

## UUCR Board Meeting Meeting Minutes - DRAFT

**Meeting Date:** June 2, 2015  
**Meeting Time:** 7:00 PM  
**Meeting Location:** UUCR Board Room  
**Meeting Called By:** Cecile Batchelor, President  
**Type of Meeting:** Regular Board Meeting  
**Participants:** Cecile Batchelor, Caroline Ewart, Meagan Pitluck-Schmitt, Morris Kaplowitz, Steve Meyer, Greg Ratta, Annie Simpson, Evelyn von Barbie, Hannah Hamilton, and Rev. Barbara Coeyman  
**Excused:** Paul Baumgartner, Mary Moulton

### Meeting Agenda

Topics for Discussion	Led By	Time	Purpose
Chalice Lighting and Check-in	Steve	7:00	Steve will also lead the extinguishing the chalice at the end of our meeting.
<b>UUCR 2014-15 Board Covenant: (Recite in unison after check-in.)</b> As a member of the UUCR Board, I covenant to faithfully serve the mission and shared ministry of the congregation with responsibility and respect.			
<b>Accountability:</b>			
Farewell to retiring Board members: Paul Baumgartner, Caroline Ewart, Annie Simpson	Cecile	7:14	Honored on Appreciation Sunday, this will be their last meeting.
Review Action Items from May meeting	Cecile	7:16	See attachment 01. Please review and we will discuss ONLY that which has not been completed.
Approval of staff reports: DLFD Courtney Wilson FD Assistant Maggie Mack MD Nichole Hodges-Abbasi MINISTER-Written portion	Cecile	7:17	<b>CONSENT AGENA</b> See attachments 02, 03, 04 and 05  We will accept all reports received by consent. If there is any item we feel should be discussed, please be bring it to the group's attention.
Minister verbal portion	Rev. Barbara	7:20	<ul style="list-style-type: none"> <li>• Transition Team</li> <li>• Church etiquette; Board to "model the way"</li> <li>• Other topics</li> </ul>
<b>Old Business</b>			
Board Retreat  The retreat will be held at UU Congregation of Fairfax	Cecile	7:40	FRIDAY <ul style="list-style-type: none"> <li>• Food for Friday evening</li> <li>• Topics to discuss?</li> </ul> SATURDAY

Social Hall (Lower level of program building—see attachment 08)			<ul style="list-style-type: none"> <li>• Build the altar</li> <li>• Worship</li> <li>• MBTI</li> <li>• Assignments for Liaison</li> <li>• Walking meditation</li> </ul>
Update on Memorial Policies	Caroline	8:00	Caroline will provide a brief update of where she stands on the policies for memorials.
<b>New Business</b>			
Reserve from non-payment of Office Manager	Cecile	8:10	Would like to recommend the formation of a Bonus Pool with this reserve to award bonuses to our professional staff. Recommendations for distribution from Rev. Barbara; Board approval.
Dinner for Susie Anderson	Cecile	8:20	Evening dinner at Cafesano--Board and staff; Doodle poll to coordinate.
Hiring of new bookkeeper Interim bookkeeper?	Cecile	8:25	<ul style="list-style-type: none"> <li>• Job description</li> <li>• Advertisement</li> <li>• Resume review</li> <li>• Interviews</li> <li>• Hiring</li> <li>• Contract</li> </ul>
Formation of new minister Compensation Task Force – Proposal for Hybrid Team from: Board (President and Treasurer?), Finance Committee, Personnel Committee, MSC	Cecile	8:35	We should have a clear picture of the level of compensation we will provide to our new settled minister. This work should be finalized in the February timeframe to inform the 2016-17 budget.
Cleansing of the Church (again) Facilities policy	Cecile	8:40	We need to discuss, and assign someone to get back to Diane Black; also need to confirm that Rev. Barbara has contacted her already.
Strategic Plan Review Constitution Rewrite	Cecile	8:45	Let's talk about timing and planning
Extinguish the Chalice and Close		8:55	
"Have we made any decisions in the room today, and (if we have) how are we going to communicate them?"			

