

# Unitarian Universalist Congregation of Wilmington

## Board of Trustees Meeting Board Minutes

4:30 p.m. December 16, 2025

Members Present: Jimmy Reeves, JoAnn SKinner, Kim Scott, Twink Barr, Dennis McCulley, Kathryn Waple, via zoom: Michael Sheridan, Dana Carpenter, Rev. Alyssa Lee.

If you cannot attend in person, you may Zoom using this link:

<https://us02web.zoom.us/j/84007421345?pwd=LQHdNCjUDxZR11ZTjSSyxCGDMmqQpV.1>

★ Material for Board meeting can be found in our Google Shared Drive: **Board of Trustees/ Monthly Reports** <https://drive.google.com/drive/folders/1Z8I7VLIOhv1TN-lhUEh44mhonHR5hwu->

Light a Candle / Opening Words- Rev. Alyssa

Consent Agenda – Approval of Reports ★

- Monthly Report from Rev Alyssa
- November Statement of Financial Position and Statement of Activities Reports
  - Reassign the liaison from the board to STP to check in with them, curiosity and collaboration about the change in share the plate donation - Mark
  - Still have some \$\$ for building and grounds (AC)
  - Also still waiting on final Health Insurance numbers.
- Board Minutes of 11/25/2025 meeting
  - JoAnn is going to do write Digest Article for December 2025 based on minutes with link to the actual

Monthly Reports accepted without dissension

Board Liaison Reports -

Communications Committee — Jimmy Reeves

- Website is working!
- Wrote a recommendation for Naomi

Committee for Ministry — Jo Ann Skinner

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Facilities: Building and Grounds Committee, Green Sanctuary, Interior Committee, Long Range Building

Planning Team — Jimmy Reeves

Green Sanctuary and the Congregation have met the criteria for GS recognition!

Finance Committee — Kim Scott

Generous Life Team — Kim Scott

Hospitality Committee — Dennis McCulley

Membership Engagement Team — Dana Carpenter

- Assigning greeter position and the newcomer classes that are happening in January
- The Committee seems to be trying to do the work themselves and could potentially support the sustainability of the work with more delegation?
- They already have several people signed up for the newcomers class in January!

Personnel Committee – Mark Gentner

Religious Education Committee – Twink Barr

Safety Committee — Michael Sheridan

Social Justice Ministry — Michael Sheridan

Special Events Committee — Dennis McCulley

### Discussion/Action Items

- Mark Genter has taken a temporary leave of absence
  - o Jo Ann Skinner is acting president
  - o Jimmy Reeves is acting Vice President
- Update on filling Director of RE position (Twink)
  - o Twink has an update on the DRE position!
  - o We have hired Brandie Ragghianti, and she starts January 5th.
  - o Interview process was consistent, structured, and thorough

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- o She is a UU and attended the UU Church in Greensboro and also served on the board there.
- o She has also worked as a historian and has crafted curriculum for a variety of ages.
- o She has not been a Director of RE before, and will need assistance from the RE Committee and Rev. Alyssa as she gets started.
- Funding for painting classrooms (Kim/Jimmy)
  - o Goal was to have it done during the week, but the timing has slipped a little.
  - o Small Circle fundraiser is working on the funding
- Ministerial Housing Allowance of \$2,025/month for 2026 calendar year. (Kim)
  - o The approval for this is annual formality
  - o Housing allowance passes without dissent

### Policy Approvals (All)

- Risk Discernment Policy (new) (Michael)
  - o How does this apply to rentals?
    - The General Operating Procedures are separate from the safety concerns for the UUCW as a member of the community.
    - This policy applies to events, not regular groups
    - This policy was based on the UUA Risk Discernment Presentation that was attended by several members of the Board and the Minister
    - Events where we are opening up the church and using the space to support a social justice event or movement and will involve members from the community.
      - We need to specify this in the policy for clarity with future boards.
    - We should have two board designees so the Risk Discernment Policy can be responded to promptly.
      - Designee will also determine if the whole board and or minister needs to be consulted.
  - o It is important to be mindful of our language that we are not determining approval based on anything other than the risk assessment.
  - o Board Members and the Minister will continue to review and edit the policy and we will revisit at our next meeting.
- Accountable Reimbursement and Staff Credit Card Policy (Kim)
  - o This is an update to the policy from a year ago. Using the UUA guidelines

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- o Updated policy approved unanimously

- **New Business**

- Book Review idea - Transforming Conflict each month we are invited to read a chapter and discuss.
  - o Helping develop board work as a spiritual practice and engage with conflict in a healthier way.
  - o Kathryn will reach out to Pomegranate books for the book club rate.
- It is our standard operating practice as a 501 c3 Non Profit that once monies and in-kind donations have been donated to the church they are non refundable.

