

**Unitarian Universalist Congregation  
Board Meeting Minutes  
August 8, 2013**

(Via email on June 25, 2013, Kristine Reid moved to confirm Pat Traynor as chair of the Finance Committee. The motion carried unanimously.)

**Present:** Board members Laureen Blakemore, Jim Flowers, Linda Powers, Margo Walter, Kristine Reid, David Burr, Ann Norris, Beth Lyman; ex officio members Dara Olandt, Lisa Evanylo; Parliamentarian Frank DuPont; UUC members Brigitte Flowers, Morton Nadler, Isabel Berney, Alexa Casey and Lisa McCrickard

Dara provided the reading and lit the chalice, all checked in, and Laureen read the Board Covenant.

I. **Process Observer Update** – Jim stated that there is consensus to assign someone to report back at the end of each meeting on how we did. Dara will offer a 20-minute training session at the Board retreat, and the position will rotate through the Board.

II. **Agenda** – Jim moved to approve the amended agenda. The motion carried unanimously.

III. **Member's forum** – anyone can address the Board for up to 3 minutes. Debate is not permitted, but one can ask for clarification.

No one addressed the Board.

**IV. New Business**

A. **Minister's Installation Service and Reception** – this will be the formal installation of Dara as our settled minister with extra music, invited colleagues, and a guest minister, Rev. Lydia Ferrante-Roseberry. The best date is November 10. Dara suggested that we hold a congregation-wide service project/action on November 9 as a way of doing something together as a community. Dara will form an installation team – send her suggested names.

B. **Start-up** – our UUA region recommends we hold a start-up for the Board and Minister for the purpose of relationship-building, clarifying roles, brainstorming, etc. Kathy McGowan, Executive Lead for the Southeast Region, is available to lead us at no cost on October 26. Dara will email her bio. Let Dara know if that date is okay for you.

C. **2012-13 Surplus** – Linda moved that we allocate the \$10,000 surplus from 2012-13 plus \$5000 in the current budget for future debt repayment to pay back the \$20,000 member loan that recently came due. An additional \$5000 member loan is needed. The motion carried unanimously.

V. **Consent Agenda** – The Consent Agenda was approved unanimously.

VI. **Treasurer's report** – see attached report. Linda reported that the Finance Committee voted to have a Vanco donations page linked to our website. The cost is \$300/year and will be tried for 1 year. The site can be used to donate using a credit card or bank account.

**VII. Reports**

A. **Facilities Council** – Edward Dowe is no longer in the position of Facilities Manager. Joe Parrish has offered to take on the position for a 6-month trial period. He has a Class A contractor's license and lives very close to UUC. He has requested to be classified as an independent contractor (vs. employee), and therefore can be hired by the Building Committee without Board approval. He will receive 1/12 of the budgeted money (\$500)

each month. Jim moved that the administrator be delegated with the ability to contract with independent contractors within budget constraints. The motion carried unanimously.

**B. Fellowship & Governance Council** – no report

**C. Finance & Administration Council** – the Council will shortly be interviewing 3 candidates for the assistant to the DLFD position. The Scrip checking account has been closed and is now included with the UUC checking account.

**D. LFD Council** – the summer program is going well. Dara will let the Board know what adult education classes she will offer.

**E. Membership Council** – no report

**E. Pastoral Services Council** – no report

**F. Social Action Council** – the CST met last Sunday

**G. Worship Opportunities Council** – the summer is going well. Dara will be starting a Worship Associates' Program and a Special Worship Group.

**H. Staff Reflections** – no report

**VIII. Action items** - none

**IX. Old business**

**A. Date and time for future Board meetings** – Laureen previously sent out a survey, and as Thursday is still the best day to meet, there will be no changes. The Board will meet several times/year to share a meal before the meeting.

**B. Board Retreat** – to be held on Saturday, August 31 at Laureen's downtown office. Laureen and Dara are working on the agenda which will include time for community building, reflecting on what it means to be on the Board, upcoming work for the year, an orientation and social time. It will be sent out in advance of the retreat.

**IX. Information items**

**A. Auction** – the date is Saturday, October 19, and the theme is "High School Prom." There may be Sunday displays of artwork that will be donated. There will also be a place where one can request services that are wanted. The auction website is ready to accept donations. Once logged in, past years' catalogs can be viewed for donation ideas and also what each family donated in the past. Lisa will send this info out with the next announcements.

**B. From Dara**

**1. NAACP Freedom Fund Banquet** – Saturday, September 28 at The Inn at VT. Dara will be doing the benediction. Contact the DuPonts to purchase tickets (\$50 each).

