

Unitarian Universalist Church at Washington Crossing
Board of Trustees
268 Washington Crossing-Pennington Road
Titusville, NJ 08560



Board of Trustees Meeting Minutes - APPROVED
Wednesday June 10, 2020

Zoom Meeting due to Covid-19 Virus Social Isolation

President Nathalie Edmond, called the Board of Trustees meeting to order at 7:00 PM. Also in attendance: Vice President, Marianne Alt; Treasurer, Jim Sanders; Secretary, John Ueng-McHale; Scribe, Nina Todor; Trustees: Patrick Kahney, Jeffrey Lang, Dianne Ross, and Sue Saddlemire; Congregational Administrator, Susan Irgang; and DLRE, Robin Pugh. New Trustees: Jamie Evanini, Michael Howe-Smith, Colleen McCourt, and Michael Waas. Absent: Senior Minister, Rev. Kim Wildszewski.

First Hour

The board welcomed its new members. We reviewed our board covenant (see agenda, page 1).

Consent Agenda - see appendix for complete reports.

Treasurer's report:

- Church is in "good shape", \$54,000 dollars end of year surplus.
- Paycheck Protection Program (PPP): \$30,000 paid through July to 3 office support personnel, using grant money
- **Motion:** Approve Personnel Committee's recommendation to pay winter pay (more hours) for part-time staff through the duration of the PPP-defined period. Sue made the motion; it passed unanimously.
- Finance: exploring ways to invest the funds we have going forward.

Annual Meeting:

- Well attended, efficient, good feedback (Annual Meeting minutes will be submitted separately).

Committee Liaisons

- Marianne - Capital Campaign: change in one member, a few more hurdles with engineering before construction begins. Need to focus on mission and principles to have a successful campaign.
 - Suggested two liaisons from board moving forward (i.e., shared leadership).
- Sue - Personnel: discussion around PPP; also, Rev. Kim's contract reviewed.

- Sue will continue as liaison.
- Patrick - Nominating Committee: Got momentum last quarter of year. Good results.
 - Patrick will continue as liaison.
- Nina - caring committee update. Many individuals want to help the Wildszewski family!
- Discussion re: Liaison roles and board secretary for new year. New roles:
 - Jeff Lang- Capital Campaign;
 - Jamie Evanini- Stewardship;
 - Michael Wass- Re-opening Team and suggestion there be a google doc delegator to assist secretary role.
- Policies and Procedures task force was disbanded.
- Board roles (pending vote):
 - Colleen McCourt- Secretary;
 - Sue Saddlemire- Vice President.
- Minister's Discretionary fund- no needs at this time.

Board Goals - recap of the year

- Many accomplishments: Working without Robert's Rules, Consensus building, Liaison roles were helpful, added to transparency, leadership shared responsibility, discussion of higher level needs as needed, divided Secretarial role. Moved quickly to on-line, live church services as pandemic erupted, more tech needs met, new tech team, supporting the church through time of crisis: pandemic, minister's family tragedy and ongoing social unrest and societal confinement.
- Open actions for next year:
 - Treasurer needed for next year (2021-2022);
 - Leadership development;
 - Congregational Survey.

Second Hour

Bereavement Leave Coverage

- Rev. Kim has asked to extend leave through June and to return in July.
- **Consensus vote** to support Rev. Kim's request to extend bereavement leave with pay through the end of June; this passed unanimously.
- Robin said she will check with Rev. Kim about ministerial coverage for Sunday services in July.

Other Ministries were discussed: Worship Associate, Caring Committee, Potlucks, Earth Ministry, CFA. Discussed concern for new members during this time of virtual services: Congregational Life is reaching out to new members, they are encouraged to stay in the main meeting room after Sunday church virtual service. Faith Forward, Connection Team: possibly start Welcome Table Wednesdays again.

Covid-19 planning/Church reopening

Church Re-opening team discussed possible ways to safely reopen:

- Need guidelines for use of Church and Grounds going forward during Covid-19 pandemic.
- The board discussed the use of CDC and state guidelines as foundation for guidance.
- The board discussed liability issues.
- UUCWC does not have a supply of masks or hand sanitizers to provide.
- The re-opening team is working on a document that can serve as guidance for the congregation.
- Nathalie: **let the re-opening team decide the procedures; the board needs to review and approve these procedures before they go into effect.**
- The board reviewed and accepted initial (draft) guidelines, but the board is not ready to implement; we don't want to rush opening, and we'll continue reviewing guidelines. For now, the message is to visit UUCWC only for official church business (e.g., facilities work, mail collection, etc.).

