

MINUTES UUCS BOARD MEETING 2022-01-05

Board Members in Attendance: Mark Lorenz, Steve Dick, Jack Hazerjian, Adam Winter, Susan Reese, Sharon Williams, Maggie Lum; Minister: Rev. Aileen Fitzke

Board Members Absent: Yvonne Centala

Agenda

6:30 Check-in
6:40 Chalice Lighting
6:45 Finance Committee Update
7:00 SWOT Analysis Completion
7:15 Stewardship Drive
7:25 Next Year's Board Composition
7:30 Mission Vision and Covenant
7:40 Review Board Liaison Reports
8:00 Reopening
8:10 Recap

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.

Goals

- Understand UUCS's financial position.

Minutes

Board Treasurer reported that \$36,000 in pledges was received in December 2021, while projections for that month had been set at only \$16,000. During the past six months (one-half of the fiscal year), both expenses and revenues are within about \$1500 of the budget.

Additionally, expenses related to the renovations made to the reduced space now occupied by UUCS are complete. Most of the receipts have been submitted for payment, which will be covered by the Building Endowment Fund. In previous years, the Endowment Funds were administered by a separate committee instead of the Treasurer. However, in the past few years, the committee has disbanded and the Treasurer has administered these funds.

There was brief discussion about the installation of the 85" television that had been purchased to support dual platform worship services. Previously, some suggested that the TV be mounted on the wall. However, the TV has already been put to use during past Sunday services and, sitting on a movable stand, capably fulfills the need for sharing video imagery with congregants in the sanctuary.

December 2021's monthly financial report was just completed in time for this Board meeting, which is a feat since there was only a handful of days between the end of last month and the

date of this month's Board meeting. This led to discussion of changing the scheduling of Board meetings to the second Wednesday of each month, although it was noted that the Religious Education Council meets monthly on that same timetable, although later (8:00 pm) in the evening. Constraining the board meeting to conclude by 8:00 pm might be difficult, and also would lead to back-to-back meetings for some.

Action Items:

1. Rev Aileen will approach Religious Education Council to see if they will swap their meeting day with the board, so that the board can hold its meeting on the second Wednesday of the month (and the RE Council hold their meeting on their first Wednesday)..

Decisions

None

SWOT Analysis Completion

Description:

- Complete SWOT Analysis and Planning activity that was started during the Board retreat.

Goals:

- Complete identification of 4-5 priority activities for the year. Given the current Covid situation, how do we execute our plans? How can we maintain community?

Minutes

- Over the past month, Board members voted for their top projects/activities. The scored results are:

Rank	Projects	Score
1	Leverage music, (jUUstUUs?), art, poetry slam, etc. and event expertise to attract new families that seek safe connections. Reinvigorate membership team to advertise and then follow-up with visitors.	24
2	Involve children with choir for multi-generational services. Have Music Director work with children (additional pay?) to prepare them for singing. This might increase family involvement and lead to increased numbers.	14
3	Use Mission, Vision, Covenant work to clarify congregation priorities, especially around social/racial justice. Employ cottage meetings to "hear" all voices. Roll the outcome into a Strategic Plan with a roadmap to align us with those priorities.	11.5
4	Advertise the church and our various small groups (e.g. book club, arts & aesthetics, writers' group), adult RE to attract new people	11
5	Reduce the risk of losing institutional knowledge by mining that knowledge to capture key procedures for important or repeatable activities. Complete committee charters. Identify a document storage method that allows this knowledge to be accessible.	8.5

6	UUCS Minister and Board reach out to congregants to study their individual needs, wants, ideas, and concerns as a baseline assessment of where UUCS is and where it needs to go	7.5
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Board president reviewed the summary findings reported in the above table and noted that projects ranked 1, 2 and 4, are comparable, in that UUCS is recommended to increase/enhance its offering of community activities to current and prospective new members. Specifically, it should “leverage what we do well in order to boost and strengthen membership.”

Sharon Williams noted that UUCS is hosting an online poetry slam on the second Sunday of February 2022. She introduced the idea of linking another, future poetry slam as a fundraiser, perhaps for one of the causes that UUCS supports, such as Mobile Hope. The launch of a child chorus has been stymied by the coronavirus pandemic, against which some of the children are too young to be vaccinated. As an offering of adult recreation for UUCS members, Jack expressed interest in organizing a series of presentations on either artists/art history or foreign films. Steve said that he would assist his wife, Terry, in advertising these planned activities and other activities (like book clubs and painting groups) that are already implemented by the church.

With a return reference to the ranked projects listed above, those ranked 3 and 6 similarly center on revising UUCS’s mission, vision and covenant statements to reflect the current church community. Rev. Aileen said it was essential that UUCS has an assured sense of understanding “where we are going.” In reference to project ranked 6, she also brought up the research that had been done last year with church members, who had been questioned on aspects and activities of UUCS; she recounted that Sunday services was regarded quite highly.

