

**Coordinating Team  
Report to the Board of Trustees  
June 2023**

The Coordinating Team (CT) brings the following items  
to the Board for your attention and awareness:

**Employee Retention Credit**

submitted by Alesia Hutto, Director of Administration

In December of 2022, we received notification from our payroll company ADP that we qualified to amend our taxes to receive the Employee Retention Credit. According to IRS.gov, the Employee Retention Credit (ERC) is a refundable tax credit for businesses that continued to pay employees while either shut down due to the COVID-19 pandemic or had significant declines in gross receipts from March 13, 2020, to Dec. 31, 2021. Eligible employers can claim the ERC on an original or adjusted employment tax return for a period within those dates. Quarters in which you received a PPP loan are ineligible.

ADP amended our payroll tax filings for the qualifying quarters in December. These amendments were made for both the UUCS and Open Door School combined since we share a Tax ID number. In early June, the UUCS and Open Door School received two tax refunds for quarters January 2021-March 2021 and April 2021-June 2021 totaling \$93,000. We are now expecting additional tax refunds for four additional quarters.

The news has been reported to the Finance Team and Open Door School. We are now working with ADP to determine the division of funds between UUCS and Open Door School. Preliminary recommendations from the UUCS Finance Team include covering four immediate expenses (tree mitigation work-see request below, repair and rebuilding of two windows in the educational wing, replacement of five aging toilets at 234 and two new work terminals.) The projects total less than \$13,600. The team recommends that the remaining proceeds for the UUCS be allocated to reserves.

**Request for Authorization to Commit Reserve Funds**

submitted by Alesia Hutto, Director of Administration

On Wednesday, June 14, Arborist Matthew Hanson did his annual survey of the trees at 234 and found that we have one dead hickory tree (located in the planting area on the traffic circle playground.) He also found several large diameter dead limbs over the

playground near the parking lot. It has been suggested that the dead tree and the removal of the dead limbs are done immediately since they pose a safety issue.

Preliminary recommendations from the UUCC Finance Team include covering four immediate expenses (tree mitigation work-see quote above (\$4900), repair and rebuilding of two windows in the educational wing (\$2500), replacement of five aging toilets at 234 (\$4000) and two new work terminals (\$1500.) The projects total less than \$13,600. The team recommends that the remaining proceeds for the UUCC be allocated to reserves. A copy of the proposals can be found [here](#). (Please note that quote for work terminals is not included.)

### **New Coordinating Team's Report to the Board Schedule**

submitted by Alesia Hutto, Director of Administration

Prior to the pandemic, the Coordinating Team provided reports to the board that included quarterly reports from the teams of the congregation. With the onset of the pandemic, the Coordinating Team began to provide *monthly* reports from almost all teams. With the closing of the physical building, it allowed us to stay connected during a time when we were required to be apart. Now that we have completed a congregational year fully open without restrictions, we are requesting to transition back to quarterly reporting from teams. This will not change the reporting of monthly headlines, trends and important information.

We have developed a schedule in which you can expect reporting from each area. This schedule also includes the required board monitoring reporting. You can find the suggested schedule [here](#). If there are any objections to this schedule, please let us know, otherwise it will be implemented July 1.

As a reminder, there are no coordinating team reports to the board in July, with the exception of the membership report. In the month of August, we will provide year-end/beginning of the year reporting, end of year financials, and the audit review of the Memorial Endowment Trust. The transition team presented their summary of the listening sessions and answered questions at the May 21 Town Hall meeting. We will meet next in July to welcome new members and begin work on breaking the updated interim goals into tasks and plan our next steps.

Members of the team joined some board and search team members in attending the Search Seminar presented by the Transitions Office of the UUA on Jun 10.

### **Transition Team Report**

submitted by staff liaison Rev. Lisa Bovee Kemper

Team Members: John Burns, Shandra Stout, Lisa Hagen

The transition team presented their summary of the listening sessions and answered questions at the May 21 Town Hall meeting. We will meet next in July to welcome new members and begin work on breaking the updated interim goals into tasks and plan our next steps.

