve this budget for the accompanist.
- Rachael Roman's employment agreement for RE coordinator needs to be signed by Mark (as new President). After signing, Mark will send it to Rachael for her signature.

### **Action Items**

1. Mark will sign Rachael's employment agreement and send it to her for signature.

### **Decisions**

1. The board approved a budget increase of \$2400 to pay for accompanist services to facilitate choir rehearsals and worship services. The Music Director will be responsible for coordinating the accompanist when the need arises. The accompanist will submit monthly invoices to the finance committee for payment for services.

## **7:05 Board Vice President and Secretary**

### **Description**

We need to fill two board positions: Vice President and Secretary. John Botts will need to resign from the Board as President due to family illness. He made a plea for help last Sunday. Per Section 6.3 of the By-Laws these positions can be filled by a majority vote from the Board members (in consultation with the Nominating Committee) and serve for the remainder of the year.

### **Goals**

1. Consider input from the Nominating Committee and others. Vote if we have candidate(s)
2. Decide how to proceed if candidates are not forthcoming.

### **Minutes**

- Per Section 7.3 of the By-Laws, the Board Vice President, Mark, is assuming the role of President for the remainder of the year. The board agreed.
- Jean Ault, who serves on the Nominating Committee with Lisa Winter and Francis Ashland, attended the meeting to discuss the board vacancies. Vice President and Secretary positions to be filled would be to serve for the remainder of the year, and if desired, could remain on the board with a congregational vote during the Annual Meeting. In the meantime, Susan and Yvonne agreed to take notes for the board.
  - Jean said the committee had approached several members to fill the Secretary position, but none were able to serve. She asked for the board to provide some suggestions, as per the By-Laws allowing coordination.
  - The board provided several suggestions for filling the Vice President and Secretary position. We also asked if Rev Aileen would provide some encouragement, if needed. She agreed.

### **Action Items**

- Jean and the Nominating Committee will contact the suggested people regarding them serving on the Board. She will ask for assistance from Rev Aileen to provide encouragement to the prospective candidates, if needed.
- Mark will continue to connect with the nominating committee by email until the positions are filled.

### **Decisions**

- Mark will assume the role of President of the Board

## **7:10 Committee on Ministry**

### **Description**

Roshan Chaddha's resignation effective September 1. Per the Section 9.2 of the By-Laws, this position is a Board-appointed position and will join other CoM members Kim Fitzgerald, Mary Matheny and Albert Pucio

### **Goals**

1. Identify Board liaison for COM who will approach qualified members.

### **Minutes**

- Over the past month, Susan had contacted a couple of prospective members to fill this position, but they were unable to serve.
- The Board identified several other candidates. Mark and Rev Aileen will contact them to see if they would agree to serve on the CoM.

### **Action Items**

1. Mark and Rev Aileen will contact the suggested people to see if they would be able to serve on the CoM.

## 7:35 Reopening

### Description

Summary of August Task Force meeting (Rev. Aileen & Mark)

Discuss Facility Improvement Committee progress (Rev. Aileen)

Discuss results of the Reopening Survey (Mark)

### Goals

1. Ensure the Task Force and Improvement Committee have the tools and resources needed to accomplish the reopening.
2. Ensure accommodations, as identified through the survey, are in place for in-person Sunday services.
3. Act with flexibility and compassion.

### Minutes

- One remaining improvement to the sanctuary was a covering for the upper windows in the sanctuary. The Facility Improvement Committee suggested a set of motorized shades controlled by a wall switch. Other options were available but provided less desirable features. The cost of these shades would require an additional \$2400 of funding above the already-approved budget.
  - The Board voted to approve the committee's recommendation for the shades and the increase in the facility improvement budget by \$2400. This budget would be taken from the building endowment fund.
- The Reopening committee recommended that we postpone our 12 September reopening of the sanctuary for worship services based upon CDC recommendations. Currently, Loudoun and Fairfax counties are designated as having High Community Transmission. During a mid-month discussion among the Board Officers, we made the announcements to the congregation about postponing the reopening. The board confirmed that decision tonight.
- The recent broadcasts of the worship services from the sanctuary identified problems with our internet service. The upload speed wasn't really sufficient. Calculations for streaming indicate ~5Mbps are needed, but don't account for other devices on the network or likely service performance reductions.
  - Current plan is 25 Mbps X 5 Mbps for \$69.99
  - 200 Mbps X 20 Mbps is \$99.99
  - The Board approved going to the next tier of service for our Comcast internet service
- Mark reviewed the results of the Reopening Survey with the Board, Key results:
  - The majority of the congregation is vaccinated or will be vaccinated when allowed (e.g. children under 12)
  - Most of the congregation would be willing to attend in-person events. Many would attend events indoors while more would attend outdoor events.

