

MINUTES UUCS BOARD MEETING 2022-11-09

In Attendance:

Board: Mark Lorenz, Bill Roman, Jack Hazerjian, Adam Winter, Jackie Mills, Mary Metheny

Minister: Rev. Aileen Fitzke

Agenda

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6:45 Action Item Status

Description

- *Review open action items from previous meetings and provide status*

Goals

- *Maintain tracking and accountability of assigned actions (see table below). Closed actions will be noted in current minutes and then drop off the tracker in the minutes.*

Minutes

- Due to the significant ambient noise of churchgoers remaining in the sanctuary after Sunday service, it has become clear for the past weeks that there was need for a better audio system for the facilitator of the post-service Coffee Hour, who has relied upon the small speakers of the laptop that is used for hosting these sessions on Zoom. It had been decided, but still not acted upon, that a separate speaker operating at five volts and connecting to the laptop by USB port would be the right solution.

As another audio-related concern, the solid-bodied microphone serving to amplify voices of those at the dais was recommended to be swapped out, since there was sense that UUCS congregants at the dais were hesitant to or unknowledgeable of adjusting the angle of the microphone to accommodate variations in their heights and standing distances. For this, a gooseneck microphone had been recommended to be purchased and installed, which was done within this past month.

For context and explanation, the re-location from the kitchen to the sanctuary of the hosting of the Zoom Coffee Hour was based on two reasons: the large flat screen for displaying the live stream of the church service was installed in the sanctuary; there was interest in having a good number of UUCS congregants who attend service in person to remain and chat with their fellow worshippers online; thus far, only a handful have done so.

- Denise Dittmar, representing the Justice Ministry, has volunteered to take the lead for choosing the recipients of money from UUCS's split plate collection. This Ministry requested that it be granted a separate budgetary line item so that its expenses (and budgeted allocations) can be more clearly documented in the church's financial documents. For example, the "Get Out the Vote" promotional campaign for which mailing postage of the reminder postcards came to a cost of \$500, although only

\$300 had been provided as an advance, with the balance to be soon reimbursed. There was agreement that next year's budget could accommodate this.

- The Justice Ministry also requested that one-third of the collection plate money be devoted to a Social Justice cause, while the remaining two-thirds balance would remain directed to those charitable organizations approved as split-plate beneficiaries. It was noted that no approval beyond the UUCS Board would be required, since its members are allowed to modify allocations in an amount as great as 10% of the annual budget. Rev. Aileen supported this new, routine distribution of church funds to a social justice cause, although the Service Host (played by a UUCS Board member in rotation) would need to have the script revised to explain this modification to the other, fellow congregants.
- In responses to Mark Lorenz's query about news from the Membership Committee, which is understaffed, Bill Roman, representing the Board on this committee, reported that an action plan will be formulated in the near future. Also, a new members event will be sponsored by this Committee on December 10th.
- A "program" calendar of upcoming UUCS-sponsored events needs to be reinstated and posted on the church's website; Mark Lorenz offered to inform Jenny Wolfer, the church Administrator, of this new request for her services.

With reference to Jenny, who is planning to leave her position due to her husband's job re-location, offered to remain until after UUCS's next Annual Meeting, scheduled for June 2023.

- The Committee on Ministry has been requested to create a charter as other UUCS committees have done.
- UUCS is still in need of an RE teacher, while coverage of children during church service has been thus far handled by Isabel, among others.
- The lead for running the Stewardship Drive, handled by Bonnie Lepoff last year, is still an open position. Bill Roman expressed indecision on taking on this role.
- UUCS Board saw no need through the near future for requesting any information from the Endowment Committee on its management of the church's investments, since much of the reserves is in the form of cash kept in a savings account. Mary Methany suggested that a second opinion on how UUCS money management might be gained from Connie Drapeau, someone with a "financial background" who attends UUC/Fairfax and lives at Ashby Ponds. A fellow UUCS congregante, Alyssa Lum, also with work experience in finance, cannot legally advise us, since she serves on the church's Finance Committee.
- It was observed that the Sound Room and the storage room holding audio-visual equipment and music stands are cluttered, and that responsible parties should be informed of such.
- Mark Lorenz is planning on speaking with Michelle Saville, Board President of UUC/Loudon, about how the two churches could find ways to collaborate and share resources, in the spirit of collegiality and cost-efficiency.

