



# ANNUAL MEETING PACKET FOR THE UNITARIAN UNIVERSALIST CHURCH OF ROANOKE

**June 5, 2022**

**11:30 am**

*In the sanctuary*

*following an abbreviated Service at 11:00 am*

*and on Zoom*

**Join here:** <https://us02web.zoom.us/j/85712010094?pwd=WTFQYXVQYzVZNXV6Q1RSUCtFeTMxQTog>

Our Annual Meeting will be held both in person in the sanctuary and on Zoom at 11:30 am on Sunday, June 5, 2022, following an abbreviated Worship Service at 11:00.

*Remember: If not enough people vote, these important decisions can't be made. Democracy is a precious thing.*

We need your vote on elections, next year's proposed budget, next year's Special Collections recipients, and proposed updates to our Bylaws. Please note the following:



Votes may be cast only by UUCR Members (i.e., people who've officially joined by signing the membership book by May 22, in accordance with our current Bylaws).



You do not need to participate in the meeting to cast your vote. In fact, using any mobile device or computer, you may vote as soon as you've read through this packet, or before, during, or even after the meeting. Regardless of when you vote, we encourage you to participate in the meeting, either in person or on Zoom.



The ballot will be available online at the link below from **Friday, May 20 until Sunday, June 12, 6 pm**



There will be two **Q&A sessions** before the Annual Meeting to address the items on the ballot for anyone who has further questions or would like more detailed information. The first meeting will be held *via Zoom* (join [here](#)) on **Thursday, May/26 at 7 pm**. The second will be held *in-person* after the service (around 12:15 pm) on **Sunday, 5/29**.

Click [here](#) to access the online ballot form

If the link above does not work, copy and paste this URL into your browser:

<https://forms.gle/CbL63eMo4CSEvQC9A>

**\*\*DEADLINE\*\***



to receive your vote  
**Sunday, June 12, 6 pm**





Please vote online if you can. Those who can't vote online may contact Sam Wills at [admin@uuroanoke.org](mailto:admin@uuroanoke.org) or by calling the church office at (540) 342-8888. Paper ballots will be valid only if returned in an envelope that lists in the return address the name of the Member voting. How you vote will remain anonymous. Votes must be received by Sunday, June 12.



If voting online does not work for you, you may ask a UUCR Member to vote online as your proxy (or use a paper ballot, but a proxy vote is preferred). The online ballot form allows a Member to vote as a Proxy for another Member who has given them permission. Both the Member and the Proxy should complete and sign the **Official Proxy Form** included in this packet. Proxy forms may be delivered to the UUCR office, or emailed to the Board Clerk at [larsenjeanne@aol.com](mailto:larsenjeanne@aol.com).



You'll find a **Sample Ballot** at the end of this packet. Whether you're voting online or on a paper ballot, you may write in (type) an alternative to the nominated candidate for each elected position and vote for that person if you wish.



**Questions/Comments** may be e-mailed to our Board President, Erika Joyner, at [joyerika262@gmail.com](mailto:joyerika262@gmail.com) or to our Board Clerk, Jeanne Larsen, at [larsenjeanne@aol.com](mailto:larsenjeanne@aol.com). In addition, there will be an opportunity for questions and comments at the meeting on June 5.



This packet contains information on the matters requiring your vote, including a list of nominations. You'll also find summary reports on activities for the 2021-22 fiscal year from UUCR officers, professional staff, and our various committees & task forces. They show a remarkable amount of good work, don't they?

---

## AGENDA FOR ANNUAL MEETING

**Sunday, June 5, 11:30 am  
in the sanctuary and on Zoom**

- Call to Order
- Questions / Comments on [Minutes from the 2021 Annual Meeting](#)
- Questions / Comments on [Proposed Budget for Fiscal Year 2022-23 \(FY 2023\)](#)
- Presentation by Endowment Committee
- Questions / Comments on [Proposed Changes to our Bylaws with Rationale](#)
- Questions / Comments on [Slate of Nominees](#)
- Questions / Comments on [Special Collections](#)
- Adjournment of Meeting

Click [here](#) to access the online ballot form

If the link above does not work, copy and paste this URL into your browser:

<https://forms.gle/CbL63eMo4CSEvQC9A>

## CONTENTS OF THIS PACKET

---

### Church Officers and Professional Staff Reports

- Minister, Rev. Walter LeFlore
- President, Erika Joyner
- VP Finance, Gary Mason  
*Includes [Proposed Budget for Fiscal Year 2022-23](#)*
- Director, Lifespan Faith Development, Jessie McKeon
- Personnel, Katherine Hoffman
- Music Director, Kerry Morgiewicz
- Office Administrator / Facilities Coordinator, Samantha Wills

### Committee, Mission Group, and Team Reports

- Action Advocates
- Auction Committee
- Building Committee
- Caring Committee
- Connections Team
- COVID Safety Task Force
- Endowment Committee
- Facilities Committee
- Family Promise
- Generosity Campaign
- Green Team
- Grounds Committee
- Kitchen Committee
- Nominating Committee
- Racial Justice Team
- RAM House
- Reading Seeds
- Shared Ministry Committee
- Special Collections
- Welcoming Congregation Committee

### Minutes from 2021 Annual Meeting

#### Action Items 2022-23

- Minutes from the 2021 Annual Meeting
- Proposed Budget for Fiscal Year 2022-23 (FY 2023)
- Proposed Changes to our Bylaws with Rationale
- Slate of Nominees
- Special Collections Ballot Information for 2022-23
- Proxy Form
- Sample Ballot

Click [here](#) to access the online ballot form

If the link above does not work, copy and paste this URL into your browser:

<https://forms.gle/CbL63eMo4CSEvQC9A>

## CHURCH OFFICERS & PROFESSIONAL STAFF REPORTS

---

### Minister, Rev. Walter LeFlore

Well, we've made it through another year of Covid. Not only did we make it, we've made very good progress. We've learned how to conduct Sunday services in a dual format. We've conducted in-person, "masked" service since the end of June. Since, we've enhanced our competence and equipment to allow us to reach a larger audience via YouTube, thanks to persistent, dedicated help (including some of our youth!). We're just beginning to see a significant number of masked attendees returning to in-person Sunday services. A welcomed change! We've created a group of Worship Associates to help in the conduct of Services, help fill the pulpit when I'm off, and plan and be responsible for services while I'm away during the summer.

Our Religious Ed program has, sadly, seen a drop in attendance, even as Jessie and Bonnie have designed engaging work for them: a by-product of Covid, we suspect. We're fortunate they've not lost their zeal for religious education and commitment to our young people. Kerry continues to provide excellent and varied music on Sundays. Her participation in Sunday services is a tremendous benefit, along with invited musicians. Our relatively new Office Admin, Samantha Wills, is coming up to speed as she takes on the awesome responsibilities of her highly visible and multifaceted position.

We convened a multi-week program focused on Death and Dying which was well received by a dozen or so participants, with plans for another program offering. Two multi-session groups were formed to engage the definition of their history and relationship with "God". All termed their experience "valuable". Our Listening Circles program continues to provide important opportunities for reflection and deepening of interpersonal connections.

The Connections Team and Caring Committee continue to provide a valuable service to the congregation. A newly formed Safety Committee has formed to be of service in the event of an emergency while the church has gathered. The Racial Justice Team has provided trainings and opportunities to engage issues of racial justice. They are behind a push to encourage the process of asking the congregation to consider the adoption of the 8th UU principle. The Climate Justice group continues to have a visible presence in the community.

The church is in need of greater volunteerism. This is the one area of UUCR that I find lacking. Please, find something you can grab onto to learn more about or lend existing knowledge, understanding or simple "caring". New eyes are valuable in support of growth and re-invigoration.

Your Board continues to do good work. Be proud of your board, for it could be otherwise! Their plate is overly full addressing building needs, managing our finances, and helping to lead us into our near-term future.

In faith,

*Rev. Walter*

### Board President, Erika Joyner

It has been an honor, a pleasure, and a learning experience to be your Board President over the past year. Leadership has its responsibilities and challenges, but it also has its rewards. I have been rewarded by getting to work in close contact with our gifted and pro-active Board members, with Rev. Walter and with our committees and mission groups. We have done a lot of good work toward

furthering our mission while keeping the doors open and lights on during this crazy pandemic. I have also been rewarded with the opportunity to test my mettle and to engage in meaningful work. For that, I thank you for putting your faith in me.

So, what have we been able to accomplish during my one year as your Board President? We:

- Worked with Rev. Walter to establish and implement a clear and concise set of developmental goals.
- Developed a Board Covenant and built relationship at our Board retreat in September.
- Formed a Covid Safety Task Force to set ongoing pandemic protocol for the church.
- Made much needed updates to the Personnel Policy Manual.
- Purchased three air purifiers to help minimize Covid risk.
- Approved a proposal by Betsy Biesenbach to help promote her book, "Say My Name" with proceeds going to the church.
- Approved Reading Seeds grant applications.
- Supported an initiative to bring community solar power sharing to the Roanoke area.
- Updated and improved the Generosity Campaign.
- Approved and are implementing a plan for an accessibility ramp at the front doors of the church.
- Improved communication and support of our committees and mission groups by creating Board liaisons to those groups.
- Developed a streamlined version of the Congregational Covenant and put it front and center at Sunday services.
- Formed a Facilities Committee to assess building maintenance needs and costs and to oversee work.
- Are in negotiation with the two cell phone service providers on contract renewals.
- Purchased some much-needed A/V equipment to improve the production quality for streaming Sunday services.
- Formed a Church Safety Committee to address general safety issues and protocol for the church.
- Worked with Rev. Walter in the hiring process for our new Office Administrator.
- Created a template for church member proposals to the Board.
- Completed the annual UUA certification questionnaire.
- Approved a Racial Justice Team proposal to begin building toward adoption of the 8th Principle.
- Approved passing two restricted donations through UUCR to the Equitable Policing Coalition.
- Have begun a Board/Minister Evaluation of our developmental goals with UUA guidance.
- Set the pledge goal for this year's Generosity Campaign.

Whew! While all of this has been happening, we have had close to 100 first-time visitors since June of 2021. We have kept our doors open and are successfully navigating the ravages of a second year of the pandemic. Throughout it all, we have worked steadily with Rev Walter to make progress on our developmental goals – to make UUCR a community where we support and nurture one another, where leadership earns trust and where we unite in our mission to be a home for all spiritual seekers while creating positive change in the world.

We have a strong and cohesive Board going into FY 2022-23 that I look forward to handing over to our new President, Katherine Hoffman, on July 1. Again, thank you all so much for the opportunity to serve you for this past year.