- There will still be about 25% of the congregation that will be at risk even if vaccinated, and will be unable to attend in-person events until conditions are safe for them.
- A majority of the congregation is remaining connected with other members despite the limitations presented by the pandemic. However, there is a yearning for in-person connections
- Mark suggested that we work to identify and hold frequent events for people to meet, both indoors and outdoors. He charged the Board to think of ideas over the coming month and suggest others who might be able to help plan events.

### **Action Items**

- Mark will contact John Gallant about the Board Decision approving the shades
- Mark will contact our Administrator, Jenny, to contact Comcast and upgrade our internet service
- Mark will prepare a summary of take-aways from the Congregational Reopening Survey and publish it in the Illuminate.
- The Board members will relay ideas for in-person events to each other for consideration.

### **Decisions**

1. The Board approved a \$2400 increase of funding for the facility improvement to install shades for the upper windows in the sanctuary.
2. The Board agreed to postpone the Sanctuary reopening for services until the levels for Community Transmission are Moderate.
3. The Board approved the increased cost of \$30.00/month for the upgraded internet service.

## **7:45 Transition Planning - Deferred to next meeting**

### **Description**

Identify key goals for the year recognizing the resource limitations that we anticipate while the pandemic is surging.

- Maintain and grow connections within the congregation via varied virtual and (safe) in-person activities
- Provide compassion and care to those needing support within the congregation and, as we are able, outside of the congregation
- Make necessary infrastructure, policy modifications so that we can function efficiently once the pandemic subsides. Focus on repeatable and high value activities.
- Begin on creating visions and plans for the future of the congregation: Mission/Vision/Covenant workshop, Strategic Planning,

### **Goals**

1. Understand and gain commitment for these plans

### **Minutes**

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### **Action Items**

## **7:45 Big Hairy Audacious Goal - Deferred to next meeting**

### **Description**

A member approached John, Mark and Terry Dick about concern with UUCS' viability because of drop in membership, loss of facilities and inadequate children's RE space. Proposed BHAG to purchase property to build the space we need to reinvigorate and grow. If no BHAG, consider merging with neighboring UU churches. The member is willing to donate substantially toward a capital campaign.

Suggest we table discussion on this topic as we have no bandwidth to act on it until we have a full board.(Mark)

### **Goals**

1. Board comments.
2. If BHAG positive, form a committee to explore the pros and cons of property purchase and report recommendations to the board.
3. Discuss a schedule for making a decision.
4. Inform the philanthropic member of the board's plans.

### **Minutes**

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### **Action Items**

## **7:50 Board Retreat – On hold pending filling board positions**

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

### **Goals**

1. In person or dual platform?
2. Confirm agenda (see below)

### **Minutes**

**Action Items**

- Board members should review the videos

**Preliminary Agenda:**

1. Reflect and decide on board governance style
2. Ministry liaisons/trustees
3. UUCS organization, roles and responsibilities, group charters, policies and business processes, document management and archival, staff diversity (hiring policies), leadership development/training
4. UUCS facility improvement & reopening, implementing dual platform programming (including technical design, implementation, and testing)
5. BHAG Capital Campaign
6. Initiatives: 8th Principle, Mission, Vision and Covenant, (5 year) Strategic Planning, membership development, volunteer recruitment, Communications
7. 501(c)3 designation, SJ partners (split plate recipients), SJ partners with other UU congregations
8. Plan 2021 - 2022 calendar

**7:55 Recap and Assign Action Items**

**Next Meeting:** October 6, 2021 @ 6:30 pm