Members of the team joined some board and search team members in attending the Search Seminar presented by the Transitions Office of the UUA on Jun 10.

### **Membership/Participation**

submitted by staff liaison, Kelly Greene

Team Members: Catherine Covington-East, Liza Pratt, Gwynne Movius, Mary Bruce, Meagan O'Connor, Michelle Dillon

As summer vacation starts, member participation often slows down. Though our raw membership number has continued to decline, we are noticing younger members and families participating and joining. The five members joining since May 1 are all under 45 and have children at home. With one exception, members who have left us in the same period have had little or no involvement since before the pandemic. We recognize that as our community transitions, we may be attractive to different people. Less than half of our current membership was noted as participating in the life of the community in May. However, this number is an estimate and most likely does not capture all of the affinity group gatherings, team meetings, etc. It is exciting that those who are joining are getting involved in various ways from the start.

Volunteer recruitment for the upcoming congregational year is ongoing. Staff is inviting members to serve UUCC and doing our best to match people's interests and gifts with meaningful volunteer roles. This congregation and all it offers can only be possible with assistance of the tens of people who share in the planning, doing, caring, etc. In this year's flower ceremony, volunteers were thanked for all they do and participants were invited to recognize and thank them as well.

### **Community Sundays**

submitted by Kelly Greene

Planning Group: John Burns, John Herrick, Lisa Marie Nisely, Rev. Lisa Bovee-Kemper, Janan Jones, David Flynn, Kelly Greene

Our workshops for May included a handbells workshop, a scavenger hunt in our gardens, a song swap workshop with guest speaker Rev. Sara Dendy-Green and a lectio divina. Again, we had some visitors tell us they attended specifically because it was Community Sunday. Every offering was at least somewhat intergenerational.

From feedback questionnaires, these experiences were rated an average of 4.64 out of 5! They also got high scores in the areas of fellowship, intergenerational community building and spiritual growth. The lowest scores were in the areas of justice and democratic process. We do recognize that some people do not attend Community Sundays. Feedback has included that we have not offered experiences that are of interest to them or that they do not want to participate in intergenerational community. We will continue to experiment with offerings and seek input from the community.

We will skip Community Sunday in June since it conflicts with the scheduled bridging/family dedication service. We will resume in July. We are grateful to this planning team and to the many volunteers who facilitate the workshops that make these experiences possible.

### **Ongoing Activity**

- Adult Education/Spiritual Development (AESD)

submitted by program coordinator, Linn Martin

Team members: Ron Spake, Caroline Webber, Cyndi Martinec, Althea Clark, Kristin Rogentine-Lee

Overall, the Adult Education & Spiritual Development Team was successful in its endeavors to hear and respond to our community's concerns and interests. By keeping a focus toward the four priorities identified in our survey earlier in the year (spiritual development, racial equity, environmental issues, and art/film/music), we were able to offer a wide variety of programs that engaged a broad expanse of the adult population of UUCC in both educational and spiritual development opportunities.

The team is preparing to transition leadership from program coordinator Linn Martin to incoming DLRE Paula Gribble. Upcoming CREDO presentation will be Joe Spencer. The four-session UU Wellspring series offering a deep dive into UUA's Proposed Article II bylaw amendment is wrapping up.

- Building and Grounds

submitted by staff liaison, Alesia Hutto

Team Members: Tom Beggs, Charles Pilkey (chair), Rocky Hendrick, David Johnson, Dan Maples, Tom Moore, and Jinny Sullivan with Alesia Hutto serving as staff liaison.

The building and grounds team met on June 1. At this meeting we finalized the work plan for the repair work to the wall that runs parallel with North Sharon Amity Rd in the educational wing. We also discussed the outstanding projects on our agenda.

On Sunday, June 4<sup>th</sup>, Eagle Scot Cole Gilman, members of his troop and other volunteers began their work on the planting area next to the playground near the traffic circle. As a reminder, Cole and other volunteers are working to revitalize the area that was created as an Eagle Scout project for former member Dan McCready. The project is scheduled to be completed by the end of the month.