- Rev. Megan Foley is expected to return to UUCS to facilitate another open discussion with the congregation on “visioning” the future of the church; the date set for this event is Sunday, December 11, following worship service.

Decisions

- Purchase a separate speaker operating at five volts and connecting to a laptop by USB port to address the poor sound quality of the speakers in the laptop used to run the online session of the post-church-service coffee hour.
- Consult with the Finance Committee to allow for the Justice Ministry to have a separate budgetary line item in next year’s budget.
- Permit the Justice Ministry to receive one-third of the collection plate money for UUCS contribution to a Social Justice cause.
- Revise the script of the Service Host to explain to the congregation each Sunday service that one-third of the collection plate money will be contributed to a Social Justice cause through the Justice Ministry.
- Request the Church Administrator to re-instate the universal “Program Calendar” on the UUCS website as a central document for listing and referencing all church-related events.
- Inform Brian George and Chris Adams that they should tidy up, respectively, the sound room and the storage closet in the sanctuary.
- Contact Michelle Saville, Board President of UUC/Loudon, about how the two churches could find ways to collaborate and share resources.

7:55 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)*

Goals

- *Understand financial position so as to make informed decisions that impact UUCS finances.*

Minutes

- Given the delay in receiving the report on UUCS’s finances to date until midway through the UUCS Board meeting, discussion on this topic was necessarily brief, since there had been no advance time to better study it. Nonetheless, some observations quickly noted:
 - Expenses are shown to be \$7,000 less than had been budgeted
 - Income is lagging behind current expenses by only \$2700
 - \$903.23 payment in October had been made whose reason is not clearly documented in the report

Action Items:

- Inquire of Finance Committee the nature of the \$903.23 payment in October

Decisions:

- None

8:15 Review Board Liaison Reports

Description:

Review board liaison reports.

- **Institutional Vitality Ministry — Adam**
- **Worship & Arts Ministry — Mark**
- **Justice Ministry — Jack**
- **Lifespan Faith Development Ministry — Jackie**
- **Care & Connections Ministry — Mary**
- **Welcome & Engagement Ministry — Bill**

Goals:

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

Minutes:

- Dave Lum had suggested to Mark Lorentz that there should be a IT Technology Committee.
- The UUCS Choir and jUUSTUUs Band have no formal channel for communicating their concerns to the UUCS Board; perhaps there should be means for receiving periodic reports from their members. For example, Chris Adams is trying to establish a children's choir, and the UUCS Board is not sure what assistance she may need to undertake this endeavor.
- **Care & Connections Ministry:** Terry Dick has been calling up UUCS members when they are sick and taking to them food.
- **Welcome & Engagement Ministry:** There has been no effort by UUCS to visit past church members as a way to re-connect with them. Even with current members, there is little outreach into their homes; perhaps a survey administered on Google Forms to all members could provide the Board with better insights on how UUCS/Sterling can better serve their needs and interests.

Action Items:

- Reach out to Chris Adams to learn how she may be assisted with adult and child choir management
- Continue discussion on the value and content of a survey to be distributed to UUCS members to more clearly understand how the church can better minister to their needs

Decisions:

- None

Action Items

Action Item	Action	Assigned	Status
2022-03:13	Conduct inventory of UUCS possessions, and document findings on UUCS's Google Drive	Jack	Completed
2022-07:04	Coordinate with the Live Stream Operators and Worship team regarding use of the large TV for Coffee Hour. Required new webcam. Later we discovered that the speakerphone was not sufficient for cutting through ambient noise in the sanctuary	Mark	Sent message to the LSOs asking for thoughts on design of this capability. Webcam was purchased and set up. Conducted meetings and realized speakerphone was not powerful enough to cut through ambient noise. Need a different one.
2022-07:06	Create a broad announcement to be given during the service for the open volunteer positions, including the auction. Include announcements on peg board	Mark	In Work
2022-07:07	Contact the Arts and Aesthetics committee to purchase/create a bulletin board for posting volunteer positions and for sign-ups for help at events, etc	Mark	Contacted Denise Dittmar, who is working on it. Denise has ordered the bulletin board and will install it after receipt. It has been installed and is in use. Completed.
2022-07:08	Organize committee fair for October 2. Contact committee leads for participation and will create announcements	Mark and Rev Aileen	Sent email to Rev Aileen to identify committees. Committee Fair held Completed
2022-07:09	Issue Semi-Annual Chalice Lighter announcements based upon board calendar entries. Locate UUA information on the program.	Mark	Proposed announcing in October and May (different months than other fundraising activities) Tabled
2022-07:10	Create announcement for a date to agree on split plate beneficiaries. Hold the meeting and agree on beneficiaries based upon attendee inputs	Jack	Not yet started
2022-07:11	Schedule and deliver Quarterly "state of the congregation" message to the congregation. Consider verbal (recorded video?) and written	Mark	September, December, March, June would be good months. First one scheduled for September 25 (Completed)
2022-07:12	Coordinate Ministry Minutes to be given by Committees (in addition to Committee Fair) at least once a month	Bill	Reached out to worship. Added column to Schedule tab of this document.
2022-07:13	Schedule board member to participate in worship services. Conduct training along with Worship Associates	Mark	Schedule was emailed to the board; Need to put it in the worship calendar. Sent email to Worship

