

Draft UUCR Board Meeting Minutes

October 1, 2013

Attendees **Board Members:** Tom Day (President), Paul Baumgartner (Vice President), Mark Hamill, David Newton, Keturah Collins (Secretary), Dana Shepherd, Caroline Ewart, Cecile Batchelor (Vice President) Annie Simpson
Staff Members: Rev. Barbara Coeyman
Absent: none

Call to Order 7:05 with a chalice lighting from Cecile Batchelor. All checked in.

Agenda Item Approval of Finance and Personnel Policies (Tom)

Discussion 9 Policies to approve. Insurance, Attendance and Punctuality, Conflicts of Interest/Concurrent Employment, Equal Employment Opportunity, Employment of Members and Employee Relatives, Harassment, Internet Usage, Media Inquiries, and Sexual Harassment. Are there any to discuss? No discussion. Motion to approve all – Mark. Second - David, Paul and Caroline. Unanimous. All motions that the board makes will be a part of motion database. Samantha will collect them from the minutes and put them on the website under policies. Amended policies stay current and old policies are archived. Some policies, for the general public, are available in the public domain. All others behind the firewall in the private domain.

Action none

Agenda Item Update on Leadership Council meeting (Cecile)

Discussion Cecile reported on the most recent meeting.

- Policy governance and board liaisons discussed. Mission/vision work will guide committees. Reviewed organizational table with changes and revisions, to be published soon. “Governance and Ministry” was recommended to be read.
- Rev. Barbara talked about her ministry with us. Boundaries, what to expect from the minister, expect anxiousness during time of transition, discussion of 5 main tasks of interim ministry (see below).

- *Recognition Sundays* plans set forth, multigenerational services discussed, ways to build community, Memorial Service for Annette Redman, one service on Dec 22nd with a music theme.
- Volunteer needs discussed, particularly Stewardship Campaign (needs a chair), Safe Congregation Panel (needs one woman), Denominational Affairs (Al Carlson will mentor), others. Social Action co-chairs are Linda Holloway and Connie Laurent-Roy, Social Justice co-chairs are Paul Cohen and asking Steve Ewart.
- Will send out a questionnaire to committees each quarter asking what are your accomplishments, what are your challenges, what is the status of your charter? This is intended to help committees prepare their committee reports.
- Gift exchange in early Nov has no lead. Maybe Kathy Deliginas.

Action none

Agenda Item Second Sunday Events (Caroline)

Discussion Nov 10th – “A Place at the Table” – movie and lunch, or PBS” Portraits of Hunger.” Plans need to be finalized. Kids will collect food for All Souls food drive.

“Guest at your Table” – begin the Sunday before Thanksgiving, ending in January. Money goes to UUSC.

Action Our engagement is on hold as the program has changes and Rev. Barbara is looking into it.

Agenda Item Update on DFLD Search (Mark)

Discussion Process is going slowly.

- Third candidate interviewed, not a good fit. Arranging a time to interview fourth candidate next week. Tracey not so stressed now that year has started. Chris is on board and Tracey is working out relationship with her.
- Word has gone out to area UU congregations, hoping for responses.

Action Mark to continue process of interviews.

Agenda Item Update on Cleansing Activities (Keturah)

Discussion Cleansing happened last Sunday, reported to have gone well.

Action Keturah will follow up with question of whether there will be more sessions.

Agenda Item Update on Mission/Vision (Cecile/Keturah)

Discussion Cecile working with

- Karen Curnow declined to help. Marsha and Cecile will help with workshops. Values need to be discussed first. Will support Rev. Barbara in her interim work on values, which will lead to mission/vision.
- Cecile has watched videos on the UUA website. Hopefully we can engage the whole congregation, between services, to accomplish this during this year. Needs to guide the work of our committees.
- Rev. Barbara recommends Robert Latham's book called "Church Folly Lane," which includes a method for working on mission.

Action none

Agenda Item Update on Institutional Knowledge (Cecile)

Discussion Mary Howard has collected every policy, guiding principles, everything this church has done, in 3 large binders.

- Charters are included.
- Samantha will ask for charters at the same time as annual reports. List of committees and charter status will be included. Also can be found on organizational chart.
- Website is difficult to use – need to help people to use it. Samantha thinks the website is difficult to navigate. Wants to redo the storage areas. Samantha will spend 10 hours to redesign this. Will need to hire someone to redo it from the back end.
- Cecile will be start teaching leadership council how to use the website at their meetings
- Plans already in place for creating the repository for all church documents.
- Need IT policies.

- Binders will be locked in the office.

Action Tiger Team needed to digest everything in the books, decide what is useful and not, PDF those things that are relevant. Cecile, Keturah are already on the team. Perhaps someone from the policy creating team.
Tom will write a note of thanks to Mary for all her hard work.

Agenda Item Board Communication (Dana)

Discussion JPD session focused on best practices. Board Communication came up. Here are some suggestions to improve communication from the board to the congregation.

