

Draft UUCR Board Meeting Minutes

September 5, 2013

Attendees **Board Members:** Cecile Batchelor, Paul Baumgartner, Keturah Collins, Tom Day, Caroline Ewart, Mark Hammil, David Newton, Dana Jones Sheppard, Annie Simpson (notetaker)

Staff Members: Rev. Barbara Coeyman

Absent: none

Call to Order Meeting began at 7:05 PM with chalice lighting and check in.

Agenda Item Update on Director of Lifespan Faith Development (DLFD) opening and DRE Transition (Mark)

Discussion • Interviews are underway. There were three candidates, but one dropped out. The selection committee meets every two weeks. We should include the salary range in our ad. UU educator hiring is cyclical and we may have to wait until spring if we require an experienced UU DRE.

Action • Mark will find advertising costs for Washington Post, Craigslist, and Monster, and include salary range in our DRE ad.
• Rev. Barbara will ask acting DRE Tracey Sopp if she feels she should attend staff meetings.
• Keturah (Board Host this Sunday) will ask for volunteers for teachers for the fall.

Agenda Item Update on Settled Minister Search (Tom)

Discussion • The Settled Minister Search Committee now has 6 volunteers, but no one who has small children is represented. May not formally meet until after the new year.
• Tom is still examining the possible participants list, and we will revisit next month.

Action None

Agenda Item Approval of Personnel Committee and Finance Policies (Tom)

- Discussion**
- Will be postponed until October, because a few members haven't had a chance to read them.
 - Mary Howard is also reengaging in the creation of policies, and working with Beth Hauck.

- Action**
- All board members will read proposed policies and make any suggested corrections before our next meeting.

Agenda Item Update on Cleansing ceremony (Keturah) and if appropriate, approval of Rental Policy revisions (Tom)

- Discussion**
- After considerable discussion, it was determined that:
 - a) a one-time cleansing ceremony is not a problem if space is available and any burning that takes place is finished 8 hours prior to next occupancy and leaves no noticeable odor;
 - b) all crystals, icons, and decorations are to be removed at the end of the ceremony;
 - c) if cleansing is to be ongoing, UUCR policy dictates that there must be either UUCR committee sponsorship or a formal rental agreement.

- Action**
- Keturah will communicate the decision about cleansing ceremony to the interested parties.

Agenda Item Leadership Council meeting (Cecile)

- Discussion**
- Cecile will facilitate the first Leadership Council meeting at 9AM on 28 September and has distributed the agenda. Rev. Barbara will attend. They will discuss policy governance and liaison roles of Board Members, so all the Board is invited. A music retreat starts at 10AM that day, so there is some conflict for some participants. Several members plan to attend.

- Action**
- Attend the first Leadership Council meeting at 9AM on 28-September, if possible (All).

Agenda Item Social Action Social Justice coordination meeting report (Annie)

- Discussion**
- An organizational meeting of Social Action and Social Justice members took place on 25 August after church.
 - Members decided to keep the committees separate. Linda Holloway and Connie Laurent Roy will cochair the SAC, Paul Cohen will chair the SJC and is seeking a cochair. There is strong support by members of the congregation for specific SA activities, but several leaders of activities are not interested in being active on the SAC.
 - The Green Sanctuary Committee (GSC) will continue to be a separate committee with interest in environmental action and justice. The Permaculture Garden will function as part of the GSC.
 - Annie will continue to liaise among these three groups and facilitate appropriate interactions among them as needed. She obtained the digital and hard copy records of the group from the former chair, Bob Simpson, and has given them to Linda.

