

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

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

1st Quarter Financial Report (July – September 2023)

submitted by Director of Administration Alesia Hutto

July 2023-Sep 2023				
	23-24 Actual	23-24 Budget	Fav/ (Unfav)	Annual Budget
Contributions	184,381	204,225	(19,844)	772,500
Other Income	13,470	11,610	1,860	49,238
Total Income	197,851	215,835	(17,984)	821,738
Total Expense	192,715	206,900	14,185	833,665
Net Income	5,136	8,935	(3,799)	(11,927)

Year-to-date net income (surplus) is a modest \$5,136 which is \$3,799 below budget. Total income is unfavorable to budget by \$17,984 while expenses were favorable to budget by \$14,185. These numbers are not concerning at this point of the year since historically we have some of our largest

givers fulfill their pledge obligations in November and December, so we anticipate higher pledge income in the coming months. In addition, we continue to spend conservatively as possible.

Quarterly statements were sent the first week in October and will continue to be sent the first week of the month after the end of the quarter. We hope that this will encourage our membership to stay current on their pledge payments. Our "Share the Plate" efforts will resume in the month of November. These campaigns will continue throughout the year at regular intervals to encourage generosity.

We will continue to monitor trends in income and spend conservatively as possible.

Role of Treasurer

submitted by Alesia Hutto, Director of Administration

Ron Maccaroni is looking to retire this year as treasurer of the UUC and ODS this year. Ron has been invaluable to the UUC and has been in this role for a very long time. He intended to rotate off, but with Doug's impending retirement, he stayed to help with the transition and then the pandemic happened. He graciously continued to work in this role as we returned to some form of normalcy. He is now rotating out of this role.

Chip Dickerson, current chair of the finance team has agreed to take on the role as treasurer. Chip will begin training over the next few months and take over the role officially in January 2024.

Plans will be made to celebrate work and his work in this role.

Transition Team

submitted by Rev. Lisa Bovee-Kemper, Interim Minister

Team Members: Shondra Stout, Lisa Hagen, John Burns

The Transition Team has focused on their ministerial support role in recent weeks. In the most recent meeting, there was extended discussion of the team's next focus in engaging the congregation and are considering presenting a Sunday Service with a theme that revisits the transition process and focuses on personal experiences of members. We agreed that it is important to differentiate transition/interim tasks from settled minister search team tasks when communicating with the congregation.

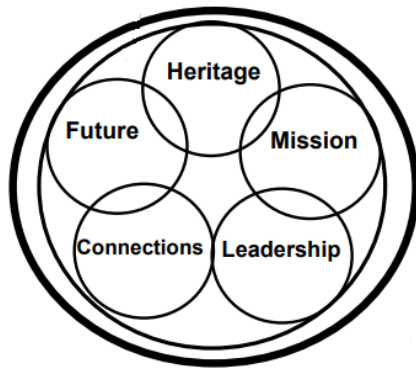
Rev. Lisa has held healing circles with congregants as well as with staff – and will do so with the board pending scheduling. Attendance from the congregation has been sparse, but the sessions have been productive and are providing some potential closure for open issues. There will be additional healing circles offered after the search team focus groups begin to wrap up (see above regarding differentiation.)

The team notes that Rev. Lisa has rearranged her work hours to improve scheduling and family-focus versus work-focus delineation, including extending office hours into the evening on Tuesdays.

Currently active interim tasks include preparing for the policy review, updating the organizational chart including clarifying roles/responsibilities, and preparing concrete information regarding how to help the congregation perceive/understand what progress on interim tasks looks like. “How would we know if we were ready for settled ministry?”

She will work with Alesia to review job descriptions, staff portfolios, etc. with an eye to reducing potential burnout and balancing workloads. Now that Paula is on board, it is possible to look at the whole picture. Next month she will lead the creation of a staff covenant.

As a reminder, these are the five areas of focus we have been tracking:



Membership/Participation

submitted by staff liaison, Kelly Greene, Director of Member Relations

Team Members: Liza Pratt, Mary Bruce, Meagan O'Connor, Michelle Dillon, Meredith Quinn, Erica Blake

In September, 44% of members were recorded as participating in the life of the congregation, with approximately 25% of members participating in more than one way. We expect that number will be higher for October due to attendance at the October 1 congregational meeting.

The team has decided to offer 30-minute newcomer sessions rather than the hour and a half or longer sessions offered in the past. The current plan is to offer a different topic each month for the next few months, then evaluate.

We continue to receive feedback from visitors who say Community Sunday is the reason they visit in person. Additional engaging activities will be helpful for encouraging those people to visit more.

Ongoing Team Activity

Building and Grounds

submitted by staff liaison Alesia Hutto, Director of Administration

Team Members: Tom Beggs, Rocky Hendrick, David Johnson, Dan Maples, Tom Moore (Sexton) and Charles Pilkey (chair)

The work of the Building and Grounds Team is off to a great start. At the end of August, the team joined members of the Open Door School Community at their beautification day. More than 25 volunteers were on hand to help prepare ODS for its 2023-2024 school year.

The Building and Grounds Team requested \$4,400 through a Memorial Endowment Trust (MET) grant in 2021 to add subtle lighting to our landscape to increase visibility for evening events. The grant was awarded for the 2022-2023 congregational year. The goal was to have this grant executed in June, but this work was delayed. Volunteers from the team will assist UUCC member, Eric Smith (electrician) with installing the landscape lighting on Saturday, November 4.

We also had two teams reach out to the Building and Grounds team for assistance with their upcoming MET grant proposal. The Congregational Care team is seeking feedback on options for expanding/upgrading the memorial garden and the dis (Ability) Advocacy Support Group wants to install a ramp in the Sanctuary to gain easier access to the stage. A team member has been assigned to each group to help talk through the limitations and possibilities.