**2. COM** – more will be discussed at the retreat. More congregations now have COMs that work closely with the minister to reflect on the minister and ministries of the whole congregation. Dara will share names of those she would like to have on the COM.

3. **Dara's Status with UUA** – Dara is fellowshiped and ordained. She is currently in "preliminary fellowship" and requires 3 years in the same congregation to receive "final fellowship." At the end of each of these years, Dara submits a renewal/evaluation to the UUA. The Board and COM each submit evaluations on Dara's ministry to the UUA. Once she receives final fellowship, she can supervise another minister.

X. **Next meeting** – September 12 at 6:30 PM. Frank will provide the reading, Ann the refreshments, and Linda will serve as process observer.

Dara gave the closing.

**ACTION ITEMS:**

**All:** Send Dara names for installation team, let Dara know if October 26 works to attend Start-up

**Dara:** Form installation team, send bio for Kathy McGowan to Board

**AGENDA ITEMS:**

COM

Installation

Lisa Evanylo, Administrator

**UUC BOARD MEETING AGENDA**  
**Thursday, August 8, 2013, 6:30 pm**

6:30 – 6:45	<b>First Time Period</b> Chalice Lighting & Opening- Rev Dara Reading of Board Covenant Check-in Process Observer- Update	15 Minutes
6:45 – 6:50	<b>Review and Accept Agenda</b>	5 minutes
6:50 – 7:05	<b>Members Forum</b> 3 minute segments of open comments (Statements only, no discussions, no time sharing)	15 minutes
7:05 – 7:20	<b>New Business</b> Minister Installation Service & Reception- Rev. Dara Minister/Board Startup- Rev. Dara FY surplus plus additional pledges – go to future debt repayment- Linda Request Auction donation to Social Action- Cynthia Luke	15 minutes
7:20 - 7:25	<b>Consent Agenda</b> Previous Board Meeting Minutes Minister's Reports Administrator's Reports DLFD's Reports	5 minutes
7:25 - 7:35	<b>Treasurer's Report</b>	10 minutes
7:35 – 7:45	<b>Break</b>	10 minutes
7:45 – 8:00	<b>Reports</b> Reports from Committees of the Board (Transitioning to Council Reports) Facilities Council Fellowship & Governance Council Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council Worship Opportunities Council  Staff Reflections – Rev. Dara	15 minutes
8:00 – 8:15	<b>Action Items</b> Follow-ups	15 minutes
8:15 - 8:25	<b>Old Business</b> Day and time for future meetings- Survey results Board Retreat	10 minutes
8:25 – 8:40	<b>Information Items</b> Auction- Richard Hammer	15 minutes
8:40 - 8:45	<b>Reading, Refreshments &amp; Process Observer</b> for next meeting	5 minutes
8:45	<b>Closing- Rev Dara</b>	

August 7, 2013

Dear Members the Board,

It is my pleasure to be settling in here at UUC. I have been appreciating the lovely, updated office – and pausing to take in the beautiful physical grounds of UUC. I am beginning to get oriented to the basic administrative systems and Committees of the Congregation, forming plans for the coming months, holding initial meetings with individual members, groups, and arranging times to meet various organized pockets of the congregation.

Below follows a snapshot of highlights and updates:

### **HIGHLIGHTS FROM FIRST WEEKS**

- I began moving into the office the week of Monday, July 29<sup>th</sup>.
- I have been able to formally meet with many individual members of the congregation including: Past President, Jim Flowers and current President, Laureen Blakemore, Treasurer, Linda Powers, Sunday Services Committee Chair, Stephanie Gilmore, Lay Pastoral Care Facilitators, Cynthia Luke and Nancy Gardner, Group with NVC Interest and Sages.
- On **Wednesday August 15<sup>th</sup>** I will be holding an All Staff Retreat.
- In planned attendance: Lisa Evanylo (Administrator), Karen Hager (Director of Lifespan Faith Development), Jared Gibbs (for a portion of the time) and Ella Kromin (schedule allowing).
- On **September 28<sup>th</sup>** I will be leading a prayer at the NACCP Freedom Fund Banquet. *All are welcome to attend!*
- In **September**, date TBD, I will be offering a Retreat for the LPCM.

### **ADDITIONAL UPDATES**

- First day in the pulpit will be **August 25<sup>th</sup>**.  
A celebration and thank you to the Ministerial Search Committee will follow. *All are welcome!*
- Ingathering Water Service will be September 8<sup>th</sup>. *Don't forget to bring water from your summer experiences and journeys to share!*
- I plan to lead worship 3 out of 4 Sundays each month.  
In months where there are 5 Sundays, I will plan to preach 4 Sundays.
- Come fall season, my "Sabbath Day" will be Monday.  
This day is one full day I reserve for personal rest and renewal.
- **August 31<sup>st</sup>** I look forward to gathering with you for the Board Retreat. At the Retreat we will also look at priorities for Year 1 of Settled Ministry at UUC.

