



## UUCR Leadership Council Meeting Report September 9, 2017

### Call to Order

A meeting of the UUCR Leadership Council was held on September 9, 2017 in the UUCR Board Room. It began 9:30 and was presided over by Greg Ratta.

### Attendees

Members in attendance included Tracey Sopp (Religious Education), Myles Flint (At Large), Greg Ratta (Board Vice-President), Annie Simpson (Social Action and Justice), and Anne Welch (Membership).

Guests in attendance included Cecile Batchelor, Coordinator of 2017 Volunteer Fair.

Members not in attendance included Steve Ewart (Worship), Rev. Debra Haffner (Ex Officio) and Bob Howard (Facilities), Anne Thomas (At Large), and Bill Thomas (Finance).

### Approval of Previous Minutes

Minutes of the previous meeting (August 5, 2017) were approved by email prior to the September 9<sup>th</sup> meeting.

### Salient Discussion

The meeting approved the previously distributed agenda. The approved agenda is shown in Attachment 1 to this report.

### Resolve any issues with Volunteer Fair

No issues were identified and praise was offered for Cecile's efforts in planning the fair.

### Discuss how to reach other committees and groups

It was agreed that the Leadership Council chairperson would request quarterly that all leaders (Committees, Subcommittees, Programs, Projects, etc.) answer the following four questions, which used to be used by the Leadership Council:

1. What has your activity accomplished in last 3 months?

2. What are your plans for the next 3 months?
3. What is your greatest need and how can the Leadership Council help?
4. Do you have any questions or concerns to share with the Board?

It was also agreed that the message should remind the leaders that they should be keeping a record of who is collaborating with them. The discussion indicated that in return for submitting these quarterly reports there would not be a separate request for input to the annual report.

In an attempt to aid leaders to feel more valued for their efforts, it was agreed to hold a “pizza social” in the late fall and an “ice cream social” in the late spring for the leaders. Anne Welch agreed to find suitable dates on the calendar with the Office Director.

As an additional tool to draw attention to the leaders, the meeting considered special designations on the name tags. Several alternatives were considered and Tracey Sopp agreed to investigate these further.

### Extend plans for leadership development

The chairperson again requested volunteers to develop the curricula for the training topics identified in previous meetings. Although no volunteers came forward, an action item was taken for all Leadership Council members to search their files and contacts for relevant source material.

The meeting considered the draft policy for leadership transition and the draft guidelines for committee revitalization that had been drafted by Anne Welch. After some discussion and revision, these were approved by the participants for proposing to the Board. The approved text is reflected in Attachments 3 and 4, respectively.

### Any Other Business

None.

### Action Items

The action items arising from this meeting are shown in Attachment 2 to this report.

### Announcements

The next meeting of the Leadership Council is scheduled for October 14, 2017, from 09h30 to 11h30, in the UUCR Board room.

### Adjournment

The meeting adjourned at 11h20.

## Attachment 1 UUCR Leadership Council Meeting Agenda

**Date:** 9 September 2017  
**Time:** 09:30 to 11:30  
**Venue:** UUCR Board Room

**Members:** Steve Ewart, Myles Flint, Rev. Debra Haffner, Bob Howard, Greg Ratta, Annie Simpson, Tracey Sopp, Anne Thomas, Bill Thomas, Anne Welch

**Invited:** Cecile Batchelor, Coordinator of 2017 Volunteer Fair

**Objectives:** Resolve any issues with Volunteer Fair  
 Discuss how to reach other committees and groups  
 Extend plans for leadership development

| Time plan |                                                       |
|-----------|-------------------------------------------------------|
| 9:30      | I. Approve Agenda and Introductions                   |
| 9:35      |                                                       |
| 9:35      | II. Resolve any issues with Volunteer Fair            |
| 9:45      |                                                       |
| 9:45      | III. Discuss how to reach other committees and groups |
| 10:15     |                                                       |
| 10:15     | IV. Extend plans for leadership development           |
| 11:15     |                                                       |
| 11:15     | V. Closing                                            |
| 11:30     |                                                       |

**Attachment 2  
Action Items**

| <b>ACTION ITEM</b>                                      | <b>RESPONSIBLE</b>        | <b>DEADLINE</b> |
|---------------------------------------------------------|---------------------------|-----------------|
| Investigate badging for leaders                         | Tracey Sopp               | 14 October      |
| Get two dates for Leadership socials                    | Anne Welch<br>(with Beth) | 14 October      |
| Get "material" for training modules, e.g., UUCR history | All                       | 14 October      |
| Ask program leaders for quarterly report                | Greg                      | 16 September    |
| Program leaders send quarterly report to Vice President | UUCR leadership           | 7 October       |

## **Attachment 3**

### **Policy for Committee Chairperson Transitions**

**(Editor's Note: to be reformatted prior to submission to the Board)**

Purpose:

To facilitate the transitioning of responsibilities for committee leadership so that more UUCR members have the opportunity to take on leadership roles and so that committees benefit from fresh approaches and new ideas.

Proposed Policy: Committee Chairpersons will serve no more than three years as chairperson or co-chairperson unless circumstances warrant continuation beyond that limit as approved by the Leadership Council. Chairpersons may not serve consecutive terms. In order to enable continuity of leadership, the committee shall use one of the following transitioning models:

1. The committee selects a chairperson for a three-year term and a vice-chairperson who assists the chairperson and presides in his/her absence. The vice-chairperson is eligible to become the subsequent chairperson.
2. The committee selects a chairperson for a three-year term. The chairperson brings on a co-chairperson by the third year of that term (with the agreement of the committee) and gradually introduces her/him to the duties of the chairperson. After the three-year term is completed, the co-chairperson becomes the chair (with the agreement of the committee) and the cycle continues.
3. The committee selects a chairperson or co-chairpersons with shared responsibilities for a term of up to three-years. To manage expectation, the Committee should ask the leaders for a commitment for the term duration at the outset. The Committee would then need to plan for transition near the end of the committed term.

## **Attachment 4**

### **Guidelines for Revitalizing Committees**

Purpose:

To ensure committee strength and vitality in order to best serve its ministry in the church.

Suggested practices:

1. Each Committee commits to bring on at least one new person to that committee each year.
2. If a Committee has more members than necessary for its functions, subcommittees could be formed to focus on particular functions. And longtime members could be encouraged to switch to another committee to share experience and gain new perspectives.
3. When the Membership Committee notifies a Committee that a new member is interested in the activities of that Committee, the chairperson will strive to assimilate that new member into the committee structure. Each member of the Committee is responsible for welcoming the new member to that Committee.
4. When for any reason a Committee is no longer fulfilling its charter obligations, the Board will enlist one to three members with an interest in that function to create a new or revised Committee while seeking participation of new members.
5. Committees commit to meeting in person at least quarterly.