

## UUCR Board Meeting Minutes

December 3, 2013

- Attendees**      **Board Members:** Tom Day-Pres., Cecile Batchelor-VP, Keturah Collins-Sec., Paul Baumgartner-Treas., Dana Jones-Sheppard, David Newton, Mark Hamill, Caroline Ewart, Annie Simpson  
**Congregants:** Mary Ellen Mogee  
**Staff Members:** Rev. Barbara Coeyman  
**Absent:** no one
- Call to Order**      Deferred until Annie's arrival. All members checked in.
- Agenda Item**      Stewardship Update - David and Mary Ellen Mogee
- Discussion**      Bill Eisnagle and Mary Ellen Mogee are serving as co-chairs.
- This year's theme for stewardship will build on/support the church theme of *Strengthening our Community*. One possibility for an image has been suggested, with love, hands, time, money, energy as key elements. Cecile is working with Linda on the details of the image for the Stewardship Committee January meeting.
  - This year's campaign will be a hybrid. Tentative schedule for the stewardship campaign:
    - Feb 28: Leadership Event (also annual meeting)
    - Mar 8: Kick-off Dinner - BRUU will serve and we will reciprocate
    - Mar 9: Giving Sunday – Rev. Barbara will preach, pledge cards accepted
    - Mar 15: Training for visiting stewards. Face-to-face will be for new members, those who request a visit, and those who don't pledge. Phone calls will follow up.
    - May 4: Celebration Sunday
  - The committee seeks guidance from the Board on existing and new budget initiatives, to incorporate the ideas into the case statement and the campaign. The Board will continue to discuss these ideas at our January meeting.
- Action**      Cecile to work with Linda Holloway on stewardship image for Stewardship Committee's January meeting.

**Agenda Item** Leadership Council Update - Cecile

**Discussion** 26-Jan is the deadline for the various committees to submit a proposed budget for FY14/15 (Cecile is coordinating). The Leadership Council has also been requested to:

- provide their charter or revision or expected date of submission
- review the website and submit suggestions for improvement to Samantha
- review the chairs' roles and responsibilities.

**Action** none

**Agenda Item** Finance Committee Update - Paul

**Discussion** At their next meeting, the Finance Committee will determine the date they need to have the budget request information from the committees in order to prepare a budget before the 18-May Fiscal Meeting.

**Action** none

**Agenda Item** Calendar Updates - all

- Discussion**
- We will pick our Board retreat date this week based on the meeting wizard Tom sent us.
  - Volunteer Appreciation day is in May, TBD, and will NOT be 18-May, as Rev. Barbara is not available that weekend.
  - Congregational review of our Mission/Vision will be this year and it will take about 3 months or more
  - The strategic plan will be revised next church year.

**Action** Cecile to update Board calendar with Stewardship Committee input from Mary Ellen and communicate changes to Samantha so community calendar coincides.

**Agenda Item** DLF/DRE update - Mark

**Discussion** Mark reported on the Tiger Team's progress:

- Hired Chris McCann to help update the DRE program as a consultant at a rate of \$22/hr, and she is very enthusiastic.

- Rev. Pat Guthmann Haresch, who is an ordained UU minister, has submitted a proposal for developing an adult RE program and requests \$1200 (\$50-\$75/hr, approximately 16 hrs) to carry it out. There was discussion as to the need for this service if we are yet to hire someone for the position, and if the fee is appropriate and within budget. If the Board approves, Mark will be asking the RE committee and Tiger Team to approve the proposal, if they find it acceptable.
- Rev. Barbara advises that we should seek this additional professional input for adult RE development, and feels that Pat's proposal is very good.
- Rev. Barbara would supervise both Chris and Pat and request monthly reports from them. It was decided that Pat would be a much-needed mentor to our adult education program.

Tom moved, Annie seconded, that we authorize the Tiger Team to approve Pat's proposal, should they find it worthy. Passed unanimously.

**Action** Mark to take the Rev. Guthmann Haresch proposal to the Tiger Team for potential approval.

**Agenda Item** Personnel Committee - Tom

**Discussion** Tom reported on the status of the Personnel Committee.

- Beth Hauck has agreed to serve an additional 2 years
- Ruth Grubb has also agreed to serve a 2 year term (through 2015).