Respectfully submitted,

*Erika Joyner*

## VP Finance

### Final Results for Fiscal Year 2020-2021 (FY 2021)

For the fiscal year that ended 6/30/21, operating income equaled \$302,534 and operating expense totaled \$254,906. This resulted in a surplus of \$47,628, which equaled 15.7% of operating income. Total pledge income came to \$198,413 or about 65.6% of operating income. Cash deposits in checking and savings accounts on 6/30/21 totaled \$263,824 (excluding invested assets as summarized below), of which \$55,662 was in banking sub-accounts (temporarily restricted).

#### Invested assets on 6/30/21

Endowment General Fund	\$431,144
Goodykoontz Capital Fund	\$ 36,922
Mission and Ministry Fund	<u>\$116,881</u>
TOTAL	\$584,947

The surplus referenced above is in spite of reduced income, as a result of Covid-19, from the annual Service Auction, Sunday cash offering, church use, and non-pledge contributions. Items that contributed to this surplus are outlined in bulleted format below.

- Unanticipated reduced operating expenses due to closure of the church as a result of Covid-19.
- Minimal if non-existent shrinkage in pledge income due to Covid-19 (contrary to UUA expectations as originally budgeted).
- Additional stimulus monies from the Small Business administration (see below).

#### Stimulus funds received from the Small Business Administration (SBA) associated with the CARES Act

UUCR applied for and received a \$32,700 Paycheck Protection Program (PPP) Loan on April 24, 2020 from the Small Business Administration (SBA). The loan was forgiven on March 26, 2021, which means the church does not have to pay back the monies.

UUCR applied for and received a \$7,000 advance and a \$60,000 Economic Injury Disaster Loan (EIDL) from the SBA on June 6, 2020. The church did not have to pay back the advanced funds. The loan was viewed by the Board as a back stop to a potential financial impact of the pandemic. The loan was paid back on July 29, 2021.

UUCR was awarded an additional \$3,000 in EIDL advance monies on March 16, 2021. The monies did not have to be paid back.

*Cont. on next page*

## Financial Results for the Last 5 Fiscal Years

Fiscal Year	2016-17	2017-18	2018-19	2019-20	2020-21
<b>OPERATING BUDGET</b>					
Income	265,900	262,300	259,256	261,721	302,534
Expenses	276,600	270,200	262,161	269,279	254,906
<b>SURPLUS   (DEFICIT)</b>	<b>\$ (10,700)</b>	<b>\$ (7,900)</b>	<b>\$ (2,905)</b>	<b>\$ (7,558)</b>	<b>\$ 47,628</b>
Number of Pledges	131	103	99	112	112
<b>NON-OPERATING INCOME</b>	<b>\$ 126,900</b>	<b>\$ 105,200</b>	<b>\$ 43,539</b>	<b>\$ 63,344</b>	<b>\$ 57,189</b>
<b>RESERVE FUNDS</b>					
Accumulated Surplus	\$ 81,600	\$ 73,669	\$ 70,764	\$ 63,246	\$ 113,899
Reserve Accruals	24,093	24,093	24,493	26,093	28,093
<b>TOTAL RESERVES</b>	<b>\$ 105,693</b>	<b>\$ 97,762</b>	<b>\$ 95,257</b>	<b>\$ 89,339</b>	<b>\$ 141,992</b>
<b>INVESTED ASSETS</b>					
Endowment General Fund	\$ 305,140	\$ 311,604	\$ 320,657	\$ 360,263	\$ 431,144
Goodykoontz Fund	40,041	30,739	21,052	21,082	36,922
Mission & Ministry (M&M) Fund	99,521	94,566	96,355	100,268	116,881
<b>TOTAL INVESTED ASSETS</b>	<b>\$ 444,702</b>	<b>\$ 436,909</b>	<b>\$ 438,064</b>	<b>\$ 481,613</b>	<b>\$ 584,947</b>
<i>Note: Asset values are at fiscal year end on June 30th</i>					

### Current Fiscal Year 2021-2022 (FY 2022)

The current-year operating income budget is \$301,850. There were 122 pledges, totaling \$222,177 and representing 73.6% of the operating income. Meanwhile, the operating expense budget is \$302,941, which represents a deficit of \$1,091. With less than two months remaining in the fiscal year, it appears that there will be a surplus, most likely around \$12,000 primarily due to reduced operating expenses as a result of Covid.

The Generosity Campaign for the next fiscal year (2022-23) is ongoing as of this writing (5/18/22), with 105 pledges received to date, representing a commitment of \$217,610. It is hopeful that the final pledge commitment will be at least \$225,000, which will become the basis of the 2022-2023 budget.

### Proposed Budget for Fiscal Year 2022-23 (FY 2023)

The proposed budget for next fiscal year, 2022-2023, is summarized below with the difference between the previous year noted in the right-most column. Operating income is projected to be \$312,100 and operating expense is projected to be \$321,300. This equals a deficit of \$9,208. This deficit is 3.0% of the operating income. Projected pledge income of \$225,000 represents 72% of operating income.

Spending in several areas increased as follows: 1) general Cost of Living Adjustment (COLA) increase of 1.5% - 3.0% per year across some budget line items; 2) increase of UUA program fund commitment

toward meeting our fair share; 3) additional monies for maintenance accruals; 4) increased monies for leadership development; 5) increased hours for Office Administrator; and 6) pay raises for staff.

It should be noted that the Mission Groups, consisting of Reading Seeds, Racial Justice, and the Green Team, will be funded by sources outside the budget (e.g., grants, donations) that enable them to carry over monies from previous years. These monies will be supplemented with monies held in reserve in other church banking sub-accounts that have gone unused.

### Proposed Budget FY 2022-23

	<u>FY 2022</u>	<u>FY 2023</u>	<u>change</u>
<b><u>OPERATING INCOME</u></b>			
<b>4000.1 · PLEDGE INCOME</b>			
4001 · Pledge income	218,000.00	220,000.00	2,000.00
4002 · Pledge, extra donation	<u>3,000.00</u>	<u>2,500.00</u>	<u>(500.00)</u>
<b>Total 4000.1 · PLEDGE INCOME</b>	<b>221,000.00</b>	<b>222,500.00</b>	<b>1,500.00</b>
<b>4100 · NON-PLEDGE CONTRIBUTIONS</b>			
4101 · Non-Pledge income	2,250.00	1,000.00	(1,250.00)
4102 · Sunday cash offering	<u>6,000.00</u>	<u>8,000.00</u>	<u>2,000.00</u>
<b>Total 4100 · NON-PLEDGE CONTRIBUTIONS</b>	<b>8,250.00</b>	<b>9,000.00</b>	<b>750.00</b>
<b>4200 · FUNDRAISER INCOME</b>			
4201 · Service Auction income	10,000.00	15,000.00	5,000.00
4202 · Corporate Rewards programs	2,600.00	2,600.00	0.00
4205 · Other Fundraisers	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
<b>Total 4200 · FUNDRAISER INCOME</b>	<b>12,600.00</b>	<b>18,600.00</b>	<b>6,000.00</b>
<b>4300 · CHURCH USE</b>			
4310 · Church use income	1,500.00	1,500.00	0.00
4312 · Cellular leases income	<u>48,400.00</u>	<u>48,400.00</u>	<u>0.00</u>
<b>Total 4300 · CHURCH USE</b>	<b>49,900.00</b>	<b>49,900.00</b>	<b>0.00</b>
<b>4400 · OTHER INCOME</b>			
4410 · Interest income	100.00	100.00	0.00
4440 · Endowment Distribution	<u>10,000.00</u>	<u>12,000.00</u>	<u>2,000.00</u>
<b>Total 4400 · OTHER INCOME</b>	<b>10,100.00</b>	<b>12,100.00</b>	<b>2,000.00</b>
<b><u>TOTAL OPERATING INCOME</u></b>	<b><u>301,850.00</u></b>	<b><u>312,100.00</u></b>	<b><u>10,250.00</u></b>
<b><u>OPERATING EXPENSES</u></b>			
<b>5100.1 · ADMINISTRATION</b>			
5102 · Office supplies & misc	2,200.00	3,000.00	800.00
5104 · Postage	500.00	300.00	(200.00)
5106 · Telephone expense	1,150.00	1,200.00	50.00
5108 · Copy machine contracts	3,000.00	3,000.00	0.00
5110 · Internet & computer service	5,500.00	4,500.00	(1,000.00)
5112 · Advertising expense	150.00	0.00	(150.00)
xxxx · Website Development	<u>500.00</u>	<u>500.00</u>	<u>0.00</u>
<b>Total 5100.1 · ADMINISTRATION</b>	<b>13,000.00</b>	<b>12,500.00</b>	<b>(500.00)</b>
<b>5200 · BUILDINGS &amp; GROUNDS</b>			
5202 · Maintenance expense	7,600.00	7,600.00	0.00
5204 · Utilities_Gas	4,000.00	4,000.00	0.00
5206 · Utilities_Electricity	3,675.00	4,000.00	325.00

