

MINUTES UUCS BOARD MEETING 2023-01-11

In Attendance:

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

Minister: Rev Aileen Fitzke

Agenda

6:40 Action Item Status	1
7:00 Finance Committee Update	1
7:15 Listening Circles, Town Hall Meetings, and Visioning Meetings	2
7:35 Affiliate Agreement with John Monroe	3
7:50 UUCL Collaboration	3
8:05 Review Board Liaison Reports	4
8:20 Program Calendar	5
8:25 Open Leadership/Committee Positions	6
Parking Lot (as time permits)	7
Video Engagement Strategy with Peter Bowden	7
Subtenant Rentals	8
UUCS Website Improvements	8

6:40 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

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Decisions

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7:00 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

- Need to authorize ~\$500 budget for replacement audio interface (to the computer from the various inputs). The current one is failing.
- Should we revise budget for UUA dues to reflect 100% of our obligation. We are currently paying 33%. So, 100% would be around \$8460 vs \$2800 (an increase of \$5660)

Action Items:

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Decisions:

- None

7:15 Listening Circles, Town Hall Meetings, and Visioning Meetings

Description

- We will conduct a series of listening circles and town hall meetings to discern next steps with regards to our situation.

Goals

- Discern next steps for our congregation around finances, new minister, facility, resource sharing, merging, who we are/what we want, visioning, etc.

Minutes

- We held two listening circles after our September Town Hall meeting. We also gathered input submitted via email. The majority of the input centered around solutions to solve our issues: new minister, facility, growing income.
- We had a follow-up Town Hall meeting on October 23 with Megan Foley. During the meeting, we first summarized the outcomes from the listening circles; however, during Rev Megan's time, she thought the solutioning was premature (we had lots of time) and that we ought to figure out who we are and what we want before working on solutions.
- Rev Megan suggested a set of online visioning conversations. The first one was held on December 11 at 1 pm. We created a document, [What Makes UUCS UUCS - Google Docs](#)
 - We agreed to try to solicit stories from members and friends that didn't attend the first conversation. Casting the request via Illuminate didn't result in any responses (although not surprising during holiday season). We ought to repeat the request via

illuminate but also from the pulpit. Also, we should try to target specific folks via one-on-one conversations, preferably in person or on the phone.

- We had suggested making the meeting recording available to members and soliciting inputs to the document.
- I've solicited Rev Megan to get another meeting with her in February. She also suggested we get a meeting with Christine Purcell from the transitions office to discuss ministerial options and get a sense of how the job field is looking this year.

Action Items

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Decisions

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7:35 Affiliate Agreement with John Monroe

Description:

- Rev John Monroe desires to be an Affiliate Minister with UUCS. In other congregations, this has required preaching for 2 times a year (without honorarium) and teach an adult ed seminar. We are engaging with Rev John to formalize our agreement with him. The agreement could be expanded to support preaching for up to 2 times a month (paid).

Goals:

- Develop an affiliate agreement with John that supports our transition as Rev Aileen departs

Minutes:

Action Items:

Decisions:

7:50 UUCL Collaboration

Description:

- We agreed to establish a relationship with UUCL so that we both might benefit. Perhaps there are areas for collaboration or working together where individually we would not be successful, but together we might.

Goals:

- Connect with UUCL and develop a relationship with the leadership and then work to find areas for collaboration.

Minutes:

- Mark contacted Michelle Saville (UUCL President) and agreed to meet for coffee on December 20th. Notes from the meeting are below.
- UUCL has a membership of about 100 and about 50 friends. They have many families with children that give them a robust RE program: the Children's Group (PreK-4th grade), Middle's Group (5th Grade through 6th Grade), and Youth Group (7th Grade through 11th Grade).
- Fortunately, not all attend Sunday services since they would not all fit in the facility. They used to have 2 services, but reduce to only one in recent years. For occasions when everyone is needed, they rent space at a community center or other place.
- Their minister, Rev Alice King, works part time. They adjust her hours depending upon budget. They have a credentialed DRE (Wendy Moura) and an administrator (Gabrielle Patterson). No music director, although they have a volunteer accompanist. They have a band (Jammers) and Sunday singers
- They also have adult Ed programs
- Some opportunities for collaboration:
 - Joint choir or band rehearsals and performances (Kris/Mark action)
 - Adult Education programs (Archana/Jackie action)
 - Social events like a picnic (Terry/Bill action)
 - Joint groups particularly when neither congregation has enough to hold the group, e.g. grief group, divorce group, men's group (Mary action)
 - Periodic visits to worship services (Mark action)
 - Joint social justice activities (Denise/Jack action)
 - Maybe hire their admin to help us when Jenny leaves (Board action)

