Accotink Unitarian Universalist Church
10125 Lakehaven Court
Burke, VA 22015
703-503-4579

AUUC Board of Directors
Monthly Meeting
December 3, 2025

Board Member Attendees: Jenn Carlson, Sheila Dols, John Hall, Dale Howell, Ed Kringer, Jessica Larsen, Kate McDevitt
Ex officio, Non-voting Attendees: Rev. William Levwood, Immediate Past President Julie Schuck
Meeting Chair: Ed Kringer
Absent: Wren Kahle
Guests: None
Chalice Lighting/Opening Words offered by Sheila
Check-ins

Member Time: No members attended to make use of this time.

Board Thank Yous

- To TAC, for Friendsgiving - Ed
- To Connie D. for leading lay service; ask her to share thanks with speakers - Kate
- To Mary K. for leadership on voting projects (and thank Dotty and Suzy) - Jessica

Regular Reports

Minutes from Nov meeting - Approved

- Full names of Board members are not listed on the website, but the posted minutes do have our full names. Kate says bots are not currently going into Google docs and we probably don't need to scrub the posted minutes, but we should monitor this.

Lens on Youth - No report

Minister's Report

- Would like to do more to help newer members build connections, but has not been able to carve out much time to focus on that

Financial Report

- Budget execution
    - Things continue to look very good. We are at 58% of projected income for the

year and costs so far are running at 40% of projections.
    - Office ops are tracking above targets. Dale is working to get access to accounts to review spending so we can better budget for next year and look for ways to control costs.
    - Rev Lev and Brad have spent a large proportion of their professional expenses - is this right? ACTION: Dale/Rev Lev will check in with Ed C.
- Easement update
    - A Buddhist group (not affiliated with Ekoji) has approached us about a potential easement to enable road access to a nearby property they have purchased. Awaiting more details.
- Cell tower update
    - Verizon had reached out about a potential easement to allow them to be a second user of the cell tower on our property. No further progress on that at this time. Dale estimates it would be at least a year before we would see any payments.

Building & Grounds Report

- Carpet installation has been scheduled; soliciting volunteers to help move boxes, books, etc. out of offices later this month
- Signs repaired after being hit by vehicles
- New dark sky LED lights will be installed along garden walkway in the next week
- Still planning on upgrades to the upstairs bathroom subject to availability of beautification funds.

Task Force Updates

- Rental (Ed)
    - No update; still need to work on AV equipment for classrooms
- Infrastructure (Dale/Ed)
    - Dale will send draft of TF report before January meeting. Focus will be on tactical and strategic infrastructure plans, including a refined depreciation schedule.
- Safe Congregation (Julie/Dale)
    - Task force of Tom N., Dean W., Julie S., and Dale
    - Michele has done updates on Safety Policy for Working with Children
    - Goal is no more than 10 pages, but may refer to other policy or procedures documents
- Leadership, Inclusiveness, & Communications
    - Whitney P., Joe T., Lindsay M., and John H.
    - Working to better scope task and draft a task force charge

Discussion Items

Board Host Review (Jenn)

- We are set for Board hosts through mid-January

Semi-annual report from Endowment Committee

- ACTION: Ed will invite Jim to present the report at the Board meeting on Jan 14

Possibility of slipping monthly meeting to second week (Ed)

- Board decided to move monthly Board meetings to the second Wednesday to allow more time for an updated budget execution to be completed. Budget oversight is a primary Board responsibility.

CY26-27 Pledge Drive update (Julie)

- Pledge Process Timeline
- Pledge team will be recruited
- Julie and Board confirmed that the theme will be “Building a House for Hope”
- Have a table at Feb 8 Connections Fair (shortly before pledge drive starts) to start to spread the word and explain process for new members
- ACTION: Dale and John will create a one pager explaining pledge, what the money goes toward, and how we are serving as good stewards of the money.

Update on Board Website and Dashboard (Julie/Kate)

- Julie reviewed what exists; this will be a longer term project
- Board members should send Julie any ideas for key documents to include or metrics we wish we had handy

Ministerial Assessment 25-26 (Jenn)

- Jenn has been extremely busy and has not had time to work this.
- Kate H. and Milton N. also serving on Task Force.
- Kate M. has offered to take on this responsibility. Ed will reach out to Jenn to see if she would like to have Kate take it off her plate.

Update on dues/plate share for Advocacy Organizations (Ed)

- The Social Justice Committee has been discussing this and will likely bring a recommendation to the Board to include 3-4 partner organizations in the AUUC budget instead of supporting them through outreach collections. Nothing for Board yet, but expect a proposal in the coming months.

Finalizing messaging on use of Air Purifiers (John)

- John will send out guidance on air purifier use to Greeters, Ushers (Suzy), and Worship Associates and will tape instructions to the air purifier units. Sheila will help spread the word to Worship Associates so they can help as needed.

Digitizing of Board documents

- Board agreed that once historic documents have been scanned, they will be saved to a clearly labeled archive folder in the existing Board shared drive

Process Wrangler Report

Action Items

Next Meeting:

- Reader: John
- Process Wrangler: Dale
- Anticipated absences: Sheila
- Next Month's Calendar Items:
    - Board solicits applicants to serve as delegates to UUA General Assembly
    - Board members interviewed by Ministerial Assessment Task Force on perceived progress toward goal attainment (Mid-year)
    - Minister shares mid-year report on staff progress toward annual goals

Meeting Adjourned at: 9:04

Minutes respectfully submitted by: Jessica Larsen

AUUC Board Decision Tracker

Completed Action Items

Action	Completion Date	Board Lead	Comments/Dependencies
COMPLETED			
Thank You to Pete for organizing us for the Crop Hunger Walk	Nov 7, 2025	Kate	COMPLETED
Thank you to our choir for their songs during the music service	Nov 7, 2025	Kate	COMPLETED
Talk to John L. to request that the Connections team source names to join fellowship committee (6-10 names, with goal of 3-5 members?) and people to join Communications Committee	Next monthly mtg with Membership Chair	Rev Lev	COMPLETED
Thank yous to Auction Leaders	Nov	Jessica	COMPLETED
Thank you to TAC (BurkeFest)	Oct	Dale	COMPLETED
Thank you to Oct 19 VOICE meeting organizers (Pat B.)	Nov	John	COMPLETED
Thank you to Defending our Democracy Planning Team	Nov	Ed	COMPLETED
Thank you to Seasons of Love Ensemble Choir	Nov	Sheila	COMPLETED
Suggestions for pledge team members to Julie	Nov	All	COMPLETED

Recruit members for Safe Congregations TF	Nov	Dale	COMPLETED
Thank you to Nancy for Trunk-or-Treat and Samhain worship service	Nov	Dale	COMPLETED
Develop instruction card/policy on air purifiers; ensure they are turned on during meetings and Sunday services.	ASAP	John	COMPLETED. Board approved guidance on Dec 3. John will share with greeters and ushers, and also asks for support from Board members, Worship Associates. RW has been routinely replacing filters.
Reach out to Jenn re: Ministerial Assessment	December	Ed	COMPLETED. Kate will fill the Board role on the task force.