5208 · Utilities_Water & Sewer	600.00	600.00	0.00
5209 · Stormwater & Waste Fees	800.00	1,000.00	200.00
5210 · Janitorial supplies	600.00	600.00	0.00
5211 · Janitorial contract service	9,456.00	9,456.00	0.00
5212 · Groundskeeping	4,000.00	4,000.00	0.00
<b>Total 5200 · BUILDINGS &amp; GROUNDS</b>	<b>30,731.00</b>	<b>31,256.00</b>	<b>525.00</b>
<b>5300 · UUA &amp; COMMUNITY GIVING</b>			
5302 · UUA Annual Program Fund	9,000.00	10,000.00	1,000.00
<b>Total 5300 · UUA &amp; COMMUNITY GIVING</b>	<b>9,000.00</b>	<b>10,000.00</b>	<b>1,000.00</b>
<b>5400 · FINANCE &amp; FUNDRAISING</b>			
5402 · Prop/Liab/WC Insurance expense	3,600.00	4,000.00	400.00
5406 · Service charges & misc finance	1,000.00	750.00	(250.00)
5407 · Payroll service	2,200.00	2,500.00	300.00
5409 · VANCO fees	2,000.00	2,000.00	0.00
5412 · Maintenance accrual	1,500.00	3,000.00	1,500.00
5454 · Fundraiser expenses	2,400.00	3,000.00	600.00
5712 · Sabbatical accrual	500.00	0.00	(500.00)
<b>Total 5400 · FINANCE &amp; FUNDRAISING</b>	<b>13,200.00</b>	<b>15,250.00</b>	<b>2,050.00</b>
<b>5500 · COMMITTEE EXPENSE ACCTS</b>			
5501 · Other Committees	450.00	1,000.00	550.00
5504 · Fellowship & Coffee	675.00	675.00	0.00
<b>Total 5500 · COMMITTEE EXPENSE ACCTS</b>	<b>1,125.00</b>	<b>1,675.00</b>	<b>550.00</b>
<b>5550 · BOARD OPERATIONS</b>			
5552 · Contingency items	1,000.00	1,000.00	0.00
5554 · Leadership development	1,000.00	1,500.00	500.00
5555 · Mission Groups	0.00	0.00	0.00
5556 · Personnel Committee	220.00	200.00	(20.00)
<b>Total 5550 · BOARD OPERATIONS</b>	<b>2,220.00</b>	<b>2,700.00</b>	<b>480.00</b>
<b>5600 · LIFESPAN FAITH DEVELOPMENT</b>			
5602 · Program materials & supplies	4,850.00	4,850.00	0.00
5603 · Adult programs	1,000.00	1,000.00	0.00
5604 · Teacher education & development	1,850.00	1,850.00	0.00
5610 · Youth groups	1,250.00	1,250.00	0.00
5612 · Sunday AM child care	1,600.00	2,400.00	800.00
5613 · Other committee child care	500.00	500.00	0.00
<b>Total 5600 · LIFESPAN FAITH DEVELOPMENT</b>	<b>11,050.00</b>	<b>11,850.00</b>	<b>800.00</b>
<b>5700 · SUNDAY WORSHIP</b>			
5702 · Sunday worship program	4,000.00	4,000.00	0.00
5704 · Music program expense	4,100.00	4,000.00	(100.00)
5705 · Altar Supplies	450.00	450.00	0.00
5711 · A/V equipment	250.00	1,000.00	750.00
<b>Total 5700 · SUNDAY WORSHIP</b>	<b>8,800.00</b>	<b>9,450.00</b>	<b>650.00</b>
<b><u>PAYROLL</u></b>			
<b>5900 · MINISTER'S PACKAGE</b>			
Salary (Includes LTD)	57,130.00	48,953.00	(8,177.00)
Housing Allowance	30,188.00	37,500.00	7,312.00
Professional Expense	8,200.00	8,200.00	0.00
Health insurance	5,000.00	5,000.00	0.00

Retirement Benefit	4,366.00	4,322.00	(44.00)
Last Year's Health Insur Payout	0.00	2,800.00	2,800.00
<b>Total 5900 · MINISTER'S PACKAGE</b>	<u>104,884.00</u>	<u>106,775.00</u>	<u>1,891.00</u>
<b>6100 · EMPLOYEE BENEFITS (other staff)</b>			
6110 · Professional expenses			
Director LFD	3,500.00	3,500.00	0.00
Music Director	700.00	700.00	0.00
<b>Total 6110 · Professional expenses</b>	<u>4,200.00</u>	<u>4,200.00</u>	<u>0.00</u>
6140 · Retirement Benefit			
Director LFD	1,013.00	1,922.00	909.00
Music Director	1,472.00	1,499.00	27.00
Office Administrator	1,183.00	731.00	(452.00)
<b>Total 6140 · Retirement Benefit</b>	<u>3,668.00</u>	<u>4,152.00</u>	<u>484.00</u>
<b>Total 6100 · EMPLOYEE BENEFITS</b>	<u>7,868.00</u>	<u>8,352.00</u>	<u>484.00</u>
<b>6500 · PAYROLL QUICKBOOKS</b>			
6510 · Office Administrator	23,660.00	29,250.00	5,590.00
6530 · Director Lifespan Faith Dev	30,969.00	34,685.00	3,716.00
6532 · Bonus_DLFD	3,750.00	3,750.00	0.00
6540 · Music Director	26,447.00	26,976.00	529.00
6541 · Bonus_Music Director	3,000.00	3,000.00	0.00
6560 · LFD Administrator	5,915.00	5,915.00	0.00
6572 · Bonus_Staff	0.00	0.00	0.00
6500 · Employer Payroll Taxes	7,322.00	7,924.00	602.00
<b>Total 6500 · PAYROLL QUICKBOOKS</b>	<u>101,063.00</u>	<u>111,500.00</u>	<u>10,437.00</u>
<b><u>TOTAL PAYROLL</u></b>	<u>213,815.00</u>	<u>226,627.00</u>	<u>12,812.00</u>
<b><u>TOTAL OPERATING EXPENSE</u></b>	<u>302,941.00</u>	<u>321,308.00</u>	<u>18,367.00</u>
<b><u>SURPLUS / DEFICIT</u></b>	<u>(1,091.00)</u>	<u>(9,208.00)</u>	<u>(8,117.00)</u>

## Acknowledgements

The finance team currently consists of Treasurer Carl Reed, Assistant Treasurers Martha Boswell and Anne Marie Patterson, and Income Coordinator Heather Mason.

Respectfully submitted,

*Gary Mason, VP Finance*

## Director, Lifespan Faith Development, Jessie McKeon

Overall, 2021 was a successful year for Lifespan Faith Development. We met many new young friends and were able to begin meeting in person again since the start of the Covid-19 pandemic. We explored Unitarian Universalist history, UUCR history, and notable figures in Unitarian Universalism. The favorites were, of course, the crafty ones and the gamified learning (trade game, anyone?). When children could attend it was very exciting. Fall movie nights were well-planned and attended, and our events this year – Summer Kick-Off Party, Christmas Eve Mask-making, Youth Group Escape Room development and execution – were all big hits.

This year was not without its challenges, however. I spent countless hours assisting congregants and committees with technology issues, which have been subsequently managed by those groups with flying colors (looking at you, Teresa, Gordon, Dotsy, Lorraine, and so many others)! Our RE volunteer count remains low; however, in-person attendance has also remained low and manageable. The biggest challenge this year was, of course, the need to shut down Sunday morning RE in January due to the rising count of Covid-19 cases in the Roanoke region. While I am ecstatic that we were able to keep the doors of the church open for that period, it was bittersweet to be returning to in-service materials instead of going outside to play.

Camp Stuffly Plushy was probably one of the shining achievements of this year. Born out of the that bittersweet feeling and genuinely missing interaction with our young friends, I took a common idea of the stuffed animal sleepover and, of course, put a decidedly UUCR spin on it! This weekend camp for stuffed animals was wildly successful and helped congregants of all ages bond through their wee friends. This event will be happening annually, I'm pretty sure.

Returning to RE in March was an incredible experience for LFD staff and the children of UUCR. Continuing the "Who's Who of UU" series our children learned songs, created worthwhile handiwork, and impressed us with their gameplay strategies! I cannot wait to continue to rebuild the LFD program for this new world that has come out of the pandemic.

Beginning in the Fall, LFD staff took on the much-needed rewrite, clarification, and realignment of the LFD Policies and Procedures. We eliminated repetitive and confusing language, pared down obsolete practices, and reframed gendered and classist language. Additionally, we added an Online Volunteer Orientation to be sent to RE volunteers after their reference and background checks. It's an exciting milestone for the functionality of the youth Religious Education Program!

Speaking of streamlining and helping, I'm definitely going to brag about the middle and high schoolers for a moment. They created thirteen blankets for Project Linus, completely filling the donation bin at JoAnn Fabrics. In addition, they have earned almost 200 service hours since July 1, 2021. Once they hit 250, we will be taking them on a day trip to a theme park to celebrate their hard work. Currently they are working on clearing out 40 years of curriculum binders, paper products, and other historical offerings from the Office of Lifespan Faith Development. We will contribute items of note to the UUCR archives, scan and store useful curricula, and eliminate the curricula that are from a point of view that Unitarian Universalists no longer consider appropriate. They have cleared all LFD materials from the stage, returning them to their rightful places, and have really done great things behind the scenes of UUCR.

Adult Religious Education is thriving in Living the Questions, End of Life conversations, and the small group created in partnership with Rhonda Neese and Yvette LeFlore. We hope to offer more Adult classes, led by congregants, in the fall. A call for topics will go out in May and, based on what is received, we will schedule and publicize these offerings. These may look like a book study, a one-time event, or even a hike or yoga event!

Writing this in a period of rebirth for the earth, with green buds on the trees and birdsong in the air outside my office window, I can't help but feel the same about Lifespan Faith Development and the church as a whole. May we always reflect the resilience of the birds and the plants we so adore.

Reminder: all events below reflect the LFD activities from report-to-report; Church staff are required to report in the spring each year so April, May, and June of the previous year will be included in the annual report.

## Publications – Internal

- Story Bracelets Curriculum (June 2021)
- Online Volunteer Orientation (November 2021)
- UUCR LFD Policies and Procedures – revision (December 2021)

## Supplements Created

- Fur Trade Game & Saponi Sewing for UUCR History
- 5 Smooth Stones for James Luther Adams in UU History
- Story Bracelets Curriculum and supplemental videos
- The Principles Game

## General Activities Information

- Summer Daybreak Worship Service
- Summer Movie Night Series
- Reopened RE on September 19, closed January and February, reopened again on March 20.
- Published a weekly e-newsletter on Wednesdays that contained prior Sunday information and upcoming dates. This was sent directly to enrolled parent emails and
- We complete CY21 with 33 enrolled in the youth LFD program and roughly 25 active adult participants

## Ongoing Programs

- Living the Questions
  - continues on Sunday mornings via Zoom and in person
- Sunday morning religious education
  - focused on UU and UUCR history including local history pre-founding of UUCR
- Middle and High School Youth Groups
  - participated in the Epic Quest volunteer work

## Special Events

- May Wildflower Garden Planting for Pre-K to 5th grades
- June Summer Kickoff
- July Full Moon Gathering Popup
- August Blessing of the Backpacks Service
- October Halloween Party
- December Christmas Mask Making Party
- Christmas Eve readings by 5 youth
- February Camp Stuffy Plushy
- March Children’s Service (A Home for Tandy)
- April Easter Can Hunt

## Upcoming Events

- May Epic Quest campaign night
- June Summer Event

## Goals for Church Year 2022 (2022-2023 school year)

- OWL for 7th-9th grades
- Summer book studies for Sunday morning RE
- Continue exploration of UUCR History in the context of “Around the Church, Around the Year”
- Collect oral history of UUCR members (Middle and High schoolers)
- Restart Adult RE in fall
- Attend SUUSI and General Assembly

Respectfully submitted,

*Jessie McKeon*

## Personnel, Katherine Hoffman

The 2021-22 Personnel Committee consisted of Katherine Hoffman (Board member and chair) and Rev. Walter Leflore (ex officio), Nancy Brattain, and Candace Bell.