CFA Letter

- Voted to **approve** CFA letter (see attached) as modified and approved by Rev. Kim and Nathalie.

Funding for Homefront Alum

- Request for funding for Homefront alum now going to college...needs funds. Can we help? Will discuss with Sarah Burke who was in charge of the program.

Housekeeping

Minister evaluations have not all been submitted. Patrick will resend.

Meeting adjourned at 9:17 pm.

Respectfully Submitted,

Nina Todor

Scribe, Board of Trustees

John Ueng-McHale

Secretary, Board of Trustees

Appendix: staff, executive-team, and treasurer reports

UUCWC Open Letter

As the names of cis and trans black men and women, as well as non-binary folks who have died at the hands of those who are entrusted to protect and to serve continue to pile up in the streets, we the members of the Unitarian Universalist Church at Washington Crossing shout from the banks of the Delaware River, Black Lives Matter!

The systemic fear and racism that perpetuates the myth that black lives do not matter has echoed through our country too long, and it must end. We acknowledge it has permeated our own individual and collective lives for too long as well. And we renew our commitment to systematically fight to end the ages old centering of whiteness that permeates our culture, our political discourse, our economic system, and our spiritual lives.

We hold ourselves accountable, through our 8th Principle of faith*, that in order to build the Beloved Community, we commit to dismantle this morally bankrupt system, to open our hearts and minds and arms in the realization that this is the only way forward to spiritual wholeness for ourselves, our congregation, our communities and our country. We create space to listen to the voices and needs of BIPOC (Black, Indigenous, People of Color).

Signed by Minister and President of Board of Trustees

** “We, the members of the Unitarian Universalist Church at Washington Crossing, covenant to affirm and promote journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.”*

May 2020 Financial Report to the Congregation

June 7, 2020 Annual Meeting

[edited for Board meeting with updated numbers through May 31st]

The state of the finances of UUCWC, I am happy to report is sound – and we are in a very healthy position to end the fiscal year on June 30th with a surplus in excess (as of May 15th) of \$47,000. (May 31 surplus \$61,711) While the year is not over, I can report that the month of April and May – with our facility closed to the public, due to the pandemic, operationally, we are at around 75% of budgeted expenses.

The 8 week period reflects income in excess of expenses close to \$55,000, with a very strong Auction and Pledge collections as well as a plate that is at budgeted levels for the first time all year. Running parallel to that, our programming, having been cut short and/or moved to virtual participation – which includes Sunday and Adult RE is running at about 75% of budgeted expenses, and [operations at 44%].

We have maintained our staff at 100% throughout the year and from March till June we maintain paying all part time staff at the rate they would have been paid – if we were not closed. And of course, all full-time staff remained on payroll throughout the closure – Mary Baltycki will speak to the staffing for the next fiscal in the budget discussion portion of today's meeting.

On the income side, the Auction was another overwhelming success and our fundraising income, we project to be 10% ahead of budget for the year.

Speaking of successes – our pledge income continues to come in right on budget – and your payments on time and in full are greatly appreciated. It speaks to the generous hearts in our community and the understanding that church is more than a building and how our community continues to be a vital part of each of our lives – thank you to the Stewardship Team for their leadership in this area and to you, fellow congregants for keeping the church among your top priorities in these challenging times.

Some may ask how does this compare with last year – when we were not in a pandemic? Well, last year was a strong year for us and we reported a \$14,000 surplus through May 31st of that year, also after a strong auction as well,

Our operating cash balance has increased by just over \$24,000 from last year to \$344,550. With reserved funds removed and based on our monthly budgeted expenses of roughly \$44,000 – we have cash balance less reserves of \$188,790 which will cover just over 4 months of expenses on par where we were for the prior two fiscal years.

With conversations with banks for our capital project bridge loan funding, this is a very healthy position to be in.

More detailed year end results will be presented at the July board meeting and I will make that available when the fiscal year is closed to this body. The Finance Committee meets the second Monday of the month and the Board two days later – both meetings are open to observers. Just let us know your interest.

Thank you for your time and for your generous support of our budgets and wise use of the funds in doing your programs throughout the year.

Susan Irgang
Administrator BOT Report for June 2020

To Create Community, Celebrate Life, and Change the World

The defining work for the last month has been the support of Rev. Kim and her family, as well as the congregation, while continuing the work of the church, following the passing of Malcolm Wildszewski. With Rev. Kim back from sabbatical for less than 2 weeks, the death of Malcolm continues to reverberate in the congregation, our work and our lives. Every contact regardless of with whom or for what intended purpose became pastoral, and yet the church work needed to move forward through services, routine bookkeeping and work, and preparing for the Annual Meeting. In short, it has been an incredibly sad and challenging month.