**Next Meeting:** Tuesday, July 7, 2015 at 7:00 PM in the Board Room

## **Meeting Minutes:**

**Opening:** Meeting was called to order at 7:00 PM by President Cecile Batchelor. Steve Meyer lit the chalice and all present participated in a brief check in.

**Action items from last meeting:** All action items from May had deadlines that were met.

**Farewell:** Cecile, on behalf of all the Board, expressed appreciation for the 3 years of service as Board members by Paul Baumgartner, Caroline Ewart, and Annie Simpson.

**Consent Agenda:** All written consent agenda reports were accepted by voice vote.

**Facilities purchases:** A brief discussion ensued on shortcomings related to the newly-purchased custom shades for the offices and the sanctuary. There will be more information to share at the next Board Meeting, and it was determined that the Facilities Charter will be a topic at the Board Retreat.

**New hires:** Sandra Meise (pronounced "Me say") is the new Office Manager and starts June 9<sup>th</sup>. Beth DiPasquale is the new Communications Manager; she starts July 1.

**Memorial for son of Mel Pine:** Rev. Barbara announced that the 29-year-old son of former UUCR member and Board President Mel and his wife Carol Harkrader Pine, Thomas Harkrader Pine, was recently killed in a skateboarding accident in Charlottesville. The Pines, who now live in Purcellville, have requested that the memorial service be held at our church and officiated by Rev. Dawn Cooley, of Louisville, Kentucky; the Leesburg UU Ministers: Revs. John and Phyllis; and Rev. Barbara. A discussion ensued about the possible related logistics.

**ACTION:** Rev. Barbara to continue with logistics for the Memorial Service, and to call on the Caring Circle for assistance.

**Transition Team:** Rev. Barbara explained that a new transition team will be chosen for the coming year, and hopefully being people-in-training for our Committee on Ministry that will be formed to support our new settled minister next year. Potential names were discussed, and Hannah has agreed to approach the possible Transition Team members, with the assistance of Rev. Barbara. It was agreed that in any case we should have some possible members for a Committee on Ministry in place before our settled minister arrives.

**ACTION:** Hannah to approach, with guidance from Rev. Barbara, potential Transition Team members and report back the result, either at the retreat or the next Board Meeting.

**Congregational Expectations:** Recently there have been issues because congregants often expect our staff to meet with them or discuss impromptu topics in detail on Sunday while they are preparing for worship. Cecile requests that the Board provide leadership in social interactions on Sunday so that people feel welcome and congregants who need questions

answered can still have their needs met. Greg suggested we request that staff occasionally work an evening instead of daytime hours, so that congregants can interact with them. Ministerial Search Committee Members could also be present. Also, if there were a way to request an appointment with staff via the Web it would be helpful.

**ACTION:** Greg to discuss with Beth during their initial meeting.

**Congregational Mission/Purpose Workshop:** Rev. Barbara noted that the next Congregational Forum workshop will be June 14<sup>th</sup> after the service.

**Ministerial Search:** Cecile shared that both Boards (current and future) will be meeting with Rev. Bruce Marshall, our ministerial settlement representative (MSR) on June 17<sup>th</sup> at 7 PM in the Board Room.

**ACTION:** Board Members save June 17<sup>th</sup> at 7 PM for the meeting with Rev. Marshall (if they are able).

**Treasurer's Report:** Cecile and Meagan suggested that the Board should open its monthly meeting with a Treasurer's report and an analysis of where we are financially. This possibility will be discussed at the Board Retreat.

**Board Retreat:** Cecile mentioned that there is still money available for the Board Retreat, which will be held at UU Fairfax. Hannah offered to help plan the retreat, which will be held on June 12<sup>th</sup> and 13<sup>th</sup>. Cecile reminded the outgoing Board members that there are books that need to be passed forward to new Board members, such as Hotchkiss' *Governance and Ministry* and *Answering the Call*.