We accomplished the following:

- Got the revised Personnel Policy Manual passed by the Board.
- Aided Rev. Leflore in the transition to a new Office Administrator (OA). We facilitated the hire of a temporary OA to fill in the period between Judy Granger's departure and the new hire, recruited and helped interview candidates via Indeed.com, and oversaw the paperwork needed to bring our new Office Administrator, Samantha Wills, online as of January 10.

In the coming year, we stand ready to support the Minister and the rest of the staff with any personnel policy related needs that may arise.

The new Chair of the Personnel Committee will be Board member Jill Thompson.

Respectfully submitted,

*Katherine Hoffman*

## Music Director, Kerry Morgiewicz

This year provided challenges as we figured out how to navigate transitioning from online to in-person meeting, while keeping parameters in place to maintain a safe space. As we began our in-person services the hardest part was to figure out how to engage the congregation in the music while not having them actively singing. As the year progressed, I have had a mix of premade videos, solo singing, some small group singing, and instrumentalists participate in leading music. This culminated in a return to having the choir sing for the Christmas Eve service, a short-lived moment as the omicron variant came our way. As 2022 began, I had to pare the music program down to bare bones once more.

## Sunday Mornings

- Continued to find ways to make interesting videos to present while the church was still virtual
- Worked with DLFD to develop Sunday morning family worship over the summer so families could have an alternative for the regular church services in the summer.

- Worked with DLFD to set up a streamed version of our services. Helped train a team of youth on setup, streaming, and cleanup. Created a list of directions to aid anyone in setting up the streaming.
- Developed a template for the new order of service and bulletin which we began using in March.
- Continued to meet with Betsy and sound experts on how to create a better worship experience on Sunday mornings.
- Maintain counts of attendees on YouTube, maintenance of the page.
- Had the choir sing carols out in the garden before several services in December.
- The choir will also be singing carols outside before the service in April and May.
- Working for special music on Easter and Mother's Day

## Choir

- We were able to have a choir picnic in September at the home of Dotsy Clifton. This included some swimming, some snacking, and some singing.
- The choir began meeting to rehearse in person in October of 2021.
- By December I was able to have some small groups singing, and then by Christmas Eve, the choir, some soloists, and some instrumentalists were able to perform.
- We suspended choir practice in January while talks were in place to reclose the church. Resumed in February, and looking forward to singing on Easter Sunday.

## Ongoing Challenges

- Finding interesting ways to share music while staying within the parameters of safe practices during Covid.
- Keeping the choir engaged and ready to sing, while not having a concrete date planned for them to sing.
- Because the choir is not currently singing regularly, the choir risers are not in a place that is conducive for Sunday morning choir participation. I would like to see them moved near the kitchen so that those in the large and small sanctuaries can see the choir (when we sing again).

## Goals

- To finish organizing the music office, cull and sort all music. To find a place downstairs for the choir folders and currently used music.
- To have the choir sing in church or outside at church, to have them sing at the picnic, to have another social event for them.
- To continue to involve the youth in the music of the church even more.
- To be able to have more guest musicians as in the days of yore.

Respectfully submitted,

*Kerry Morgiewicz*

## Office Administrator/ Facility Coordinator, Samantha Wills

I am a new employee in the church and as such, I have not seen an entire year's worth of duties. Each season brings new projects and services needed from my office. I began my position in November of 2021 and as of the writing of this report, it is now April of 2022. In this time, I have done the following:

- Completed self-study training to become proficient in the following computer programs associated with my position: MailChimp, Power Church, Zoom, Canva, and refreshed my knowledge of Microsoft Office, Google Docs, Drop Box, Outlook, and other small programs.
- Redesigned and improved the weekly E-Newsletter by updating templates, digitally designing new Logos for UUCR Teams/Committees, new content headers weekly, rearranging layout of content, and providing timely updates on events. This requires regular contact with all staff, committee leaders, team members, and various contact persons.
- Improved, created, and redesigned integral forms such as: Credit Card Report, Christmas Needs Request Form, Employee Review Form, Office Valuables Pick-Up Form, Sunday Count Form, Visitor Form, Leasing Agreement Form, Newsletter Subscription E-Form, Ushering Duties, and Sunday Announcements.
- Streamlined the Christmas giving process with printed materials: Coordinated with staff to gather input, digitally designed and produced the Christmas Eve Order of Service.
- Assisted in creating and producing a printed Order of Service; weekly coordination and updating to produce by deadline
- Created and produced Memorial Orders of Service (MOOS) regarding deadlines, timeliness, and respect for the bereaved. Scheduled and conducted meetings with the deceased's family members, condensed information and relayed needs to staff, digitally created the MOOS regarding family's wishes, ordered appropriate cardstock and materials to produce MOOS and support service needs.
- Streamlined the Memorial Services process with staff. Worked together to clarify needs and delegate responsibilities with a shared goal to reduce confusion for grieving families and maintain professionalism of the church.
- Reorganized and cleaned Admin Office closet to make finding supplies easier for others while using my office.
- Systematized supply needs, ordered supplies, and kept physical accounting of cost.
- Redesigned, printed, and alphabetized the name badges for every attending individual with a name badge.
- Answered phone calls, updated the church voicemail for various occasions, recorded missed calls and voicemails, and ensured a timely reply to individuals needing assistance.
- Facilitated orders of Betsy Biesenbach's book *Say My Name: The Story of Amanda Jeffers Roanoke, 1864*, responding to phone calls and emails, processing payments online, maintaining a ledger of cash payments and online orders, packaging, and shipping out upwards of 25 books.
- Maintained Sunday Visitor Log by compiling information of each visitor and forwarding to appropriate staff, creating name tags, and coordinating with the Connections Team to ensure each visitor feels valued and interactions run seamlessly.
- Regularly cared for potted plants in main lobby, cleaning used pens to replace in the clean cup, reorganized literature displayed on tables, and implemented better organizational system for church literature visibility.
- Completed walk-throughs of the church to arrange for routine maintenance and repairs and improve the general cleanliness and functionality of the church building. Compiled tasks, arranged by priority, and forwarded to Gary Mason. Also provided direction to church Sexton on regular basis regarding cleanliness.
- Assisted Reverend Walter, UUCR Staff, Committees, Teams, The Board, and the congregation in various requests and projects daily.

- Collaborated with Generosity Campaign Leaders, Matt Livingston and Walker Hartman, to produce printed materials for distribution to congregation and potential donors.
- Facilitated distribution of End-of-Year Contribution Statements to over 200 recipients.
- Reviewed current service plan for church internet services and coordinated with staff to upgrade internet services; observed improvement in Sunday streaming services, data download speeds, and uploading potential.
- Attended, participated, and took detailed notes in monthly staff meetings.
- Served as Facilities Coordinator for individuals seeking to rent/use church property; this required meeting with individuals regularly, preparing and executing rental agreements, calculating costs, handling keys, collecting fees, and frequently updating church calendar.
- Collaborated with Jeanne Larsen and Heather Mason to produce Annual Meeting literature by compiling up-to-date list of Committees and their respective contact persons, reviewing previous years' literature, and producing and distributing final packet in multiple formats for optimal accessibility.
- Served as point of contact for individuals seeking emergency financial assistance, while maintaining confidentiality and discretion, and arranged contact with Reverend Walter.

Respectfully submitted,

*Samantha Wills*

---

## COMMITTEE, MISSION GROUP, & TEAM 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.

During the General Assembly legislative session, weekly reminders and updates were provided to congregants and friends of the church through the weekly church e-newsletter. This included important bills regarding environmental issues and social justice under consideration in the literature with corresponding bill number and contact information.

Respectfully submitted,

*Judy Nelson*

### Auction Committee

Our second virtual auction was held in October 2021. We had a wonderful and generous amount of donations. Many social events were part of the donations, which have always been our most fun (and most profitable) items. We raised over \$12,000.

As it stands now, we plan to continue having the auction be a virtual event. It works very smoothly, and it is a much easier undertaking. Our 2022 Auction will again take place in October. The committee will begin meeting in June. It's never too early to think about what you might donate. Information will be forthcoming.

Respectfully submitted,

*Sheri Bernath*

## Building Committee

[inactive]

## 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 two members – Dan Entingh and Charlie Boswell. Due to the continued pandemic our activities have been limited this year. We have provided phone calls and many mailed greetings. We also provided a meal for each of the families that lost a family member and provided a series of meals for three members and friends and their families following surgery.

There are many ways that members and friends can share their joy or concern. They can email Sally Garber ([jcssgarber@comcast.net](mailto:jcssgarber@comcast.net)) or Samantha Wills ([admin@uuroanoke.org](mailto:admin@uuroanoke.org)) at the church office, write in the Lifelines Book or write a note in the chat feature on YouTube.

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.

Due to the corona virus, we have continued to meet at 12:30 pm the first Monday of each month by Zoom.

We are blessed with the contributions of these dedicated committee members: Sheri Bernath, Betty Bright, Jane Harrison, Lucy Lee, Mary Redus, Terry Smith, Robert Wallenborn, Linda Wallis, Linda Wood, and Pam Yates. We are also grateful for the support of Rev. Walter and Samantha Wills, Office Administrator.

Respectfully submitted,

*Sally Garber*

## COVID Safety Task Force

The UUCR Covid Safety Task Force constituted itself in April 2021 to consider the reopening of the church, and formulated policy for Covid safety throughout the 2021-22 fiscal year. The committee consisted of Katherine Hoffman (Board), Chair, Rev Walter LeFlore, Tim Adriano, Allison Schilling, Bert Spetzler, and Chris Yates.

Based on the committee's recommendations, the church opened for in-person services in June 2021 under the following conditions:

- Masks required inside the building at all times
- Congregants to leave the building promptly after the service
- No coffee hour
- Seats spaced at least three feet apart
- Hand-cleansing stations outside all restrooms with instructions to clean hands before and after using

- Masks required for all meetings of 10 or more people, or when any individual requested that the group wear masks.

During the year, the committee purchased air purifiers to run in the large and small sanctuaries and the Olin Room. The committee met as needed to reformulate policies according to local developments on the pandemic scene, and we will continue its work until the pandemic fully subsides.