Action Items:

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Decisions:

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8:05 Review Board Liaison Reports

Description:

Review board liaison reports.

- Committee on Ministry — Jack
- 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:

- Mark contacted several committee leaders with regards to unspent budget allocated to their committees and asked about their plans
 - Worship and Arts:
 - Professional expenses (\$300 budgeted for the year), guest musicians (\$800 budgeted for the year), piano tuning (\$350 budgeted for the year), and music (\$300 budgeted for the year). Suggest using the budget to benefit UUCS.
 - 1400 for guest speakers, \$300 for accompanist services, \$218 for miscellaneous expenses
 - RE:
 - ~\$300 for supplies, \$300 for multigen events, \$600 for professional expenses
 - \$1500 for RE teacher, \$2000 childcare
 - Membership:
 - ~\$2000 for misc membership expenses. The committee is suggesting spending it on a membership dinner (not potluck) on 11 March.
 - Additionally, schedule a UU 101 class
 - Sterlingfest and/or Pridefest (June 4) booths were also suggested, where we'd invite Justice members too
 - Membership in Equality Loudoun (\$100 lifetime membership)
 - Justice:
 - Four of us: myself, Barbara Ryan,. Yvonne Centala, and Rev. Aileen went to the Sandy Hook Remembrance at the Bahai Center
 - MLK march in Leesburg on Jan 16
 - Meeting on Jan 12 at 7 pm to decide split plate distributions
 - Poetry Slam on Feb 25. "Love is Love" as being the theme. Considering Mobile Hope as beneficiary. Plan to have the Poetry Slam receiving split plate offering in February.
- The December distributions for split-plate:

Mobile Hope	\$108.52	December Justice Allocation payout
BackPack Coalition	\$108.52	December Justice Allocation payout
Beacon House	\$772.10	Christmas Eve special collection

Action Items:

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Decisions:

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8:20 Program Calendar


Description:

We are reinstating the online program calendar to log events and inform the congregation of them. This calendar stopped being published and used because of the pandemic.

Goals:

Ensure organization among the growing number of activities at UUCS and promote them via online viewing.

Minutes:

- **January**
 - 12th, 7 pm : Justice Meeting to decide on split-plate beneficiaries
 - 16th, MLK March
 - 21st, 4:30: Game Night and Potluck
- **February**
 - 25th: Poetry Slam
- **March**
 - 11th: Membership Dinner
 - Stewardship Drive
- **April**
- **May**
- **June**
 - 4th: Pridefest
- The calendar is located at:  Program Calendar 2022-2023
- What items should be captured here? Who is responsible for capturing the information?

Action Items:

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Decisions:

8:25 Open Leadership/Committee Positions

Description:

- Identify open positions in the UUCS organization and make plans to fill them

Goals:

- Fill open positions with interested people. Identify training and/or mentoring needed for that person to be successful

Minutes:

- Open Positions within UUCS that remain:
 - **Committee on Ministry:**

One or two members still need be recruited to join Kim Fitzgerald and Denise Lorenz. Susan Reese has volunteered to join the committee as one of Rev Aileen's slots. The board needs to vote to instate Susan in this position.

- o **RE Teacher**

We are still in need for this position. Mark has reiterated the continued need with Archana and let her know that we've got budget for the position. She said the RE council will discuss.

- o **Nursery Care Worker**

We need volunteers or paid worker (e.g. high school) to help in the nursery with the younger kids. We have 2 teens now helping (Isabelle Freidson). Archana indicates that we have sufficient childcare help at this time (given the number of children participating).