Action Items

- Mark will contact the Membership Team and ask them create a plan for facilitating the recruitment, organization, and promotion of the church’s social engagement activities.
- Sharon Williams will explore possibilities of linking a future poetry slam as a fundraiser for one of UUCS’s causes.
- Jack will make preparations for developing as adult recreation sessions an online presentation on either artists/art history or foreign films.
- Steve will assist in advertising UUCS activities to new and active church members.

Decisions:

- None.

Stewardship Drive

Description:

- The annual stewardship drive begins in March. The UUCS Board needs to identify a team that will lead this effort.

Goals:

- Identify the stewardship drive team and secure commitments from them.

Minutes:

The Board president noted that last year's stewardship drive — conducted remotely — was organized by three individuals from the congregation. At least one has indicated that they are not interested in serving in that role this year. Mark will inquire with the other two participants as to their interest for this year. Depending on the Covid-19 situation, the upcoming stewardship drive may include both in-person and online sessions with UUCS congregants, beginning in early March 2022.

Action Items:

- Mark will ask Bonnie Lepoff if she has documentation on guideline and procedures regarding the planning and execution of a stewardship drive.
- UUCS Board will consult with prospective candidates to serve as organizers of the church's upcoming stewardship drive.

Decisions:

- None

Next Year's Board Composition

Description:

- Many of the Board members will drop off at the end of the year. Mark, Steve, and Jack were appointed (not elected) to their positions, and so need affirmation from the congregation as part of the annual congregational voting for the board if they want to remain. Sharon and Susan are completing their second year on the Board.

Goals:

- Understand the intentions of current Board members to stay on for the next year (July 2022 – June 2023).

Minutes:

- Each member of the UUCS Board was asked if they wish to continue serving on the Board, and their responses are as follows:
 - Mark Lorenz – REMAIN (has already served three years)
 - Steve Dick – STEP DOWN (only serving for this current interim period)
 - Jack Hazerjian – REMAIN
 - Adam Winter – REMAIN (has already served three years)
 - Susan Reese – STEP DOWN (has already served three years)
 - Sharon Williams – STEP DOWN (has already served three years)
 - Yvonne Centala – STEP DOWN (has already voiced her desire to step down after serving one year)
 - Maggie Lum – STEP DOWN (will be attending out-of-state college in the fall)

Recruitment on new members of UUCS's Board is managed by the church's nominating committee and currently comprises Jean Ault, Lisa Winter, and Francis Ashland. Francis Ashland's continued participation on this committee needs to be confirmed.

Action Items:

- Mark will advise nominating committee of the decisions made by the current UUCS Board members on whether or not they intend to remain in their positions.
- Mark and Rev Aileen will consult with nominating committee on possible candidates to fill expected Board vacancies.

Decisions:

Mission Vision and Covenant

Description:

- As part of our strategic planning, we want to initiate and plan the work to revise (or affirm) UUCS's mission, vision, and covenant.

Goals:

- Complete plans for the activities for defining the new mission, vision, and covenant.

Minutes:

- UUCS will continue with plans to invite Megan Foley in the spring to serve as a facilitator to help “jump start” the process for focused review to revise UUCS's mission, vision, and covenant statements. As such, during only one or two sessions, Rev. Foley will advise the Board on the process, and not help the Board to undertake it to completion. Rev. Aileen reported that the entire congregation is involved in this process over an extended time period — through repeated engagements at cottage (small-group) meetings — to revise the mission, vision, and covenant statements. The final editing is undertaken, however, by a smaller number of individuals to cull common themes and select the best phrasing. Rev. Aileen also referred to the need for UUCS congregants to review Article 2 of the 7th Principle (“respect our interdependent web of existence”).

Action Items:

- Rev. Aileen to contact Megan Foley to schedule her visit to UUCS's Board.

Decisions:

Review Board Liaison Reports

Description:

Review Board liaison reports.

- *Committee on Ministry* - Jack
- *Institutional Vitality Ministry* - Adam
- *Worship & Arts Ministry* - Mark
- *Justice Ministry* - Sharon
- *Lifespan Faith Development Ministry* - Susan
- *Care & Connections Ministry* - Yvonne
- *Welcome & Engagement Ministry* - Steve

Goals:

- Understand activities of these ministries, their issues, and solutions

Minutes:

- *Committee on Ministry:*
 - UUC's Ministry Fellowship Committee requires that evaluations be submitted for each of the first three years of a new minister, and Rev. Aileen is in her third and final year before she is eligible to receive full fellowship. As such, she will need to complete a self-evaluation by the end of June 2022.