Respectfully submitted,

*Katherine Hoffman*

## Connections Team

Connections Team members include Betsy Biesenbach, Nancy Brattain, Hildy Getz, Suzi Newton, Judy Robertson, Lydia Woerner, and Chris Yates. We meet on the second Tuesday of each month. Our priority is to welcome visitors and newcomers, and to help them get connected at UUCR. When a newcomer is ready to make the decision to join the church, we guide them through that process. In previous years (prior to the pandemic), we have hosted meet-ups and Introduction to UU classes. In October 2021, we hosted an outdoor meet-up for newcomers, providing a catered lunch. About 14 newcomers attended. We plan to offer an Intro to UU class as soon as the Covid Safety Task Force permits in-person gatherings of this type. The class is taught by our Minister and DLFD, but the Connections Team extends invitations to newcomers and facilitates the class.

The Connections Team provides Greeters to welcome people in the foyer each Sunday. We strive to recognize all visitors and newcomers, and to make them feel welcome. We offer them a name tag and encourage them to fill out a visitor form. The visitor form allows them to share their contact information, and to request information about the church. Our Administrator enters their information into a spreadsheet which we can use to invite them to upcoming events. It is the responsibility of the lead Greeter to send a hand-written note to visitors during the week of their first visit. (We have heard many newcomers say how much they appreciate the personal contact.) The Connections Team member who is writing the welcome note includes his or her contact information, and they offer to answer any questions that the visitor may have.

Since re-opening the church in June 2021, we have logged close to 100 visitors on our spreadsheet. These people are at least interested enough to fill out the visitor form and give us their contact information. Most of them use the visitor form to request the newsletter via email; our Administrator adds their names to the mailing list. Many of these visitors have continued to attend services. We work with the Administrator to provide “permanent” name tags for newcomers who request them.

The Connections Team has updated the extensive list of committees, groups and ministries at UUCR, with a contact person for each. This list is helpful for newcomers and current members, to identify areas of interest and opportunities for involvement at the church. When we are able to gather again in the Fellowship Hall for “coffee hour,” we plan to have a kiosk to promote volunteering and other church activities. We are working on updating the Pathway to Membership brochure, which is a useful tool for understanding what it means to be a member of UUCR. When someone decides to join, and to sign the Membership book, we take their photo and request a short bio of the new Member, which we use to introduce them to the congregation.

Respectfully submitted,

*Chris Yates*

## Endowment Committee

The Endowment Committee is responsible for three Trustee investment funds: The Endowment Fund and the two Seven Principles funds.

We invest the Endowment Fund, a true endowment, in conformity with the bylaws of the church and the 2008 Virginia Uniform Prudent Management of Institutional Funds Act. Although the inflation-adjusted Endowment Fund principal must be preserved in perpetuity, the Endowment Trustees may make a distribution to the UUCR Board from the Endowment Fund each year following the guidelines of the Trustee Investment Funds Policy Statement and as Endowment Fund investment performance allows.

The Seven Principles Funds (the Goodykoontz Fund and the Mission and Ministry Fund) are quasi-endowment funds. Both principal and earnings of these funds are available to support approved disbursements that are consistent with the guidelines for each of these funds.

In Fall 2020, the Endowment Committee's responsibilities expanded to encompass not only the investment of the M&M Fund but the solicitation, review, and approval of grant requests from the M&M Fund as well. As part of these new responsibilities, the Endowment Committee has updated the M&M Fund brochure and grant application form. These forms will be available on the UUCR website, to encourage UUCR members to apply for M&M Fund grants during our regular spring and fall grant cycles.

### Endowment Fund

During 2020, the Endowment Fund balance rose from \$353,000 to \$416,000, an increase of \$63,000. During the 2021 calendar year, the Endowment Fund balance rose from \$416,000 to \$446,000, an increase of \$30,000. Factors contributing to this growth were a continued strong stock market and several significant donations in 2021 totaling approximately \$6000. This increase also allowed a \$10,000 distribution to the general operating budget for the current 2021-22 fiscal year.

### Seven Principles Funds

#### Goodykoontz Fund

During 2021, the Goodykoontz Fund balance increased from approximately \$21,000 to \$37,000 thanks to donations and a generous bequest from David Riley's estate. Expenditures from this Fund are restricted to capital improvements. In the first quarter of 2022 the UUCR Board and the Endowment Committee approved disbursements for the purchase of air purifiers, a handicap-friendly ramp, and new audio-visual equipment. Despite the recent donations to this Fund, distributions from this fund have outstripped new donations, and this fund may be exhausted in the near future.

#### The Mission and Ministry Fund (M&M Fund)

The Mission and Ministry Fund (M&M Fund) exists to minister to our church community and the broader world beyond our walls. The M&M Fund balance increased from \$108,000 to \$120,000 during 2021, due entirely to the remarkably strong performance of the stock market. In 2021, \$400 was granted to a Girl Scout group to build a little free library.

Reading Seeds received a \$3,500 was granted to the Mission and Ministry Fund in 2021, and another application from this group has been submitted for the Spring 2022 grant cycle.

## Endowment Committee Accomplishments

The Endowment Committee fulfilled all its goals for 2021:

- Thanks to the ongoing efforts of many individuals, the revamped UUCR website now features an Endowment Committee entry within the “Donations and Giving” page containing information on the Endowment Fund and the Seven Principles Funds, along with donation and grant application forms.
- In keeping with our Seven Principles, all Trustee funds are invested in low-cost Environmental, Social and Governmental (ESG) instruments, the performance of which is tracked and recorded throughout the year.
- Endowment Committee members met with the UUCR Board in September 2021 to review and explain our plans and procedures to new Board members, and Lowell met with the Executive Committee in November to address additional questions.
- 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.
- The Endowment Committee reviewed Board requests for capital expenditures from the Goodykoontz Fund.
- The Endowment Committee evaluated requests for grants from the M&M Fund on a semi-annual basis.

## Future Directions

We will meet regularly to work on the following:

- Continue refining the Endowment Committee page on the UUCR website to provide information to interested parties and to facilitate donations to the Endowment and Seven Principles Funds.
- Continue to encourage donations to all three Trustee investment funds. The Committee has been invited to make a presentation to members of the congregation at the annual meeting scheduled for June 5, 2022.
- Provide continued fiduciary oversight of all three Trustee investment funds.
- Conduct all other regular Endowment Committee functions.
- We will be prepared to make a presentation to educate new Board members, and review for veteran Board members, the functions of the Endowment Committee and current holdings in the three Funds at the start of each fiscal year.

## Endowment Committee Member Succession

Cynthia’s term on the Endowment Committee will come to a close at the end of the fiscal year. We understand that Tim Andriano has been nominated to fill this vacancy. Cynthia has offered to stay on as a non-voting member to provide her expertise as a Certified Financial Planner® in helping manage the portfolios of the three Funds.

Respectfully submitted,

*Lowell Inhorn, Chair, Sally Garber, Anne Perrin, Cynthia Petzold, & Henry Woodward*

## Family Promise

Family Promise of Greater Roanoke is a non-profit program that provides temporary housing for homeless families in need. It is unique in that it keeps families together, and it is open during the day. Families use the training facilities in Salem during the day while they look for work, transportation, permanent housing, daycare, 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. Since the start of the pandemic, families have been housed in separate apartments; churches provide meals in the evening and for breakfast and lunch each day. Families are screened for a history of drug abuse, mental illness, or domestic violence before entering the program. Typically, there are no more than four families in residence.

Coordinators: Hildy Getz, Ninon Hentz

Respectfully submitted,

*Ninon Hentz*

## Facilities Committee

A committee has been established to help identify maintenance needs of the church. The goal of the group, now consisting of five members, is to create a prioritized list of needed repairs and associated costs. Funding for those repairs would be from maintenance reserve funds, the Goodykoontz funds and future budgets. Actions on all items are to be prioritized according to need and costs. Celeste Lee is serving as committee chair.

To date, the most pressing task requires coordination with Verizon and T-Mobile to better understand the extent of cellular upgrades they are now proposing. Verizon has asked that the lease agreement be revised with a reduced rental rate. T-Mobile would like to upgrade their equipment to serve 5G but has not provided specifics to review as of this date. Several members of the congregation, including Board president, VP of Finance, and Facilities Committee chair met with attorneys from Gentry Locke in late March to discuss our response to proposed lease revisions. It was recommended that no action be taken at this time.

Modifications to the front entry are now in the works. As of early April, construction was scheduled to modify the landing at the front entry doors. The concrete work is needed to accept a handicap ramp to access the Memorial Garden area.

Meanwhile, plans were made for work parties to be organized to perform some work that can be accomplished in-house. They include:

- Identifying and replacing non-working electrical lights, receptacles, and switches
- Repairs to paint and plaster walls and ceilings
- installation of a concrete paver walkway to connect the new handicap accessible ramp to the existing walkway on Laburnum Ave.

A proposal has been received for a key-card access system (focusing on the rear entry door and administrative office doors initially). The system proposed includes Access Control software of the

selected doors which records information including time, date and name of user assigned to each key-card. The Master Station, which would be mounted in the administrative office, includes an LED view screen. Additional doors can be added to the system as desired. No action has been taken on the proposal at this time.

There is an ongoing need for small repairs on the building, and the committee plans to create a process for flagging needed repairs. There will soon be a notebook in the administrator's office that includes forms for members to document/request needed repairs. Those such as small plumbing repairs will be completed by members of the Facilities Committee, as has been done in the past. Those items beyond their available time or expertise will be farmed out to a local handyman whom we hope to have under contract soon.

Respectfully submitted,

*Celeste Lee*

## Generosity Campaign

The Generosity Campaign (GenCam) kicked off on the first day of Spring, March 21. Fitting, as our theme is "Emergence", a natural follow-up to last year's "Planting Seeds" campaign. Our budget is \$250,000. Given last year's record breaking \$222,000 total, we know it will be a challenge, but purposely decided on an aspirational goal to match our budget aspirations. Highlights of the campaign include to following:

- In February, Matt Livingston and Walker Hartman conducted 6 workshops (4 in-person and 2 on-line) on pledging and stewardship. The goal was to educate the congregation on pledging history and introduce the concept of "fair share."
- We have promoted the UUA Fair Share Contribution Guide as a tool to provide inspiration on how much to pledge. We have appropriated it to meet to our needs by saying "Strive for 3 to 5" (% of your household income) as a pledge target.  
([https://www.uua.org/files/pdf/f/fair\\_share\\_contribution\\_guide.pdf](https://www.uua.org/files/pdf/f/fair_share_contribution_guide.pdf))
- A trifold brochure was created and left in the lobby for the taking.
- Thanks to Heather Mason, the pledge packet, the information from the pledge workshops, and pledge cards are all online (<https://uuroanoke.org/donations-giving/>). Some congregants have requested hard-copy pledge cards. Samantha Wills, Office Administrator, made copies and left them in the lobby with the tri-fold.
- Walker Hartman has conducted a series of video interviews with Rev. Walter and staff members. We are showing a short clip at the beginning of each service during the campaign. We are ending the service with a personal testimonial on "Why I pledge."
- Nancy Brattain and Chris Yates are leading an activity of preparing potted marigold seeds for people to take home (or leave at UUCR) after they have pledged. They have also created a giant marigold on which they will place petals with names of people who have pledged.
- After church we have had "pop-up" coffee events in the meditation garden with much appreciation from people who have stayed to participate. Coffee was provided by the GenCam committee.

