



ANNUAL MEETING PACKET FOR THE UNITARIAN UNIVERSALIST CHURCH OF ROANOKE

June 7, 2020

"A BEACON OF HOPE, A HARBOR FOR ALL"

This year, our Annual Meeting will be held online near the end of the June 7 Sunday morning Zoom-service. **We need your vote** on elections, next year's proposed budget, next year's Special Collections, and an update of our Trustee Investment Funds policy.

You do not need to participate in the Zoom meeting in order to vote. Votes may be cast only by UUCR Members (i.e., people who've officially joined by signing the membership book at least 28 days prior to June 7). **You may vote as soon as you've read through this packet**, if you choose to. Most of us will vote online. It's easy!



You'll find a **sample ballot** at the end of this packet. You may write in (type) an alternative to the nominated candidate and vote for that person if you wish.

The ****DEADLINE**** for casting your vote is **1 p.m. Wednesday, June 10**. **If not enough people vote, these important decisions can't be made**. Thank you for supporting the great gift, and responsibility, of democracy in these tough times.

Those few in our congregation who can't vote online should contact Judy Granger at jgranger@uuroanoke.org or 540-353-5951. **Paper ballots** will be valid only if the **envelope lists in the return address the name of the Member voting**. How you vote will remain anonymous. But please vote online if you can.

This year, you will only need a proxy if you can't do either online voting or paper mail by June 10. The link above does allow a member to vote online as a proxy for another member who has given them permission.

Questions may be e-mailed to our Board President, Bob Egbert, at canyonlake76@gmail.com. In addition, there will be a chance for comments at the Zoom meeting. This is not an ideal set up for hearty discussion, but it's the best option we've got, given the need for social distancing.

This packet contains **information on the matters requiring your vote**, including a **list of nominations**. You'll also find interesting **summary reports on activities** for the 2019-2020 fiscal year from UUCR officers, professional staff, and committees. We're going strong!

AGENDA for Annual Meeting Sunday, June 7 on Zoom

- Call to Order, Bob Egbert, President
- Questions / Comments on 2019 Annual Meeting Minutes
- Questions / Comments on 2020-21 Budget
- Questions / Comments on Changes to the UUCR Trustee Investment Funds Policy Statement
- Questions / Comments on Election of Officers
- Questions / Comments on Special Collections
- Adjournment of Meeting
- Return to Service

Contents of this Packet

Church Officers and Professional Staff Reports

Includes: [Proposed Budget for Fiscal Year 2020-21](#) as part of report from VP, Finance

Committee Reports

Includes: explanation of [Changes to UUCR Trustee Investment Funds Policy Statement](#) and text of new Trustee Investment Funds Policy Statement

Minutes 2019 Annual Meeting

Action Items

- [2020-21 Slate of Nominees](#)
- [Special Collections Ballot Information for 2020-21](#)
- [Proxy Form](#)
- [Sample Ballot](#)

Church Officers and Professional Staff

- President, Bob Egbert
- Minister, Rev. Alex Richardson
- VP Finance, Gary Mason
- Acting Treasurer, Carl Reed
- Director, Lifespan Faith Development, Alan Moore
- Personnel, Katherine Hoffman
- Music Director, Kerry Morgiewicz
- Church Administrator, Judy Granger

Committees and Other Groups

- Action Advocates
- Building and Grounds
- Caring
- Connections (Membership)
- Endowment
- Family Promise
- Green Team
- Worship Weavers
- Nominating
- Racial Justice
- RAM House
- Reading Seeds
- Shared Ministry Committee
- Special Collections
- Welcoming Committee

Church Officers and Professional Staff Reports

Minister

This year marks the end of my term of service to UUCR. My five years as your minister have enriched my life in ways I'll remember to the day I die. And I will always be particularly thankful to you for calling me to serve in the neighborhood in which I had my first ten years of life. Roanoke, always special to me, is much more so now for having these years with you.

I leave happy that ours is not a strained parting. I will miss you. And I hope you'll miss me too.

I leave delighted for all the hard work in which we shared that led to renewal, innovation, change and greater sense of purpose. I leave excited for the promise of your tomorrows. The Unitarian Universalist Church of Roanoke is evermore precious progressive religious exception in beautiful Southwestern Virginia.

I look forward to hearing from my successor, Rev. Walter LeFlore, of the great ministries in which you'll share while he serves you. May you ever encourage one another to deeper understanding of what this faith of ours calls us to be and do in this life in which we share. May you continue to grow in your commitment to be both sanctuary and public voice in the Roanoke Valley. May grace abound in all the ministries of the Unitarian Universalist Church of Roanoke.

Much, much heart,

RevAlex



President

The first thing I wish to say in my first, and last annual President's report is: Thank you!

Thanks to my fellow Boardies: Jeanne Larsen, Dave Perry, Katherine Hoffman, James Rosar, Gary Mason, and Walker Hartman. I organized our meeting agendas and contributed a few thoughts, but they did most of the work. Also, thanks to Lynn Yates. Without her hard work, we probably wouldn't have found our in-coming Developmental Minister, Rev. Walter LeFlore. And thanks to Rev. Alex for the professional guidance and insight that kept us within the lines of Unitarian Universalist governing practice. Thanks to all of you for your contributions during the past church year.

In the remainder of this report, I'm not going to attempt to give an account of all the hard work completed by our many volunteers during the past church year. The reports from the various committees and groups can do that much better than I. You can review them for yourself in the annual meeting packet. The details of the Board's work are available for review in the meeting minutes on our web site.

Instead, I'll highlight only what I consider to be the Board's most significant accomplishments. We updated our Vision and Mission statement, reinvigorated our Stewardship campaign process, and through the Search Committee, found and hired Rev. Walter LeFlore to be our new minister. I could elaborate and embellish but that would be boring. (E-mail me if you have questions or comments).

Now I would like to say a few words about my hopes for the future of UUCR. Due to Covid-19, we are in a place we have never been before. We will have our Annual Congregational meeting online through Zoom and will vote online via a simple-to-use digital form. The link to the form appears here in the Annual Meeting packet (and [here](#)). If you don't have access to a computer, the packet and a ballot will be mailed to you. It may be weeks or months before all of us can meet again as before, and that has put a spotlight on what is, in my opinion, most important about UUCR.

We need to be together. We need to gather in one place. In Sunday services and in other church meetings, we have a bond that matters. With that bond, we can and should do great things for ourselves and for the larger community. With that bond, it is my hope that we will be re-energized to affirm and promote our principles and put our church Vision and Mission statement into action when we gather together again. At that time, I hope to join you in that work. It has been an honor to serve you. Thanks.

Respectfully submitted,

Bob Egbert

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Vice-President, Finance

Final Results for Fiscal Year 2018-2019

For the fiscal year that ended 6/30/19, operating income equaled \$259,256 and operating expense totaled \$262,161. This resulted in a deficit of \$2,905, which equaled 1.1% of operating income. Total pledge income came to \$174,229 or about 67% of operating income. Cash deposits in checking and savings accounts on 6/30/19 totaled \$150,430 (excluding invested assets as summarized below), of which \$33,734 was in banking sub-accounts (temporarily restricted). See below for a summary of financial data for the past five fiscal years.

Invested assets on 6/30/19:

Endowment General Fund	\$320,657
Goodykoontz Fund	\$ 21,052
Mission and Ministry Fund	<u>\$ 96,355</u>
TOTAL	\$438,064

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Financial Results for the last 5 Fiscal Years

Fiscal Year	2014-15	2015-16	2016-17	2017-18	2018-19
OPERATING BUDGET					
Income	\$ 244,500	259,700	265,900	262,300	259,256
Expenses	246,900	254,600	276,600	270,200	262,161
SURPLUS (DEFICIT)	\$ (2,400)	\$ 5,100	\$ (10,700)	\$ (7,900)	\$ (2,905)
Number of Pledges	113	128	131	103	99
NON-OPERATING INCOME	\$ 44,400	\$ 41,500	\$ 126,900	\$ 105,200	\$ 43,539
RESERVE FUNDS					
Accumulated Surplus	\$ 83,195	\$ 92,256	\$ 81,600	\$ 73,669	\$ 70,764
Reserve Accruals	11,993	17,093	24,093	24,093	24,493
TOTAL RESERVES	\$ 95,188	\$ 109,349	\$ 105,693	\$ 97,762	\$ 95,257
INVESTED ASSETS					
Endowment General Fund	\$ 282,207	\$ 288,556	\$ 305,140	\$ 311,604	\$ 320,657
Goodykoontz Fund	61,582	62,233	40,041	30,739	21,052
Mission & Ministry (M&M) Fund	-	-	99,521	94,566	96,355
TOTAL INVESTED ASSETS	\$ 343,789	\$ 350,789	\$ 444,702	\$ 436,909	\$ 438,064
<i>Note: Asset values are at fiscal year end on June 30th</i>					

Current Fiscal Year 2019-2020

The current year operating income budget is \$264,100. There have been 112 pledges, totaling \$179,000 and representing 68% of the operating income. Meanwhile, the operating expense budget is \$271,252, which represents a deficit of \$7,152. With two months remaining in the fiscal year, it appears that the actual deficit will be slightly more, most likely around \$10,000.

