

# MINUTES UUCS BOARD MEETING 2022-02-09

## In Attendance

**Board Members:** Mark Lorenz, Steve Dick, Jack Hazerjian, Susan Reese, Sharon Williams, Yvonne Centala, Maggie Lum

**Minister:** Rev Aileen Fitzke

**Treasurer:** Adam Winter

## Agenda

Check-In

Chalice Lighting

Finance Committee Update

Stewardship Drive

Next Year's Board

Mission Vision and Covenant

Review Board Liaison Reports

Reopening

Recap

## Check-In

## Chalice Lighting

## 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

- As a brief review, Adam noted that 62% of the total amount of money pledged has been received, and a comparable percentage of budgeted expenses have been posted, both of which are in alignment with the proportion of the fiscal year that has lapsed since its start in July 2021

- Moreover, no additional major expenditures are planned for the rest of the fiscal year, since all renovation work (including the curtaining of the sanctuary windows) has been completed, most of whose cost has already been accounted for

#### **Action Items:**

- None

#### **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.
- Support the stewardship team as requested

#### **Minutes:**

- Bonnie Lepoff agreed to serve as the lead for this year's UUCS stewardship drive, with support from Jackie Mills. A replacement to handle next year's drive needs to be identified now so that this person can play a role during this year's drive
- This year's stewardship drive will be conducted with a limited level of interventions, due to Covid fatigue
  - Letters, brochures, and follow-up calls will be the main means of communication, while neither dinners nor mass zoom meetings will be held
  - The theme for the drive is "Draw the Circle Wide," which is also reflected in our hymn of the month, the Soul-Matters topics, and serves to be an inclusive goal for the drive.
  - Related activities planned for this year's stewardship drive by UUCS:
    - Church membership list will need to be reviewed and updated ("scrubbed")
    - Pledge request letters, as well as related brochures and slide deck presentations, will need to be prepared
    - Pledge web page will need to be rebuilt with Jenny's assistance
    - Individual members to be found for giving Sunday testimonials, which will be videorecorded
    - Dates for Ministry Minutes to be selected
    - The target for the pledge drive is \$218,000, which is an increase of ~12% over last year.
    - Stewardship drive kickoff slated for Sunday service announcement on March 6th
- Scheduling of UUCS Town Hall meeting was proposed for either March 13th or 20th, at which Board members should be present. These dates potentially conflicted with availability of Rev. Aileen, and a finalized date to be set shortly

- Mark introduced the suggestion that had been raised by a UUCS church member of hiring a membership consultant. He asked the membership team to look into this as a possible option and bring their recommendation to the board along with their rationale.

**Action Items:**

- Organize the town hall meeting with Bonnie and Rev Aileen

**Decisions:**

- None

## Next Year's Board

**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. We need to provide support to the nominating committee.

**Goals:**

- Understand the intentions of current Board members to stay on for the next year (July 2022 – June 2023).
- Support the Nominating Committee with identifying potential board members for next year.

**Minutes:**

- For next year, Mark agreed to serve as Board President and Jack agreed to serve as Board Secretary. Since both were previously appointed by the board (in lieu of elected during the annual meeting), will need to be elected during the annual meeting; Adam will continue as Board Treasurer.
- Steve had previously updated the position descriptions of the UUCS Board, to include at-large member position descriptions and an update to the treasurer position that includes a requirement to conduct an in-house audit of the financial records every other year (instead of yearly).
  - We discussed whether to formally add in the requirement for the vice president to lead the annual stewardship drive. It was previously an unwritten expectation that fell away years ago. Similarly, there was an expectation of the vice president serving as president the following term. We will discuss this further when looking at the descriptions more critically next month
  - We also clarified the role of the Secretary who will collaborate with the Administrator in the review of the listing of UUCS church members, so that the roster's content for accuracy and completeness is "preserved"
- The board approved the updated position descriptions that will now be voted on as changes to the by-laws during the annual meeting.

**Action Items:**

- Jack: Incorporate the proposed by-law change in with the package sent to members prior to the annual meeting.

**Decisions:**

- None

## 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 hold a preparatory meeting on February 16<sup>th</sup> at 7:00 pm with Megan Foley, who will help "jump start" the process for focused review and revision of UUCS's mission, vision, and covenant statements
- Mark observed that UUCS does not currently have a formal covenant statement, although the church's closing prayer of service (by David Baumbaugh) is an "aspirational" approximate:
  - "This congregation is dedicated to the proposition that behind all our differences and beneath all our diversities, there is a unity that binds us together and makes us one in spite of time and death and the space between the stars"

**Action Items:**

- None

**Decisions:**

- None

## Review Board Liaison Reports

**Description:**

Review Board liaison reports.

- *Committee on Ministry* - Jack
- *Institutional Vitality Ministry* - Adam
- *Worship & Arts Ministry* - Mark
- *Justice Ministry* Including poetry slam - 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 – Jack

- Nothing to report, since Committee on Ministry did not meet last month
- Institutional Vitality Ministry – Adam
  - Nothing to report
- Worship & Arts Ministry – Mark
  - Subsequent to the decision made by those at the last, Re-Opening Committee, worship team members assisting with church service (including the choir) have re-started in-person meetings in the church sanctuary
- Justice Ministry (including poetry slam) – Sharon
  - 23 individuals have already registered to attend the poetry slam, scheduled on February 12th, with seven poets performing; Denise Dittmar has been working to arrange for images of art works to be projected onto the screen during the proceedings
- Lifespan Faith Development Ministry – Susan
  - Nothing to report
- Care & Connections Ministry – Yvonne
  - Mobile Hope was sent another donated box of hats and scarves
    - UU churches in the area (Sterling, Fairfax, Loudon) are pooling their resources to raise money with which to buy an automobile for the woman in the Afghan refugee family whom they are sponsoring; she is in need of her own transportation for commuting to work
- Welcome & Engagement Ministry - Steve
  - Denise Lorenz has been volunteering her efforts to keep in touch through phone calls and email messages with those congregants not able to participate in UUCS worship or its activities more actively

#### **Action Items:**

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#### **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**

- In anticipation of formal discussion at the Re-Opening Committee meeting, scheduled the next evening from this Board meeting (Thursday, February 10th), UUCS will likely move out of the “Severe” risk category to “Very High” this week, due to current and sustained reduction in coronavirus infection rates; plans for re-initiating in-person attendance of worship service will be made at that time

### Action Items

- None

### 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
2022-01-02	Ask the Membership Team to create a plan for facilitating the recruitment, organization, and promotion of the church’s social engagement activities	Mark Lorenz	Completed; awaiting response
2022-01-03	Explore possibilities of linking a future poetry slam as a fundraiser for one of UUCS’s causes	Sharon Williams	Ongoing; perhaps 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
2022-01-10	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	Rev. Aileen	Ongoing

	congregants on UUC's new, eighth principle		
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	Completed
2022-02-01	Organize the stewardship town hall meeting	Mark Lorenz	Ongoing
2022-02-02	Incorporate the proposed by-law change in with the package sent to members prior to the annual meeting.	Jack Hazerjian	Ongoing

#### **Board Decisions**

<b>Date</b>	<b>Decision</b>

#### **Parking Lot Topics (Deferred to Future Meetings)**

<b>Owner</b>	<b>Topic</b>

**Next Meeting:** March 9, 2022 @ 6:30 pm