### Governance Policy Manual Review (All) Google Shared Drive/Board of Trustees/Policy Manuals

Need to update the Board Policy and the Church Policy

- One idea is to put the church policy information behind a password protected section
- Bylaws remain public, but other documents go behind the password wall.
- Compile Church policies into a document similar in structure to the board policy document

<https://drive.google.com/drive/folders/1YWpRNqmGsW5-70E-cmKucZyAO13NYzeg>

(This includes November and December items, since November items were not reviewed last month.)

- **2.10 Board Communication with the Congregation**

The Board will maintain open communications with the Congregation.

- o The Board shall have regular communications to the congregation.
- o The Board shall have regular opportunities for dialogue with the congregation.
- o The Board shall respond to communications from the congregation in a reasonable manner.

- **2.11 Board Internal Communications Practices**

Board members will adhere to the following communications practices:

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- o The Board members shall open and read all Board internal communications and respond in a timely manner.
- o Board internal communications shall not be shared outside the Board.
  - Executive Session is considered confidential.
  - Congregant Communications to the board shall not be shared outside the board.
  - All communications that are sent out from the Board shall be shared with the Board.

### 3.1 Minister's Role

- The Congregation will call a Minister as needed, as described in the Bylaws. The Minister will have the responsibilities and perform the duties as listed in the Letter of Agreement.
- The Minister will act as the Executive Director and Chief Executive Officer of the Congregation.

### 3.2 Authority and Budget

The Board's fiduciary responsibility for the affairs of the church is delegated in the following way to operate and financially plan for the church.

- The Board delegates authority to operate the church to the Minister as Executive Director.
- The Minister and the Finance Committee will prepare an annual budget and review it with the Board for review and approval before the Annual Meeting.
- The Minister will ensure that the church is properly insured.
- In the event of emergency (e.g., fire, hurricane, pandemic, etc.), the Minister has the authority to cancel services and close the buildings. The Minister will inform the Executive Committee and, if time permits, try to achieve consensus before finalizing the decision.
- When the Minister plans to be off duty (vacation, sabbatical, medical, etc.), for more than a week (seven days), the Minister will delegate responsibility for operational and congregational needs and provide a written list of coverage to staff, the Board and others on the list.

Should an emergency arise, the church staff or the Board President will use their discretion

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to determine if the Minister should be contacted. If the Minister agrees to assume responsibility for the emergency, they should inform the Board. However, if the Minister is unable or does not wish to resume leadership, then the Board President will be in charge and will work with staff and congregational leaders (from coverage list, Board, and Chairs of affected committees) to address the emergency.

### 3.3 Monitoring of Executive and Ministerial Performance -

The Board will monitor the Minister's performance through review of the monthly reports and through other reporting as needed and specified by the Board.

- The Minister shall make a written monthly report to the Board of the highlights of the policies and accomplishments and challenges involved in the month's performance.

In addition, periodic performance evaluations will be conducted by the Committee for Ministry in accordance with the terms specified in the Minister's Letter of Agreement.

### 3.4 Executive Limitations

The Board placed the following limitations on the Minister:

- The Minister will not break the law except actions to take a moral stand in line with UU principles.
- The Minister will not deviate from recognized and accepted business practices in the performance of duties.
- The Minister will not deviate from the accepted budget by more than five percent (5%) without approval of the Board of Trustees.
- The Minister, while representing the congregation, may not advocate for political candidates.

### 3.5 Manuals and Handbooks

The Board requires the following documentation to be maintained by the Minister:

- The Minister will manage and maintain a Facilities Usage Manual.
- The Minister will manage and maintain a Personnel Handbook.
- The Minister will manage and maintain a Congregation Policy and Procedures Manual.
- The Minister will manage and maintain a Congregation Safety Procedures Manual, including procedures regarding:
  - Active shooter situations.

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- o Keeping children, youth, and vulnerable adults safe from sexual abuse.
  
- 3.3-3.5 tabled to January meeting so Rev. Alyssa can participate in conversation.
- Meeting adjourned at 6:30 PM

#### Next Meeting Date

**January 27, 2026** at our regular time of **4:30pm.**