The stewardship campaign for the next year is ongoing but far from complete as of this writing (4/30/20), with 89 pledges representing a commitment of \$155,206. It is hopeful that the final pledge commitment will be \$200,000, which will become the basis of the 2020-2021 budget.

Proposed Budget for Fiscal Year 2020-2021

The proposed budget for next fiscal year (2020-2021) is summarized below with the difference between the previous year noted in the right-most column. Operating income is projected to be \$311,100, and operating expense is projected to be \$296,911. This equals a surplus of \$14,189. This surplus is 4.6% of the operating income. Projected pledge income of \$200,000 represents 64% of operating income.

Spending in several areas increased over the previous year: 1) 2x increase of UUA program fund commitment; 2) addition of fundraising expenses for Stewardship Campaign; 3) additional monies for maintenance and sabbatical accruals; 3) incorporation of Mission Groups into annual budget; 4) provision of moving allowance and training for Developmental Minister; 5) competitive salary

package for Developmental Minister (assume 8/1/2020 start date for 11 months of the budget year); 6) modest pay raises for staff; and 7) additional 4 hours per week for Office Administrator.

UUCR recently received a loan in the amount of \$32,700 from the CARES Act stimulus fund associated with the Small Business Administration’s (SBA’s) Paycheck Protection Program. It is estimated that \$28,000 will not have to be paid back provided we appropriately document our payroll and utility expenses for the eight-week period after receipt of the loan. This influx of money has been shown as an income source within the proposed budget.

It should be noted that that the proposed budget was developed with the premise that pledge income would be \$10,000 less than planned and that there would not be a \$10,000 endowment contribution this year due to the drop in financial markets associated with the COVID-19 health crisis.

There is the strong possibility that the health crisis will have an even greater impact on this year’s budget if the pledge commitment is not realized before the end of June in 2021. The scope of the impact is unknown and cannot be quantified at this moment, but the surplus could potentially turn into a deficit. The health/financial crisis will be closely monitored throughout the upcoming year to assess if the budget needs to be amended.

Strategies for handling this potential impact include 1) keeping the stewardship campaign open for the rest of the year; 2) establishing on-line giving (likely vendor: Vanco); 3) transferring unspent sabbatical reserves (\$18,900) to unrestricted funds; and 4) use \$7,000 in CARES Act stimulus monies recently received from SBA’s Economic Injury Disaster Loan Advance once it has been determined that we will not have to pay it back.

Proposed Budget FY 2020-21

	<u>FY 2020</u>	<u>FY 2021</u>	<u>change</u>
<u>OPERATING INCOME</u>			
4000.1 · PLEDGE INCOME			
4001 · Pledge income	175,000.00	200,000.00	25,000.00
4002 · Pledge, extra donation	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>
Total 4000.1 · PLEDGE INCOME	179,000.00	204,000.00	25,000.00
4100 · NON-PLEDGE CONTRIBUTIONS			
4101 · Non-Pledge income	6,000.00	6,000.00	0.00
4102 · Sunday cash offering	<u>4,000.00</u>	<u>8,000.00</u>	<u>4,000.00</u>
Total 4100 · NON-PLEDGE CONTRIBUTIONS	10,000.00	14,000.00	4,000.00
4200 · FUNDRAISER INCOME			
4201 · Service Auction income	15,000.00	15,000.00	0.00
4202 · Corporate Rewards programs	2,600.00	2,600.00	0.00
4205 · Other Fundraisers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 4200 · FUNDRAISER INCOME	17,600.00	17,600.00	0.00
4300 · CHURCH USE			
4310 · Church use income	3,000.00	3,000.00	0.00

4312 · Cellular leases income	44,400.00	44,400.00	0.00
Total 4300 · CHURCH USE	47,400.00	47,400.00	0.00
4400 · OTHER INCOME			
4410 · Interest income	100.00	100.00	0.00
4440 · Endowment Distribution	10,000.00	0.00	-10,000.00
SBA Paycheck Protection Program Grant	0.00	28,000.00	28,000.00
Total 4400 · OTHER INCOME	10,100.00	28,100.00	18,000.00
TOTAL OPERATING INCOME	264,100.00	311,100.00	47,000.00

OPERATING EXPENSES

5100.1 · ADMINISTRATION

5102 · Office supplies & misc	2,000.00	2,200.00	
5104 · Postage	1,000.00	500.00	
5106 · Telephone expense	900.00	1,150.00	
5108 · Copy machine contracts	3,100.00	3,300.00	
5110 · Internet & computer service	2,500.00	4,000.00	
5112 · Advertising expense	300.00	150.00	
Total 5100.1 · ADMINISTRATION	9,800.00	11,300.00	1,500.00

5200 · BUILDINGS & GROUNDS

5202 · Maintenance expense	7,600.00	7,600.00	
5204 · Utilities_Gas	3,675.00	3,675.00	
5206 · Utilities_Electricity	3,675.00	3,675.00	
5208 · Utilities_Water & Sewer	600.00	600.00	
5209 · Utilities_Stormwater fee	700.00	700.00	
5210 · Janitorial supplies	800.00	800.00	
5212 · Groundskeeping	4,000.00	4,000.00	
Total 5200 · BUILDINGS & GROUNDS	21,050.00	21,050.00	0.00

5300 · UUA & COMMUNITY GIVING

5302 · UUA Annual Program Fund	4,000.00	8,000.00	4,000.00
Total 5300 · UUA & COMMUNITY GIVING	4,000.00	8,000.00	4,000.00

5400 · FINANCE & FUNDRAISING

5402 · Prop/Liab/WC Insurance expense	3,600.00	3,600.00	
5406 · Service charges & misc finance	500.00	500.00	
5407 · Payroll service	2,100.00	2,200.00	
5412 · Maintenance accrual	100.00	1,500.00	
5454 · Fundraiser expenses	400.00	2,400.00	
5712 · Sabbatical accrual	100.00	500.00	
Total 5400 · FINANCE & FUNDRAISING	6,800.00	10,700.00	3,900.00

5500 · COMMITTEE EXPENSE ACCTS

5501 · Other Committees	600.00	600.00	
5504 · Fellowship & Coffee	900.00	900.00	
Total 5500 · COMMITTEE EXPENSE ACCTS	1,500.00	1,500.00	0.00

5550 · BOARD OPERATIONS

5552 · Contingency items	0.00	1,000.00	
5554 · Leadership development	1,500.00	1,500.00	
5556 · Personnel Committee	220.00	220.00	
55xx · MISSION GROUPS	0.00	6,000.00	
Minister Training	0.00	1,500.00	
Minister Moving Expense	0.00	10,000.00	
Total 5550 · BOARD EXPENSES	1,720.00	20,220.00	18,500.00
5600 · LIFESPAN FAITH DEVELOPMENT			
5602 · Program materials & supplies	4,750.00	4,750.00	
5603 · Adult programs	1,500.00	1,000.00	
5604 · Teacher education & development	1,800.00	1,800.00	
5610 · Youth groups	1,200.00	1,200.00	
5612 · Sunday AM child care	3,200.00	3,600.00	
5613 · Other committee child care	400.00	500.00	
Total 5600 · LIFESPAN FAITH DEVELOPMENT	12,850.00	12,850.00	0.00
5700 · SUNDAY WORSHIP			
5702 · Sunday worship program	3,600.00	3,600.00	
5704 · Music program expense	3,000.00	4,000.00	
5705 · Altar Supplies	400.00	400.00	
5711 · Audio-visual equipment	250.00	250.00	
Total 5700 · SUNDAY WORSHIP	7,250.00	8,250.00	1,000.00
<u>PAYROLL</u>			
5900 · MINISTER'S PACKAGE			
Salary + Housing	72,432.00	75,167.00	
Professional Expense	8,500.00	7,517.00	
Benefits	6,462.00	9,258.00	
Total 5900 · MINISTER'S PACKAGE	87,394.00	91,942.00	4,548.00
6100 · EMPLOYEE BENEFITS (other staff)			
6110 · Professional expenses			
Director LFD	3,000.00	3,500.00	500.00
Music Director	700.00	700.00	0.00
Total 6110 · Professional expenses	3,700.00	4,200.00	500.00
6140 · Retirement Benefit			
Director LFD	1,669.00	0.00	
Music Director	1,415.00	1,446.00	
Office Administrator	0.00	1,295.00	
Total 6140 · Retirement Benefit	3,083.00	2,741.00	-342.00
Total 6100 · EMPLOYEE BENEFITS	6,783.00	6,941.00	158.00
6500 · PAYROLL QUICKBOOKS			
6510 · Office Administrator	21,060.00	25,904.00	
6530 · Director Lifespan Faith Dev	29,622.00	15,181.00	

6532 · Bonus_DLFD	3,750.00	1,875.00	
6540 · Music Director	25,296.00	25,928.00	
6541 · Bonus_Music Director	3,000.00	3,000.00	
6560 · LFD Administrator	5,739.00	11,440.00	
xxxx · Bonus_Staff	0.00	1,875.00	
6570 · Church Assistant	2,860.00	0.00	
PAYROLL TAX - EMPLOYER SHARE	6,986.00	6,518.00	
Total 6500 · PAYROLL QUICKBOOKS	98,313.00	91,721.00	-6,592.00
65xx · CONTRACTOR PAYROLL			
Accompanist (choir)	4,000.00	0.00	
Janitor	9,792.00	10,037.00	
Summer Supply Preacher	0.00	2,400.00	
Total CONTRACTOR PAYROLL	13,792.00	12,437.00	-1,355.00
<u>TOTAL PAYROLL</u>	206,282.00	203,041.00	-3,241.00
<u>TOTAL OPERATING EXPENSE</u>	271,252.00	296,911.00	25,659.00
SURPLUS / DEFICIT	-7,152.00	14,189.00	21,341.00

Acknowledgments

The finance team currently consists of Treasurer Carl Reed, Assistant Treasurers Anne Marie Patterson and Martha Boswell, and Income Coordinators Chris Jordan, Bill Bestpitch, and Heather Mason.