Create Community

In response to Rev. Kim's bereavement leave, Robin and I took on the role of "triage" in the Ministerial Emergency Plan/Acting Executive Team. I continue to monitor Rev. Kim's emails for issues that need to be addressed and direct inquiries that cannot be handled by others to the head of the Acting Exec Team. This work will continue through June as we help Rev. Kim reenter church systems as she is able in July.

With the direction of Board President Nathalie Edmond and input from the Nominating and Finance Committees, I created the Annual Meeting Package including the agenda, slate, bios, budget and leadership acknowledgements. I took part in meetings about how we would accomplish the meeting virtually, complete with registration, polling and other logistical considerations. As I was able to be just a non-voting participant this past Sunday, I think it all went incredibly well!

I continue to weekly monitor the church building and grounds, collecting mail and checks for deposit, doing a security check of building and grounds, watering the plants and dealing with any maintenance issues. I met with Building, Grounds and Kitchen Operation leaders to discuss further ways to care for and maintain the building and grounds during the closure of the building to keep the building safe and in good condition.

The church had a surprise Fire Department Inspection last week; we failed on two issues related to routine extinguisher service and kitchen suppression system inspection that should have happened during the shutdown. I have scheduled those services for this Friday so we abate the violations before the due date in July.

I worked with Steve Saddlemire of Grounds on more permanent ways of protecting the parking area, which was damaged in April. Next time you are on the church grounds, you will see new yellow stanchions and chains that block vulnerable areas of the new

parking area when not needed, and easily removed on Sundays when we return in person. This should help prevent damage in the future.

I am transitioning from supporting the work of the Worship Tech team as they come into full mastery of this new ministry, with the exception of an assist on 5.17 Sunday when Zoom had a systems issue: many churches opted to cancel service that day, but we plowed through the technological issues, and scheduled a “do-over” service, so we could be together as a congregation in grief.

Celebrate Life

Our membership now stands at 288 members, 29 friends, 46 Participants and 21 Attendees following changes that resulted from the pledge drive. Attendance at virtual worship continues to be steady, with about one new visitor emailing to join worship services each week.

Change the (UUCWC) World

I supported the work of Finance as chair Mary Baltycki found a lender willing to work with us on procuring a Payroll Protection Plan loan for \$30,000, which is forgivable if used for payroll and utilities. This work will continue with a new bank account and highly detailed recordkeeping that will be required for the forgiveness applications.

I met with the Communications Team about continuing to be a resource for sharing information: the team is working on updated outdoor signage to publicize online Sunday Services, updating website pages to safely include meeting codes and virtual church opportunities and sharing of information across Facebook, email and the website in the absence of distributing printed materials each Sunday. Keeping information current and broadly available will help people stay connected during our closure.

I am now part of a team to discuss the safety and advisability of the use of the church building and grounds for anything other than in person worship, which currently is postponed until January 2021 pending a reevaluation in September. There are many aspects to this work: researching CDC guidelines, NJ/PA guidelines, safety and custodial concerns, contract tracing, etc. The group met this week for an initial assessment, and seemed to agree that any inside use of the building at this time is complicated requiring more research and discussion. As it appears the grounds are being used by a few folks without checking in with the office, it was suggested that we draw up requirements and recommendations for use of the grounds as soon as possible. Attached is a very early draft for the Board to see; final requirements/recommendations would first be researched, refined and then brought to the Board. The team will also address inside use and the precautions needed in the coming weeks as a guideline for future consideration; no change to indoor use has yet been considered. The team would

appreciate initial feedback, as well as the Board liaison information, as we will schedule our next meeting for the week of June 22nd.

Note: I am taking vacation the week of June 15th, and Caryl Tipton is scheduled for hip surgery on June 24th.

To: UUCWC Board and Kim Wildszewski
From: Robin Pugh
Date: June 8, 2020
Re: Monthly DRE Report _____

Create Community:

- During Rev. Kim's bereavement leave, Susan, Nathalie and I are the primary contacts with Kim, serving as a buffer between the congregation and Kim.
- As staff, Susan and I have taken on the role of "triage" in the Ministerial Emergency Plan/Acting Executive Team. I secured ministers for the month of June selecting people who either have an expertise in trauma or are well-known to the congregation to help us through this difficult time.
- Since Malcolm's death, all conversations with congregants are pastoral even when discussing business. This is important work and it is what I spent a lot of time on in May.
- I volunteered to work with the Congregational Life Council until Rev. Kim returns to reimagine what welcoming new people and connecting everyone might look like while doing virtual church. I've met with the Connection team and Faith Forward.

