

**UUCR Board Meeting
Meeting DRAFT Minutes**

Meeting Date: 1 October 2014
Meeting Time: 7:00 – 9:00 PM
Meeting Location: UUCR Board Room
Meeting Called By: Cecile Batchelor, President
Type of Meeting: Regular Board Meeting
Participants: Pres. Cecile Batchelor, VP Caroline Ewart, Sec. Mary Moulton, Treas. Casey Carros, Paul Baumgartner, Mark Hamill, Annie Simpson, Rev. Barbara Coeyman
Excused: Steve Meyer; Meagan Pitluck will attend the first hour only, as she is attending a conference

Topics for Discussion	Led By	Time	Notes
Chalice Lighting and Check-in	Rev. Barbara	7:00	
UUCR 2014-15 Board Covenant: (Recited in unison after check-in.) As a member of the UUCR Board, I covenant to faithfully serve the mission and shared ministry of the congregation with responsibility and respect.			
Accountability:			
Review Action Items from September 8th meeting	Cecile	7:15	September meeting's action items update is in Appendix 1 below. It was acknowledged that email from UUCR board duties has been overwhelming. Meagan offered to look into a Google docs (or similar) solution for better organization of Board meeting support documents. It was agreed that the broader issue needs discussion and brainstorming by all Board members, and will be tabled.
Approval of staff reports: DLFD Courtney Wilson MD Nichole Hodges-Abbasi ADMIN Samantha Jones MINISTER-Written portion	Cecile	7:20	DLFD report: Cecile met with Courtney about the need to recruit and hire an assistant DLFD. Mark to review the position description with input from Board as needed, and have Samantha post the position on the Web site. Paul to pass Courtney's electronics wish list to Tim Kelly for consideration, because he often gets in kind gifts or very reduced rates. Meagan noted that the blocks were very popular this summer for all ages. Board discussed how to let the congregation know of the need for the items on Courtney's list. It was suggested to discuss this at the Startup; putting the list on the order of service; posting a Christmas gifts style of list for people to tear off and bring items in. Courtney's report was approved unanimously. MD Report: Nichole's report was reviewed orally because the soft copy was not received by members of the Board. The MD's report was accepted unanimously. ADMIN Report: Cecile said Samantha has agreed that she could update the Website based on information provided to her by the Communications Committee, but may some IT assistance. Mark will mentor and train with Samantha

			on the Square Space software. Caroline will communicate the need to update Web site content for Samantha to Laurie Dodd.
Minister's Report	Rev Barbara	7:35	<p>Relationships: We discussed the relationship between Minister and Board (section 6 in <i>Fulfilling the Call</i>). The Policy Governance Workshop that Cecile and Rev. Barbara attended last fall discussed the "extreme policy governance" of UU Annapolis, where the Minister sets the goals and everyone follows his direction to the letter. This is not the way UUCR works; we have policy style governance, not (strict) policy governance. Rev. Barbara reminded the Board that the most important part of any successful relationship between Board and Minister is the element of trust.</p> <p>Discussion of our Purpose: Because of the current emphasis on Adult Faith Development, Rev. Barbara said that our work on revising our purpose/mission/vision will be delayed for some months, but not be forgotten. Interim appraisal will need to be done again; Rev. Barbara will work with Rev. Krohn on specifics of this this week. It is likely that the discussion of our purpose will take place during the stewardship campaign.</p> <p>Lay Ministry: Regional representative Renee Ruchotzke will join in with Rev. Barbara in the discussion with previous lay ministers, to honor their service and decommission the program. Cecile, Paul, and Casey will meet with Rev. Barbara to discuss the way forward on this conversation with the active Lay Ministers.</p> <p>Mid-month Meeting with Executives and Rev. Barbara: Rev. Barbara has requested a mid-month meeting with the executive members of the Board, and members of the Executive indicated they will be available to do so. Cecile will send out details for mid October, and after the meeting it was decided via email that the mid-month meeting will be open to all Board members.</p>
New Business:			
Committee Updates: Personnel Committee Membership Committee Stewardship Committee	Cecile	8:30	<p>Barbara LaRock was nominated (Caroline moved, and Mark seconded) and unanimously accepted as the new Personnel Committee Meeting Representative to replace Anne Welch.</p> <p>No board member attended the most recent meeting; Mary indicated she will attend when she is available in the future.</p> <p>Paul reported that the group adopted the theme "Brave the Wave"</p>
Discussion of Roles of Board Members	Rev. Barbara		Because of time limitations, Board members agreed table the discussion of Board Roles for next month's discussion.