- o **Live Stream Operator**

Tim George had to leave the group. Bryan would like another person. Mark has solicited suggestions from Bryan so that someone could approach them

- o **Stewardship Drive Lead:**

Steve and Terry Dick have agreed to lead this activity this year. Nancy McCormick will join them. We still need someone (younger) that can learn the role for next year.

- o **Membership Committee:**

We need to grow this committee

- We also need to advertise the administrator position. Jenny is leaving at the end of the year. We first need to create a flyer/advertisement for the position.

Action Items:

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Decisions:

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Parking Lot (as time permits)

Video Engagement Strategy with Peter Bowden

Description:

- Peter Bowden has developed a 5-part series on this topic of effectively engaging with people online. See [Video Engagement Strategy 131 – UU Institute](#). This would be especially focused on bringing in the younger folk.
- This might be useful for the board and membership team to take, perhaps two ½-hour sessions a month.

Goals:

- In an effort to broaden our appeal and reach into the community, especially the younger people, we might benefit from this learning

Minutes:

- Exchange during this past month highlighted “Meeting Gen Z where they’re at.” This implies meeting them online. Not sure how you might entice them to get offline to meet people in person.
 - Bill suggested the use of Discord for connecting with the younger folks. While we have a Facebook UUCS Community page, Gen Z doesn’t tend to use Facebook.
 - Adam would be able to create the technical solution and be the Community Manager, but we’d need someone to manage content and to moderate it.

Action Items:

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Subtenant Rentals

Description

- Subtenant rentals of our space is a reasonable painless way to increase our income. We might consider advertising our space through our webpage and Facebook page

Goals

- Increase income without compromising our ability to use our existing space

Minutes

- We would need to create a tab/pull down on our website to advertise. We’d put Jenny’s phone number and contact info on it. Also, a brief description of the available space and available dates/times. Photos would be helpful along with text describing available space(s). We’d want to include the application form and perhaps a brochure with rental fees included.

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Action Items

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Decisions

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UUCS Website Improvements

Description:

- The UUCS website needs to be revised to improve user experience, particularly among people searching for a spiritual home.

Goals:

- We want the site to be engaging and informative for visitors and members/friends of the congregation

Minutes:

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Action Items:

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Decisions:

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Action Items

Action Item	Action	Assigned	Status
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
2022-07:15	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 members	Bill	Membership team created a written "plan" with roles & responsibilities. Currently executing the plan with resources available. Completed
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
2022-08:03	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; CoM is aware of the need to create their charter. Kim F. did a ministry minute on 11/6/22
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. Current positions are: o Committee on Ministry: One or two members still need be recruited to join Kim Fitzgerald and Denise Lorenz. o RE Teacher: This is a paid position	Mark	In work, Stewardship leads found (Terry and Steve). CoM member found. Stewardship drive leads found.

	<ul style="list-style-type: none"> o Stewardship Drive Lead: We need someone to fill in after Bonnie Lepoff stepped down after many years performing this role o Endowment Committee: Two individuals are sought to help manage the particularly tenuous state of these set-aside funds. 		
2022-10-01	Obtain support from Administrator to update web site to include information regarding facility rental; Also place notices on Facebook, Marketplace, and/or Craigslist	Jackie and Mark	
2022-10-02	Contact UUCL president to establish communications, understand each other's challenges, find areas of common interest to work together, identify if sharing resources are of interest/benefit, and see if we can have cross congregational visits	Mark	Made initial contact with their president, Michelle Saville. Trying to find a date to talk. First to gain some trust. Met with Michelle and discussed possible collaboration.
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 central document for listing and referencing all church-related events.	Rev Aileen	
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	
2022-12-01	Followup with Rev Megan for a second visioning zoom meeting in February or March	Mark	Rev Megan suggests Feb 5 or March 5.
2022-12-02	Publish in "Illuminate" the weblink to the recorded session with Rev. Megan Foley, along with a prepared form for completion by those who wish to document their responses to "What is your story?" and "What makes UUCS UUCS		

Board Decisions

Item	Decision
2022-07:01	Board Liaison assignments are: <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: January 11, 2023 @ 6:30 pm