

UUCR Board Meeting Minutes

January 7, 2014

- Attendees** **Board Members:** Tom Day-Pres., Cecile Batchelor-VP, Keturah Collins-Sec., Mark Hamill, Caroline Ewart, Annie Simpson
Congregants: Morris Kaplowitz
Staff Members: Rev. Barbara Coeyman
Absent: Paul Baumgartner-Treas., Dana Jones-Sheppard, David Newton
- Call to Order** Caroline was chalice lighter. All members checked in.
- Agenda Item** Interim Minister Appraisal Process - Morris Kaplowitz
- Discussion** The Board discussed with Morris the preparation of the Mid-term Interim Progress Appraisal Report, which is a written conversation about the progress of our Interim Ministry thus far. The Transition Team recommends that two Board members and two members of the Transition Team meet on or about Saturday, January 25, 2014 to prepare the lay leadership's version of the report. Rev. Barbara will prepare her own version, and both will be submitted to the UUA in mid-February. The goal of the reports is to review how the congregation and the minister are progressing in our shared ministry of transitional work.
- Morris shared copies of the online evaluation form for Rev. Barbara and the congregation, and a descriptive abstract of what the process is all about. It is important to remember that the process is meant to be a positive one and is designed to describe our progress with our shared ministry. The date is flexible. After generating the two reports, there will be a shared conversation about their content. Tom and Cecile volunteered to participate. Rev. Barbara said that the Transition Team is following a shared leadership model quite successfully. Also, because the interim ministry is all about working with church leadership, there will be no polling of the congregation at large for input at this time.
- Action** Tom and Cecile to work with Morris and the second transition team member to choose a meeting date and create the evaluation. All board members are to submit any comments they would like to be considered for inclusion to Tom and Cecile via email.
- Agenda Item** Items from the Secretary - Keturah
- Discussion** There were five topics shared by Keturah:

- **POLICIES:** Keturah showed the group the Board Policies and Procedures notebook that is currently under development (and is also posted on the Web in the public 'what's going on' area of our site, not behind the firewall). One role of the Secretary is to keep track of the policies of the congregation. Keturah shared a list of the policies that UUCF has formulated, in the hope that we follow their example. Our Personnel Committee's list of policies has recently been documented. We also have a retention policy that applies to documents. Cecile suggests we also prepare a policy on how to deal with difficult people, which is recommended by UUA/JPD.
- **BOARD MEMBER BOOK:** The Board Book still is missing complete descriptions of responsibilities of our officers, and we will need that before the end of the church year.
- **CHURCH HISTORY OVERVIEW:** Keturah is updating the congregational history document from 1998 to present, in order to include the complete overview in the Board Member Book.
- **VERBAL ANNOUNCEMENTS:** Ideas about regulating weekly announcements were drawn up by the Leadership Council relatively recently and Keturah shared it with the group at our last meeting. Rev. Barbara said eliminating announcements from the floor is advised by UUA. Sharing announcements early in the service is not compatible with the children being present and it doesn't impress visitors, either. It was decided that all announcements should be 1-2 minutes at most and delivered by the Board Host during their introduction.
- **WEEKLY EMAIL BLAST:** We will be adapting the printed Sunday announcements into a Thursday or Friday weekly email blast. This will not entail additional work for Samantha, just ensure a broader audience.

Action Keturah will post a notice about the Board Policies and Procedures Notebook in both the newsletter and in the weekly announcements, including where to find it on the Web.

Cecile to draft a policy on how to deal with difficult people, following the recommendation of the JPD.

Keturah will send the info she has found on Board officer roles to Tom, who will create a template to create the missing position descriptions in a standardized way.

Keturah will summarize and distribute the verbal announcements policy.

Agenda Item Organizational Chart - Annie

Discussion Annie distributed copies of the Board responsibilities chart that was generated during the May 2013 retreat and the most recent UUCR Organization Table that is updated by the Vice President. These two

documents helped her generate a UUCR organizational chart which she distributed for the group's consideration. There are several suggested changes, but it was agreed that the chart should be posted on the public section of our Website. Because the Vice President maintains the UUCR organization table, it was decided that the Vice President will also continue to update the organizational chart as needed (once it is finalized).

Action Annie to update the UUCR organizational chart and distribute via email for any additional corrections by Board members. Then she will send to Samantha for posting and Cecile will maintain as needed.

Agenda Item Inabinet Fund Investment approval - Tom

Discussion The Finance Committee is asking for our approval to invest the lion's share of Judy Inabinet's bequest in a new investment account with Trillium, as outlined in the draft policy (which was distributed). We plan to hold back ~\$20K in the Capital Fund checking account to cover the remaining capital improvements approved last year (mainly the lighted sign by the street, and some additional landscaping). The total we plan to invest in the new account should be ~\$265K. It was explained that the last paragraph of the policy specifies that the Finance Committee will be responsible for investing the funds but not deciding how or when to spend them. Cecile moved the draft policy and suggested investment be approved, Annie seconded, and the motion passed unanimously. (explanation of last paragraph, = investors, not spenders)

Action Keturah to add to UUCR policies.