			Associates for training. No responses.
2022-07:14	Get us on Rev Foley's calendar to initiate the Mission Vision, Covenant work	Rev Aileen	Meeting scheduled for September 14. Completed
2022-07:15	Ask the Membership Team to create a plan for facilitating the recruitment, organization, and promotion of the church's social engagement activities. Explore approaches to attract younger members	Bill	In work
2022-07:16	Prepare for organizing online presentations on either artists/art history or foreign films for adult recreation at UUCS	Jack	Not yet started
2022-08:01	Coordinate with Rev Aileen regarding her revitalizing the Justice Ministry	Mark	
2022-08:02	Prepare discussion points for the Board retreat on how Board members can better provide guidance to UUCS ministries and committees on setting goals and objectives	All	OBE. We created goals and projects during the retreat. This will be a continuing topic as part of the liaisons. Completed.
2022-08:03	Request that the Committee on Ministry review the draft charter that was previous prepared to ascertain whether it is still applicable and whether it needs adjustment.	Mark	In work
2022-08:04	Coordinate "Committee Fair" for Sunday, October 9th. Contact committee leads for participation and will create announcements	Rev Aileen and Mark	Contacted committees for action. Committee Fair was held. Completed
2022-08:05	Broad announcements will be during the service for open volunteer positions within UUCS, as well as promotion of its annual auction in November. Also, post volunteer positions on peg board	Mark	In work
2022-09:01	Support UUCS choir and band to expand their presence at Sunday services and at other, social engagements held at the church	Rev Aileen and Mark	Contacted Kris with the request. We will continue to coordinate with her.
2022-09:02	Contact finance committee about getting timely financial reports prior to the board meeting	Mark	Ongoing
2022-09:03	Search for lead of the Social Justice Committee will be a focal activity during the "Committee Fair"	Mark	OBE. Denise Dittmar has assumed leadership of the committee. Completed
2022-11-01	Continue discussion on the value and content of a survey to be distributed to UUCS members to more clearly understand how the church can better minister to their needs		
2022-11-02	Inquire of Finance Committee the nature of the \$903.23 payment in October	Mark	Payment to Archana was to cover partial month payment for work in September. Completed
2022-11-03	Consider forming an IT committee. The committee would oversee web site updating, streaming equipment/software, email lists, etc	Bill	
2022-11-04	Request the Church Administrator to re-instate the universal "Program Calendar" on the UUCS website as a	Rev Aileen	

	central document for listing and referencing all church-related events.		
2022-11-05	Inform Brian George and Chris Adams that they should tidy up, respectively, the sound room and the storage closet in the sanctuary. Additionally, inventory items in sound room.	Bill	
2022-11-06	Consider getting help for management of the endowment accounts. Connie Drapeau might have some input.	Mary	

Board Decisions

Item	Decision
2022-07:01	<p>Board Liaison assignments are:</p> <ul style="list-style-type: none"> • Committee on Ministry —no assignment needed anymore • Institutional Vitality Ministry —Adam • Worship & Arts Ministry —Mark • Justice Ministry —Jack • Lifespan Faith Development Ministry —Jackie • Care & Connections Ministry —now Mary • Welcome & Engagement Ministry —Bill
2022-07:02	We agreed to hold the board retreat on August 26 and 27.

Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

Next Meeting: December 14, 2022 @ 6:30 pm