On Saturday, June 11<sup>th</sup> the new awnings were installed over the main entrances at 234. The awnings have been an expressed need for some time now and we are pleased to finally have them in place. This work is possible due to the grant program of the Memorial Endowment Trust (MET) of the Unitarian Universalist Community of Charlotte. The generous support of our members allows the Memorial Endowment Trust to make grant funds available to the UCC on an annual basis.



On Wednesday, June 14, Arborist Matthew Hanson did his annual survey of the trees at 234 and found that we have one dead hickory tree (located in the planting area on the traffic circle playground.) He also found several dead limbs over the playground near the parking lot. In addition, he also suggested that we prune some of the limbs away from the roof. In the past fallen branches have caused compromises in our rubber membrane roof and they serve as a “highway” for rodents and pests. It has been suggested that the dead tree and the removal of the dead limbs are done immediately since they pose a safety issue. We are requesting reserve funds to cover the cost of this emergency expense (please see the request to use reserve funds in this report.)

Finally, we want to thank Virginia “Jinny” Sullivan for her tenure on the building and grounds team. She has truly been a valuable asset to the work of the team.

•Children, Youth, and Families (CYRE)  
submitted by program coordinator, Melissa Schropp

### **Sunday CYRE programming**

We finished with classes in mid-May and had our first Camp 234 offering on June 11. and have five more planned for July 9, July 23, July 30, Aug 6 and Aug 13. The Nursery will continue to be available every Sunday.

We are losing an adult nursery caregiver, so will need to begin a search for another to begin in Fall.

We are offering our Senior Bridging service this Sunday, June 18, as well as a family dedications for two children. On June 25, we will offer childcare during the livestream of GA Sunday service.

### **Staffing**

Lisa Wall's contract ends June 30, and Melissa has extended her contract through August to oversee summer programming and assist with Paula's arrival. We are excited to have Paula starting in August!

### **CYRE Team**

The team hosted a Teacher Appreciation brunch after service on Sunday, May 7 which was well attended by most teachers/CYRE volunteers.

On May 22 we had our annual year-end CYRE Volunteer potluck dinner at Lisa Wall's home for the CYRE team and teachers, to review past year and share our ideas for next year. It was a most enjoyable evening! We are not meeting in June but will be planning our team advance for after Paula Gribble arrives.

On the agenda:

- Nominee for addition to the 2023-24 CYRE Team – would like to add one person to replace Kendra Dixon whose term is ending.
- Determining needs for teachers for 2023-24 – still recruiting for HS advisors and Elementary teacher
- Preparing for the new DLRE who starts in August (clean/organize CYRE office)

### **•Community Building**

submitted by staff liaison, Kelly Greene

Team Members: Jennifer-Dove McLeod, Althea Clark, Lisa Marie Nisely, John Burns, Justine Busto, Susan Hill, Denise Weldon-Clark, Jeannie Fennell

The team hosted a highly successful potluck picnic on the back patio, on the memorial garden side of the building. We provided hot dogs (vegan and not), drinks, smores and some sides. We also asked attendees to bring food to share. The team did a fantastic job advertising the event in Currents, on the table in Freeman Hall, on the member Facebook page and on the UUCC Families Facebook page. Mary Hackenberg assisted attendees with roasting their hot dogs and smores over the fire pit. During the Transition Town Hall that took place in the sanctuary after service, visitors/newcomers participated in the picnic. Everyone was welcomed and there was plenty of food. We were excited that at 1:00, people who had arrived by 10:00 for the service, were still here, enjoying each other's company. Some kids played on the nearby playgrounds as adults got to know each other. This was another beautiful intergenerational event that helped UUCC members and newcomers of all ages connect.

•Congregational Care

submitted by staff liaison, Kelly Greene

Team Members: Annie Flint, Janet Palmer, Jan McNeely, Nancy Greene, Vivian Brenner, Judy Love, Catherine Covington-East, Rob Marcy, Greg Schropp, DeWitt Crosby, Sheila Lay (chair)

In May, the team sent seven cards, made seven visits and seven food deliveries, gave flowers to one member and provided one prayer shawl to another. Congregational Care will provide a reception to honor the life of Ann Wood in July. This team and the care they give are an essential point of connection for many UUCC members.