Preparation for October 12 Congregational Meeting	Cecile	8:20	Letters to the congregation must be mailed on 2 October for the October 12 meeting. Members of the Board finalized wording on the numbers involved in the letter, and it was readied for Mary's signature. Cecile will help Samantha with the mailing tomorrow. All Board Members will make an effort to attend the meeting, and Mary will ask Samantha for a printout of the members of the Congregation to be sure we have a quorum.
Creating Our Future How shall we engage with the congregation to focus on our annual theme?	Cecile	8:30	The Board agreed to hold congregational discussions on how to proceed with Memorial Garden enhancements; the theme will include in weekly email blast; additional ideas will be shared on how to better "create our future."
Acknowledgement of Endowments	Cecile	8:40	Members of the congregation, during the process of their estate planning, have realized that there are no formal acknowledgements of our congregants' endowments. At a minimum, they should be compiled and put on the Web site.
Old Business:			
Rev. Barbara's contract revisions	Cecile	8:45	MOU Addendum 2.6 has an additional element about the honoring and decommissioning of the Lay Minister program. Members of the Board accepted the revisions. Cecile will follow up on the contract and give to Samantha for finalization.
Staff Hiring Procedures	Cecile	8:50	The Staff Hiring Procedures documents fall short; they should not clump together procedures for staff and for ministers. They also do not adequately take into account the new UUA best practices and are too short and restrictive. There needs to be more guidance provided for our Personnel/Hiring/Search committees. One error in the documents is that we speak about hiring a settled minister; they are not hired, they are called. We do need more guidance on the steps involved in all kinds of ministry. <i>Fulfilling the Call</i> is a very helpful document. Further discussion on how to improve these documents will be ongoing.
Disruption Policy	Cecile	8:55	Disruption Policy: What should we do if we have an intruder who disrupts our service? Should we have training? We do need an expanded policy, and probably we need to have a congregational forum to discuss. We do have a policy about disruptive people; perhaps we need to be more aware of it. The leadership may come from the minister, the board, and the ushers. Fire drill: Ushers will be leaders for the planned fire drill on 06-November.
Closing:	Rev. Barbara	8:59	

Action Items	Person Responsible	Deadline	Completed
Samantha to create, with Cecile's help, fillable rental forms for posting on the Web and sharing as soft copy.	Cecile	10-Oct	
Review the assistant DLFD position description with input from Board as needed, and have Samantha distribute it and post it on our Web site.	Mark	As soon as possible	
Mentor and train with Samantha on Square Space Software.	Mark	Before next meeting	
Feedback to Samantha on reporting hours worked rather than hours paid, and to read reports from other staff and emulate them.	Barbara	Within two weeks	
Check with colleagues for names of temp companies for secretarial assistance during Samantha's medical time off in November, share via email.	All	November meeting	
Communicate to Laurie Dodd the need to update Web site content and pass new content to Samantha.	Caroline	Two weeks	
Meet with Rev. Barbara to discuss the way forward on a conversation with the active Lay Ministers.	Cecile, Paul, Casey	Two weeks	
Task the Endowment Committee with the task of generating a list of people who have endowed the church.	Casey	November meeting	
Look into a Google docs (or similar) solution for better organization of Board meeting support documents.	Meagan	Three weeks	
Pass Courtney's electronics wish list to Tim Kelly for consideration, because he often gets in kind gifts or very reduced rates	Paul	As soon as possible	
Work with Rev. Krohn with the specifics of the upcoming interim appraisal.	Rev. Barbara	5-October	
Cecile to send details for a mid-month board meeting, with optional attendance and a call in option.	Cecile	One week	
Board liaisons to committees will attend meetings whenever possible, to facilitate the liaison process.	All	As committees meet	
Obtain a printout of members of the congregation from Samantha for calculation of the quorum for the meeting on 12 October.	Mary	10-October	
Ask members of the congregation for ideas on how to pursue our goal for the year of 'creating our future.'	All	Report back at next meeting	
Finalize Rev. Barbara's contract and deliver to Samantha for filing	Cecile	As soon as possible	
Verify August 2014 approval of Minister's Discretionary Fund Annual Report, 2013-14 Fiscal Year, by governing board	Mary	As soon as possible	done

Parking Lot:

- Brainstorming on possible resolution for information overload from Board meeting documents/communications
- Discussion of who can request a memorial service at UUCR at no cost
- Minister's gallery
- What would we do in a disruptive situation?

Appendix 1
Action Items Review from September Board Meeting

Action Item Description	Person Responsible	Deadline	Completed
Follow up with Tim on Rental Policy wording to include policy about alcohol, and distribute to the board for adoption. The approved form will be created as fillable pdf forms.	Steve	As soon as possible	Handed in to Samantha 14-Sep
Communications Committee Chair to be advised that the rental information and the LFD portion of the Web site needs updating as first priority of the Communications Committee.	Mary	25-September	In Laurie's hands
Communicate with Permaculture Leader Sheila Barrows that there will be an additional one-time increase in the budget of \$1,665 for a permaculturalist to help with the garden and train volunteers.	Annie	14-September	Completed. Annie to tell Susie a W-9 is needed.
Follow up on Personnel Policy on Confidentiality. Give the policy to Samantha, who will request Cecile's signature and file/post online.	Mary	As soon as possible	Pending. Cecile will sign 20 files next week (from Terry Mitchell)
Let our DLFDD know that there is approximately \$6,000 left in the Mangold bequest for LFD needs.	Cecile	As soon as possible	Done. Courtney included wish list with monthly report.
Remind the Office Administrator that she is to use the requested format for her monthly reports.	Rev. Barbara	20-September	Done.
Work with the DLFDD to help her even out her hours worked.	Rev. Barbara	01-October	Done.
Discuss with Annual Auction Chairperson the different date possibilities, trying to avoid a holiday weekend.	Caroline	15-September	Done. Auction is 08-Nov.
Convene the previous lay ministers that are available to discuss what can be the approach to lay ministry this year and report the results back to the Board.	Rev. Barbara	01-October	Details in monthly report.
For discussion next month, all members of the Board shall read the assignment in <i>Fulfilling the Call</i> and consider and describe how we are interacting with the professional staff, and our relationship.	All Board members	01-October	Done.
Suggest names for additional Transition Team member and Chair to Rev. Barbara for consideration.	All Board members	15-September	One name put forward; declined; more names needed.
Meet with our Office Manager to determine the level of her activities within the new job description, and let the Board know the results.	Cecile and Rev. Barbara	01-October	Done. Samantha accepted her new full-time position description.