- Brief summary of the minutes in the newsletter after the meeting.
- Agenda in the announcements before the meeting
- Board member available to discuss after church
- Issue of the month
- Meetings are open – announce this
- Rev. Barbara suggested a weekly e-blast instead of the announcements, mail to those who don't do email.
- Newsletter needs to be printed and available.
- Everyone think of themselves as membership members greeting newcomers.

Action Tom will write a newsletter article about the above.
Tom will put agenda in the announcements.
Keturah will give summary of minutes for newsletter.
Tom will ask Samantha to print newsletter again to be available on the counter.
Suggest a forum in the spring about communication across the church.

Agenda Item Minister's Discretionary Fund (Paul)

Discussion Finance committee working on MDF policy. Need a formalized mechanism to deal with funding the MDF. Needs to do this earlier in the year.

- Ways we have funded the MDF in the past: Christmas Eve service collection, the operating budget, charity of the month.

- Can use more than one method
- Social action committee coordinates
- Put on board calendar

Action Cecile will talk to Social Action and ask that December be designated at MDF month.
Tom will check with Terry about policy for MDF. (See note below)

Agenda Item MSC Update/Discussion (All)

Discussion We have enough people to start the process. Anne Thomas, Maggie Mack, Casey Carros, Howard Bender, Evelyn von Barby, Tony Mayo, Abbey, Mary Ellen Moguee, Megan Pitluck, Abbey Edwards. Rev. Barbara concerned we may have our timeline off, starting too soon. UUA suggested we establish group next Spring. (More below in Minister's report)

Not appointing the committee now, but wait.

Action Tom will let committee volunteers know we will be starting in the Spring.

Agenda Item Minister's Report

Discussion Covenant, Shared Ministry, and Spiritual Practice have been her topics so far in her sermons. How has it been going?

- Shared Ministry has been talked about.
- Covenant making encouraged – choir, RE,
- Be curious about why things are the way they are? Interim ministry is about asking why.

Interim Search committee met with Transition Team for baton passing.

- Need structure in the church – get us ready for the next ministry.
- Leadership – looking at the big picture.
- Members of the church do the work, not the interim minister.

Five Developmental Focus Points of Interim Ministry: To carry out the normal responsibilities of congregational ministry, including worship and

pastoral care, and also assist the congregation in addressing the following interim tasks:

- Claiming and honoring its past and engaging and acknowledging its griefs and conflicts.
- Recognizing its unique identity and its strengths, needs, and challenges
- Understanding the appropriate leadership roles of minister, church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition
- Making appropriate use of District, UUA, and other outside resources
- Renewing its vision, strengthening its stewardship, preparing for new growth and new professional leadership, ready to embrace the future with anticipation and zest

January the board and Rev. Barbara will do a mid-term check-in on how things are going. A conversation about shared ministry.

Events we will be doing this year:

- Start-up will be in October 27th, 12:30. For staff and leadership. JPD will facilitate – for Rev. Barbara and Nichole. Rev. Barbara will put in newsletter.
- History wall –
- Forums – conversations about values, gifts (quilt), goals (mission/vision). Transition team will help with these.
- Cottage meetings - small group meetings, over dessert perhaps, giving everyone a chance to talk freely. Discussions on:
 - Minister/ministry
 - Stewardship

Tentative plans Rev. Barbara put forth:

Oct: Start-up by Rev Mark Hoelter from JPD

Nov: values forum

Dec: history wall

Jan: gifts forum

Feb: cottage meetings – guided by Barbara, leading questions about what we want in a new minister, using *Fulfilling the Call*

Mar: cottage meetings – same as above

April: goals forum – starts mission/vision work to continue the next 6 months

May: Ministerial Settlement Rep retreat

This will prepare the search committee for it's work.

Timeline for search – from the Ministerial Settlement Handbook.

- Jan – Ministerial Settlement Rep to work with us on getting started, explain process.
- May – Ministerial Settlement Rep revisit second consultation and retreat.
- Oct – Ministerial Settlement Rep comes again before packet goes out. MSR approves packet.

Additional report:

- Retreat between board and minister – Barbara requested, will set up time
- Worship committee met and working well
- First staff meeting planned in two weeks.
- Conversation with Nicole this Thursday to finalize job description
- Please come to Barbara with questions, concerns.
- Email still not working properly. IT person working on it. Barbara will ask Chris (IT) to give notice before he comes so she can be prepared.

Action Barbara will write a newsletter article about the Start-up Workshop.
Cecile will contact the Arts and Aesthetics committee about the need for the sanctuary for some of these activities.
Keturah will standardize clocks.

Adjournment Chalice extinguished at 9:30pm with a closing by Cecile.

Agenda Item Handled Over Email Minister's Discretionary Fund sent by e-mail on Oct 3, 2013

Discussion All were asked to read the policy and vote by email.

Action Vote was unanimous to accept the policy.