

Unitarian Universalist Church of Arlington

Board of Trustees Meeting Agenda

July 16, 2019 (revised)

Attendees:

Board of Trustees: Linda Battaglini (chair), Hieu Nguyen, Al Himes, Irv Lachow, Janice Morris, Bruce Rieder, Amy Shepherd, Lila Herndon Vizzard

Excused: Linda Lutes

Officers: Peter Vitaliano (Treasurer), Kate Gallup (Secretary)

Ex Officio: Rev. Dr. Terasa Cooley

Guests: Walter Clark (Ministerial Assistant); Tamara Srader (Chief Administrative Officer)

- Open, Call to Order, Chalice Lighting, and Check-in

Board Chair Linda Battaglini called the meeting to order at 7:30pm.

- Consent Agenda (Vote)
 - A member asked to clarify how the Consent agenda works. Linda noted that it is typically the prior minutes and other items that are read before the meeting and doesn't typically need discussion during the meeting but needs voting on; if the item needs to be discussed it is removed from the consent agenda and the chair can move to discuss or defer the item.
 - Linda agreed to send out a board policy document and further consent agenda information
 - The Minutes of May 2019 meeting were approved with the caveat of editing as per Amy Shepherd for typographical errors.
- Chief Administrative Officer Report – Tamara Srader

Tamara reported that the church recently received a gift of about \$4,000 from an estate, which is being credited to the endowment fund; the insurance has paid about \$10,000 for the sign that was destroyed by a car crash.

Discussion: Tamara suggested that she would like to board to take the lead in studying options for sign placement, size, audience, intent, tech use, return on investment, county issues, safety considerations or how to use this money best. Tamara suggested the committee should use Paul as a resource. Hieu will follow up and talk to members who have been weighing in on this issue as well as Mary Ann Bolton, and bring an analysis back to the board meeting in August or September. Once we have a basic direction, the board should host an information table during coffee hour to answer questions.

Tamara also reported that 2 changing tables were ordered and installed in bathrooms and others will be added until all restrooms have a changing table; the information is in Connections. UHY, the Auditors will do their financial statement review work in July and August.

- Treasurer's Report – Peter Vitaliano

Peter summarized the attached Treasurer's Report and answered board members' questions. He noted that the designated accounts include operating reserves for groups like Alianzas and Chalice Theater. The church drew \$138,000 from the endowment in 2017-2018.

The Board had questions on current and past revenues, pledge fulfillment, other sources of income, like the special ask for ministerial assistant. One member had submitted a list of questions about the financial statements indicating a need for a deeper dive into explaining the financials to the board members. The board also discussed the need to consider what other information would give the board a better picture of the current financial position of the church. Peter agreed to schedule an orientation session on this topic in September. Another member suggested that it would help to have a narrative intro section to the financials that described the major financial issues affecting our finances for that period.

In response to other questions, Peter reported that we have an aging accounting system and it is long overdue to replace. The current system is not the best for producing transparent reports. The board asked when we could move away from the current version of the Shelby system. Tamara noted that transitioning could happen quickly to move to the cloud version of Shelby which would have more user friendly features and is the preferred option based on her research. This shift might have been done earlier but operational crises, like the flooding, take precedence over this kind of transition. A new accounting system affects more than the bookkeeping functions of the church and such a transition is not easy. She would like to start in the fall to transition once the auditors complete their work.

Peter noted that we need patience to move to a new system and he appreciated that board interest in the financial statements and improving the visuals and transparency.

- Charge to Long Term Financial Planning Committee - Hieu Nguyen (Vote)

Hieu gave an update on the LTFP committee. The attached document was discussed. No decisions have been made at all on the topics covered. He noted that AUCP is at the end of a 10 year lease and that is why it will be discussed by this Task Force.

Anticipated Deliverables: The board noted that the capital campaign is not decided and suggested that the pro and con of a capital campaign is added. One member noted that space use in relation to church mission is important.

The Vote passed with only Irv abstaining, as he had stepped out of the room, to authorize the committee to proceed and for final edits of the document to be brought back next month so the board has a final version and can vote to endorse it.

- 2019-20 Board sub-committees and member assignments - Linda Battaglini (Vote)

Linda went over the committee assignments as per the document. Committees are to develop a charge that includes the scope of each committee and have a formal charge created for the board's approval.

The Board unanimously approved the committee assignments.

- New Item Added to Agenda: Immigration enforcement question-Linda Battaglini

This issue is being raised at the request of members' concerns about how to act if there was an ICE enforcement action at our church. Tamara noted that our policy is that we will comply with the law around these issues. Linda noted that we need an official procedure in case something occurred. One member noted that she had been on the committee that studied what it would take to be a sanctuary congregation in the past and the board at that time concluded that the congregation was not ready to make the kind of total commitment needed to make it work.

The Board asked Walter to take the lead on a statement outlining a procedure for how the church would handle a law enforcement action at the church.

- Upcoming Board Communications Coordination (Janice Morris)

She made a handout to be discussed next month.

- Board Strategic Planning Retreat – Albert Himes

The retreat was discussed. Al to send doodle poll on room assignments. Notes that the drive is 2.5 hours.

August 16, 17, 18 River's Bend Ranch – Bunk House

397 Riverbend Road

Stanley, VA 22851

<https://riversbendranh.com/the-bunk-house.html>

540-652-1836 Contact: Caroline

Friday Check in may be as early as lunch time, TBD – there are riding and other ranch facilities available to visitors.

Sunday Check out is 11 but may extend to noon if possible.

Saturday Breakfast starts at 9:00 am.

First work session starts at 10:00 a.m. Saturday

Sunday will conclude by noon.

- **Board** Adjourn to Executive Session – Linda Battaglini