

MINUTES UUCS BOARD MEETING 2022-04-13

In Attendance:

Board: Mark Lorenz, Steve Dick, Jack Hazerjian, Susan Reese, Sharon Williams, Yvonne Centala

Minister: Rev. Aileen Fitzke

Agenda

6:30 Check-in
6:40 Chalice Lighting
6:45 Finance Committee Update
7:00 Stewardship Drive
7:10 Membership and Growth
7:20 Next Year's Board Composition
7:30 Annual Meeting Preparations
7:50 Reopening
7:55 Rev Aileen's Evaluation
8:00 Review Board Liaison Reports
Parking Lot Items – as time permits
8:20 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 financial position so as to make informed decisions that impact UUCS finances.

Minutes

- ***Key Items of Interest – Available Funds***

- Total Cash on hand as of 6 April: \$76,6870.53 (includes \$10,000 in reserves account and \$895 in Paypal account)
- Approximately \$44,000 in the various endowment accounts (Building, Music, Membership)

- ***Key Items of Interest – Expenses***

- Total Sanctuary/facility remodeling expenses: \$22,208.58
- UUCS donated \$400.00 to the Afghan Refugee Resettlement Team

- **Key Items of Interest – Management of Funded Activities**
 - There is need to recruit UUCS congregants to serve on the Endowment Committee, which is responsible for soliciting donations (whether in cash, IRA funds, or Estate proceeds) to be used for financial support of external causes selected by UUCS; the Finance Team will prepare an announcement on the need for volunteers in UUCS's website
- **Key Items of Interest – Revenue**
 - Shelley audited previous Poetry Slam events to determine carryover from year to year. Current balance carried over from this past 2022 Slam is \$26.00
 - Occupying more square footage before the remodeling, UUCS had opportunities of renting out its space on an hourly basis to community groups and classes, with up to \$30,000 raised in previous years; since then, while there remains some interest in short-term use of UUCS's reduced space, the prospects of raising revenue are limited, given that there are no spare rooms that can be set aside for rental use by external parties (looking for part-time work office space, e.g.). Yet, UUCS Administrator will be tasked to advertise the hourly availability of the sanctuary for rent, to be supplemented by word-of-mouth promotion by UUCS congregants; she will also assume responsibility from Terry Dick in managing all tenant-related matters
- **Key Items of Interest – Budgeting and Auditing**
 - Adam has been preparing a draft budget for 2022-2023 for the Board to review and approve before its submission to the UUCS congregation at the Annual Meeting, scheduled for June 5th
 - On April 6th, Mark met with UUCS's Finance Team to discuss a few items:
 - It is broadly understood that the majority of UUCS expenses are somewhat fixed, with most expenses projected as uniform monthly costs; therefore, the percent of allocated funds for expenses spent should be close to the percent of the fiscal year completed at any time period under review
 - Despite formatting modifications, the monthly finance report still doesn't provide sufficient information to make church management decisions; perhaps a mid-year, "bottoms-up estimate-at-complete" analysis would assist with the forecasting of end-of-year expenses and revenue
 - Mark will meet with Shelley and Adam on these topics
 - In light of some changes made to the by-laws that relate to board duties, UUCS Board Treasurer is required to undertake a biannual, rather than an annual, audit of the finances
- **Key Items of Interest – Assets**
 - Jack volunteered to lead an effort for conducting an inventory of UUCS assets for insurance purposes; he was asked to prepare a communication for "Illuminate" in order to enlist one or two others for this task, to be completed by mid-June

- **Key Items of Interest – Other**

- There has been interest expressed for UUCS to resume participation in the UUA Center East Region Chalice Lighter Program for which a congregant will need to serve as an ambassador; the role includes the recruitment of subscribers and collaboration with the Worship Team in organizing a Chalice Lighter Service during the year; participation in this program makes it feasible for UUCS to submit an application for and receive a grant for a designated project

Action Items:

- ✓ Mark will meet with Shelley and Adam on proposed changes to the monthly finance report to facilitate financial planning for UUCS
- ✓ UUCS Board to recruit several UUCS congregants to serve on the Endowment Committee
- ✓ Adam will submit a proposed UUCS budget for 2022-2023 for Board review and approval before its submission at the June 5th Annual Meeting
- ✓ Jack will lead an effort by mid-June to conduct an inventory of UUCS assets for insurance purposes
- ✓ Rev. Aileen and the Board will solicit interest in a UUCS congregant to serve as ambassador to the UUA Center East Region Chalice Lighter Program

Decisions:

- None

Stewardship Drive

Description:

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

Goals

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

Minutes:

- **Results from Stewardship Drive**

- Bonnie led the stewardship drive in April on behalf of UUCS; \$218,000 had been set as the goal, although at the time of this meeting only \$170,000 was promised, leaving a significant \$48,000 shortfall; an underlying reason is the smaller number of active congregants to make such a pledge
- For comparison, \$198,000 had been pledged during the previous drive; also, there remain fewer persons this year who have not yet responded to this solicitation as there had been at this time last year
- Also for comparison, River Road UU Church fell short of its target this year by \$65,000, meeting only 40% of its goal; indeed, many churches are experiencing significant drops in financial support from their members

Action Items:

- None

Decisions:

- None

Membership and Growth**Goals:**

- Identify means by which to sustain and attract interest in UUCS from, respectively, current and new members.