Respectfully submitted,

*Walker Hartman, Chair & Board Member*

## Green Team

### Climate & Clean Energy Rallies

The Green Team held seven rallies on our street corner in the past 12 months. The purpose has been to remind our fellow citizens about the seriousness of the climate crisis. The average number of participants is 7.

### Outreach and Education

The Green Team has maintained contact with the Virginia Conservation Network and other local environmental organizations and has disseminated environmental information to UUCR members. UUCR (through the Green Team) has hosted several monthly of Sustainable Roanoke's recycling events.

### Green Team Leadership

Bob Egbert is retiring as the leader and organizer of the Green Team. Carol Rowan has stepped in as the organizer for the Climate & Clean Energy Rallies. Bob Egbert will remain the church's representative to the Virginia Conservation Network and the liaison with Sustainable Roanoke for their recycling events. The involvement of the Green Team in other activities will be dependent upon new volunteer recruitment and leadership.

Respectfully submitted,

*Bob Egbert*

## Grounds Committee

The church grounds (the non-grassy areas) are maintained by many volunteers. Here is a list of our accomplishments during the past year:

- Bill Hackworth is spearheading a major cleanup project in the church lot across the street. As of April 1st, Bill and other volunteers, including Minister Emeritus Kirk Ballin, Mike Adams, Karl Oehring, Jim Overholser, Bob Egbert, and Ann Hackworth had put in 78 hours of labor (55 by Bill) as of late March.
  - Goals: improve the health of the trees (heavy vines have killed some trees and created dead branches on others), reclaim the lot from being a dumping ground, remove trash and tree debris, and create an attractive plot of land since the lot is in such a highly visible location.
- Dave Brattain replaced the wooden threshold at the entrance to the playground.
- Bill Hackworth removed some unhealthy shrubs in front of the church and installed new ones. Bill and Ann Hackworth also did regular maintenance in the Memorial Garden.
- Mary Harshfield installed a serviceberry shrub in a corner of the Memorial Garden.
- Ann Hackworth regularly picked up trash on our church lot during her litter patrol walks in the neighborhood.
- Maya Bohler, Ann Hackworth, and Mary Harshfield kept our newest plantings watered during the hot summer. Carol Hingular and Mary gave them extra attention other days.
- As an RE project, a beautiful wildflower garden was installed. Chris Yates prepped the bed and Bob Egbert directed the kids as they planted and watered the seeds.
- Eight volunteers came for the Fall workday at the end of September and ten volunteers participated in the Spring cleanup and mulching in late March. Thanks to all the participants:

Ann and Bill Hackworth, Walker Hartman, Carol Hingular, Nancy and Dave Brattain, Chris Yates, Maya Bohler, Joanne Spetzler, Jimbo Harshfield, Lorraine Fleck, Mary Redus, Judy Nelson, and Cindy Lollar.

- Carol Hingular has been wonderful about giving advice on plant care and new plantings.

## Goals

- Get a small group together who can do more regular work in the Memorial Garden. We would also like to add some new plants there.
- Attract more volunteers to help with sprucing up the lot across the street.

Respectfully submitted,

*Mary Harshfield*

## Kitchen Committee

Mary Harshfield and Pam Yates are long-time members of this committee. Thanks to a humorous recruiting video made by Kerry Morgiewicz, two new members joined: Jane Harrison and Laura Haywood-Leigh. Laura has since left the committee, but we are thankful for Jane's contributions. We are looking for at least one more member.

The Kitchen Committee checks on the kitchen weekly, cleans up where needed, and generally keeps it tidy for groups who may be renting the space and for church members and friends.

Respectfully submitted,

*Mary Harshfield*

## Nominating Committee

Committee members: Nancy Brattain, Cy Dillion, James Rosar, Allison Shilling, Georgianne Vecellio

The role of the UUCR Nominating Committee (Nom Com) is to identify members of the congregation who have the skills, passion, and desire to become involved with governing of the church. This year the Nom Com started zoom meetings in October. We had eight positions to fill nominations for: Board VP Finance, Board Clerk, two Board members-at-large, Endowment Committee member, and three nominating committee members. We agreed on attributes needed to fill the position. All of us made suggestions and recommendations of potential candidates. We narrowed it down to a short list and began asking individuals if they would like to serve.

By February 2022, we had nominations for all positions. They are on the ballot for congregational vote.

Respectfully submitted,

*Nancy Brattain*

## Racial Justice Team

The Racial Justice Team focused on two primary initiatives in 2020-21: continuing the Pledge to End Racism initiative and laying the groundwork for UUCR's consideration of the proposed 8th UU Principle.

## The Pledge to End Racism

The Pledge to End Racism team from UUCR and Williams Memorial Baptist Church held its first virtual Living the Pledge Workshop on six Saturday mornings in May and June, and its second on six Monday evenings in October and November 2021. A total of 33 people registered for the two workshops. The Pledge Steering Committee elected not to offer a workshop in Spring 2022, choosing instead to focus on developing relationships with additional local congregations to expand the initiative beyond UUCR and WMBC. To date a total of 46 Individuals, including congregants from UUCR and Williams Memorial and two guests, have participated in Living the Pledge Workshops. Graduates have undertaken a variety of activities to fulfill the commitments they made in the workshops to personally live The Pledge to End Racism, including becoming involved in anti-racism, anti-oppression organizations and projects in the community.

## The 8th Principle

Building upon last year's discussions with UUA consultant Julica Hermann de la Fuentes and a fall meeting with Reverend Walter and UUCR Board Chair Erika Joyner, in which we sought input on how to best proceed with UUCR's anti-racism efforts and engage others in taking responsibility for this work, we decided to pursue a congregational discussion of the proposed 8th UU Principle as our next initiative. After securing the approval of the UUCR Board to create an 8th Principle Task Force, we began the process of recruiting task force leaders and members through individual contacts and an information meeting publicized to all congregants. The task force's will be charged with devising and implementing a plan for the congregation to learn about, discuss, and, ultimately, vote on whether to approve the 8th UU Principle for our congregation. Though there may be some overlap and RJT will provide support as needed, the task force will function independently, determining its own process and schedule. The proposed new principle, which has been or is being considered in UU congregations across the country, commits us to accountably working toward building an anti-racist, anti-oppressive, multicultural Beloved Community.

## Additional Activities

- We collaborated with the Green Team to create an environmental justice service on October 31, 2021. With this service, UUCR participated in both the UU Office at the U.N.'s annual "U.N. Sunday" program, honoring the office's human rights work, and the "Climate in the Pulpits" program of Virginia Interfaith Power and Light (VAIPL), a statewide ecumenical environmental justice organization. U.N. Day's theme was "All In For Climate Justice," and our guest speaker was Dr. Laura Hartman, Associate Professor of Environmental Studies at Roanoke College, VAIPL Board member, and co-director, with Rev. Dr. David Jones of Williams Memorial Baptist Church, of the Roanoke Area Interfaith Stewards of the Earth. Both the speaker and the services were very well received.
- We served as a community partner in the Roanoke City Equal Justice Institute (EJI) Coalition, a group facilitating Roanoke City's petition to join EJI's Community Remembrance Project. Together with Rev. Dr. Jones of WMBC, we submitted a summary of the activities of the Pledge to End Racism initiative in Roanoke, which was included in the Coalition's petition. EJI is a national equal justice organization founded by civil rights attorney Bryan Stevenson. Its National Museum for Peace and Justice in Montgomery, AL, acknowledges the victims of racial terror lynchings. Its Community Remembrance Project collaborates with local communities to memorialize documented victims of racial violence and foster meaningful dialogue about race and justice. UUCR member Bill Bestpitch is a leader in the work of the Coalition.

- We updated our web page for the new UUCR website once it became functional. We will be updating and reposting resource materials (suggested readings, local and UU anti-racism groups, local minority-owned businesses, etc.) once technical obstacles with the website have been overcome.
- We submitted weekly e-newsletter notices making congregants aware of racial justice-related opportunities for education and action in the local community and the UUA. Upcoming changes to the newsletter schedule will create challenges to this activity, as these opportunities are not always publicized well in advance.

Respectfully submitted,

*Dotsy Clifton, Lorraine Fleck, Dana Martin, Teresa Poole, & Joan Wages*

## RAM House

[on hiatus due to the pandemic]

## Reading Seeds

Reading Seeds is UUCR's homegrown children's literacy program. Since fall 2021, we've been very fortunate in our fund-raising. In late 2021, we received we received a \$3,500 grant from the Trowell Charitable Gift Fund and a \$2,500 grant from the Dorothy Koch Family Foundation. Both of these Roanoke-based family funds have been steadfast supporters of Reading Seeds almost from the beginning. In October, we were notified that our M&M grant request was approved for the entire amount of \$3,500. In late 2021, we received \$6,500 from the Live Oak (Cedar Park, Texas) Unitarian Universalist Church Endowment Fund. A good bit of that grant must be spent down by the end of April. As you will see below, we will have no trouble spending our grant money in our quest to promote childhood literacy in our Raleigh Court neighborhood and the greater Roanoke city area.

In August 2021, we promised to donate books for a year for a Little Free Library that has been installed in an underserved neighborhood in Roanoke as part of a Girl Scout Silver Award project (the Scout and her family are active UUCR members). Reading Seeds is about to make our third of 4 quarterly donations to the LFL.

In October 2021, one of our local literacy partners, Star City Reads, awarded us enough books to donate monthly (up from quarterly the previous year) through April 2022 to pre-K through 3rd-grade pupils attending Grandin Court, Wasena, Virginia Heights and Fishburn Park elementary schools. We added the third graders because that is the year that has been described to us as "make or break" for literacy. The Standards of Learning (SOL) assessment is administered in the spring of the third grade. Because we have been receiving, sorting, counting, labeling, packing and then donating 828 books each month, we have been fortunate to welcome several new volunteers. Many of them are new to UUCR.

