

MINUTES UUCS BOARD MEETING 2023-03-08

Zoom Meeting Link:

<https://us02web.zoom.us/j/717188360?pwd=b1lvWGpvd01ibGVLNTJWQ3pGTFhmQT09>

In Attendance:

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

Minister: Rev Aileen Fitzke

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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

- See action item status log at the end of the report.

Decisions

- None

6:55 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

- Through early March, \$160,210 has been posted as moneys received, while \$133,434 has been spent; with reference to budgeted projections, income to date has been less than expected, while projected costs have been close to foreseen amounts; with current trends, there might be \$50,000 remaining at fiscal year's end in June.
- About 70% of pledges have been received until now, rather much in line with the proportionate lapse of time (67%) in the fiscal year. The 2023-2024 Pledge Drive will be launched later this week.
- While overall expenses this year have been less than what had been budgeted (62% of projected expenses have been posted), there are indeed some expense line items for which more has been paid out than anticipated – utilities, office cleaning fees, mail stamps.
- While the 2023—2024 Pledge Drive has not yet started, \$3,280 has already been received as pledges for the upcoming fiscal year; this amount will be put into escrow until July 1st.
- We seem to be paying our RE Coordinator more than agreed (\$900 vs \$800 per month beginning in October). Paul arranged to have Archana repay the overage out of her recent paycheck.
- Split-plate distributions: LAWS for \$251.34

Action Items:

- A contract needs to be finalized with the Board on hiring Rev. John Monroe to serve as a affiliated minister for which he would officiate two services per month, and provide some pastoral care, all of which is expected to amount to \$20,000 over the course of 12 months (although his services might be completed earlier depending on our success in hiring a new minister.
- Once the pledge drive is complete, Adam need to prepare a draft budget

Decisions:

- None

7:10 Next Steps for Hiring New Minister

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
- 2nd Visioning conversation was held with Rev Megan Foley on March 5th after the worship service (11:00 am) via Zoom.
- During our March 5 meeting with Rev. Foley, she expressed surprise to learn that most UUCS members were happy with the range of organized activities, and that members were generally on good terms with each other; she nonetheless thought that the Board could more deeply seek out feedback from congregants, especially those who are less active. She also advised that UUCS "lean into what you are" and what you already enjoy in being with each other; in other words, don't try to be a church that you cannot easily grow into.
- During that same March 5 meeting, Rev. Megan Foley, had counseled the Board that there are three ministers in the metro area who may be interested in gaining part-time positions with UUCS..
- We have a zoom meeting with Christine Purcell from the Transitions Office who will help us understand the various ministerial options that we have for our post-Rev Aileen period. This would include interim ministry, contract ministry. The meeting is scheduled for Wednesday March 15th at 7 pm.
- She added that ministers can openly declare their availability for a new posting starting on March 30th; she advised that a replacement minister be hired first on a one-year contract so that both parties have the flexibility to re-evaluate their agreement.
- Adam Winter thought that the UUCS budget could accommodate a half-time minister (not one hired at three-quarters time), although Mary thought a closer look at the budget should first be done; nonetheless, she felt comfortable with the hiring of a half-time minister.

Action Items

- None

Decisions

- None

7:50 Annual Congregational Meeting

Description:

- We need to select a date for the annual meeting. We agreed on May 21.
- Mark, Jack, and Adam will complete their terms in June. We need a President, Secretary, Treasurer and perhaps another member at large. Maybe a youth member.
- The annual meeting is scheduled after the worship service. Agenda is generally:
 - Review of the past year highlights
 - Vote to approve by-law changes
 - Vote to approve 2023-2024 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:

- We need to give guidance for the nominating committee. Currently, Mark, Jack, and Adam have completed their terms. Bill has agreed to move into the President role. Who would fill the remaining positions: VP, Secretary, Treasurer, and additional at-large member and/or youth member.
- The following items need to be completed in preparation for the Annual Meeting:
 - Identification of those interested in filling open UUCS Board positions, with their respective biographies and photos
 - Preparation and approval of the 2023-2024 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 2023-2024 budget, link to proposed by-law changes)
 - Completion of the annual report (assignments to be made)
 - 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 21-25 in Pittsburgh, PA
 - Registration fees are \$600
 - General Assembly will be offered as a hybrid event
- The Annual Picnic, which oftentimes follows immediately after the Annual Congregation meeting, will be held instead on June 11th, since the desired site in Claude Moore Park was not available on May 21st
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Action Items:

- Mark will make assignments for completion of the preparations noted above

8:10 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:

- Mark contacted several committee leaders with regards to unspent budget allocated to their committees and asked about their plans
 - Worship and Arts:
 - RE: Jack & Debroah Dalby – met with Debra Dalby – we are interested in compassion seminar (4 classes) and yoga. She will prepare a paragraph or two to advertise the sessions. Date TBD.
 - Welcome and Engagement:
 - Need a lead for Pridefest – Jack and Jackie volunteered
 - Justice:
 - Care and Connections:
 - Institutional Vitality
 - Need to create flyer/advertisements for admin position

Action Items:

- None

Decisions:

- None

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:

- **March**

- 8th: Next Steps with Rev Megan/board meeting
 - 11th: Membership/Stewardship Dinner
 - 15th: Zoom Meeting with Christine Purcell – Transitions Office
 - Stewardship Drive
- April
- May
 - 21st: Annual Meeting
- June
 - 4th: Pridefest
 - 11th Annual Picnic at Claude Moore Park
- What items should be captured here? Who is responsible for capturing the information?