Agenda Item Personnel policies approval - Tom

Discussion Three new policies from the Personnel Committee were distributed for Board approval. Cecile has additional comments: Employee behavior and conduct does not mention misuse of credit cards, which has been a problem in the past. Shouldn't a bullet be added into the policy that mentions misuse as being unacceptable? The decision was yes. Mark's questions were sent via email, and included a discussion about business & professional expenses: We need a statement that computer equipment shall not be purchases with professional expense funds, because computers and professional equipment are generally operational expenses and purchased equipment belongs to the church. Cecile is creating a survey of all users to ensure that future hardware and

software purchases by the church fulfill our needs and are compatible.

It was decided that some additional wording is needed to ensure electronic equipment that is purchased is compatible, functional, and user-friendly.

Action Before the Board can approve the policies, additional text will be generated by Cecile stating something like expense accounts cannot be used for the benefit of staff without Board approval.

Agenda Item Interpreter request - Tom

Discussion The Board discussed the following request made of Tim Kelly from a friend who is deaf: "Wanted to let you know that my wife and I are very interested in visiting a U.U. Church. We are seeking to 'expand our horizons'. I am wondering if maybe you know the right time and place for us to come and perhaps an interpreter service can be arranged? Rather than having costly interpreters just for me and my family, perhaps a day when the church makes an effort to welcome and accommodate the community? A potential resource is www.ainterpreting.com/. I think if the church makes an event of it and allowed time for the word to get out then yes, people will be interested. At very least my family will be there and I will make an effort to invite my friends."
Rev. Barbara agreed that UUA events are always accompanied by sign language interpretation. Cecile suggested we ask in our next newsletter if we have a member who can interpret for the deaf. This could be an idea for "Bring a Friend to Church Sunday".

Action Cecile to prepare a newsletter item asking if any congregants can interpret in ASL.

Agenda Item Minister's Report - Rev. Barbara

Discussion

- Next leadership conversation with the minister will be Wednesday, 29-Jan, at 7PM (snacks at 6:30PM).
- Conversation about the History Wall exercise held on January 6th: It was very useful because of the amount of congregational history. The turnout was excellent and the postings were diverse and strong. All who didn't attend are encouraged to post their own thoughts. Ministerial misconduct was included but not over-emphasized. The art was incredibly done and very beautiful. We need to take pictures. Our photographic historian needs to be replaced. The poll on where we are on the recovery curve after losing our last minister went very well. Rev. Barbara offered to

counsel anyone who would like to talk about the loss of our last minister.

- Staff matters: The RE report was sent today, compiled by Chris. Rev. Barbara will work with staff going forward so that the reports include number of hours worked on what. Barbara will work toward a Valentine's Day Staff/Board social event.
- Staff integration: Because of the loss of so many staff recently, there is still a lot of work to be done to achieve better staff integration. Some of the staff have exactly opposing schedules. Minister and Music Director are now working very well together. Will be working next with the administrator. We need to hold a meeting with broad participation and go over the position description. Rev. Barbara would like to include two from our Personnel Committee and two from the Board. There are many Office Administrator job descriptions, but Terry Mitchell has helped clarify which is the most current. Cecile and Keturah volunteered to attend. There does seem to be a lot of ambiguity in the job description about rentals and the Website.
- Remodeling the office: the office manager is responsible for the physical layout of the office, and now that our closets are cleaned and some of the clutter removed from the office it may be more possible to achieve what is needed. There needs to be 2 Board Members, 2 Facilities Committee members, and 2 staff attending. Keturah volunteered to represent either the Facilities Committee, the Board, or both.
- Rental policy and issues followup: Bob told Jelise, our janitorial contractor, how to respond if the situation recurs. We spoke about the possible need to have a church sexton on the premises when there is an outside rental. A security deposit isn't included. It wasn't possible to obtain any additional payment from the wedding rental incident because there is no policy to cover this. The Board asks the Facilities Committee to revise these policies and to include specifics on how much of the Office Administrator's job should be dealing with rentals.
- Conversation on Congregational Values: We will hold a congregational session on 02-Feb-13.
- Board / Minister Covenant: The last one was created in August 2011 and needs annual revision.
- Class on Crucial Conversations: Tony Mayo has offered to give anyone interested in the congregation on this topic (he is a professional coach). Should go to the Adult Ed Committee.
- March 8 Rev. Barbara will give our next Pathways orientation.
- March 23 will be our next new member orientation (one service)
- The new lay leader task list will now hold many tasks that were previously part of board host role. The Board host checklist will need to be revised.
- Rev. Barbara strongly suggests we raise the pulpit for better view for all congregants. She will implement a sideways chair setup for worship, and window treatments (scrimshades) will need to be

purchased.

Actions Rev. Barbara to followup on a Board/Staff luncheon or dinner on or about Valentine's Day.

Keturah and Cecile to meet with Rev. Barbara and two Personnel Committee members to refine Office Administrator's position description.

Tom to ask the Facilities Committee to revise our rental policies and to include specifics on how much of the Office Administrator's job should be dealing with rentals. Keturah will begin work on this.

Because of the late hour, a discussion about the first chapter of Hotchkiss will be delayed until our next meeting.

Meeting was adjourned at 9:15 PM with final words from Caroline.