Celebrate Life:

- I am offering 2 children's chapels per week for ages pk-5th grade. The chapels are not as well attended as our RE classes, but the kids (and parents) who I reach are thankful.
- I am offering a parent check in on Monday nights and Friday mornings via Zoom. The small number of parents who attend are very appreciative for the time to talk and connect.

Change the World

- I am connecting with other UU professionals and reading resources as I re-imagine what church and RE may look like this summer and in the fall. I'll be bringing parents and the family ministry team into the conversation this month. It is a very creative time to be a religious educator. In the short time that Kim was back, we discussed several ideas for folding UUism into family home life with support via zoom.
- I am part of a team to discuss whether, when and how people might use the building for non-worship events (meetings, food ministry, ARE classes). Whatever the team decides now, it is clear we will need to revisit our decisions monthly as more information about safety and covid become available.
- The outrage over the death of George Floyd has increased the energy around antiracism classes in ARE. I am researching options that can be offered virtually.
- I am thankful for the Board's work in decentering whiteness this year.

Executive Team Meeting on 5/20/20

Present: Nathalie Edmond, John Ueng-Mchale, Marianne Alt, and Jim Sanders

Also included: Patrick Kahney, Sue Saddlemire, Nina Todor, Dianne Ross, Susan Irgang

Initial part of the meeting focused on preparing for the first virtual annual meeting. Nancy Neff joined to represent the Tech team. Details around registration, agenda and voting were finalized.

Discussed Bereavement leave coverage based on Rev. Kim's Emergency Ministry Plan (see below). Discussed UUA starting guidelines of two weeks bereavement leave. Board was in support of allowing Rev. Kim to have as much time as she needs and details around the financials could be worked out. Rev. Kim mentioned she will attend annual meeting as a participant and we will have a better sense of her plans for June at that time. Robin Pugh has secured Sunday Service coverage for June.

Main points of contact with Rev Kim: Nathalie Edmond, Susan Irgang, and Robin Pugh

Connect with Worship Associates: Jim Sanders

Connect with Ministries and committees: Marianne Alt and Dianne Ross

Connect with pastoral care team: Nina Todor

Board liaisons continue to connect with your teams

Nathalie as board president is point of contact for staff. Sue Saddlemire offered additional support as well.

Identify a reopening team to review guidelines for slowly opening up the church

Schedule a follow up meeting with Rev Craig Hirshberg to support leadership. Scheduled for 5/27

UUCWC Emergency Ministry Plan

A plan in the case of the sudden incapacitation of the Minister.

1. Contact the UUA Central East Region immediately for support. Our contact at the region is Pat Infante who can be contacted at pinfante@uua.org and 609-792-9042
2. Contact Worship Associates co-chairs Scott Cullen and Bay Waltman to alter worship plans.
3. Contact Princeton UU Minister Bill Neely, bill@uuprinceton.org, to inform and request local UU clergy support as well as the Pastoral Care co-chairs Denny Rogers and Pat Czerwonka for offering lay pastoral care.
4. Empower Acting Executive Team as specified below to take over Minister's executive capacities for the time needed.

Acting Executive Team

Make-Up: Four members

Role of Team: Executive capacities performed by the minister, including: supervision and support of staff; decision-making regarding the ministries; triaging issues that may arise; linking with and supporting ministry teams in accountability to the congregation's mission.

Necessary Qualities of Members: Non-Anxious Presence, Trusted by Congregation & Staff, Steady, Non-Reactive, Self-Differentiated, Good Problem Solving Skills

Roles:

Chair – Convenes team, ensures each member is filling their role, divides up general tasks, supports team, keeps an eye to overall congregational dynamics and health. Communications with congregation. Singular communicator with Tara. Report to and liaise with the board.

Triage Point Person – Monitors minister@uucwc.org email address. Forwards pastoral concerns to identified individual. Trouble-shoots problems when appropriate. Engages with team in discerning what needs attention immediately and what can wait. Provides non-anxious listening ear to those with complaints, worries, problems.

Ministries Manager – Support and supervise ministry teams, Check in with each ministry team, answer questions of ministry team leaders, help with any small decision-making requested.

Staff Supervisor – Support and supervise staff, Ensure staff are not receiving extra work load beyond their job description, Address any issues that come up with staff. Check-in with staff weekly

Team Duties to divide up as desired: ear to the ground for any issues, create opportunities for presence and contact (such as regular team office hours), other ideas for helping congregation feel “The ship is being steered”