UUCC member Valerie Vickers, presented an opportunity to create a gardening space for ODS and CYRE youth. The goal was to refresh the area to create a planting space/classroom for CYRE and ODS children. A proposal was presented to the Building and Grounds, CYRE, and ODS Managing Teams and it was received with hope and enthusiasm. Eagle Scout, Cole Gilman, a Junior at East Mecklenburg High School and volunteers from Troop 133 worked over three Saturdays to revitalize the garden area.

The final product is a cleared manicured gardening area that includes three new raised planting beds and a worktable. Over the coming months, we will continue to build on this work by adding benches, a chest for storage, and possibly a composting bin. Special thanks go to Valerie Vickers for bringing this opportunity to the UCC and ODS and helping coordinate the logistics. We also want to thank Charles Pilkey for his oversight and labor and of course Cole Gilman and the volunteers in Troop 133 for this amazing gift for the children in our community.



Request for funding: We have another dead tree on the property. This tree has been on our radar now for more than five years. We have been performing mitigation work on the tree, but the tree has been in a constant state of decline and now it has been recommended by our Arborist to have it removed. The tree is on Hardwick Rd, next to playground #2. The biggest concern (expressed by Heartwood) is that it could fall at any time. The tree is practically hollow from the ground going approx. 8 ft up. I have attached images of the tree.

We have received two bids so far. One from Heartwood Tree Service for \$4000 and another from J-Tree Service LLC for \$2500. We are looking to get one more bid, since these numbers are so far apart. I am requesting the use of reserve funds up to \$4000 to pay for the tree removal. More than likely we will go with the cheaper option but want to be sure that it is the best option. We have worked with Heartwood before and know their work. I am requesting up to \$4000 in the event we need to go with Heartwood.

Communications

submitted by staff liaison, Belinda Parry, Office Administrator

Team Members: Courtney McLaughlin, Kimberly Melton, Christy Miller, and Debbie Rubenstein

The Communications Team provides graphics, design, writing, photography, web and social media services directly to UCC staff and teams for smaller-scale projects and works with contractors hired by the UCC on larger projects.

During the 2022-23 program year, the Communications Team worked to identify the UCC's communication tools, evaluate the effectiveness and purpose of those tools, and ensure that leadership teams and members know about, understand, and are comfortable with those tools so they can connect with the work of the community and

with one another. Another objective was to define the role of the Communications Team at the UUCC. This report was completed and included in the UUCC's 2022-23 Annual Report. The team is now determining the best ways to present the updated purposes and processes directly to UUCC leadership teams and staff.

The Communications Team continues investigating ways to utilize our social media platforms (Facebook, Instagram, YouTube) more. We are reviewing our existing newsletter, Currents, with an eye toward better integrating Intersectional Justice, Denominational Relations, and other program/leadership areas that do not currently have their own space.

This year, the team will begin reviewing and updating marketing materials and our online presence.

Denominational Relations

submitted by staff liaison, Kelly Greene, Director of Member Relations

Team Members: Karen Bringle, Rob Marcy, Ken Smalley

Every Thursday in October, Denominational Relations is partnering with ARESD to offer the UU Common Read, *On Repentance and Repair: Making Amends in an Unapologetic World* by Rabbi Danya Ruttenberg. This exploration is allowing participants to consider how we can better address harm we have caused by naming and owning harm, starting to change, making amends, apologizing, then finally making different choices. The group is engaging in deep, meaningful discussions that we expect will have a positive impact on how we deal with harm caused within this community and elsewhere.

It is expected that within days the version of Article II of the UUA bylaws that includes the amendments approved by delegates at General Assembly will be shared. This team will work with staff to create an appropriate plan for communication, education and discussion. It is possible that additional amendments will be proposed, with each amendment requiring the support of at least 15 congregations.

Kelly is in the process of recruiting more people to this team.

Music

submitted by John Herrick, Director of Music

Team members: Lisa Lackey, Judy Love, Debbie Marr, Lee Martinec, Jan McNeely, Larry Oliver

The fall music program got off to a good start with the Summer Choir participating in the August 6 service welcoming new Director of Lifespan Religious Education Paula Gribble. The Summer Choir also sang for the Water Gathering Service on August 27. Other music program activities in August included an “international” potluck gathering and movie screening of “Quincy Jones: A Musical Celebration in Paris,” and an outreach choir concert at Brookdale Carriage Club.

Fall rehearsals began in the month of September for the Handbell Ensemble, Adult Choir and Children’s Choir. We welcomed back Scott Whitesell as collaborative pianist, following Kaarin Record’s departure in the spring (Kaarin took a church job closer to home). The Handbell Ensemble lost three players out of ten this fall due to illness and continuing education but gained one new player. Children’s Choir attendance ranges between 8 and 12 children on Sunday mornings. The Adult Choir continues to grow with a current range of 26-34 singers.

The Handbell Ensemble will play in the services on November 5 and December 10 and the Children’s Choir will sing in services on October 29, November 19 and December 24. The Adult Choir sings in 2-3 services each month and will be leading a special holiday music service on December 10. Planned musical outreach activities include an outreach concert to assisted living centers on December 3 and caroling at the homes of UCC members on December 17.

Community building social activities include monthly pre-rehearsal dinners for the Handbell Ensemble on the second Wednesday of each month, a post-rehearsal reception for the choir on Nov. 1 and a Twelfth Night potluck gathering for all music program participants on January 6.

Music team member Jan McNeely and John Herrick have been working together this fall to re-organize the UCC music library.