Respectfully submitted,

Gary Mason

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Director of Lifetime Faith Development

The 2019-2020 church year was the third of a three-year Faith Development curriculum plan with Director Alan Moore. The theme for the year was UU Identity. The Lifespan Faith Development (LFD) team helped to define our vision through the development of UUCR's Faith Development Goals:

- Catalyze and nurture learning and growth
- Foster religious literacy and our individual and congregational UU identity
- Provide relevant, inclusive, multi-generational faith development opportunities
- Act as individuals to develop our social conscience and take compassionate steps to live our faith in community

Thanks to the 41 people who served as teachers and advisors in children and youth RE programs. This team provided 300 hours of Sunday children's RE classroom instruction. Fifty-eight children and youth registered for 2018-19 RE programs. An average of 30 kids participated in children's RE classes and nursery on Sundays. We saw the most attendance growth in the pre-K and middle school classes; programs developed in-house by teachers proved to be popular for these age

groups. Childcare paid staff provided childcare for Sundays as well as for special events. Kids were given healthy snacks and opportunities for play and friendship-building. Classroom religious education ended in mid-March with the pandemic emergency. Faith Development hosted an ongoing series of weekly online meetings to maintain and build connections.

Teacher development activities included ongoing 'Teacher's Lounge' small group ministry and teacher training workshops. We have four trained middle and high OWL (Our Whole Lives) sexuality facilitators. Our Teacher Appreciation luncheon has been postponed.

UUCR's primary Adult RE programs continue to thrive: Living the Questions, Non-theists, and Earth Friendly Fridays. These programs all run autonomously and provide meaningful spiritual dimension to our community. The Writer's group and the Community Singing Circle have continued to grow and produce outstanding creative work. Intro to UU classes were offered in Fall and Spring. Women's and Men's groups and health and movement classes meet regularly. A weekly online meditation was introduced to help with stress relief in a time of crisis.

The YRUU High school youth group met twice a month to explore ideas of earth and social justice, then on third Sundays presented a series of climate justice discourses to the congregation. Many ideas were shared and a plan for sustainable energy at UUCR was presented to church leadership. The middle school youth group met monthly and provide new opportunities for this age group to engage beyond Sundays. In early January, thirteen 7th-9th grade youth attended an innovative OWL sexuality education retreat. Many youth, teachers, and families saw this as a transformative event. A growing number of youth have taken on service roles in the church: as teachers, childcare staff, teen RE assistants, and greeters; youth participated in social events, social action, and in Youth Advocacy Committee leadership. UUCR provided endorsements and financial support for individual youth trips to The Mountain and SUUSI. Since mid-March, youth groups have continued to meet online.

The DLFD continued professional development through ongoing collaborations with religious education colleagues, professional meetings, and coursework in Multicultural Religious education, Dismantling White Supremacy, and Adult OWL. As the President-elect of the Southeast Liberal Religious Educators Association, Alan helped organize chapter meetings and events, provided professional support, and helped to organize RE Week at The Mountain and the Leadership School for Religious Educators. The DLFD supported congregants and faith partners in local and regional social justice efforts.

Bonnie Evans continued to support faith development her role as LFD Administrator. She has been especially effective as an anchor for the youth programs, a thorough event planner, and a supportive presence in class

In 2020-2021, the Faith Development theme - Social Awareness - will be supported with popular children's curriculum and social action programs to engage the congregation.

Respectfully submitted,

Alan Moore

Personnel

The 2019-20 Personnel Committee consisted of Katherine Hoffman (chair), Judy Nelson, Bruce Johannsen, and Rev. Alex Richardson (ex officio). In point of fact, the committee members were not called in very often this year. The chair and the Minister instead called in members of the board and hiring committees as individual situations arose. This worked ok, but as chair, I plan to do a better job of regularizing the committee's work in the new year (assuming I am re-elected to the Board).

The year's activities:

- 1) We welcomed Judy Granger as our new Office Manager, and worked with her to get her properly settled in. She has been a wonderful addition to the staff.
- 2) We collaborated with the Hiring Committee and the Board in the successful hire of our incoming Developmental Minister, Rev. Walter LaFlore. He will start in August or September.
- 3) We consulted with the appropriate supervisors on confidential personnel issues.
 - On June 30, we will bid a fond farewell to Alan Moore as the church's Director of Faith and Learning Development, celebrating with gratitude his kindness, vision, and wonderful success in bringing our Religious Education program in line with UUA guidelines. Bonnie Evans will be taking over as Interim DFLD until a permanent replacement can be hired. Her contract will be finalized by June 30.
 - We will also be celebrating with Linda Wallis and thanking her for the time she has spent as Office Assistant.

Plans for the coming year:

- 1) Recruit two people from the congregation with personnel experience to be on the committee.
- 2) Continue to support all staff with any personnel needs that may arise. In particular:
 - Support the new Minister as he settles in and bring him up to speed on all Personnel issues.
 - Support Bonnie Evans in her term as interim DFLD.
- 3) Consult with the Board on any personnel-related revisions that may be considered for the UUCR Bylaws.
- 4) Review the Personnel Policy Manual and revise as necessary to be in compliance with UUCR Bylaws and UUA guidance.

Respectfully submitted,

Katherine Hoffman

Music Director

Sunday Services

- This year I was on the summer worship committee led by Anna Tulou-Orr, along with Lucy Lee and Jessie McKeon. We structured our worship around the Seven Principles. This was rewarding work, but also required more hours than I am accustomed to in the summer. I organized and provided music for each service, collaborated on themes, rituals, and setting with the committee, and led several services.
- In addition to the work over the summer, I was also responsible for four (4) Sundays during the church year, which I led with a sermon or as all music Sundays.
- The choir sang along with the Williams Memorial choir as our church went to visit their worship service.
- In a December service, we were able to reach out to even more members and include some dancing in our Sunday service.
- Guest musicians this year included Hiroya Tsukamoto (a much beloved guest from NYC), young pianists from North Carolina, and local musicians Joy Truskowski and Le Hot Club. Beren and Luthien (our St. Patrick's Irish musicians were paid but canceled due to the coronavirus).
- With the switch to virtual church, other plans for an all choir Sunday, more guest musicians, and a picnic sing-along have been put on the back burner.
- Since the switch, I have made at least one virtual collaborative video per week. These are all available on YouTube under my personal page.
- I continue the practice of using what I call "service music" several times during the Sunday services. This means repeated short easy to sing pieces over and over so the congregation can join in without music and at will.

Outreach

- The choir had a beginning of the year swim/picnic at Dotsy Clifton's lake house.
- In the fall, I helped organize the chili cook-off.
- This year the choir attended the South Eastern UU choral festival in Chapel Hill. This was our second time attending this event. We performed the Immigration Mass on March 1st (we got in just under the wire). This year almost the entire choir attended (22 people).
- Plans to collaborate with the UUNRV on April 19th and April 26th had to be canceled. We are hoping we will be able to meet again next year.
- Because of the coronavirus, the UU Musicians Conference scheduled for July has been canceled.

Challenges

- I was finally able to get onto PowerChurch thanks to Judy Granger and have begun uploading the metadata for the choir library list onto this site.

- Space continues to be a major challenge. I have a small closet downstairs and a filing cabinet upstairs in the DLFD office. There is a small office upstairs, which is used for youth to sleep in on Sundays and nothing else as far as I can tell. Is there a reason I can't be in there? I need a place to spread music out, organize it, and be able to leave it out for a day or two. Without this ability, it is hard to organize music, see what is missing, and put it in numerical order.
- I have looked for an accompanist. They are hard to come by. It takes a lot of time to seek out, interview, and hire an accompanist for the choir. Meanwhile, I continue to fulfill that role.