- Additionally, UUCS's Board and the Committee on Ministry each must collectively appraise Rev. Aileen, with a suggested start date for this endeavor in May. Her monthly "reflection" reports have been purposefully organized to document her ministry work in categories that are aligned with those in the evaluation forms.
- Also, given the current three-person composition of the Committee on Ministry — Denise Lorenz, Kim Fitzgerald, and Mary Metheny — a request had been made to the UUA's Ministry Fellowship Committee to waive the participation requirement of at least four persons; this was recently granted.
- *Institutional Vitality Ministry*: nothing to report
- *Worship & Arts Ministry*:
 - The number of congregants in this ministry is lower than desired, occasioned by the out-of-state relocation of Albert Pucio
 - A recent Sunday service presented the contributions of guest singers, organized by UUCS's Music Director
 - Craft workshop was organized as an activity for children of the congregation to create and hang decorations for the Christmas tree placed in the church's sanctuary
 - Mark suggested that we include "Ministry Minutes" semi-monthly within the worship service to highlight the activities of our committees.
- *Justice Ministry*:
 - Future support of Mobile Hope by UUCS is likely to continue, and a monthly contribution by check to this helping organization and to Backpack Coalition would continue to be sent out
- *Lifespan Faith Development Ministry*:
 - Rev. Aileen would follow up with Janine Straubhaar-Jones on plans to lead discussion with congregants on UUC's new, eighth principle
- *Care & Connections Ministry*: nothing to report
- *Welcome & Engagement Ministry*: nothing to report
 - UUCS administrator will be contacted to ensure that biographical updates of UUCS Board members and new congregants are uploaded onto the proper sites of the UUCS's website

Action Items:

- Completion before July 2022 of Rev. Aileen's evaluation for UUC's Ministry Fellowship Committee by UUCS Board, Committee on Ministry, and Rev. Aileen herself.
- Rev. Aileen to assist Janine Straubhaar-Jones with plans to lead discussion with congregants on the proposed, eighth principle.
- Steve Dick to follow up with UUCS administrator to ensure that biographical updates of UUCS Board members and new congregants are uploaded onto the proper pages of the UUCS's website.

Decisions:

- None

Reopening

Description

Summary of recent Task Force meetings. Decide on questions raised by the Task Force (Rev. Aileen & Mark)

- Discuss lessons learned during reopening. Any adjustments needed?
- Provide guidance for other church operations as needed
- Discuss Facility Improvement Committee progress (Rev. Aileen)

Goals

1. Ensure the Task Force, Tech Team, and Facility 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

- UUCS will continue to abide by the parameters that have been in use these past months in determining risks of holding in-person church service — State of Virginia's website on rates in Loudon County of new cases, positivity, and deaths related to coronavirus. With the current and dramatic upsurge of case due to the omicron variant, UUCS will offer religious worship through remote access for the indefinite future.

Action Items

- Continue to monitor the health effects of the coronavirus pandemic in Loudon County, in conjunction with UUC'S's Re-Opening Committee.

Decisions

- None

Recap

1. Review decisions and confirm commitment
2. Review actions assigned and gain commitment for completion. Ascertain if any assistance is needed
3. Outline next steps, as needed
4. Review parking lot items
5. Reflect on the meeting process

Action Items

Action Item	Action	Assigned	Status
2022-01-01	Approach Religious Education Council to see if they will swap their meeting day with the board	Rev Aileen	Decision to be made by end of January
2022-01-02	Ask the Membership Team to create a plan for facilitating the recruitment, organization, and promotion of the church's social engagement activities	Mark Lorenz	Ongoing.
2022-01-03	Explore possibilities of linking a future	Sharon Williams	Ongoing; perhaps

	poetry slam as a fundraiser for one of UUCS's causes		pursued at time of mid-February poetry slam contest that is already scheduled
2022-01-04	Prepare for organizing online presentations on either artists/art history or foreign films for adult recreation at UUCS	Jack Hazerjian	Ongoing
2022-01-05	Assist with advertising UUCS activities to new and active church members	Steve Dick	Ongoing
2022-01-06	Ask Bonnie Lepoff if there are written guidelines and/or procedures for planning and running a stewardship drive	Mark Lorenz	To be completed before March 2022
2022-01-07	Consult with prospective candidates to serve as organizers of the church's upcoming stewardship drive	Mark Lorenz & Rev Aileen	To be completed before March 2022
2022-01-08	Advise nominating committee of the decisions made by the current UUCS Board members on whether or not they intend to remain in their positions; advise on possible candidates to fill vacancies	Mark Lorenz	To be completed before February 2022
2022-01-09	Contact Megan Foley to schedule her visit to UUCS's Board	Rev. Aileen	To be completed before February 2022
2022-01-10	Prepare and submit to UUA Ministry Fellowship Committee an evaluation of Rev. Aileen	Board, Committee on Ministry, Rev. Aileen	To be completed before July 2022
2022-01-11	Assist Janine Straubhaar-Jones with plans to lead discussion with congregants on UUC's new, eighth principle	Rev. Aileen	Ongoing
2022-01-12	Follow up with UUCS administrator to ensure that biographical updates of Board members and new congregants are uploaded onto pages of the UUCS's website	Steve Dick	Ongoing

Board Decisions

Date	Decision

Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

Next Meeting: February 2, 2022 @ 6:30 pm