Minutes:

- Rev. Aileen suggested that informal gatherings in the UUCS sanctuary, like coffee hour listening circles, might be attractive to current and potential church members; with no set agenda, conversation would be free-ranging and possibly reinvigorating for those who have felt socially isolated during the pandemic. Music concerts would also likely draw people to UUCS. In fact, such events might be more attractive if held outside, especially for those who are not yet church members.
- Mark has asked the membership team (in concert with the Stewardship Team) to perform an inventory of our members and friends of the congregation so that we can have an accurate understanding of our congregation.

Action Items:

- Mark has scheduled a concert for June 11th at 7 pm. Classic and not-so-classic music will be played featuring Mark and band, with special guest Kris Adams

Decisions:

- None

Next Year's Board Composition**Description**

- Steve, who volunteered to serve as UUCS Board's interim Vice President, will be leaving his post at the end of the fiscal year. As Standing Members with two-year commitments, Sharon and Susan will be completing their second year on the Board, whereas Yvonne Centala would like to step down after serving one year and Maggie will be moving out of town to attend college starting in the fall

Goals

- To replace current Board members who will be leaving their positions by end of June

Minutes:

- Jean, who heads up the Nominating Committee, had nothing new to report on congregants willing to serve on UUCS Board, despite being provided names of prospective candidates by Mark
- Given the May 5th timeline of having a full roster of persons nominated to serve as UUCS Board members, more rigorous efforts need to be made, and it was suggested that face-to-face recruitment of prospects might be more effective

- It was acknowledged that positions can be filled by those who volunteer during the Annual Meeting, with a floor vote taken

Action Items:

- Mark will consult with the Nominating Committee on its efforts to recruit replacements to fill expected Board vacancies

Decisions:

- None

Annual Meeting Preparations

Description:

- The annual meeting is scheduled for June 5th after the worship service. Agenda is:
 - Review of the past year highlights
 - Vote to approve by-law changes
 - Vote to approve 2022-2023 budget
 - Vote to approve board slate
 - Vote to approve nominating committee slate
 - Vote to approve GA delegates (maybe)
- Annual picnic is after the annual meeting at Pavilion #1 Claude Moore Park

Goals:

- Complete agenda for the meeting and resolve issues as they arise

Minutes:

- The following items were discussed as items needing to be completed in preparation for the June 6th Annual Meeting:
 - Identification of those interested in filling open UUCS Board positions, with their respective biographies and photos
 - Preparation and approval of the 2022-2023 budget by the Board at a meeting that precedes the Annual Meeting
 - Notice of the Annual Meeting to be prepared for submission to congregants, with reference to agenda items (Board position nominees, link to summary of proposed 2022-2023 budget, link to proposed by-law changes)
 - Completion of the annual report
 - Coordination in foods to be prepared for serving at the Annual Meeting
- Nominating Committee will need to solicit individuals interested in serving as delegates at the General Assembly, scheduled for June 23rd-26th in Portland, Oregon
 - Registration fees are \$600
 - General Assembly will be offered as a hybrid event

Action Items:

- ✓ Adam will submit a proposed UUCS budget for 2022-2023 for Board review and approval before its submission at the May 6th Annual Meeting — due May 1st
- ✓ Mark and Adam will schedule meeting to present the budget to the Board and answer questions — due May 4th
- ✓ Jack to emend Board by-laws to reflect recently-approved changes— due May 4th

- ✓ Mark to confirm identification of those interested in filling open UUCS Board positions, with compilation of their respective biographies and photos — due May 5th
- Rev Aileen and Jenny will send out notice to congregants about the June 5th Annual Meeting, with reference to agenda items — due May 6th
- ✓ With last year's annual report sent by Mark to serve as a template, Jack will integrate content for completing this year's annual report — due May 15th
- ✓ Reopening Task Force will make recommendations on quantities of foods to be served at the Annual Meeting, as based on church attendance records — due May 29th

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

- The Reopening Task Force made the following recommendations based upon the improved Covid metrics for Loudoun and surrounding counties:
 - Religious Education (RE) has been reinstated during worship services in early April, with sessions held in the larger of the back rooms
 - Children who are masked are permitted in the sanctuary for worship services, while there will be at least one multi-generation service organized per month
- With RE to be offered consistently — in light of the recent news that Rachael will be leaving her position as RE Coordinator at the end of the fiscal year — both her position and a that of Nursery Worker will need to be filled.