Respectfully submitted,

Kerry Morgiewicz



Office Administrator/ Facility Coordinator

I assumed the position of Office Administrator/ Facilities Coordinator in June 2019. During my first four weeks, I shadowed Megan Brauch, who was serving in the position until her departure in July 2019. Megan was gracious enough with her own time that we often met during the evening and on Saturdays so we could focus only on my training. We worked on the support functions of UUCR and on areas where I had the least experience. I had always worked for large corporations with departments who developed newsletters and websites. I brought skill sets in most of the other areas of the position from my previous jobs as District Manager, CVS/Health and Account Manager, American Red Cross. Within the first four weeks, I accomplished the following:

- Understanding church technology, which included MailChimp, Sound Cloud, and PowerChurch, to the extent of adding member information. Deeper training and use of PowerChurch came a few months later.
- Learning the daily operational and management functions of the Church office
- Using Sound Cloud to post recorded Services to the Church website
- Collecting information, developing, and distributing the monthly newsletter and weekly E-News; a BIG thank you to Sheri Bernath (writer-woman) for doing the weekly proofreading and correcting my errors!
- Scheduling and updating events on the Church calendar
- Developing each week's Order of Service
- Becoming familiar with various committees and the functions they serve at UUCR, and introduction/interviews of the committee chairs
- Supporting the Summer Worship team as RevAlex was on sabbatical for the first few weeks of my onboarding process
- Learning the facility rental process
- Updating and revising the policy on the Church key log
- Meeting and interacting with Board members (I attended one Board meeting during my initial training period)

- Working with our IT provider to allow me access to Megan's files and documents
- Understanding the organization of monthly volunteer help (greeters, ushers, recycling). Served as the chair of the coffee volunteers
- Supervising the Church Sexton and Church Assistant

After Megan Brauch left UUCR in early July, I polished my skills in the above areas.

RevAlex returned in late August, and we began to develop a strong working relationship with focus on other projects to support the affairs of the Church and to further achieve the Church's visions and mission. Focus was placed in the following areas:

- Attended weekly individual planning meetings with RevAlex
- Attended monthly staff meetings
- Set short-term goals and projects
 - Find a new, more reliable IT provider- completed February 2020
 - Scheduled and completed Power Church training for Finance, RE, and myself; this was completed in February 2020- a BIG thank you to Laura Weatherford-Burns for her expertise and training skills, and her willingness to train a group of Power Church dummies
 - Sought bids and purchased a new copier for the Church office; completed February 2020
 - Renovated the Church office to make a more efficient workspace; most of the renovation is completed. However, due to closing of the Church in March caused by the Covid-19 crisis, completion of the project in its entirety has been postponed.
 - Addressed the water intrusion into the facility (this continues to be on-going)
 - Dealt with roofing leaks and clogged gutters; closing of the Church has postponed this project
 - Sought bids to correct the peeling paint throughout the building; again postponed due to Church closing
 - Continued to work with the Sexton on detailed cleaning of the building; the process is ongoing
 - Worked with Jessie McKeon to re-invent the Church website- a BIG thank you to Jessie for the willingness to meet with me after hours and on Saturdays to get the website to what is now 95% completed
 - Administered the Church Facebook page; completed March 2020; weekly notices are now being posted, and I am answering questions/comments posted by individuals
 - Update the Church directory; completion date is set for May 2020
 - Assist Jeanne Larsen in completing and distributing all aspects of the Annual Meeting, which will be convened virtually this year. A BIG thank-you to Jeanne for taking on this project without whom I would have been lost. And a BIG shout-out to Lynn Yates for

her creation of the Google Form, which will make the process so easy and understandable.

This represents a summary of my first nine months as the UUCR Office Administrator/Facilities Coordinator. I would like to thank the Congregation for always making me feel welcome and appreciated. And to the staff, RevAlex, Alan, Kerry, Bonnie, and Linda, for their help along the way, and patience as I stumbled but hopefully didn't fall too many times. And to our great Board members, who also welcomed me, listened to my ideas (good or crazy), and helped me along the way. It's been a busy nine months, but I have enjoyed my time in serving UUCR to the best I can do every day. And as is with most, some days are better than others!

Respectfully submitted,

Judy Granger



Committee Reports

Action Advocates

The Action Advocates encourage members and friends of UUCR to phone, write and visit their federal and state legislators on issues related to our seven principles.

This year we held two events: At the end of June and early July, we setup tables in the small sanctuary with information on gun control. The state legislature was to hold a special session on gun control in July, which never materialized.

January and February, we provided information on issues under consideration in the legislature that included bill numbers, contact information and sample scripts.

We also sent out email updates on state and federal issues throughout the year.

Respectfully Submitted,

Judy Nelson



Buildings & Grounds

Grounds

In July 2019, the Board appointed Jerry Trammell, Mary Harshfield, Tom Shannon and Carol Hingular to the Buildings and Grounds Committee. They also approved the sale of the church's riding lawn mower.

Mary and Carol have focused their attention on the grounds. Carol, a master gardener, made a design for the raised bed adjacent to the white fence along the church's driveway. During the summer and early fall, several people came for short workdays. In October, a crew of 16 volunteers participated in a major Grounds workday. Some worked on the raised bed, installing pencil junipers and fountain grass, and transplanting sedums from the Memorial Garden. Others cleaned up the rest of the grounds and distributed a truckload of mulch that Jerry picked up.

We also had additional well-attended workdays in November 2019 and in March 2020.

A big thank you goes to Jim Overholser, who stops by the church at least a few times a week to keep the grounds (including the corner property across the street) free of trash and fallen branches as well as other miscellaneous tasks.

In the fall, Jim Overholser and Jerry Trammell spent many hours digging out a tree root that has caused a crack to occur in the Memorial Garden Wall.

The grounds committee welcomes volunteers who enjoy working outside to keep our church grounds beautiful.

Buildings

[no buildings report this year; work has been done and planning is in progress]

Respectfully submitted,

Mary Harshfield

80

Caring Committee

Throughout the church year, the Caring Committee has helped UUCR members and friends facing difficulties, illness and hospitalization. During this year, we said good-bye to four members - Walter Dixon, John Goodhart, Arnie Moon and Doug Patterson. We have also provided many mailed greetings, transportation, cooking, and companionship. With the addition of our new refrigerator, the Caring Committee has established a frozen food pantry for members and friends in need during an illness or family emergency.

Five members of the Committee have continued the format for sharing the joys and concerns of the congregation through Lifelines. Members and friends can write their joy or concern in the Lifelines book, which is on the altar table or contact a member of the Committee or the church office. The member doing Lifelines makes sure that all items are noted in the Lifelines book. The Lifelines book is a great record for our congregation and has been a great help in writing this report.

This year we have worked on updating the Memorial Service pamphlet and will continue this work with a Wedding Pamphlet.

We have found that our shared leadership model has enabled each of us to best use our respective talents. The Committee continues to recruit and coordinate volunteers to assist individuals with caring needs and recognizes all those other UUCR community members who share the responsibility of caring for one another.

The coronavirus has meant that our activities have been curtailed this spring. We did not meet in April but plan to meet by Zoom in May.

We are blessed with the contributions of these dedicated committee members: Sheri Bernath, Betty Bright, Beth Caruthers, Jane Harrison, Dick Hawkins, Judie Lallmang, Lucy Lee, Kathy

Ratliff, David Riley, Kitty Schear, Terry Smith, Linda Wallis, and Linda Wood. We are also grateful for the support of RevAlex and Judy Granger, Office Administrator.

Respectfully submitted,

Sally S. Garber



Connections Team

Connections Team members: Nancy Brattain (chair), Lydia Woerner, Judy Robertson, Chris Yates, Hildy Getz, Betsy Beisenbach, Peggy Cooper.

The Connections Team has met on the 2nd Tuesday of each month.

This year, the Connection Team has accomplished the following:

1. Provided greeters for every Sunday Service through March. The Sunday greeters ensure that newcomers as well as regular attendees feel welcome before and following the service. This may include name tags, introductions and orientation, RE orientation, information about programs, or information about donating. We recruited and trained five new greeters, and updated the greeter guidelines to include new name-tag procedures.
2. We hosted two Newcomer Meet Ups. Meet ups are a gathering of newcomers, Connection Team, and Board members after Sunday service to eat, get to know each other, and learn about UUCR. The first one was held in the fall at the Church with 26 attending. The 2nd one was held virtually with ZOOM in April with 6 attending.
3. Facilitated and/or supported the following social/educational activities:
 - August - All Church Potluck, Thank you to Anna & summer team, Welcome back Alex.
 - November - Intro to UU class
 - December - New Member Sunday (18 new member), provided luncheon after service for new members and their families.
 - January - Birthday Celebration during coffee hour, cake and birthday connection.
4. Facilitated the joining of new members, with the assistance of a Board members and/or RevAlex. 18 individuals joined UUCR this year as of April 30.
5. During May and June, we will be working with Judy Granger to update our Church Directory. This will update all contact information as well as member or non-member status. The goal is to have the updates done and accessible to our members by the time our new minister arrives in August.

Respectfully submitted,

Nancy Brattain



Endowment Committee

Endowment Fund

During 2019, the Endowment Fund balance rose from \$288,000 to \$353,000, an increase of \$65,000. Factors contributing to this growth were a strong stock market in 2019 and a number of very generous gifts to the Endowment Fund. This increase also allowed a \$10,000 distribution to the general operating budget for the current 2019-20 fiscal year.

Unfortunately, the economic fallout from the COVID-19 pandemic has taken its toll on the Endowment Fund balance. As of March 31, 2020, the value of the Endowment Fund had dropped to \$327,000, almost \$8,000 less than the inflation-adjusted principal of the Fund. Since we are required by law to maintain this inflation-adjusted principal, the Endowment Fund will not be able to make a distribution to the general operating budget for the 2020-21 fiscal year. We noted this possibility in last year's report.