Action Items:

- None

Decisions:

- None

Parking Lot (as time permits)

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:
 - **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
 - **Membership Committee:**
We need to grow this committee. Sonya Connor has expressed interest in serving on the Welcome and Engagement Committee.
 - **Worship Associates**
We need more on the team as they will be stressed without Rev Aileen.
- 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. Jackie Mills volunteered to

consult with her to document her duties so that a job description can be prepared for online posting for interested applicants.

- There is no Events Committee formally in place at UUCS, and it would help to have someone to take the lead in this; Terry Dick's name was raised
- Denise Dittmar wishes to discontinue her role in leading the Arts and Aesthetics Group; Sharon Coviak is a possible successor.
- Sterling Pride Festival offers an opportunity for UUCS to take part in a community activity and broaden its exposure to the local population; it will take place on Sunday, June 4th (1:00-7:00 pm) in Claude Moore Park.
 - UUCS is one of the sponsors of this event because it donated proceeds from its Poetry Slam to the main sponsor, Equality Loudoun, which bestowed lifetime membership to UUCS for its contributions from share plate offerings
 - There is need for someone to serve as UUCS's liaison with Equality Loudoun
 - Jack and Jackie offered to take the lead in organizing UUCS's participation at Sterling Pride Festival

Action Items:

- Jackie will prepare the job description and flyer
- Jack and Jackie will coordinate the booth for Pridefest

Decisions:

- None

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)
- UUCL board is interested in further discussions on how we can partner with one another. The board is reaching out to congregational leaders to discover their interests. We will talk more when they respond back to the board.
- As of March, no response from Michelle Saville from UUCL

Action Items:

- None

Decisions:

- None

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
2022-07:09	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 pending more certainty on our future
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	Completed by Denise Dittmar
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	Completed. 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 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.	Mark	In work, Stewardship leads found (Terry and Steve). CoM member found. Stewardship drive leads found. RE teach for this year is OBE due to the year closing soon. We'll continue to post and announce needs as they arise. The work flow to do this is now established, so this action item is considered Completed .

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. Take photos of our space	Jackie and Mark	Web site updated, and notices placed. Completed.
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 - OWL class (they need trained instructor) - Music (Kris knows someone involved with music at UUCL)	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. UUCL board met and is interested. They are talking with committee leads
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		To be undertaken after visits by Rev. Foley. The survey is not longer required. Completed
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	Not yet started
2022-11-05	Inform Brian George and Kris Adams that they should tidy up, respectively, the sound room and the storage closet in the sanctuary. Additionally, inventory items in sound room.	Bill	In Work. Kris removed broken items from the storage close
2022-11-06	Consider getting help for management of the endowment accounts. Connie Drapeau might have some input.	Mary	Not yet started
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. This may need to extend through our 2nd visioning conversation with Rev Megan	Mark and Jackie	We received two paper story so far. Completed
2022-12-03	Confirm that Archana's salary in being paid and ensure it is being applied correctly in the expense report.	Adam	Salary overpayment was corrected. Completed
2023-01-01	Prepare advertisements for Administrator position. See if UUCL Admin is interested.	Mark	In work

	Start date should enable an overlap with Jenny		
2023-01-02	Contact Connie Drapeau regarding investment ideas for our endowment funds	Adam	Redundant to 2022-11-06. Completed.
2023-02-01	Explore reinstating the OWL Program by coordinating/sharing RE resources with UUC/Loudon	Mark	Not yet started
2023-02-02	Finalize the re-wording of UUCS bylaws before June 10th	Jack	Not yet started
2023-02-03	Request the Nominating Committee to seek out a young member of the UUCS congregation to serve as an At-Large Member on the UUCS Board	Mark	Completed
2023-02-04	Coordinate with Jack and Deborah Dalby on holding free yoga classes, labeled as "Imagine" and supportive of self-compassion	Rev Aileen	Mark and Rev Aileen met with Debra. She will prepare a description of the classes and we will assess interest.
2023-02-05	Finalize date for Annual Congregation meeting	Mark	Annual meeting will be on May 21 Completed
2023-02-06	Schedule annual picnic (preferable after annual meeting)	Mark	Pavillion was not available on either date proposed for the annual meeting. Instead we made reservations for June 11 Completed
2023-03:01	Update information on the "Congregational Information" sheets on UUA's website for applicant ministers to review, revising content that had been prepared for the last minister search that was conducted in 2019	Board	Not yet started
2023-03:02	A contract needs to be finalized with Rev. John Monroe to serve as a affiliated minister	Mark	Ongoing
2023-03:03	UUCS Board needs to prepare next year's budget once the Annual Pledge Drive has concluded and projected revenue for 2023-2024 is known	Adam	Not yet started
2023-03:04	A job description is needed for online posting to seek out interested applicants to serve as UUCS's Administrator, replacing Jenny Wolfer, who should be consult-ed on her work duties before she departs at end of May	Jackie	Ongoing
2023-03:05	Numerous preparations are required for the Annual Congregation meeting, scheduled on May 21st, when UUCS members can hear the Board's Annual Report and vote on: <ul style="list-style-type: none"> · 2023-2024 budget approval · revisions to by-laws approved 	Board	Not yet started

	<ul style="list-style-type: none"> · slate of new and continuing Board members · slate of new and continuing Nominating Committee members · slate of General Assembly delegates 		
2023-03:06	Jack and Jackie will organize the booth for Sterling Pridefest	Jack and Jackie	Not yet started

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.
2023-02:01	Set aside until the budgeting of next year the consideration of the level of dues to pay UUA
2023-03:01	Annual meeting will be held on May 21

Parking Lot Topics (Deferred to Future Meetings)

Owner	Topic

Next Meeting: April 12, 2023 @ 6:30 pm