**ACTION:** Outgoing members Paul Baumgartner, Caroline Ewart, and Annie Simpson to pass their books to new members or turn them in to the cupboard in the Board Room.

**Memorial Service Policy:** Caroline reported that the Memorial Task Force has prepared a draft Memorial Service Policy. The Garden Deck was created and is maintained by the Facilities Committee, and there is space for more than 100 plaques on the railing of the deck. The proposed policy suggests that memorial services be free for all members and their immediate family, and that ministerial services also be free, with donations for ministerial professional services welcomed. The Caring Circle will provide a contact person for each memorial service.

**ACTION:** Caroline Ewart to finalize the policy for consideration and approval by the Board. Steve Meyer to take Board leadership on the effort at the end of this month.

**Reserve from non-payment of Office Manager:** There is approximately a \$10,000 reserve that has accumulated because of our volunteer coverage of the office. Because all staff has had to extend their duties in the absence of an office manager, it was suggested that these funds be put toward bonuses for the staff. Cecile requested that the bonuses, which would be a 'first' for our present employees, be based on a recommendation by Rev. Barbara, who is their supervisor. Steve suggested that we create a formal policy about what to do with any future bonuses to the budget, directing a certain percentage to facilities reserve, operations reserve, and staff bonuses. There was discussion about bonus types: performance, retention, or other. There was general consensus that the funds at hand should be used in a 'one off' bonus, and in the future there should be a general policy created.

**ACTION:** Meagan, Cecile, Greg and someone from personnel will work on a task force for the bonus distribution this year.

**Farewell dinner for Susie:** We will meet at Cafésano on June 17<sup>th</sup> at 5:30 PM to have a farewell dinner for our outgoing Bookkeeper, who has worked for us for six years.

**ACTION:** All Board Members to respond to Cecile about availability; even if unable to attend, donations to cover staff dinners would be appreciated.

**Hiring of new bookkeeper:** A task force was formed to interview potential bookkeepers: Barbara LaRock, Hannah Hamilton, Meagan Pitluck Schmitt, Bill Thomas and possibly Terry Mitchell. There were some edits still pending with the wording of the position description, and Greg Ratta offered to review the text. Rev. Barbara feels that we may have too many hours dedicated to the position, because our processes need review/improvement. Most churches our size have a bookkeeper for about 15 hours per month, and ours has 8-10 hours per week. Many churches use a bookkeeping service. Terry Mitchell suggested we temporarily use our previous bookkeeper, Lindsay Smith, until we replace Susie, and Cecile will call her tomorrow. Meagan, our Treasurer, will begin to improve our processes by starting an online bill pay for our regular expenses, which are currently being paid by paper check.

**ACTION:** Cecile to contact our former bookkeeper for a temporary appointment until the position is filled.

**ACTION:** Hannah, Meagan, Barbara LaRock, and possibly Terry Mitchell to serve on interview and selection process for new bookkeeper.

**ACTION:** Meagan, as Treasurer, to continue to review and streamline the UUCR

bookkeeping process to make the bookkeeper's job easier and less expensive for the church.

**New Minister Compensation Task Force:** The recommendation is to form a hybrid tiger team including someone from Board (President and Treasurer) Finance, Personnel, Ministerial Search Committees to determine what kind of salary we can offer our settled minister. Greg volunteered to serve. The goal is to have clear guidelines for what UUCR can pay our future minister established by early January, in order to be included in the budget.

**ACTION:** Cecile Batchelor to communicate to Greg Ratta and other Ministerial Compensation Task Force members about next steps. We hope to discuss this issue with Rev. Bruce Marshall during our meeting with him on June 17.