Gifts to the Endowment Fund for 2019 totaled almost \$48,000, a tremendous increase over previous years.

Seven Principles Fund

The Seven Principles Fund consists of the Goodykoontz Trust Fund and the Mission and Ministry Fund. There were no gifts to either fund in 2019.

The Goodykoontz Fund balance remains at \$21,000. Expenditures from this account are limited to spending on capital improvements.

The Mission and Ministry Fund increased from \$87,500 to \$101,400 during 2019, thanks to the strong stock market. There were no grants from the Mission and Ministry Fund during 2019.

Endowment Committee Accomplishments

The Endowment Committee fulfilled all but one of its goals for 2019:

- Members met with the UUCR Board in November 2019 to review and explain our plans and procedures to new Board members.
- The committee revised the 2012 UUCR Trustee Investment Funds Policy Statement, clarifying and updating the previous document. *The revised [Policy Statement](#) is part of our current report and requires congregational approval at the upcoming 2020 Annual Meeting.*
- In May and October 2019, we held Endowment 101 informational sessions. Although not terribly well attended, each of these sessions did result in significant gifts to the Endowment Fund.
- The committee continued to ensure that all of the assets under its stewardship were invested appropriately.
- In fulfilling our fiduciary duty, we continued to track the effects of inflation on the Endowment Fund to ensure that the purchasing power of the principal was not eroded.

- The Endowment Committee met frequently during the year and provided meeting minutes and reports to relevant members of the Board.
- A member of the Endowment Committee also sits on the Mission and Ministry committee.
- *The one goal we have not been able to accomplish is an Endowment Committee webpage on the UUCR website. We have provided the necessary information for this webpage, but are still looking to UUCR leadership to help us make this a reality.*

Future Directions

We will meet regularly to work on the following:

- Continue attempts to establish an Endowment Committee presence on the UUCR website to provide information to interested parties and to facilitate donations to the Endowment Fund.
- Continue to encourage donations to the Endowment Fund.
- Present a series of educational sessions for those interested in learning more about the Endowment Fund.
- Investigate cost-effective Environmental, Social and Governmental (ESG) potential investments for the Endowment Fund in keeping with our Seven Principles.
- Provide continued fiduciary oversight of the Goodykoontz and Mission & Ministry Funds.
- Conduct all other regular Endowment Committee functions.

Changes to UUCR Trustee Investment Funds Policy Statement

May 2, 2020

We are indebted to the late Walter Dixon for creating the original UUCR Trustee Investment Funds Policy Statement (IPS). The congregation approved this document at its annual meeting in 2010, and approved minor modifications in 2012. The revised IPS, dated May 2, 2020 incorporates the following changes:

- Adds the Mission and Ministry Fund as one of the Seven Principles Funds
- Inserts a link to the applicable Virginia law regarding endowment funds
- In the Endowment Fund description:
 - Increases the permissible amount of stock (equity) in the investment portfolio from a maximum of 50% to a maximum of 60%
 - Incorporates the requirement that the entire Endowment Fund be rebalanced if the equity balance should reach 65% in a period of rapid stock market growth.
 - Explains that any distributions of earnings to the UUCR Board must take into account not only the average market value of the Endowment Fund, but also the inflation-adjusted principal of the Endowment Fund.
 - Details how the Endowment Trustees maintain the inflation-adjusted principal of the Endowment Fund as required by Virginia law.
 - Includes a link to the federal CPI inflation calculator.
- Emphasizes that as fiduciaries, the Trustees and any investment manager they may choose to hire must put the best interests of UUCR before their own.

- Inserts a section describing investment of and distributions from the Seven Principles Funds.
- Includes the requirement that the Trustees review this IPS at least every four years.
- Reorganizes the document for better flow, and clarifies its language.

Trustee Investment Funds Policy Statement

Unitarian Universalist Church of Roanoke

May 2, 2020

I. General Organizational Guidelines

This statement shall govern the operation of the Trustee Investment Funds (“Funds”) of the Unitarian Universalist Church of Roanoke (“UUCR”).

The Funds, under the sole ownership of the active membership of UUCR, shall exist to support the nonprofit purposes of UUCR. The UUCR Endowment Trustees (“Trustees”), acting as fiduciaries, shall administer the Funds in conformity with this UUCR Trustee Investment Funds Policy Statement (“IPS”), the UUCR Bylaws and the 2012 Virginia Uniform Prudent Management of Institutional Funds Act (VA UPMIFA), Code of Virginia 64.2, Chapter 11, detailed at <https://law.lis.virginia.gov/vacode/title64.2/chapter11/>. The UUCR Bylaws define the number of Trustees and their terms of service.

The Funds consist of:

- The **Endowment Fund**, containing gifts to be held in perpetuity. The inflation-adjusted principal shall not be invaded unless UUCR obtains written relief from the original donors or their direct descendants, or in a court of law.
- The **Seven Principles Funds**, making available both principal and earnings to support UUCR’s mission. Certain gifts to these funds are subject to limitations or restrictions specified by their grantors. The Seven Principles Funds include the **Mission and Ministry Fund** and the **Goodykoontz Fund**.

II. Endowment Fund

- a. **Investment objective:** To invest in assets expected to appreciate in value in excess of inflation, while minimizing risk to the principal, in order to provide additional revenue for the programs and mission of the church.
- b. **Investment portfolio guidelines:**
 - i. Asset class allocation
 1. Fixed income (bond)
 - a. Target average: 45%
 - b. Policy range: 40% - 70%
 2. Equities (stock)
 - a. Target average: 50%
 - b. Policy range: 30% - 60%

- c. Exceeding the upper limit of equities by 5% triggers a rebalance of the Endowment Fund, to be performed no more frequently than once per quarter.
 - 3. Cash reserves
 - a. Target average: 5%
 - b. Policy range: <25%
 - ii. Portfolio management and investment standards
 - 1. Chapter 11.01 of VA UPMIFA, Code of Virginia 64.2 sets forth the standard for prudent investment management decisions. In general, the Trustees are required to act as a prudent investor would, using a Modern Portfolio Theory approach in selecting investments, considering risk and return objectives, and incorporating the duty to diversify, unless special circumstances warrant otherwise. Except as restricted by donor direction and law, investments may be made in any type of asset consistent with these standards.
 - 2. While adhering to these standards, the Trustees should attempt to select investments in harmony with the UUCR Seven Principles.
- c. Distribution policy**
- i. Definitions
 - 1. “Endowment Fund distribution”: the transfer of earnings (other than management fees and costs) from the Endowment Fund to support the ongoing mission of UUCR, as determined by the UUCR Board.
 - 2. “Spending base”: the average of the quarter-end market value of the Endowment Fund for eight consecutive quarters up to and including the quarter ending March 31 immediately preceding the beginning of the fiscal year (currently July 1 – June 30) for which the distribution is being considered.
 - 3. “Market value”: the fair market value of Endowment Fund assets on a specified date.
 - 4. The “Inflation-adjusted principal” of the Endowment Fund’s assets is determined using the federal CPI Inflation Calculator, available at <https://data.bls.gov/cgi-bin/cpicalc.pl>.
 - ii. Policy: The Endowment Fund distribution during each fiscal year:
 - 1. Shall be no greater than 4% of the spending base, AND
 - 2. May not invade the Endowment Fund inflation-adjusted principal.

III. *The Seven Principles Funds*

- a. **Investment guidelines:** While these quasi-endowments are not bound by UPMIFA requirements, they shall be prudently invested based on the anticipated timeframe of disbursements from these funds.

- b. **Expenditures, including principal and earnings, are intended to fulfill the charitable purposes of these funds:**
- i. Mission and Ministry Fund. Distributions are granted according to the guidelines of the fund as determined by the Mission and Ministry Committee.
 - ii. Goodykoontz Fund. Distributions, limited to capital expenditures only, shall be at the discretion and direction of the UUCR Board.

IV. *Delegation of Management and Investment Functions*

Subject to specific restrictions in donor-endowed gifts, the Trustees may delegate to a fiduciary agent the custody, management and investment of the Funds, or any part thereof, using the care than an ordinarily prudent person in a like position would exercise under similar circumstances. (See Chapter 11.03 of VA UPMIFA, Code of Virginia 64.2).

V. *Encumbrance Protection*

No part of the Endowment Fund or other donor-restricted funds may be pledged, hypothecated, encumbered, or used as collateral.

VI. *Modifications and Amendments*

- a. The Trustees shall review this IPS every four years, or as circumstances may dictate, and shall make recommendations to the Board for any modifications.
- b. The active membership of the UUCR congregation reserves the right, by a 2/3 majority vote of a quorum of a properly convened UUCR congregational meeting, to modify, amend, replace, or repeal the IPS at any time. All policies and objectives in this Policy Statement will be in effect until they are changed.

Respectfully submitted,

Cynthia Petzold (Chair), *Sally Garber*, *Lowell Inhorn*, *Bert Spetzler*

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Family Promise

Family Promise of Greater Roanoke is a non-profit program, which provides temporary housing for homeless families in need. It is unique in that it keeps families together and is open during the day. Families use the Salem headquarter facilities during the day while they look to find work, transportation, permanent housing, day care and stabilizing routines. In the evening, they are transported to one of the host sites, which are either a church or some property owned by a church. Families are screened out if they have a history of drug abuse, mental illness, or domestic violence before entering the program. Typically, there are no more than 16 children and parents in residence.

