

Unitarian Universalist Congregation
Board Meeting Notes
June 14, 2018

Present: Bill Baker (Treasurer), Steve Keighton (incoming president-elect), Jennifer Mercier (at large member), Sandy Power (incoming treasurer), Irene Peterson (secretary), Susan Piercy (incoming at large member), Tim Pickering (President), Ellen Plummer (president-elect), Pam Phillips (minister), Amy Pruden Bachi (member at large).

Absent: Susan Wamsley (member at large), Dan Kominsky (member at large)

Prior to the start of the meeting board members took the time to reflect on their service to the board. Tim passed out UU pins and books on Governance and Ministry to the incoming board members.

Chalice Lighting and Reading – The chalice was lit and Irene did the reading.

1. **Review and Accept Revised Agenda**

No revisions were made to the agenda. Agenda was unanimously approved.

2. **Member Forum**

Dave Lievsay was scheduled to make a presentation but was unable to attend.

3. **Consent Agenda**

Consent agenda was approved with Ellen asking a question about the DLFD director certification status. Pam informed the group that the certification was still in process.

Minister and Staff Report

Administrator's Report

DLFD's reports

Previous meeting minutes

4. **Treasurer Report**

The 3% challenge for additional pledges resulted in an additional \$3,392. Bill reviewed a PowerPoint presentation of our current financial status. He also did a brief overview of how money is reported and tracked and how he creates his reports.

5. **Old Business**

Spring cleaning of the closets has been completed. The closet in Elarth was also cleaned and rearranged.

The safety committee met to discuss an action plan. Darrel Clowes will arrange a meeting with Blacksburg police safety officer. Tim reports that the safety committee has regrouped. Tim will now take over responsibilities as the liaison

between the UU and the police department and will arrange a meeting with them soon. He will report back to the board after he meets with the safety officer. Tim did a tour of the building with members of the safety committee. He is confident in the evacuation plans developed by the DLFD director. There will be a continued effort for improved safety plans in the event of an intruder.

Need to request report from building committee re: update to anteroom and additional storage capacity. Pam met with the building committee. Dick Luke will chair this committee and they are making plans for the anteroom. Karen Hager and Lisa Evanylo will reassess their storage needs now that the closets have been cleaned out. Pam reports that the Earth Spirit Sisters are willing to assist with sprucing up the anteroom.

Insurance on the building. Per Bill, we have an insurance policy through Church Mutual. Insurance is based on a percentage of the worth of the building. An inventory would be useful. Tim will work on the inventory over the summer. Bill suggested that Meredith Hunley may be willing to assist Tim with this effort.

Facility Manager Report – Dave Lievsay was scheduled to make a report but was unable to attend.

6. New Business

Demonstration of OneDrive. Tim did a demonstration of OneDrive.

Need for a digital backup system for our important files and website. All of Lisa's files are on Office 365 (on the cloud). Kelly Egan is investigating on-line backup systems. Bill reports that our financial information is in the Office 365 program. The question was asked, how do we access archive files?

Report from Ellen and Pam on any issues coming up at GA that require a congregational vote. If so, what should be our position? Ellen reviewed the issues for the upcoming GA. No particularly controversial issues are expected at the GA. The board is confident in the voting decisions of our delegates. Tim suggests that efforts be made to have our local congregation be more aware of national UUA issues.

Review board goals for the year. Tim reviewed the goals set by the board last year. The items listed below were specifically addressed in this meeting.

- a. Web maintenance clarification was one of the goals. Lisa Evanylo is both the web administrator and web master for our website. Author Snoke is a volunteer. Kelly Egan has helped tremendously with the website.
- b. Policy update and alignment. Tim will continue to work on this project.

- c. Reconstitute the Personnel Committee. The Personnel Committee has been re-formed.
- d. Reconstitute the strategic planning effort to implement the vision statement. We need to continue efforts on strategic planning and revisit the charge to the Leadership committee.

Meeting schedule for next year. We will take up this issue at the next board meeting.

Passing of the book – Tim passed the book of parliamentary rules to Ellen as he handed over the presidency.

Next meeting - August 18, 2018. Board retreat to be held at VA Tech Women’s Center, 206 Washington Street, Blacksburg, 9 AM- 1:30 PM

No volunteers needed for reading or refreshments due to scheduled board retreat.
No July meeting.