Action none

Agenda Item Interim Minister Discussion (Barbara)

- Discussion**
- Rev. Barbara will submit a written report prior to future Board Meetings, but tonight is an informal discussion.
 - Exercise: What events of this congregation make you feel most enlivened? ("I'm glad I'm here" "I feel so energized") Our brainstorming results:
 - Creating an esthetic space for worship
 - Alternative Gift Market: positive energy, happiness shared, enthusiasm, service
 - Worship service itself: brings conversation and energetic discussion; providing a transformational moment
 - Christmas Eve service or any community event: provide sense of sharing and community
 - Youth Group: lively discussions; intelligence and dedication of our youth
 - Coming of Age Service: hearing youth share their belief statements
 - Singing in the choir: positive energy and joy
 - Meditation Group: calmness, sharing, wellness, benevolence
 - Annual Auction: opportunities to interact with the church community and benefit the church
 - Women's Bookclub: sharing with friends; basically a covenant group
 - Rev. Barbara wants to act as facilitator to interactions among those with specific talents and to help form covenants. Our religion is based on deeds, not creeds. Our choir wants to form a covenant at their upcoming retreat, and Rev. Barbara will facilitate.
 - Rev. Barbara will have printed copies of her sermons available before each service, and will be conveying messages within them that are worth reading. She does not distribute them electronically.
 - What is the concept of shared ministry? We walk together in caring for our community, by sharing our ministry. If we see one another as ministers, committee work becomes less of a burden.
 - Examination of basic values and basic gifts of the congregation: what are we

- proud of? What are our values? What are our goals? (Mission/Vision)
- What is the Board Covenant and where is it? It's in the Board book, but no one knows what it says.
 - The 60 minutes between services is expected to provide us with time to do this work with members of the congregation.
 - Members of the Mission/Vision Committee are still interested in carrying this work forward.
 - Interim work involves open forums and discussions. Our first discussion is scheduled on 22 September after the second service.
 - Interim Minister works primarily with leadership and cannot be involved in all committees or areas; and so will not be active in Social Action or Social Justice, because they are active and functional.
 - Startup meeting will happen in mid-October, with the 5 developmental tasks. This is a particular method, usually facilitated, that says, "Let's be in conversation together to decide our way forward."
 - Interim Programs and Interim Work are not happening just yet; will begin at the beginning of October.
 - It is very important that as many of the Board as possible attend the 21-September Leadership retreat.
 - Worship Committee will meet after the service this Sunday (08-September), after the potluck.
 - After the 15-September service, the members of the former Interim Search Committee will meet with the Transition Team. On 30-September the Transition Team (or Committee on Ministry) will meet. Rev. Barbara suggested that we have a conversation about Tracey Sopp serving on the Transition Team, if and as we know she will continue as the RE Coordinator.
 - Rev. Barbara's initial impressions on goal setting:
 - Worship development leadership needs work
 - Nicole will be an excellent resource for worship
 - Will plan a worship and music workshop in the future
 - Staff organization/function needs work. Rev. Barbara will eventually perform a time study (how are their actual hours and job description relating). Personnel evaluation system needs work.
 - Communication: how does an average congregant know what is going on? Newsletter, announcements, Web site. Sunday morning should be primarily spiritual, not communication. Communications committee has no chair at the moment. How does scheduling happen?
 - Rev. Barbara suggests we choose monthly worship themes. General planning should be 6 months ahead, newsletters one month ahead.
 - Minister's schedule is still in flux. This week Rev. Barbara's day off is Friday. Office hours are in flux at this time. She will be available for drop bys, eventually. We are in the process of changing the UUCR email system with Comcast.
 - Minister's office needs some change. At least a new bookshelf, other suggestions will be forthcoming.
 - Our Sunday service will become 60 minutes long, not 70.
 - "Reverend Barbara" is a fine way to address her, but she is flexible. Her last name is pronounced "Kwee-man".
 - Board host's script can be changed out more often. There will be additional suggestions for shortening the service.
 - In closing, Rev. Barbara shared with the board an article from the Alban institute on ministers who are millennials.

- Action**
- Attend the 21-September leadership training, if possible (All)
 - If you are unable to attend a Sunday service, pick up a copy of the Sermon in the lobby (All)

Extinguish the Chalice Meeting adjourned at 9:10PM.