Coordinators: Hildy Getz, Ninon Hentz

Respectfully submitted,

Hildy Getz

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Green Team

The Green Team maintains an e-mail list of 46 UUCR members and friends. Of that, 9 regularly participate in GT activities. Most of our discussions and decision-making is done through e-mail or through meetings during coffee hour at church. In the past twelve months the Green Team has conducted the following activities and events:

- **Earth Friendly Friday.** In 2019, eleven Earth Friendly Friday programs were held, in cooperation with the Roanoke Group of the Sierra Club. In 2020, programs were held in January and February but the March program was cancelled due to the Covid-19 virus shut down. The programs covered a variety of environmentally-related topics. Summaries of the content of each program is available on request. Every EFF program is free and open to the public. Our average attendance is between 30 and 40.
- **Climate & Clean Energy Rallies.** We have held five Climate & Clean Energy Rallies on our street corner at Brandon & Grandin. Participants hold signs that advocate action to prevent or reduce global warming and promote clean, renewable energy such as solar & wind power. On average, six members participate.
- **Global Climate Strike.** On September 20, 2019, UUCR, in cooperation with Sustainable Roanoke & the Sunrise Movement, participated in the Global Climate Strike. Several local elected officials and community leaders spoke. Over 200 people from the community attended.
- **Church Recycling.** The Green Team has a sub-group of volunteer recyclers. These volunteers go through the trash and recycling bins weekly to ensure that recyclable materials are sorted in accordance with Roanoke City guidelines.
- **Virginia Conservation Network.** Through the Green Team, the church has maintained its membership in the VCN as a voting member. The church received regular updates on legislative action during this year's General Assembly session and has provided summaries and recommendations on environmental legislation to our Green Team and Action Advocates members. The church also has had the opportunity to provide input in VCN decision-making. The VCN held a General Assembly preview session at UUCR in October 2019 an Earth Friendly Friday program on the General Assembly activity in February 2020.

It is requested that the church renew its VCN membership in 2020. We hope that the church will be able to send members to VCN conferences in Richmond during the coming year. Budget request for 2020/21: \$500.00.

Respectfully submitted,

Bob Egbert

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Nominating Committee

Please see [Nominations for Election in June 2020](#) near the end of this packet.

The mission of the members of the UUCR Nominating Committee is to locate members of the congregation who want to become involved with governing of the church. The members of the committee are engaged in various church activities and groups. With the help of the Connections Team, we share opinions and stay in touch with those who wish to lead the church.

We are open to questions at any time and willing to explain what we know and search for what we don't know. Endorsements of our committee's nominations by the Board must be approved at the church's Annual Congregational Meeting in June.

The five members of the Nominating Committee this year are Spike Harrison (chair), Claire English, Anna Tulou Orr, Cy Dillon, and Georgianne Vecellio.

Respectfully submitted,

Spike Harrison



Racial Justice Team

The Racial Justice Team's mission is to facilitate evolution of UUCR into an anti-racist congregation which:

1. Sees racial justice work as a natural expression of its religious tradition's values and beliefs.
2. Offers regular opportunities for all members to explore racial justice issues.
3. Works toward developing deep and mutually-fulfilling partnerships with other faith communities and coalitions working for racial justice.

Our primary focus this year was planning for and implementing the first steps of The Pledge to End Racism program, which the UUCR Board endorsed last spring. We are partnering in the Pledge initiative with First Unitarian Universalist Church of Richmond, which created and administers the program, and with Williams Memorial Baptist Church (WMBC), a traditionally African-American church here in Roanoke.

As part of our congregational agreement with First UU of Richmond, we are responsible for building an infrastructure to ensure that the Pledge initiative is sustained over time. To this end, in the first quarter of the year, we formed the Pledge to End Racism Steering Committee, composed of two members from UUCR (both RJT members) and two members from WMBC. That group was charged with developing an implementation plan, including how to introduce the Pledge initiative to both congregations, selection and training of leaders, facilitators and organizers, and coordination and oversight of the Living the Pledge Workshops.

During the second quarter, on Nov 1 and 2, 22 members of UUCR and WMBC participated in an intensive training for Living the Pledge Workshop Leaders and Facilitators, led by program administrators from First UU Richmond. The following day, a joint worship service celebrating the start of the Pledge program was held at Williams Memorial's sanctuary. Over 150 members and

guests of UUCR and WMBC attended the service, which was led by Rev. Dr. David Jones, Pastor of WMBC, with a sermon by Annette Marquis, First UU Richmond, prayers by UUCR's Rev. Alex Richardson, and music by the choirs of both churches. Following the service, worshipers were invited to sign Pledge to End Racism banners, which are now displayed at both churches.

The Leader and Facilitator training begun in November was completed in February with a two-day Living the Pledge "practice" Workshop, conducted by and for trainees, followed by a debriefing session to discuss challenges and identify suggestions for improvement. We were now ready to offer workshops to interested congregants of UUCR and WMBC (and, eventually, other congregations or groups). The first workshop was scheduled for May but had to be cancelled due to the COVID-19 pandemic.

This spring, we have continued to lay further groundwork for workshops and follow-up activities while waiting for the situation to normalize. One standard follow-up activity, called "accountability groups," has already developed out of the trainee workshop. Two small groups of participants, each including members of both partner churches, have formed to gather regularly (currently virtually) to support each other in deeper learning about racism and fulfilling their Pledge commitments.

We look forward to offering our first Living the Pledge workshop to the congregations as soon as the health situation allows.

Respectfully submitted,

Dotsy Clifton, Lorraine Fleck, Dana Martin, and Joan Wages



RAM House

Roanoke Area Ministries (RAM) provides a safe day-shelter for the homeless, a nutritious free lunch seven days a week, and emergency financial aid to those in need due to illness, sudden job loss, death of a breadwinner, or other unexpected circumstances. The shelter and dining hall are open 365 days a year.

"RAMmer Jammers" (UUCR volunteers) regularly help serve lunch at RAM House.

Website: www.raminc.org

In 2020, we served lunches in January and February. In March, the shelter began providing bagged lunches (AKA: Corona lunches). We are hopeful that the RAMmer Jammers will soon be serving lunches again. In May, we made a special collection of supplies for RAM House.

Respectfully submitted,

Christine Jordan & Alice Davis, Co-leaders



Reading Seeds

Reading Seeds is a Mission Group of UUCR volunteers who provide between 80-85 brand new books a week to pre-school children from low-income families in the greater Raleigh Court

neighborhood. Currently, we are providing books 48-50 weeks out of the year to TAP/Head Start, which meets across the street at the old Grandin Court school. Our intention is for every child to take home a new book every single week.

Each week, several of us sort and pack bags with books for infants/toddlers, 3 year olds, 4 year olds, and a combination class of both 3 and 4-year olds. Once the bags are packed, we deliver them to the Head Start director. On Wednesdays, we have 2-3 volunteers who distribute the books and read to the children in the various classes. There is a huge need for more volunteer readers!

Most of our books are purchased directly from First Books Marketplace at a reduced price. We also get a once a year in-kind donation of several hundred books from Star City Reads. Our funding comes from a combination of mission fund receipts from weekly offerings, the annual budget, and generous donations from the congregation and friends of the church.

Research shows that children who have books in their homes start school with a vocabulary of almost a million more words than children who are not read to at home. This is from research conducted by NIH: "Parents who read 1 picture book with their children every day provide their children with exposure to an estimated 78,000 words each a year. Cumulatively, over the 5 years before kindergarten entry, we estimate that children from literacy-rich homes hear a cumulative 1.4 million more words during storybook reading than children who are never read to." UUCR and Reading Seeds is proud to be able to serve these families and to promote literacy in the Roanoke Valley.

Respectfully submitted,

Ninon Hentz



Shared Ministry Committee

The Shared Ministry Committee met as needed to support and monitor the well-being of the church-wide ministry. Topics of emphasis included volunteer and committee goals and coordination. The annual church assessment was postponed due to the COVID-19 changes. Support for leadership development training will resume in the coming church year.



Special Collections

Please see [Special Collections Ballot Information for 2019-20](#) near the end of this packet.



Welcoming Congregation Committee

Since our formation in May 2019, our committee has had periods of intense activity and lulls of relative inactivity. Our initial energies were applied to establishing committee membership and reaffirming UUCR's status as a Welcoming Congregation that celebrates the presence and participation of all people who are LGBTQ+. The UUA requirements for certification have been updated to include more emphasis on transgender issues and a higher level of programming. Our

original committee consisted of Anna Tulou Orr, Jessie McKeon, Tim Adriano, Erika Joyner, Mary Boenke and Kevin Perry.

Once we were established, we set our sights on organizing what turned out to be a very successful Diversity Training “Lunch and Learn” program in late June, 2019. There were 25 attendees and much heartfelt, consciousness raising discussion of LGBTQ+ issues.

In August, we presented a “Welcoming Congregation” Sunday service focusing on what that term means for the aspirations and well-being of our congregation. Music was provided by several of UUCR’s LGBTQ+ musicians.