Keturah moved, Caroline seconded, that the Board approve the nomination of Beth Hauck and Ruth Grubb to the Personnel Committee for two year terms, through FY2015/6. The motion was passed unanimously.

**Action** Tom to follow up with Beth and Ruth.

**Agenda Item** Strengthening Our Community and Board Recognition Activities - Cecile

**Discussion** Cecile reported on the status of the committee recognitions within the service:

- Nov: inadvertently skipped
- Dec: Arts & Aesthetics (Mary Ellen Mogee, Bob Reid, Susan Forth). Mark, as Board Host, will lead with guidance from Cecile and Rev. Barbara.
- Jan: Denominational Affairs
- Feb: Social Action/Social Justice)

- Mar: Stewardship and coincides with Stewardship Sunday.
- Apr: Covenant Groups
- May: Personnel
- Jun: Finance

We will honor our lay ministers as a separate, special event, not on a second Sunday, and Cecile will coordinate.

**Actions** Mark to lead Arts & Aesthetics recognition this Sunday, consulting with Cecile and Rev. Barbara.  
Cecile to update Board Calendar to reflect changes in committees to be honored during coming months.

**Agenda Item** Board Binders - Keturah

**Discussion**

- Hard copy Board books have been distributed to members who did not receive them this year. Some things have been consolidated.
- All content will be put on the Web site as well, once those that are not digitized are written up.
- Keturah requests that the duties of the officers be written down by the current officers. She will standardize them and include them in the board book, and distribute to the group.

**Actions** Keturah to post contents of Board book on Website, digitizing as needed.  
Tom, Cecile, and Paul to send their officer roles to Keturah for group distribution and inclusion in the Board book.

**Agenda Item** Verbal Announcements Guidelines Document - Keturah

**Discussion** Keturah found a document from the leadership council and shared it for inclusion when we discuss this topic. It was determined that a change in our Sunday announcements policy is needed, but we will discuss the details next month after reviewing the Verbal Announcement guidelines document.

**Action** All Board members to review Verbal Announcements Guidelines document.  
Tom to add this topic to next month's agenda

**Agenda Item** UUCR Right Relations Document - Rev. Barbara

**Discussion** Barbara asks that we try to determine where our Right Relations document

came from and who created it.

**Action** Cecile to look into who created the Right Relations document and when.

**Agenda Item** Incoming Board Member Selection - Tom

**Discussion** Tom asked Board Members who will be continuing for another term who would be interested in an elected position.

- Members who will be finishing their terms this year include Tom, Keturah, and Dana.
- Cecile volunteered to serve as President next year.
- Tom requested additional suggestions for the Nominating Committee to consider. A list was generated.

**Action** Tom to share the suggested names and Cecile's willingness to serve as president with members of the Nominating Committee.

**Agenda Item** Governance Reading Discussion - Cecile

**Discussion** Discussion of our reading of Chapter 5, pp. 83-90, on fiduciary. What did we learn on the role of fiduciary?

- Being a fiduciary is not about the self, it is altruistic and about caring for others.
- The purpose of religion is to change our lives. It is about the future.
- It was very interesting that who owns the church isn't really a who, who owns the church is actually our mission itself, and it is rather extensive.
- How do we personally interpret the three duties of care, obedience, and loyalty?
- *Care* is looking out for the well-being of the members of the church and our infrastructure. It requires preparation, attendance, and active participation.
- *Loyalty* must not be given to a subset of the church but to the community as a whole. On a related note, Cecile found and shared a conflict of interest policy so that loyalty issues are not muddied.

It was suggested that there be a task force formed to write governance policies that arise as the board goes through our *Governance and Ministry* book by Hodgekiss. Tom volunteered to lead that task force for the remainder of his term.

Cecile moved, Keturah seconded, that we start a tradition of having all new, continuing, and outgoing members of the board be commissioned, recommissioned, and decommissioned at a September service at the

beginning of each year.

**Action** Tom to lead a task force to charter policies that arise from our reading *Governance and Ministry*.  
Cecile to send next reading for discussion to Board members.