Action Items

- ✓ Board to be advised on decision made by the Re-Opening Task Force Committee on the continuation of in-person attendance of service at UUUCS
- ✓ Rev. Aileen and Rachael will prepare for posting job descriptions of the RE Coordinator and Nursery Worker positions — May 15th

Decisions:

- None

Rev Aileen's Evaluation

Description:

- Rev Aileen's evaluation for the MFC is due to the UUA in July. Rev Aileen's monthly report mirrors the report format

Goals:

- Complete the evaluation on time
- Provide a meaningful evaluation

Minutes:

- 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, the Board will need to attend to this, while Rev. Aileen must complete a self-evaluation

Action Items

- Mark will send out last year's evaluation for the Board to review and assign sections to Board members for completion — May 15th
- Board members will complete their assigned sections and provide them to Mark — June 15th
- Rev. Aileen completes and submits her self-evaluation to UUC's Ministry Fellowship Committee — June 15th
- Mark and Jack will compile and edit the sections of Rev. Aileen's evaluation before submission to UUC's Ministry Fellowship Committee — June 30th

Review Board Liaison Reports

Description:

Review board liaison reports.

- Committee on Ministry – Jack Board-COM-Rev Aileen Evaluation
- Institutional Vitality Ministry - Adam
- Worship & Arts Ministry - Mark
- Justice Ministry – Sharon – Poetry Slam issues
- 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
 - Rev. Aileen's evaluation was discussed, along with deadlines
- *Institutional Vitality Ministry*
 - nothing to report
- *Worship & Arts Ministry*
 - Sunflowers drawings that had been made by children during a RE session to show support for Ukrainians were taped to the windows of the sanctuary
 - Discussion was raised on the need to find additional ways for connecting children's activities in RE to the congregation
 - RE still has need for volunteers to help watch over the youngest children, since a the position of a temporary nursery worker remains unfilled; even parents of these youngest children have been giving their time, despite their interest in attending service
 - UUCS Band will perform on Fathers' Day

- *Justice Ministry*
 - Paintings put on display for the Poetry Slam held in mid-February remain on display in the sanctuary
 - Concerns about the inappropriate use of UUCS contributions will need to be addressed in a written explanation that the local chapter of Black Lives Matter had received financial support from UU Churches in the region, not the national organization, which has been implicated in misuse of funds
- *Lifespan Faith Development Ministry*
 - Nothing to report
- *Care & Connections Ministry*
 - Child dedication ceremony is scheduled for an upcoming Sunday in April.
- *Welcome & Engagement Ministry*
 - There were four visitors to recent worship services, and follow-up communications were sent to these individuals to encourage sustained interest in UUCS

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
2022-01-04	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 congregants on UUC's new, eighth principle	Rev. Aileen	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

2022-03-02	The Finance Committee will prepare the budget for next fiscal year for UUCS Board approval. The budget needs to be finalized before the May board meeting. Initial submission should be by the end of April	Adam Winter	Ongoing
2022-03-03	UUCS will select a congregational member of be our Chalice Lighter Program Ambassador	Mark Lorenz	Ongoing
2022-03-05	Mark and Rev Aileen will determine the method by which the above three questions are posed to various groups in the congregation	Mark & Rev Aileen	Ongoing
2022-03-06	Mark will consult with the Nominating Committee on its efforts to recruit replacements to fill expected Board vacancies.	Mark Lorenz	Ongoing
2022-03-08	Mark will contact the membership team and ask them about conducting the inventory	Mark Lorenz	Ongoing
2022-03-09	Board to be advised on decision made by the Re-Opening Task Force Committee	Mark Lorenz	Ongoing
2022-04-13	Mark will meet with Shelley and Adam on proposed changes to the monthly finance report to facilitate financial planning for UUCS	Mark Lorenz	Ongoing
2022-04-13	UUCS Board to recruit several UUCS congregants to serve on the Endowment Committee	Mark Lorenz	Ongoing
2022-04-13	Jack will lead an effort by mid-June to conduct an inventory of UUCS assets for insurance purposes	Jack Hazerjian	To be completed by mid-June 2022
2022-04-13	A number of preparatory tasks are required to be done for the Annual Meeting on June 6 th	Adam, Mark, Jack	To be completed by end of May 2022
2022-04-13	Job descriptions of the RE Coordinator and Nursery Worker positions need to be developed and posted	Rev. Aileen and Rachael	To be completed by end of May 15, 2022
2022-04-13	Rev. Aileen's evaluation needs to be completed	Board, Rev. Aileen	To be completed by end of June 2022

Board Decisions

Date	Decision
12/1/2021	UUCS Board voted and authorized the use of an additional \$1,100 from the Building Fund for the purchase of electronic equipment for UUCS's meeting room, and the additional funds (~\$1000) for the TV and cart.
12/1/2021	We will continue to schedule services where young unvaccinated children may attend at least monthly
3/9/2022	Delay any action for the next few months until UUCS congregants can be more effectively engaged in refining UUCS principles and values.

Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic
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Next Meeting: May 11, 2022 @ 6:30 pm