

UUCR Board Meeting

Meeting Agenda and Minutes

Meeting Date: 06-May-2014

Meeting Location: Board Room, UUCR

Meeting Called By: Tom Day, President

Type of Meeting: Monthly Board Meeting

Participants: Tom Day (president), Cecile Batchelor (vice president and incoming president), Keturah Collins (secretary), Paul Baumgartner (treasurer), Casey Carros (incoming treasurer), Dana Jones-Sheppard, Annie Simpson, Mary Moulton (incoming secretary), Mark Hamill, Steve Meyer, Rev. Barbara Coeyman (interim minister)

Invited Congregants: Mary Ellen Mogee (Stewardship), Henry Collins (Finance)

Excused: Caroline Ewart (incoming vice president)

Meeting Agenda

Topics for Discussion	Led By	Time	Purpose
Chalice lighting and check in	Cecile	7:03 PM	
Thank you to outgoing Board members	Rev. Barbara	7:05 PM	To recognize the service of Keturah and Tom, who were not able to attend the Recognition Sunday service.
Draft Budget Determination	Paul Baumgartner and Henry Collins	7:10 PM	To examine income and expenses expected and planned for the FY14-15 budget year.
Stewardship Information Sharing	Cecile Batchelor and Mary Ellen Mogee	8:35 PM	To determine whether to share the aggregated average pledge of the FY13/14 and FY14/15 Board members with the rest of the Congregation
Minister's report	Rev. Barbara Coeyman	8:45 PM	Share ministers activities and areas of concern
Policies for approval	Keturah Collins	8:55 PM	Discussion, requested changes, and adoption of polices on firearms, disturbances, landscaping, and verbal announcements
Congregational e-blasts - Service Change and Search Timeline	Cecile Batchelor	9:00 PM	Discussion of logistics
Executive Session	Tom Day, Rev. Barbara Coeyman	9:10 PM	
Adjournment and closing words	Cecile Batchelor	9:30 PM	

Email Decisions:

Steve Meyer was appointed to take David Newton's board position via email (in April).

Next Meeting: 02 June, 2014

Meeting Minutes:

Chalice Lighting: and check in began at 7:05 PM.

Draft Budget Discussion:

Although we did not meet our stewardship goal, we were not far off from it. Average pledge increased, and there are still pledges that have come in after the deadline. There are approximately 20 potential pledges who have not responded.

2013/4 Board's average pledge increased from \$3,916 to \$4,440. (\$35K to \$39K)

2014/5 Board's average pledge increased from \$3,513 to \$4,330. (\$27K to \$34K)

Proposed 2014/5 Budget Discussion:

Paul noted that total pledges were \$253,549 (out of goal of \$260,000). We budget on 95% of the total pledged. However, pledges are under expectations (slower to arrive) this year.

Volunteer Sunday and a potluck may be scheduled for 15-June. Annie will ask the JULIETs if they will sponsor a potluck for that day, and ask Committee Chairs to prepare booths and sign up information.

Rental income is lower than expected by more than half; projected is \$8,500. May need a task force to study this issue.

The Flea Market will be scheduled for next June (usually the first or second Saturday), and planning will begin several months prior.

It was suggested and agreed that we replace our monthly newsletter with our weekly news blast. The news blast will be coordinated by the Board, through the Communications liaison. Eblasts will be archived in the public area of the Web site, and Samantha will continue to print a few copies for people without emails and visitors, and place them on the credenza in the east foyer. This decision needs to be communicated to the congregation, and Cecile will ask Caroline. Articles that go into the newsletter will become cyclical during the different weeks of the month. We will use MailChimp's metrics functionality to determine if we are reaching our members.

Our proposed budget has a surplus of \$4,028, which will be held in abeyance for possible expenses related to item such as music, office improvements, and telephone expenses.

Cecile moved, Keturah seconded approval of the budget, which passed unanimously.

Minister's Report

Reverend Barbara informed the Board that the district now has a full time youth coordinator, Andrew Mertz, based in the Sterling Church, of which we should take advantage.

It was determined that Rev. Barbara will work with the Facilities Committee on the issue of improvement of office design and functionality.

Rev. Barbara suggests that new member orientation could be much more aggressive in stewardship information and even include a pledge form in the orientation packet.