In January 2022, we met with Terri Pritchard, principal of Grandin Court Elementary School. The school is buying a vending machine that will dispense books to pupils who earn tokens for various good deeds. The vending machine will hold 200 books, and Ms. Pritchard has asked Reading Seeds to provide many of them. As a team, we are discussing how many books to provide and for which grade levels. We will provide the books by the last day of school, June 9.

In February 2022, we expanded our Head Start outreach to include the Hurt Park center (37 children, ages 3-5) and the Brand Hardin Sims center (85 children, ages infant through 4). We are still serving

Raleigh Court Head Start (106 children ages infant through 4). This means we are donating 228 books to our youngest at-risk city children twice a month (when the centers are in session).

In February 2022, we reached out to Eileen Lepro and Melisha [sic] Smith at New Horizons Healthcare, a non-profit community-based family health center with 3 locations in Roanoke. The clinic includes pediatrics, family medicine, dental care and behavioral health services for uninsured and underserved people. Ms. Smith told us that NHH staffers have often bought books for their young patients and have even gone to patients' homes to read bed-time stories. Annually, New Horizons has 1,236 patients in Reading Seeds' target age groups (infant through third grade), which is now too large a group for us to donate enough books for each child as often as we provide to the schools and Head Start programs. However, we have promised NHH a donation of 150 books this spring, and it has been gratefully embraced. Two-thirds of the books come from our latest First Book shipment, which just arrived. The other third are from Star City Reads and our existing inventory.

In March 2022, we met with Karen Pillis, executive director of the West End Center for Youth in Roanoke. This year, the center serves 114 children (kindergarten through high school) who live in Roanoke's most disadvantaged neighborhoods. This spring, the center is holding a 6-week read-a-thon with the goal of having each of the youngest children read several dozen books, aided by the older pupils. The staff has asked us to provide a book to take home for each of the children who meets the goal. The Reading Seeds team is now discussing how we can provide reward books for the 4th- and 5th-grade pupils who also complete the read-a-thon. In addition, Ms. Pillis told us that the Center's library is seriously out of date. The books are old, and moreover, they are mainly without Black or brown characters. We would like to upgrade their library, and we are discussing as a team how this fits into our mission of targeting early literacy. We understand that branching out probably requires us to tweak our mission statement.

In March 2022, we met with Rabbi Kathy Cohen of Temple Emanuel. Last fall, she started a 1-on-1 reading program with adult volunteers ("buddies") and 2nd- and 3rd-graders at Lincoln Terrace Elementary School. This school serves the most at-risk of our young city children. Rabbi Cohen is part of Roanoke's Gun Violence Prevention Council, and she ties literacy -- long-term -- to reducing gun violence. Because our Reading Seeds volunteers haven't been allowed back inside the Head Start centers or the public schools, we thought our dedicated UUCR readers might welcome this opportunity. We provided our congregation with contact information and left our meeting with Rabbi Cohen with a commitment to keep in touch about our respective programs.

Respectfully submitted,

*Ann Hackworth*

## Shared Ministry Committee

The Shared Ministry Committee has functioned differently than in years past due to ongoing COVID-19 restrictions. Terms of service of the committee prior to 2020 have expired, so under the direction of Rev. Walter, several UUCR members (Hildy Getz, Linda Wood, Michael Smith, and Lynn Yates) have continued to provide support for church-wide ministry by facilitating small-group Listening Circles.

Starting in October 2021, new Listening Circles were formed to extend opportunities for meaningful contact between church members and friends. Three of the Listening Circles met via Zoom, and one Listening Circle met in person. The four Circles met monthly to bond and share about topics of

personal spiritual growth. For the coming church year, we will offer two “semesters” of new Listening Circles, which will meet twice monthly for four months each.

The Board and Minister would like to restore the Shared Ministry Committee to its defined role, so plans are underway to recruit six members for appointment in the 2022-23 church year.

Respectfully submitted,

*Lynn Yates*

## Special Collections

Please see [Special Collections Ballot Information](#) for 2022-23 near the end of this packet.

Since UUCR's 2021 annual congregational meeting, four special collections have been taken to benefit local community service or social justice agencies. The beneficiaries and proceeds were:

- May 2021: Bradley Free Clinic (\$1300)
- September 2021: New Horizons Healthcare (\$1000)
- January 2022: West End Center (\$1100)
- March 2022: Roanoke Branch NAACP (\$1258)

The final special collection of the 2021-22 church year will be held in June and will benefit the Legal Aid Society of Roanoke.

Since the first collection in March 2007, UUCR’s special collection program has contributed a total of \$56,253 to local service agencies.

Respectfully submitted,

*Heidi Parton, Coordinator*

## Welcoming Congregation Committee

[on hiatus]

*this space intentionally left blank  
please continue to the next page*



## MINUTES FROM THE 2021 ANNUAL MEETING

---

The meeting was convened on Zoom at 11: 47 am on June 6. Approximately 68 adults attended, but the number of Members within that group is undetermined (and irrelevant to voting).

The meeting was adjourned at 12:22 p.m.

### Determination of a Quorum

The quorum determination is based on the number of members voting by the deadline of 6 p.m. on Sun., June 13. With 238 Members, the required 30 percent is 68.

72 Members voted. Ballots were tallied by Lynn Yates and Jeanne Larsen, with Judy Granger prepared to handle paper ballots.

All votes below reflect the totals as of that date. They include 72 Members voting online (3 via proxies cast by other Members) and 0 Members voting on paper.

### Results

#### Church Organizational & Administrative Measures

- **Approval of 2020 Minutes**  
Approved 72 yea votes
- **Approval of the 2020-21 Budget**  
Approved 70 yea votes
- **Approval of Changes to the UUCR Bylaws--#1**  
*Shall we make the proposed changes to Article VII.B, concerning Board terms of service?*  
Approved 71 yea votes
- **Approval of Changes to the UUCR Bylaws--#2**  
*Shall we make the other proposed changes to the UUCR Bylaws?*  
Approved 71 yea votes

#### Candidates Elected

- **President-elect: Katherine Hoffman (2021-2022;** to serve as President 2022-2024, per new Bylaws)  
69 yea votes
- **Member at Large: Walker Hartman (2021-2023;** second term)  
69 yea votes
- **Member at Large: Matt Livingston (2021-2023)**  
70 yea votes

*Note: **Dave Perry**'s name was inadvertently omitted from the online ballot; he had been nominated to finish the remaining year of Katherine Hoffman's term as **Member at Large and Chair of the Personnel committee**. On June 14, the Board formally appointed him to that position, in accordance with our Bylaws. He will serve **2021-22**.*

- **Endowment Committee: Lowell Inhorn (2021-2025;** second term)

83 yea votes

- **Nominating Committee: James Rosar (2021-2023)**  
69 yea votes
- **Nominating Committee: Allison Schilling (2022-2023)**  
70 yea votes

*Note: There was one write-in vote for the Nominating Committee.*

## Special Collections

Members were asked to vote for two (2) recipients for Special Collections for the coming fiscal year.

As explained to the membership in the Annual Meeting packet, two special collections were not taken up in spring of 2020, due to the coronavirus pandemic; those two organizations were carried over into the 2020-21 year. The usual four organizations were chosen that June for 2020-21, with the understanding that the two lowest vote-getters among those four might in turn need to be carried over to the following year; they were The West End Center and New Horizons Healthcare.

Those organizations are indeed being carried over and will be two of the four Special Collections in 2021-22. Hence, only two organizations were selected in the 2021 voting, rather than the usual four.

The top two vote-getters for **Special Collections for 2021** were as follows:

- Roanoke Branch, NAACP (21 votes)
- Legal Aid Society of Roanoke Valley (20 votes)

Respectfully submitted,

*Jeanne Larsen, Board Clerk*

*this space intentionally left blank  
please continue to the next page*



## ACTION ITEMS FOR 2022 ANNUAL MEETING

### Approval of Minutes from the 2021 Annual Meeting

Please refer to the [Minutes from the 2021 Annual Meeting](#) provided above.

### Proposed Budget for Fiscal Year 2022-23

Please refer to the [Proposed Budget for Fiscal Year 2022-2023 \(FY 2023\)](#) section of the VP Finance's report provided above.

### Slate of Nominees

The entire Board, and the entire Endowment and Nominating committees, are listed for informational purposes. Only positions noted in **bold text** and with an asterisk (\*) are being voted on at the 2022 annual meeting.

#### Board Slate

The following is the Board slate for 2022-2023. This year, we elect a new VP Finance, a new Board Clerk, one At Large Board Member for a two-year term, and one At Large Board Member for a one-year term.

In accord with the changes in the Bylaws we adopted in 2021, our incoming President will serve a two-year term (July 1, 2022-June 30, 2024; we will choose her successor, our next President-Elect, in 2023).

The Board determines the Personnel Committee chair (who must be a member of the Board) and the composition of that committee.

BOARD		
Position	Name	Term Expiration
President	Katherine Hoffman	2024
<b>VP Finance*</b>	<b>Erika Joyner</b>	<b>2024</b>
<b>Board Clerk*</b>	<b>Lynn Yates</b>	<b>2024</b>
<b>At-Large (Personnel)*</b>	<b>Jill Thompson</b>	<b>2024</b>
<b>At Large (1-year)*</b>	<b>Sarah Divers</b>	<b>2023</b>
At-Large	Walker Hartman (2 <sup>nd</sup> term)	2023
At-Large	Matt Livingston	2023

#### 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	Lowell Inhorn (2 <sup>nd</sup> term)	2025
Committee Member	Sally Garber	2023
Committee Members	Henry Woodward/Anne Perrin <sup>1</sup>	2024
<b>Committee Member*</b>	<b>Tim Andriano</b>	<b>2026</b>

<sup>1</sup> Anne Perrin and Henry Woodward bring their combined talents to this position and share a single vote on the committee.

## 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	James Rosar	2023
Committee Member	Allison Schilling	2023
<b>Committee Member*</b>	<b>Dotsy Clifton</b>	<b>2024</b>
<b>Committee Member*</b>	<b>Dave Perry</b>	<b>2024</b>
<b>Committee Member*</b>	<b>Teresa Poole</b>	<b>2024</b>

## Special Collections Ballot Information

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 that received funding in the current year (Roanoke Branch, NAACP; Legal Aid Society of Roanoke Valley; The West End Center; New Horizons Healthcare) are not eligible for funding next year, so they do not appear on this year's ballot.

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



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 school children 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."