Upcoming events

GA meeting in Kansas City

Meeting adjourned at 8:30 PM

Notes respectfully submitted by Irene Peterson

Board Goals and Priorities – 2017/2018

GOALS

- Support the Minister
 - Meet on a quarterly basis
 - Complete evaluations (due November 2018)
 - Schedule installation date (**done**)

- Educate/Outreach
 - Become a beacon of liberal religion in the NRV
 - Board members show up for community events, possibly wearing UU identifying clothing, or other means of association to UU congregation
 - Report monthly on events that board members have participated in

- Communications/identify, assess, and improve
 - Website, newsletter, email, postings, other
 - Website management – identify who manages the website
 - Activate our new web site (**done!!!**)
 - Assign responsibilities for maintenance
 - Set up a communications team

- Explore Policy Governance framework
 - Some information discussions by Tim. No formal actions taken

- Current Policy update and alignment (**in progress**)
 - Evaluate and align committee structures, purpose (strategic planning, personnel, ministries, leadership development, others. – Board will do reviews for each committee to accomplish this goal

- Reconstitute Personnel committee (**done**)

- Support the social justice effort (environment)
 - Check in quarterly with the committee to see what they are doing, what they need from us.
 - Chairperson of the committee will provide goals which the social justice committee hopes to obtain.

- Reconstitute the strategic planning effort to implement the vision statement
 - Will meet with the program council to start.

- Revisit the charge to the Leadership Development Committee (**done**)

June 2018 Minister's Report to the Board
Submitted by Rev. Pam Philips

Leads Worship

The worship theme for May was “Creativity,” which we explored by considering how we nurture creativity (turns out procrastination and transient hypofrontality help us be more creative) and looking at Memorial Day through the lens of poetry. I was grateful to share one of Dick Bauman's poems during that service. Because children were with us on Memorial Day, we had materials on hand for them to make poppies during the service—Rhonda Johnson got together all the materials for this well-received activity.

The June worship theme is Blessing, and so far we've explored the blessings of community with our flower communion Sunday and how Unitarian Universalists can reclaim the notion of blessing. We handed out small vials at the flower service so that people can collect water over the summer to bring back for the water communion in August. A Blessing Menu created by my colleague Kimberlee Carlson for a Blessing Booth at the Pridefest in Milwaukee, Wisconsin proved to be a useful and well-received tool. I met with the YRUU members to talk with them about their service, but they did most of the decision-making and planning.

Officiates Rites of Passage

I was honored to participate in a bridging ceremony for the graduating seniors on May 20th. The graduating seniors did an excellent job sharing their experience, as did the younger members sharing their appreciation. The ceremony itself was adapted from one written by Rev. Alice King and included participation from everyone in the congregation.

Seven new members were recognized with a ceremony on May 27th, and three other people signed the book in my office but were unable to attend services that day. Since then, we held a modified new member recognition ceremony at the end of the Living the Pledge workshop for a person who was moved by her participation in the workshop to join that day (after years of attending).

Provides Pastoral Care and Presence

I continue to visit with congregants in my office, at the hospital, and in their homes. Frank DuPont will be fielding calls for pastoral care during upcoming absences (GA and then vacation in July), but I will be available for emergencies until I leave town in late July. I'm grateful for a member giving me a comprehensive and annotated list of resources for where to get food assistance in Blacksburg and Radford, which I've been able to share with people from the community who call for help. I've also used the community assistance fund to help pay electric bills for people who have been without power.

Encourages Spiritual Development

Most of my work in this area has been from the pulpit in the last month.

Witnesses to Social Justice in the Public Square

I was pleased to attend the Living the Pledge workshops offered by members of the Anti-Racism discussion group. Rhonda Johnson, Julie Densmore, and Jamie McReynolds led the workshop

and Barbara Taylor and Isabel Berney did much pre-planning. The workshop was well-attended and the participation was enthusiastic. I'm hopeful we will be able to sponsor another round of workshops in the coming year, inviting members of other faith communities to join us.

Leads Administration

I've been meeting with staff bi-weekly. Karen Hager and I have already begun planning for next year, calendaring for religious education and multi-generational services. I will be completing staff evaluations at the end of June.

Lisa Evanylo, Joe Parrish, and I undertook a closet cleaning—with help from Tim Pickering, Isabel Berney, Darla Bray, and Susanne Sutherland—and were able to clear out a good bit of junk.