Rev. Barbara asked if our rental program should be proactive or passive? It is currently passive. If proactive, it could take up 20% of Samantha's full-time position. There is also the possibility to offer Samantha an incentive (such as a small percentage of the income beyond X amount of sales) for rentals. The Board encouraged Rev. Barbara to work with Samantha to be more proactive about promoting facility rentals.

The Board encouraged Rev. Barbara to make June 1st (Music Sunday), June 8th (New Member Sunday) and June 15th (End of Year Service and Potluck) each one service.

Rev. Barbara is authorized to arrange for visits by Revs. Keith Krohn (Interim Ministry Director) and Sandra Greenfield (DLFD startup), each for a service in September and October.

Rev. Barbara will begin the appraisal process of our staff for the end of the year this week, and although this year there will not be an official evaluation process, next year there will be.

Policies Discussion/Acceptance

1) Firearms: Modification to have the scope only include the building because the parking lot is a public one. "Committee Chairs" will be inserted as authorities that will be responsible for firearm policy enforcement.

2) Landscaping: Second paragraph insert "with the exception of the area of the permaculture garden, where plantings are approved and supervised by the Permaculture Committee."

3) Dangerous/Disruptive Incidents

- Number one, last sentence. Whenever any incidents occur and actions are undertaken without the minister present, the minister must be informed and will in turn inform the Board. See Cecile's email for wording.
- Ad hoc committee should include at least one Board member.
- 4-C say Board not Board of Directors
- 5 say committee on ministry / transition team as well as lay ministers
- Empower any staff member to give an immediate response.

4) Verbal Announcements: Guidance is very specific and strict. Insert "Suggested text is as follows..."

There are several other policies that are approaching completion, and Keturah plans to complete updates to the Rental Policy, Gifts Policy, and Alcohol Policy by the end of the fiscal year. Once adopted, these policies will be put into the UUCR policy book and posted in the public area of our Web site.

Cecile moved, Dana seconded acceptance of these policies as amended. The motion was unanimously accepted.

Keturah will write a blurb for the eblast on the adoption of these policies and a link to them.

Cecile suggests there should be an additional article in an eblast about the motion to move to one service and it will be placed into the Thursday eblast on 08-May.

Executive Session

The meeting concluded with a brief executive session, and the chalice was extinguished at 9:30 PM with words from Cecile Batchelor.

Action Items	Person Responsible	Deadline	Completed
Send reminder letters to people concerning current FY pledge. Include mention of the Volunteer Fair.	Paul, with Keturah to provide text	02-June	
In the fall or winter (before February), send annual culling letter to those who have not paid their pledge. Get list from Suzie, and text suggestion from Rev. Barbara. Fair share is currently \$104.	Mary	February	
Include a summary of pledge campaign in a late May or early June eblast	Mary Ellen	Mid-May	
Add a paragraph describing Board's increased support of the church in that June eBlast.	Cecile	15-June	
Include a call for a Board member to replace Morris Kaplowitz in an email blast.	Cecile	08-May	
Write another brief blurb about the proposal to go to one service for the eblast.	Cecile	08-May	
Write an eblast article informing and linking to the new policies on the Web.	Keturah	30-June	
Amend the policies as discussed and place in policy folder and post on Web	Keturah	02-June	
Arrange for visits by Revs. Keith Krohn (Interim Ministry Director) and Sandra Greenfield (DLFD startup), each for a service in September and October.	Rev. Barbara	25-August	
Communicate via eblast that June 1 st (Music Sunday), June 8 th (New Member Sunday) and June 15 th (End of Year Service and Potluck) will each be one service.	Rev. Barbara	20-May	
Announce to congregation that our newsletter is being replaced by weekly email blasts.	Keturah to ask Caroline Ewart	08-May	
Work with Samantha to make rentals proactive	Rev. Barbara	Beginning 07-May	
Ask JULIETs to sponsor a potluck for 15-June, in coordination with Volunteer Sunday event.	Annie	12-May	

Recommendations:

Contact Andrew Mertz, district youth advisor, for advise on youth program
Improve stewardship information presented at new member orientations, to include pledge form
Consider moving to a more proactive rental program

Parking Lot:

Future discussion of donations to the church that have a specific purpose (such as paying for our annual Green Sanctuary member dues).