

Unitarian Universalist Congregation of Wilmington

Board of Trustees Meeting Minutes

4:30 p.m. January 27, 2026

Members Present: Mark Genter, Twink Barr, Dennis McCulley, Michael Sheridan, Dana Carpenter, Jimmy Reeves, Kim Scott, Kathryn Waple

<https://us02web.zoom.us/j/81709924454?pwd=f5UYTuD8XLgNetLwLfpkQVyHhFa49F.1>

★ Material for Board meeting can be found in our Google Shared Drive: **Board of Trustees/ Monthly Reports**

<https://drive.google.com/drive/folders/1Z8I7VLI0hv1TN-IhUEh44mhonHR5hwu->

Light a Candle / Opening Words- ★

Consent Agenda – Approval of Reports

- Monthly Report from Rev Alyssa
 - Question about formation of Worship Committee
 - The new worship committee is being built out and is small now, but is being developed.
 - Mark is going to work with Rev. Alyssa about delegating and grow the Worship Team
- Board would like for Brandie to provide a template (work with RE and Twink to develop?) for her reports that work for her, and we will offer feedback and have an ongoing dialogue as we develop this new relationship
 - Some preliminary suggestions are:
 - Number of participants and volunteers
 - UUA Template?
- December 2025 Statement of Financial Position and Statement of Activities Reports
- Board Minutes of 12/16/2025 meeting
- Consent Agenda Approved without dissent, including a few edits.

Board Liaison Reports -

Communications Committee — Jimmy Reeves

- Website links need to be tested for consistency.

Committee for Ministry — Jo Ann Skinner

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- Ad Hoc Ministerial Review committee is about halfway through collecting the feedback that Rev. Alyssa requested from committees, select congregants and the Board. This info will be for her review, as she is the one who requested it. Sara Jarvis for CFM, Becki Schreiber -congregant and personnel; Jo Ann from the Board

Facilities: Building and Grounds Committee, Green Sanctuary, Interior Committee, Long Range Building Planning Team — Jimmy Reeves

Finance Committee — Kim Scott

- Going to stick with Mid year reporting cycle for Congregation

Generous Life Team — Kim Scott

Hospitality Committee — Dennis McCulley

Membership Engagement Team — Dana Carpenter

Personnel Committee – Mark Gentner

Religious Education Committee – Twink Barr

Safety Committee — Michael Sheridan

Social Justice Ministry — Michael Sheridan

Special Events Committee — Dennis McCulley

- We need to be more specific about who is using the cameras and technology.
- Going to take the questions Dana brought up back to the group who drafted it to answer the questions.
- Will bring back for approval at a later date.

Discussion/Action Items

- Monthly Minister Report BOT Draft Template
 - What data would we like to see in addition to what Rev. Alyssa is already submitting
 - How is our attendance trending?
 - How many visitors are we getting and how many new members are we getting?

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- Numbers for how many people are supported by pastoral care?
- Monthly operational snapshot?
- Quarterly option will be a more robust report like the UUA template.
- Minister Review Update
 - See CFM Update above
- Budget Process
 - February 6th is the date the committee leads have to have their budget requests in.
 - Next Month - February 24th we will do the first draft of the expense side of things
 - March 24th meeting we will have the pledge side of things with the second draft
 - Pledge drive in April
 - Come back to the Board in May for the final review
- Personnel Records Update
 - Rev. Alyssa's preference is put everyone on the fiscal year for reviews and potential adjustments
 - Jo Ann and Mark are going to work with Alyssa to ensure all of the documents stated in Alyssa's letter of agreement are created and maintained.
 - Job Descriptions and Letter of Agreements for all employees live on the Google Drive?
- Personnel Handbook Update
 - Going to the personnel committee this week - Mark, Gary O'Connell and Jeannie Lennon, Becki Schrieber
 - Committee will have a draft to the Board for approval no later than: February 13th, 2026.
 - Board will review and send written approval or concerns back to Mark and Alyssa no later than February 17, 2026
- Congregational Education Conversations
 - First one set for February 1, 2025 - Pastoral moving to Programmatic
- Reviewing Mission and Covenant
 - Right Relations Teams
 - Will develop after/concurrently with the formation of new Covenant to help us develop good communication skills and navigate conflict resolution
 - Look into Clearness Committee?
 - Ad hoc committee facilitators and members needed for Mission and Covenant Revamp
 - Dana and Jo Ann are co-chairing work on the Mission

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- Jimmy and a congregant to co-chair the work on the Covenant
- Jimmy, Dana and the Organizational structure committee are going to work on setting up the working groups.
- Nominating committee staffing
 - Creation of list for possible new BOT candidates.
 - Working on a temporary chair
- Book Review Update
 - When the book arrives at Pomegranate Books Kathryn will let Board know and people can go by to pick it up or purchase their own copy
- Action Item on Board Policy;
 - Going to add a editable document that we can review to make sure that the Ministerial Agreement is more inline with the shift to programmatic structure and also in line with Rev. Alyssa's ministerial agreement.

New Items

- On-Boarding and Off-Boarding Congregational Members Update
 - What is the process for how someone becomes a member?
 - Currently the newcomer meeting has a curriculum and 4 hours of sessions before signing the book.
 - There are currently two classes a year
 - Should there be more?
 - What is MET working on to standardize and advertise the onboarding of membership process?
 - What can the Board and other Committees do to support this work?
 - This is a priority identified by the Board and we want to start the conversation on how to better support this work.
- Annual Meeting on calendar 6/7
- Rental agreement/addenda/rates needing Board approval and sharing the next steps for implementation
 - Is going back to the committee for review to address questions raised by the board, will be brought back to the board for review at a later date.
- Mother Hubbard food drive frequency to twice per year (Dennis wants to speak to this on behalf of GLT) - Tabled till February

Policy Review and Monitoring

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

3. Minister

In the following section the Board recognizes the role of the Minister in the church and the

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need for the Minister to function as the Executive Director of the church with the authority of the Board.

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○ 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 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.

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- 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.
 - Keeping children, youth, and vulnerable adults safe from sexual abuse.
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