**Agenda Item** Winter Solstice Celebration - Annie

**Discussion** Annie reminded the Board of the Winter Solstice Celebration being coordinated by Linda Holloway for Saturday, 21-December. Annie requested the Seasons Quilt currently located at the back of the sanctuary be moved to the front wall for the celebration and remain there for at least the winter season. There was no objection, so Annie will work with the Facilities Committee to see if the move is feasible, removing any accumulated dust from the quilt in the process.

**Action** Annie to coordinate, sometime after the AGM on 07-December but before 21-December, moving the Seasons Quilt from the back to the front wall of the Sanctuary.

**Agenda Item** Minister's Report - Rev. Barbara

**Discussion**

- Transition Team update: Because Tracy Sopp is functioning as our DRE this year, Anne Welch has agreed to take her place on the transition team. All Board members agreed this was a good choice.
- Board Conversation with the Minister: The conversation among five members of the Board and Rev. Barbara that was held on 24 November brought up some important themes, but there are many that are ongoing.
  - Rev. Barbara suggested that the duties of the Board Host on Sunday be modified so that the "small stuff" tasks be assigned to the lay leaders and the board host can dedicate more time to greeting congregants and other fiduciary responsibilities.
  - How do we want to continue the discussion about after pastor. An "after pastor" congregation is one that has suffered ministerial misconduct/abuse and the church dynamic is still negatively affected by it. We will need to embrace phase two of the healing process.
    - Phase one is the naming of the events, and we are to be commended for our previous work on that which resulted in the Safe Congregation Task Force Report describing four different past situations during which staff abused their authority with

members of the congregants.

- Phase two of recovery by an after pastor church is becoming aware of the habits that formed during the abuse and still remain in the system. Phase two is not looking back and rehashing what happened in the past, it is seeking a path forward to full recovery. Tom will send a meeting wizard to schedule our next conversation with Rev. Barbara about our phase two healing process and other topics.
- Announcements: Rev. Barbara suggests we do not give oral announcements, or that they be much more strictly controlled, and that they be more upbeat, professional and consistent. They should not take place at the beginning of the service nor when the kids are present. At the end of the service would be more appropriate for announcements, but not directly after the benediction. Over the coming weeks Rev. Barbara, the Worship Committee, and the Board will be working out the details of several changes to the order of service.
- Office cleanup: Beginning after the new year, Rev. Barbara seeks volunteers, including members of the Board, to clean up and organize the office, and not let it be a catch all for stuff. Tim Kelly suggests we write a requirements document, including physical, IT, and structural elements. We need to determine who will drive this effort, which will begin after January first. In addition, Cecile and Keturah will start a reorganization of all closets, with the help of John and Anne Welch. Caroline will work on the library shelves.
- December schedule: We will have only one service on 15-December, at 11 AM, and hold new member and child welcoming ceremonies. There will be an email blast and update of our website to reflect this change.
- Holiday Events: Rev. Barbara will coordinate a celebratory holiday event with staff and Board. Will invite about 9 staff and let Board know details. Costs will come from church budget. Rev. Barbara will also schedule and let the Board know about a holiday card signing event that will happen sometime next week. All Board members who can are welcome to drop by to sign the cards that Rev. Barbara will contribute to mail to congregants.
- Monthly Board Reports: Rev. Barbara suggests we request monthly written board reports from staff members. This will help build shared ministry. Rev. Barbara will bring suggestions to our January board meeting.
- Vacation: Rev. Barbara communicated to the Board that she will be taking a week-long vacation sometime in January.
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**Actions** Tom to send out a meeting wizard for the Board's next conversation with Rev. Barbara.  
Keturah and Cecile will begin closet reorganization efforts  
Rev. Barbara to coordinate volunteers for January office cleanup.  
Rev. Barbara to ask Samantha to send email blast and update Website to reflect single service on 15 December.  
Rev. Barbara to send Board details of holiday card-signing opportunity.  
Rev. Barbara to work on further details of holiday get together with staff and Board, off campus, and communicate details.

Meeting was adjourned at 9:25 PM with Annie's chalice lighting.