Our next big project was partnering with Ladies and Gents of the Blue Ridge to emphasize the Transgender Day of Remembrance (TDOR) in November, 2019. UUCR hosted a “paper chain party” where we made a paper chain, each link of which had the name of one of the trans folks who had died at the hands of transphobia across the world. You may remember that chain, which hung from the ceiling of the church foyer for the several days surrounding TDOR. UUCR also hosted an evening pot luck and memorial service where the names were read and candles lit.

During our TDOR programing, we fulfilled another one of the UUA requirements for a Welcoming Congregation by having a transgender themed church service, which included readings by Tim, some amazing music organized by Jessie, and the sermon by Erika.

On Christmas day, UUCR hosted a pot luck with music and poetry afterward for those LGBTQ+ folks who didn’t have family to celebrate with. The food and creative energy shared were quite enjoyable.

Since that time, we have turned inward to concentrate on reorganizing and planning. Current committee members include Anna, Tim, Erika, Jessie and Allison Parkhurst. We have divided various tasks between us to accomplish during the pandemic period including reviewing and/or establishing inclusivity language with our web presence, Sunday service materials, church signage and other church programing.

Respectfully submitted,
Erika Joyner



Worship Weavers

Worship Weavers continued its work in building collaborative and creative worship experiences for the congregation from the various passions and talents of the congregation itself. Not a committee, but rather an ever-shifting list of contributors, UUCR’s worship weavers brought forth services this past year on many topics, including Transgender Day of Remembrance, Christmas/Yule, V-Day, and Women’s History.

Respectfully submitted,
Anna Tulou Orr



2019 Annual Meeting Minutes

The meeting was convened at 11:50 am on June 2nd, 2019.

Determination of a Quorum

There were 92 voting members present.

Approval of 2018 Minutes

Approved

Approval of the 2019-20 Budget

The proposed budget was voted on by written ballot.

Nomination of Slate for 2019-20

Votes were cast by written ballot. Ballots were tallied by Cy Dillon, Erika Joyner, Jeanne Larsen.

Approval of Goodykoontz Fund Expenditure

For AV system improvement and related sanctuary upgrade. Also voted on by written ballot.

Special Collections

Members were instructed to vote for four (4) recipients for Special Collections for the coming fiscal year. Votes for recipients of Special Collections were cast by written ballot.

Meeting was adjourned at 12:03 pm.

Results

A total of 91 ballots were cast, including 20 proxy ballots. Results are as follows:

Candidates elected:

- President-elect: Dave Perry—89 yea votes
- VP, Finance: Gary Mason—87 yea votes
- Member at Large (nominated from the floor): Walker Hartman—71 yea votes
- Endowment Committee: John Shelton—86 yea votes
- Nominating Committee: Georgianne Vecellio & Cy Dillon—83 & 88 yea votes, respectively

Budget Proposal for 2019-20:

89 yea votes: passed

Goodykoontz Fund Expenditure

88 yea votes: passed

Recipients of *Special Collections for 2019-20* will be as follows:

- Legal Aid Society of the Roanoke Valley (58 votes)
- Habitat for Humanity (48 votes)
- Blue Ridge Literacy (47 votes: tie)
- Sexual Assault Response & Awareness (47 votes: tie)

Respectfully submitted,

Jeanne Larsen, Board Clerk

ACTION ITEMS

- **2020-21 Slate of Nominees**
Presented by Nominating Committee
- **Special Collections Ballot Information for 2020-21**
Presented by Special Collections Committee
- **Proxy Form**
- **Sample Ballot**



Nominations for Election in June 2020

Board Slate

The following is the Board slate for 2020-2021. The entire Board, and the entire Endowment and Nominating committees, are listed for informational purposes. **Only positions noted by an asterisk (*) are being voted on at the 2020 annual meeting.**

The President and President-elect are each one-year terms, but part of a two-year succession. All other board positions are two-year terms. Board members may serve a second elected term. The board determines the Personnel Committee chair (who must be a member of the Board) and composition of that committee.

Board		
Position	Name	Term Expiration
President	David Perry	2021
President-Elect	* <i>Erika Joyner</i> ¹	2021
VP, Finance	* <i>Gary Mason</i> ²	2022
At Large (Personnel)	* <i>Katherine Hoffman</i>	2022
Board Clerk	* <i>Jeanne Larsen</i>	2022
At Large	Walker Hartman	2021
At Large	* <i>James Rosar</i> ³	2021

*indicates positions being voted on at the 2020 annual meeting

NOTES on Board Elections:

¹ Erika Joyner has been an active member of our community, attending services and other activities regularly, for more than the two years required for a President Elect. She believed she'd signed up at an orientation in spring 2018, but has discovered she didn't make her membership official till December of that year. Thus, you will be asked to vote for a waiver of the Bylaws' requirement of two years as a formal Member, as well as for this candidate.

² This is to bring Gary Mason’s term of service in line with the Bylaws, which state that the position is to be filled for two-year terms beginning in *even* numbered years.

³ James was inadvertently omitted from the ballot for the 2019 Annual Meeting. He had already served a term in 17-19 and was appointed by the Board for one additional year (19-20) in June 19. The proposed additional (4th) year will take him to the usual cap of no more than four consecutive years in the same position on the Board.

Endowment Committee Slate

The Endowment Committee is a four-year term. Members of the Endowment Committee may serve a second elected term.

Endowment Committee		
Position	Name	Term Expiration
Chair	Cynthia Petzold	2022
Committee Member	Sally Garber	2023
Committee Member	Lowell Inhorn	2021
Committee Member	* <i>Woodward/Perrin</i> ¹	2024

*indicates positions being voted on at the 2020 annual meeting

NOTE on Endowment Committee Election:

¹ Anne Perrin and Henry Woodward have agreed to bring their combined talents to this position, and to share a single vote on the committee. The Board and the committee chair support this plan.

Nominating Committee Slate

The Nominating Committee is normally a two-year term. Nominating Committee Members may not serve a second elected term.

Nominating Committee		
Position	Name	Term Expiration
Committee Member	* <i>Nancy Brattain</i>	2022
Committee Member	Claire English	2021
Committee Member	Anna Tulou Orr	2021
Committee Member	* <i>Cy Dillon</i> ¹	2022
Committee Member	* <i>Georgianne Vecellio</i> ¹	2022

*indicates positions being voted on at the 2020 annual meeting

NOTE on Nominating Committee Election:

¹ Cy Dillon and Georgianne Vecellio have each served one year (2019-2020). If they too were to go off in 2021, at the end of the usual 2-year term, that would violate the Bylaws’ requirement of laddering members’ terms, and would result in four members leaving at the same time. They have agreed to serve an extra year if UUCR Members vote in favor of extending their terms until June 2022.

UUCR Special Collections Ballot Information 2020-21

At the annual meeting in 2006, UUCR members voted to contribute the offerings from four Sunday services each year to community service or social justice agencies in the Roanoke Valley. Members choose the beneficiaries for the upcoming year at each year's annual meeting. To be eligible, an agency must serve the local community and must be nominated by a UUCR member or friend who works or volunteers for the organization.

The organizations which were chosen for funding in the current year (Legal Aid Society of Roanoke Valley, Habitat for Humanity, Blue Ridge Literacy, and Sexual Assault & Response Awareness) are not eligible for the next year's ballot.

The dates listed indicate when the organization has benefited from collections in the past.

Due to the suspension of in-person Sunday services this spring, the collections for Blue Ridge Literacy and Sexual Assault & Response Awareness could not be held.

We plan to hold collections in 2020-21 for those two agencies plus at least two of the four selected from this ballot. If finances allow, we'll collect for all six.

Please vote for up to four:

Blue Ridge Land Conservancy Kids' River Days

The Blue Ridge Land Conservancy's Kids' River Days is a program that gets local schoolchildren out of the classroom and into our rivers and streams. They learn how to use insects and other small animals living in the water to tell if it's clean or dirty. They also learn about the effects of pollution, why it's important to protect water quality for our neighbors downstream, and the importance of trees and plants in keeping water clean. Approximately 750 children from Roanoke City, Roanoke County and Salem Public Schools will participate in these fun and memorable one-day field trips on local conserved lands. It's our way of teaching "respect for the interdependent web of all existence of which we are a part."

www.blueridgelandconservancy.org/bay-days--river-days.html

UUCR contacts: Bill Hackworth, Lowell Inhorn, David Perry

Bradley Free Clinic

The mission of the Bradley Free Clinic is to provide compassionate and comprehensive health care services in partnership with high quality professional volunteers for low income, uninsured, and underinsured residents of the Roanoke Valley and surrounding areas. Its services include free medical, dental, and eye care, physical and occupational therapy, prescription medications and diabetes supplies, and nutrition, diabetes, wellness, substance abuse, and women's health care programs.

bradleyfreeclinic.com

UUCR contact: Jill Thompson

Family Promise

(March 2007, December 2011, June 2014, December 2018)

Family Promise is a network of 28 congregations and over 1,000 volunteers who provide temporary housing and meals for homeless families with children. They work with four to five families (up to 14 people) at a time. Professional staff assist families in addressing and overcoming the causes of homelessness and creating goals for employment, housing, education, and a return to independence. UUCR has been a member congregation of IHN/Family Promise since 2001 and dozens of UUCR members and friends have provided meals and volunteer staffing during our weeks of service.

familypromiseroanoke.org

UUCR contacts: Hildy Getz, Ninon Hentz

Ladies and Gents of the Blue Ridge Transgender Alliance

Ladies and Gents is an advocacy and support group for the transgender community in Roanoke and SWVA. Each year they sponsor conferences with nationally and locally-known keynote speakers. Ladies and Gents helped organize and now partners with Diversity Camp, Virginia's only LGBTQ+ summer camp. They helped initiate Carilion Clinic's trans health clinic and partner with many other area agencies in support of the transgender community.