- Kathy McGowan, Executive Lead for Southeast Region is available to offer us a **Minister-Board Start-Up**. One possible date is: **October 26<sup>th</sup>**.

## INSTALLATION SERVICE

I am pleased to share that confirmed guest minister for the sermon will be Rev. Lydia Ferrante-Roseberry, former Vice President of the UU Minister's Association and current minister at the Boulder Valley UU Fellowship in Lafayette, Colorado.

Possible dates for **Installation Service**:

Sunday, October 6th

Sunday, October 27th

Sunday, November 10<sup>th</sup>

I am glad to begin our journey together.

With Bright Blessings,  
Dara

Rev. Dara Olandt, Minister  
UUC  
08/7/2013

## **Administrator's Report to the Board – Lisa Evanylo**

August 8, 2013

**Building Facilitator:** The building facilitator, Edward Dowe, has once again disappeared. Mike Skinner sent a letter notifying him of his impending dismissal and asked Edward to contact him by June 26 if still interested in the job. Mike has not been contacted. At this point, I have not heard that anything has been done to find a replacement.

**Communications Committee:** The committee received a notice from the Finance/Administration Council that CRR recommended that we consider updating our Email Communications Policy regarding email to include examples of what might constitute a “church issue.” The committee will look at this at our next meeting as yet unscheduled.

**Board Notebooks:** Board notebooks will be given to new Board members at the meeting. The updated bylaws and Board contact list will be distributed to all. The updated list of council and committee chairs/task leaders (updated to coordinate with our new organizational chart) will also be distributed and is also available on the member area of the website. The list is incomplete at this time but will be updated as more information is available. The timeline for the new church year will hopefully be available at the next meeting pending discussion with Rev. Dara.

**UUA DVDs:** We now own several DVDs from the UUA including *Breakthrough Congregations 2007 & 2008*, *UU University*, the *Best of Interconnections*, and *Strengthening Lay & Professional Leadership*. They are currently in my office and available for borrowing.

**Policy Manual Update:** I typically update the manual each summer to include the new policies that were implemented over the year. However, this year as you know, the manual is undergoing a big revision to coordinate with the new organizational chart. Once I get the updated manual, I will add in the new policies and other changes. It will then be posted in the member area of the website.

**[Attendance chart](#)**

## **DLFD Report to the Board – August 2013**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **DLFD**

- I will be on vacation and not in attendance at this month's Board meeting.
- I am continuing work on the 2013-14 LFD calendar, coordinating all programs and activities. OWL dates and AREC dates still need to be added.
- The majority of my time is spent on planning for fall.

### **LFD Council**

- Nothing new to report.

### **Children's Religious Education Committee (CREC)**

- The Board is reminded that August is THE month for "church shopping", particularly for parents. Please be vigilant about greeting new faces.
- Summer RE continues through August 25. We are averaging 15 children PreK-grade 5 attending each week.
- All teaching and advisor positions have been filled for fall.
- Nicole Napolitano and Elizabeth Thomas (tentative) are joining the CREC in August.
- Registration for 2013-14 RE classes and MSYG has begun online. Families registered last year are receiving a report with their contact information on file and are directed to an online registration site. 21 families registered within 24 hours of receiving their notification. Registrations will continue throughout the month.
- Teacher and advisor training occurs at the end of August.

### **Youth Adult Committee (YAC)**

- We are still attempting to recruit two additional YRUU advisors, to allow advisors a smaller time commitment.
- YAC and YRUU advisor training occurs at the end of August and beginning of September.

### **Adult Religious Education Committee (AREC)**

- A 4-session class by Betty Powell on spiritual journeying is now on the fall calendar.
- A monthly movie night is on the calendar for the second Friday of the month September through May. We are in the progress of choosing the movies.
- The committee continues their work on defining the committee's portfolios.

### **OWL Committee (OWL)**

- Committee will be meeting later this month for 2013-14 planning.



## **UUC Lifespan Faith Development Program Covenant**

*Applies to all LFD programs involving minors, including Children's RE, OWL, and MSYG.*

When registering your child or youth in the UUC Lifespan Faith Development (LFD) program, you are joining a partnership. As a parent, you agree to work cooperatively with LFD: to encourage our children and youth in development of their own UU identity; to encourage their spiritual growth; to provide religious literacy; and to encourage a social conscience.