**Church Cleansing Request:** Some congregants have requested permission to spiritually cleanse the church, as has been performed in the past. It was determined that the permission needs to be obtained from the person in charge of rentals and reservations (Steve Meyer and Sandra Meisse in the future) and follow the established facilities policy. There was some surprise expressed at the request, but it was pointed out that ours is a diverse community that includes members whose are wicca, and feel the need for periodic spirit cleansing.

**Strategic Plan Review and Constitutional Rewrite:** UUCR's last strategic planning process was in 2010, and was led by Mary Howard. Our Annual Committee Reports (based on quarterly reports given at Leadership Council) are based on what is specified in our Strategic Plan. Since the plan is 5 years old, it is time to visit it again. A Task Force needs to be formed, perhaps after our missioning work is completed, to work on the new plan. It was pointed out that in general, committee leaders should be encouraged to change leadership tasks on a regular basis. There are also several required changes that are needed in our constitution, in addition to the ones adopted for our incorporation.

**ACTION:** (All) Review the UUCR membership directory and suggest to Cecile possible members of a Constitutional Rewrite Task Force and a Strategic Plan Task Force.

**Google Drive:** By general consensus, because of some issues with access to the Google Drive, it was decided that all Board meeting documents will be posted in the Board section of the Website behind the firewall.

**ACTION:** Cecile to include instructions on how to log on to the Board section of the Website before and during posting next month's documents there, and to change the login

password for next year's Board.

**ACTION:** Greg to move the Board's Google Drive documents to the Board section of the Website.

**Board Minutes:** Rev. Barbara suggested that paper versions of Board minutes be posted on a public bulletin board. The new office manager is going to take these things on as a task.

**ACTION:** Annie to post this month's notes, once they are finalized, on the bulletin board, along with instructions for where to find them on the public Website.

**Adjournment:** The meeting adjourned at 9 PM.

Action Items	Person Responsible	Deadline	Completed
Continue with logistics for the Thomas Harkrader Pine Memorial Service, and call on the Caring Circle for assistance as needed.	Rev. Barbara	19-June	
Approach and recruit potential Transition Team members.	Hannah, with guidance from Rev. Barbara	ASAP	
Save June 17 <sup>th</sup> at 7 PM for the Ministerial Search Committee meeting with Rev. Marshall (if they are able).	All Board Members	17-June	
Outgoing board members return Board reference books such as <i>Governance in Ministry</i> to the cupboard in the Board Room	Annie, Caroline, Paul	30-June	
Finalize the Memorial Service and Memorial Garden policy for consideration and approval by the Board.	Caroline, Steve	ongoing	
Form a task force for the bonus distribution this year.	Meagan, Cecile, Greg	ASAP	
Respond to Cecile about availability to attend farewell dinner for Susie on 17 June at 5:30PM; even if unable to attend, donations to cover staff dinners would be appreciated.	All	12-June	
Contact our former bookkeeper for a temporary appointment until the position is filled.	Cecile	ASAP	
Serve on interview and selection process for new bookkeeper, with Barbara LaRock and possibly Terry Mitchell. Schedule evening meetings.	Hannah and Meagan	ASAP	
Continue to review and streamline the UUCR fiduciary process, making bookkeeper's job easier and less expensive for the church.	Meagan	ongoing	
Communicate to Ministerial Compensation Task Force members about next steps.	Cecile	Report back next meeting	
Review the UUCR membership directory and suggest to Cecile possible members of a Constitutional Rewrite Task Force and a Strategic Plan Task Force.	All	ASAP	
Email instructions on how to log on to the Board section of the Website before posting next month's documents there, and to change the login password for next year's Board.	Cecile	01-July	
Move the Board's Google Drive documents to the Board section of the Website.	Greg, with Meagan's help if needed	Before next meeting	
Annie to post this month's Board notes, once they are finalized, on the bulletin board in the West Foyer, along with instructions for where to find them on the public Website.		15-June	

**Recommendations:**

Congregation should consider a different pulpit if we have a raised platform for worship.
Form a Task Force for creating a policy on staff bonuses in the long term.

**Parking Lot:** *no items.*