Find them on Facebook: www.facebook.com/LGBRTA/

UUCR contact: Erika Joyner

Local Office on Aging (LOA)

Since 1972, the LOA has provided community-based services to help seniors remain as independent as possible for as long as possible. LOA is best known for its Meals-on-Wheels program, but it also provides many other services to seniors, including screening, care planning, service delivery coordination, monitoring and reassessment, caregiver support, insurance counseling, and assistance with emergency needs, legal problems, and essential transportation.

www.loaa.org

UUCR contact: Joanne Spetzler

New Horizons HealthCare

(March 2010, March 2012, September 2013, June 2016)

New Horizons Healthcare is a not-for-profit community health center that serves all ages. Its mission is to serve the uninsured and underserved with high-quality, culturally-sensitive, comprehensive primary healthcare. The clinic services include pediatric, family, and adult medicine, a dental clinic, a pharmacy and medication assistance program, behavioral health assessment, counseling, medication management, patient education, and community health promotion. It also works with other community resources to coordinate specialty care and support services. It offers a sliding fee discount program for those who are eligible, based on household income, and also accepts most public and private health insurance.

www.newhorizonshealthcare.org

UUCR contact: Eileen Lepro

Planned Parenthood Health Systems

(September 2007, June 2011, June 2013, September 2016, September 2018)

Planned Parenthood Health Systems seeks to ensure that every individual has access to preventive reproductive healthcare and education in order to make thoughtful and responsible decisions regarding sexuality and parenthood. They provide health services including family planning and birth control, gynecological care and cancer screenings, testing and treatment of sexually transmitted infections, medical and surgical abortion, mid-life services, and pregnancy testing and education. They also sponsor programs for schools, community groups, religious organizations, and corporations on topics related to birth control and pregnancy, sexually transmitted infections, women's health, effective communication skills and decision-making, adolescent pregnancy prevention, and positive parenting skills.

www.plannedparenthood.org

UUCR contact: Dotsy Clifton

Planned Pethood Clinic and Adoption Center

(June 2017)

The goal of the Planned Pethood Clinic is to stop the needless destruction of healthy dogs and cats by reducing pet overpopulation. The clinic provides low-cost or free spay/neuter services and has performed over 64,000 spay/neuters since opening in 1999. They also provide free medical care and pet food to low income clients. The Adoption Center rescues dogs and cats from area shelters, thoroughly vets and spays/neuters them, and then adopts them out. The center has rescued over 30,000 dogs and cats since opening in 2007 and also works with local animal protection agencies to identify and prosecute animal cruelty cases. Sponsored by the Franklin County Humane Society, the clinic and adoption center serve all of SW Virginia.

www.plannedpethoodrockymount.com/about-us

UUCR contact: Marybeth Chaconas

Roanoke Area Ministries

(December 2007, June 2012, December 2013, December 2015, June 2019)

Roanoke Area Ministries provides a safe day shelter for the homeless, a nutritious free lunch seven days a week, and emergency financial aid to those in need due to illness, sudden job loss, death of a breadwinner, or other unexpected circumstances. The shelter and dining hall are open 365 days a year. UUCR volunteers regularly help serve lunch and provide many other services at RAM House.

raminc.org

UUCR contacts: Alice Davis, Christine Jordan

Roanoke Branch, NAACP

The Roanoke Branch of the National Association for the Advancement of Colored People (NAACP) works locally to secure the political, educational, social, and economic equality of rights in order to eliminate race-based discrimination and ensure the health and well-being of all persons. To this

end, a primary focus for the Branch is the development of a new generation of civil rights and community leaders. The Roanoke NAACP Youth Council provides the training and skills necessary for leadership and activism, and the Afro-Academic, Cultural, Technological and Scientific Olympics (ACT-SO) prepares, recognizes and rewards youth of African descent for exemplification of scholastic and artistic excellence.

Find them on Facebook: [facebook.com/RoanokeNAACP/](https://www.facebook.com/RoanokeNAACP/)

UUCR contact: Joan Wages

Roanoke Valley Court Appointed Special Advocates

(September 2009)

CASA volunteers are assigned by judges to recommend the best possible outcomes for abused or neglected children involved in the court system. The trained volunteers help protect children's interests through custody hearings and other legal matters. Volunteers review records, research information, talk to everyone involved in a case, including the children themselves, and ultimately present to the court their recommendations on what is best for the child. This organization provides essential support for children who have had very difficult lives.

roact.org/about-us

UUCR contacts: Donna Batzel, Spike Harrison

St. Vincent's Home / Blue Ridge Autism and Achievement Center

The mission of St. Vincent's Home is to meet the needs of individuals with unique learning challenges across the lifespan. Its Adult Services and Family Services programs provide community-based and employment services to adults with developmental and intellectual disabilities, and workshops, support groups, and other services for their families. Blue Ridge Autism and Achievement Center provides education and services for children and families affected by autism and other learning challenges at its day school and in public schools. It also offers an after-school tutoring program to provide continuity and consistency for students and their families, specialized in-home services, and training for parents.

svhservices.org

UUCR contacts: Heather and Gary Mason

West End Center

(December 2009, December 2014, March 2019)

The West End Center serves children who live in many of Roanoke's most disadvantaged neighborhoods and seeks to equip them with the developmental assets they need to become productive, responsible adults. It serves as a safe after-school haven for children and youth and offers tutoring, parent, and pregnancy and school dropout prevention programs.

westendcenter.org

UUCR contact: Kitty Schear

OFFICIAL PROXY

Unitarian Universalist Church of Roanoke

2015 Grandin Road SW Roanoke, Virginia 24015

MEETING OF THE MEMBERSHIP

Date of Meeting: June 7, 2020

To the Clerk of the Board:

In accordance with the Unitarian Universalist Church of Roanoke bylaws, as amended March 17, 2019, I hereby designate the member indicated below to cast my vote on any business coming before this meeting.

The Member and Proxy hereby consent to this designation by affixing their signatures.

_____ Member Name

_____ Signature of Member & Date

_____ Designated Proxy Name

_____ Signature of Designated Proxy & Date

Annual Meeting Sample Ballot 2020

Approval of 2019 Annual Meeting Minutes

(Vote yes/no for approving last year's minutes, which are in the Annual Meeting Packet.)

Budget Proposal for 2020-21

(Vote yes/no to the proposed budget outlined in the Annual Meeting Packet.)

Approval of Changes to the UUCR Trustee Investment Funds Policy Statement

(Vote yes/no to the [proposed changes](#) outlined in the Annual Meeting Packet.)

Waiver of Two Years of Formal Membership Requirement for Proposed President-Elect

(Vote yes/no for approval of this one-time exception requested by the Board, as explained in the Annual Meeting Packet.)

Slate of Nominees 2020-2021

President-Elect *(vote for 1)*

- Erika Joyner
- Write-in Nominee

Board Clerk *(vote for 1)*

- Jeanne Larsen
- Write-in Nominee

Vice-President, Finance *(vote for 1)*

- Gary Mason
- Write-in Nominee

Endowment Committee *(vote for 1)*

- Anne Perrin / Henry Woodward (sharing position; 1 vote)
- Write-in Nominee

At Large (Personnel) *(vote for 1)*

- Katherine Hoffman
- Write-in Nominee

Nominating Committee *(vote for 3)*

- Nancy Brattain
- Cy Dillon
- Georgianne Vecellio
- Write-in Nominees (up to 3)

At Large *(vote for 1)*

- James Rosar
- Write-in Nominee

Special Collections 2018-2019

(Please vote for up to 4 organizations described in the Annual Meeting Packet. The dates listed indicate when the organization has benefited from collections in the past.)

- Blue Ridge Land Conservancy Kids' River Days
- Bradley Free Clinic
- Family Promise (March 2007, December 2011, June 2014, December 2018)
- Ladies and Gents of the Blue Ridge Transgender Alliance
- Local Office on Aging (LOA)
- New Horizons HealthCare (March 2010; March 2012; September 2013 June, 2016)
- Planned Parenthood Health Systems (September 2007, June 2011, June 2013, September 2016, September 2018)
- Planned Pethood Clinic and Adoption Center (June 2017)
- Roanoke Area Ministries (December 2007, June 2012, December 2013, December 2015, June 2019)
- Roanoke Branch, NAACP
- Roanoke Valley Court Appointed Special Advocates (September 2009)
- St. Vincent's Home / Blue Ridge Autism and Achievement Center
- West End Center (December 2009, December 2014, March, 2019)