Website: <https://www.blueridgelandconservancy.org/bay-days--river-days.html>

UUCR contacts: Lowell Inhorn, David Perry

## Blue Ridge Literacy

*Jun 2010, Mar 2014, Mar 2018, Nov 2020*

Blue Ridge Literacy provides free, confidential, one-to-one or small group tutoring by trained volunteers for illiterate adults and speakers of English as a foreign language. Approximately 25% of adults in Roanoke City are functionally illiterate, that is, they cannot read well enough to fulfill essential

tasks like filling out a job application, following a bus schedule, understanding a medicine label, or assisting children with homework. Immigrants struggle with negotiating daily life in an unfamiliar language. Volunteers assist both groups to develop the skills they need to improve their lives.

Website: <http://blueridgeliteracy.org/>

UUCR contacts: Jimbo Harshfield, Ninon Hentz, Jerry Trammell

## Bradley Free Clinic

May 2021

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.

Website: <https://bradleyfreeclinic.com/>

UUCR contact: Jill Thompson

## Family Promise of Greater Roanoke

Mar 2007, Dec 2011, Jun 2014; Dec 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.

Website: <https://familypromiseroanoke.org/>

UUCR contacts: Hildy Getz, Ninon Hentz

## Habitat for Humanity in the Roanoke Valley

Jun 2008, Mar 2013, Dec 2017, Dec 2019

Habitat for Humanity in the Roanoke Valley, Inc. is an affiliate of Habitat for Humanity International. It is a non-profit, ecumenical Christian housing organization, which uses donations of money, land, materials, and volunteer labor in its mission to eliminate poverty housing. Working in partnership with families to build decent, affordable homes, the organization sells the homes to the family with zero-profit and zero-interest mortgages.

Website: <https://www.habitat-roanoke.org/>

UUCR contact: Bill Haddad, Bert Spetzler

## Ladies and Gents of the Blue Ridge Transgender Alliance

Ladies and Gents of the Blue Ridge Transgender Alliance 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.

Online: [Find them on Facebook](#)

*UUCR contact:* Erika Joyner

### Local Environmental Agriculture Project (LEAP)

LEAP seeks to create an equitable food and farming system that prioritizes health and abundance by supporting community initiatives, markets, farms, and farmers. LEAP began in 2009 in Grandin Village as a new kind of farmers market -- one that encouraged sustainable growing practices, where vendors sold food they grew themselves, and young farmers could find a foothold. For the last dozen+ years, LEAP has identified barriers to feeding Roanokers healthy food and searched for paths around them. They have created a statewide network of partners, became a model for how communities can work together to feed their residents, and started conversations with stakeholders, from business leaders to governmental agencies to community activists. LEAP is working to create a centralized food hub in the West End neighborhood that will be the headquarters for LEAP's Mobile Market, the new home of the West End Farmers Market, and the LEAP Food Hub, as well as the location of a retail store. LEAP will also work with partners across the city to connect and enhance community garden and urban agriculture spaces.

*Website:* <https://www.leapforlocalfood.org/>

*UUCR contact:* Laura Latham

### Local Office on Aging

Since 1972, the Local Office on Aging (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.

*Website:* <https://www.loaa.org/>

*UUCR contact:* Joanne Spetzler

### Planned Parenthood Health Systems

*Sep 2007, Jun 3011, Jun 3013, Sep 2016, Sep 2018, Mar 2021*

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.

*Website:* [www.plannedparenthood.org](http://www.plannedparenthood.org)

*UUCR contact:* Dotsy Clifton

### Roanoke Area Ministries

*Dec 2007, Jun 2012, Dec 2013, Dec 2015, Jun 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.

Website: <https://raminc.org/>

UUCR contacts: Alice Davis, Christine Jordan

## Roanoke Valley Court Appointed Special Advocates

Sep 2009

Roanoke Valley Court Appointed Special Advocates (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.

Website: <https://www.roact.org/programs/court-appointed-special-advocates>

UUCR contacts: Donna Batzel, Spike Harrison

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

The mission of St. Vincent's Home (SVH) 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. Due to the COVID pandemic, they have navigated everything from staff shortages to funding being withheld, so they are in need of support more than ever. One of the programs that SVH offers is the Blue Ridge Autism and Achievement Center (BRAAC), which provides education and services for children and families affected by autism and other learning challenges at its day school and in public schools. Nate Wainwright, Heather Mason's son, is one of the students at the day school, and BRAAC has made a tremendous impact on the trajectory of options open to him as he reaches early adulthood. BRAAC 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.

Website: <https://svhservices.org/>

UUCR contacts: Heather & Gary Mason

*this space intentionally left blank  
please continue to the next page*



## Proposed Changes to Our Bylaws with Rationale

**Purpose of the Bylaws revisions:** In order to increase timeliness and flexibility in Board handling of financial matters, while maintaining transparency and accountability, we propose the following changes to our UUCR Bylaws.

A brief rationale for each change follows; the actual proposed wording (**new text in red**; language to be deleted marked with ~~strikeover~~) comes after.

- Rationale for Article IV.B4: To clarify that the intent of the wording is to refer to “real estate” as opposed to any property
- Rationale for Article IV.B5: To give the subject of indebtedness its own category and to give the Board more flexibility to manage short term indebtedness.
- Rationale for Article IV.B6: To give the Board more flexibility to manage critically necessary capital improvements in a timely manner.
- Rationale for Article IV.B7: To give the subject of budget changes its own category and to reduce the ceiling for congregational approval to a level currently comparable to the amount stated in Section B6).
- Rationale for Article VII.E: To establish the right of the Board to manage all church funds as well as those authorized by the congregation. Also, to codify the responsibility of the Board to communicate with the congregation about church financial matters.

### ARTICLE IV: GOVERNING POLICY

**Section B:** The members of the Church must approve the following:

4) Purchase, sale, mortgage, lease, or other disposition of Church **real estate**. ~~other than assets managed by the Endowment Committee in an amount exceeding \$5,000, or incurring any indebtedness. Transactions under \$5,000 may be effected by a majority vote of the Board without a congregational vote, subject to the overall limitation of Article VII, Section D, and state law.~~

5) **Any indebtedness for a period greater than one year, or any indebtedness greater than \$10,000 if the indebtedness is for a period of less than one year.**

6) Authorization of capital improvements costing in excess of **\$10,000-\$20,000**. ~~and any budget changes equal to or greater than ten (10) percent of the adopted annual budget.~~

7) **Authorization of any budget change or addition equal to or greater than 7.5% of the adopted annual budget.**

8) Dissolution of the Church, and disposition of all Church assets and debts at that time as provided for in Article XIII.

### ARTICLE VII: BOARD

**Section D:** The Board shall authorize the expenditure of budgeted funds or other funds approved by the members.

Section E: The Board, in consultation with the VP Finance, shall manage all church funds, with the exception of Endowment Funds or the Minister’s Discretionary Fund, in a way that is transparent to the congregation and in adherence to Article IV.B.4-7.

*NOTE: Following sections will be renumbered sequentially.*

*this space intentionally left blank  
please continue to the next page*



## Official Proxy Form

**Unitarian Universalist Church of Roanoke**  
2015 Grandin Road SW Roanoke, Virginia 24015

### MEETING OF THE MEMBERSHIP

Date of Meeting: June 5, 2022

*Proxy forms may be delivered to the UUCR office, or emailed to the Board Clerk at [larsenjeanne@aol.com](mailto:larsenjeanne@aol.com)*

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 (please print)

\_\_\_\_\_ Signature of Member

\_\_\_\_\_ Date

\_\_\_\_\_ Designated Proxy Name

\_\_\_\_\_ Signature of Designated Proxy

\_\_\_\_\_ Date

## Annual Meeting Sample Ballot

Click [here](#) to access the online ballot form

If the link above does not work, copy and paste this URL into your browser:

<https://forms.gle/CbL63eMo4CSEvQC9A>

### Voting Status

This ballot is for:

- Me
- Member by Proxy (max. 3 proxies)

### Member Confirmation

I pledge that I am a UUCR member and have been so for at least two weeks (i.e., signed the Membership Book on or before May 22, 2022).

- Yes
- No
- Not sure

### Approval of [Minutes from the 2021 Annual Meeting](#)

Vote yes/no for approving last year's minutes as recorded in the Annual Meeting Packet.

- Yes
- No

### Approval of [Proposed Budget for Fiscal Year 2022-23 \(FY2023\)](#)

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

- Yes
- No

### Approval of [Proposed Changes to our Bylaws](#)

Vote yes/no to the proposed changes to the bylaws outlined in the Annual Meeting Packet.

- Yes
- No

### [Slate of Nominees 2022-2023](#)

**VP Finance** (vote for 1)

- Erika Joyner
- Write-in Nominee: \_\_\_\_\_

**Board Clerk** (vote for 1)

- Lynn Yates
- Write-in Nominee: \_\_\_\_\_

Cont. on next page

**Board Member-at-Large, Personnel (2 years)** (vote for 1)

- Jill Thompson
- Write-in Nominee: \_\_\_\_\_

**Board Member-at-Large (1 year)** (vote for 1)

- Sarah Divers
- Write-in Nominee: \_\_\_\_\_

**Endowment Committee Member** (vote for 1)

- Tim Andriano
- Write-in Nominee: \_\_\_\_\_

**Nominating Committee** (vote for 3)

- Dotsy Clifton
- Dave Perry
- Teresa Poole
- Write-in Nominee(s) (up to 3): \_\_\_\_\_

**[Special Collections 2022-2023](#)**

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

(Please vote for **up to 4** of the [organizations described](#) in the Annual Meeting Packet.

- Blue Ridge Land Conservancy Kids' River Days**
- Blue Ridge Literacy** (Jun 2010, Mar 2014, Mar 2018, Nov 2020)
- Bradley Free Clinic** (May 2021)
- Family Promise of Greater Roanoke** (Mar 2007, Dec 2011, Jun 2014, Dec 2018)
- Habitat for Humanity in the Roanoke Valley** (Jun 2008, Mar 2013, Dec 2017, Dec 2019)
- Ladies and Gents of the Blue Ridge Transgender Alliance**
- Local Environmental Agriculture Project (LEAP)**
- Local Office on Aging**
- Planned Parenthood Health Systems** (Sep 2007, Jun 2011, Jun 2013, Sep 2016, Sep 2018, Mar 2021)
- Roanoke Area Ministries** (Dec 2007, Jun 2012, Dec 2013, Dec 2015, Jun 2019)
- Roanoke Valley Court Appointed Special Advocates** (Sep 2009)
- St. Vincent's Home / Blue Ridge Autism and Achievement Center**

Click [here](#) to access the online ballot form

If the link above does not work, copy and paste this URL into your browser:

<https://forms.gle/CbL63eMo4CSEvQC9A>