In support of these goals, UUC & LFD policies state that:

- The registered parent/guardian must be present on church grounds with the child, except during youth group meetings, or events specifically designated as parent-free.
- Parents/guardians are responsible for the supervision of their children both inside and outside the UUC building, with the exception of classroom or youth group meeting time, or parent-free events.
- Parents must meet their children immediately following RE/OWL classes, or end times for youth group meetings.
- If an adult hosts a visiting child, s/he assumes full responsibility for this child.
- For the safety of all children, rough play is not permitted at UUC.
- For the safety of our very young and very old attendees, no running is allowed indoors.
- Parents/guardians and children are expected to read and follow the playground rules.
- Parents are expected to abide by the UUC Guidelines for Right Relations (located on [uucnr.org](http://uucnr.org) in the Members area).
- Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form at the UUC.

Parents are expected to be familiar with and enforce LFD policies, to abide by them and to discuss them with their child. Parents are expected to assume responsibility for their child's behavior and to teach compliance with church rules.

Violation of UUC/LFD rules may result in removal from LFD programming. The full list of LFD Policies is located online at [uucnr.org](http://uucnr.org) in the Members area.

Minutes of the Finance Committee Meeting  
August 7, 2013

Attending: Pat Traynor, Chair  
Linda Powers, Treasurer  
Dennis Moody

Dick Luke

1. **Proposed policy on use of auction proceeds to support Social Justice:** Dick Luke reviewed the history of inconsistent funding for SJ projects and the present lack of a budget line. The current budget includes \$500 for Social Action; SJ is part of SA however, at the time budget requests were submitted, there was no advocate for SJ funding.

The Finance Committee recommends that, rather than linking Social Justice funding to auction proceeds, such projects should be funded as part of the general budget. Accordingly, those interested in SJ projects are encouraged to organize and be prepared to submit a budget request next year describing proposed projects with justifications as indicated on the budget request form.

Action Item: Pat will send an informational copy of the budget request form to Cynthia Luke.

2. **Debt reduction:** A \$20,000 member loan due Aug 15<sup>th</sup> was paid off July 24<sup>th</sup>. To cover the expense, the Treasurer will use a combination of sources:

- \$10,000 of the carry-over from last year;
- \$5,000 from the current budget line for future debt repayment; and
- a new member loan for \$5,000.

Several members have offered to make the \$5,000 loan.

3. **Web site button for donations and pledge payments:** Vanco Services provides online giving, mobile giving and other convenient services to more than 12,000 churches, schools and nonprofit organizations. For several years, the UUC has offered members the option to set up automatic pledge payments through Vanco, which links to their bank account or credit card.

To encourage greater use of electronic donations, the FinComm has been looking into the utility of putting a Vanco button on our web site, where it is expected to facilitate donations from web site visitors as well as simplify pledge payments from members and friends. The fees are about \$300/year plus 25 cents/transaction. The Committee recommends a one-year trial.

Action Item: Linda will get more detailed information about setting up the link.

Action Item: Pat will look into current policies for the web site and if needed, propose changes to allow adding a button link to Vanco.

4. **Annual audit:** The informal audit will take place Sunday, August 11<sup>th</sup>. Dennis Moody and Pat Traynor will meet with the Treasurer to conduct the review.

5. **Next Meeting:** Wed, Sept 11<sup>th</sup>.

**UUC Proposed Policy:**

The UUC establish a new policy for 2013 Auction that

1. 10% of monies raised or
2. All monies over the budgeted \$20,000 goal

be designated for Social Justice projects. UUC does not have such a line item nor has one been requested. There are no persons on the Social Justice component of Social Action to make such a request, only the Community Service Groups.

**Rationale:**

The earliest UUC auctions had an outreach component. There is a history at UUC of designating monies over a budget amount for a special project \$8,000. The 2001 auction, partnering with two other UU Massachusetts Congregations, supported AIDs orphans in Zambia to attend high school. This project was researched and advertised to the Congregation. There was some push-back about the project both because of the amount and that it went to another country. The Board supported it.

UUC persons are interested in establishing a line item for Social Justice projects yet to be determined. Previously we thought we needed a designated congregational-wide project in order to allot funding. Rather let's begin such a social justice line item. Rev. Dara has talked about her interest in helping us develop such projects. This effort is in contrast to 4<sup>th</sup> Sunday voluntary collection given to community organizations as service projects and To Our House project for the homeless men.

We are called as justice-seeking people to consider fund raisers designated for more than our operating budget. It is time to begin such an effort.

Cynthia Luke

Aug. 4, 2013

Sent to: Finance Management, Council on Finance & Administration, Board Pres., Auction Chair, Minister, Administrator