•Denominational Relations

submitted by staff liaison, Kelly Greene

Team Members: Karen Bringle, Rob Marcy, Caroline Webber (liaison for AE/SD), Rebekah Visco (liaison for justice)

Karen Bringle and Michael Amy Cira facilitated a well-attended, multi-session class on Article II. We are grateful for the important discussions this class made possible. For the first time in many years, if ever, all UUCC's delegate slots for UUA General Assembly are filled. Our 11 delegates will be Rebekah Visco, Sam Visco, Kelly Greene, Lincoln Baxter, Bruce Wiley, Margie Storch, Kathleen Carpenter, Joe Spencer, Michael Amy Cira, Karen Bringle, Barry Ahrendt. The fact that GA is now hybrid is part of what makes this possible. Discussions around the changes in Article II of the UUA bylaws have also generated interest. As we did last year, we will live stream the GA Sunday service in Freeman Hall on June 25<sup>th</sup>. This is an opportunity for UUCC members to worship along

with hundreds of other UUs around the country and to see how UU worship happens outside of UUCC.

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•Intersectional Justice

submitted by staff liaison, Lisa Bovee-Kemper

Team Members: Rebekah Visco, Janet Zick, Dave Walsh, Manny Allen, Melanie Greely

The team's current goals are:

- Improve communication regarding engagement opportunities, making sure UUCC at large has access to timely information about issues, partner groups, and action opportunities. This includes but is not limited to Currents submissions, website copy, social media.
- Maintain overall commitment to the IJ Guiding Principles and engagement strategies, understanding that the current model was created to align with the ambitious mission, vision, and ends statements adopted by the congregation as a whole.
- Broaden and clarify ways to get involved with intersectional justice work understanding two things:
  - participation in Core Groups (or similar educational engagement opportunity) is the most effective way to learn and go deep into transformational work, and
  - not everyone in the congregation has the capacity to go deep, but there are many ways to participate in the work. • Create an “on ramp” to meet the needs of folks who are not able to participate in Core Groups (or similar) but still want to be part of the work.



The team is planning an August informational event for anyone in the community who is interested in updates on intersectional justice partners and volunteer opportunities. Stay tuned for more information on that.

The team also worked with Belinda and Rev. Lisa this month to envision and execute an “opt-in” Action Alert email list to facilitate getting the word out about timely events in between Currents issues. The first installment worked well.

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#### •Worship

submitted by staff liaison, Rev. Lisa Bovee Kemper

Team Members: Sharon Walker, Shelagh Gallagher, Cathy Croy, Rebecca Ransom, Laura Hamilton, Richard Kistler

Recent changes to the order of service have been received well overall, with a few minor tweaks here and there. The addition of coloring pages, fidgets, and yarn to the Sunday morning experience has been helpful to many.

Our current monthly schedule has children and youth in service for the first (approximately) fifteen minutes on First Sundays and all ages together for the full (short) service for Community Sundays on Third Sundays. We will continue to do periodic full multigenerational services. The intent is to do them approximately quarterly, but we have found that it makes more sense to choose all ages services based on topic rather than timing. Things like the water ceremony in August, ancestor remembrance in October, and Martin Luther King, Jr. Day in January have traditionally been multigenerational.

The team has given most of its focus this month to supporting summer services. Rev. Lisa will be out of the pulpit from June 25-July 29 while services are led by a combination of outside guest speakers and UUCU lay leaders. Gratitude to the Membership Team and a subset of the Worship Team for planning and leading services over the summer. We are also implementing a “host” role, filled by a Worship Team member, who will greet pulpit guests and help them get oriented in Rev. Lisa’s absence.

We have welcomed Sarah Kucharski to the team (among others for the new fiscal year). Sara has begun working with Rev. Lisa to learn how to create the slides and tech script in addition to regular worship team duties.