Our internet should be much more reliable thanks to the work of Chris Eagan, who installed new equipment.

Pursues Personal Renewal and Professional Development

I was grateful to take study leave the first week in June to take an online class in process theology and the world's wisdom traditions. And I look forward to taking vacation time in July.

Serves the Larger Unitarian Universalist Faith

I will be attending General Assembly in Kansas City, along with Jamie and Ellen Plummer. I look forward to sharing the highlights when I return to the pulpit in August. I've also begun conversations with other UU ministers in Virginia who are hoping that we can together participate in a social justice leadership program being offered by Rev. Nathan Hollister's Sacred Fire UU ministry--more information to come.

Administrator's Report to the Board

June 14, 2018

Pledge Reminders: The final email with pledge updates for this fiscal year was emailed on June 4.

2018-19 Pledges: Following the annual meeting, we received an additional \$518 in pledges (1 new pledge and 1 3% increase). Helps decrease the deficit in the budget.

Committee Report Highlights: The highlights sheet available at the annual meeting was met with a very positive response from what I could tell. Unless there are objections, I will continue this in the future rather than printing off the full reports which will be available on the website only.

Childcare staff: We have a new sitter, Caitlin Heath, who started in April although will be gone for the summer. She replaces a sitter who graduated and moved away. Sara Catlett (member) and Allison DeHoff (YRUU member) will be helping out in the nursery during the summer as needed.

Attendance/Members: See online Google Doc. Several members were moved to friend status as they aren't active anymore nor do they pledge (and didn't respond to recent emails about status). We gained 11 new members in the past month or so following the recent newcomers' orientation class and new member ceremony.

Vacation Time: I will be on vacation July 1-8 but checking emails most days. I will also be away July 26-29 without email access.

DLFD Report to the Board – June 2018

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- CYRE: 122 (unique children and youth)
- LFD Activity slots: 155
- UUC Activity slots: 167

These numbers will reset next month as we open fall registration. Two new families have already registered for fall.

Recruitment Update

Fall recruitment has gone very well this year. Once again, we finished fall teacher recruitment before we finished recruitment for summer! Only 2 fall teachers are brand new to teaching RE, and returning teachers are key to our easy recruitment.

- RE Teachers (20) – filled
- MSYG Advisors (4) – filled
- YRUU Advisors (4) – filled
- YAC Advisors (3) – 1 open position; am awaiting an answer to an offer
- OWL teachers (4) – filled
- COA facilitator – filled
- COA mentors (6) – 5 filled; 1 to recruit
- ARE – TBD

All summer positions are now filled, as well.

Key Summer Dates

- Summer RE: June 10 – August 19
- Ice Cream Social (appreciation for summer teachers): August 19
- Conversations on Our Faith; Meditation Group; Anti-Racism Discussion Groups: all continue to meet through the summer
- Tai Chi: June 12 – July 19

Key Summer Work

- Fall registration
- Adult program
- Prospectus
- Fall prep – all ages
- Teacher and advisor training
- Space organization
- Plan kick-off events

UUC BOARD AGENDA
June 14, 2018

7:00 – 7:15

Chalice Lighting & Reading
Check-in

7:15 – 7:20

Review and Accept Revised Agenda
Proposed motion: Approve agenda

7:20 – 7:25

Member Forum

7:25-7:30

Consent Agenda: Approve
Minister and Staff Report
Administrator's Reports
DLFD's Reports
Previous meeting minutes

7:30 – 7:40

Treasurer's Report

The 3% challenge for additional pledges resulted in an additional \$5,800

7:40 – 8:10

Old Business

Spring cleaning of closets was completed

Safety committee met to discuss an action plan. Darrel Clowes will arrange meeting with BB police safety officer.

Need to request report from building committee re update to anteroom and additional storage capacity.

Physical inventory of the building will be done over the summer.

8:10 – 8:15

Break

8:15 – 8:20

Facility Manager report – Dave Lievsay

8:20 – 9:00

New Business

Demonstration of OneDrive - Tim

Need for a digital backup system for our important files and website

Report from Ellen and Pam on any issues coming up at GA that require congregational vote. If so, what should be our position?

Review of Board goals for the year - Tim

Meeting schedule for next year

Passing of the book -Tim

Select opening words for volunteers for next meeting

Refreshment volunteer

Reminders of upcoming events

Extinguish Chalice and Adjourn Meeting