

UUC BOARD MEETING AGENDA
Thursday, October 10, 2013, 6:30 pm

6:30 – 6:45	First Time Period Chalice Lighting & Reading- Kristine Reid Check-in and offering- Rev. Dara Process Observer- Margo Walters	15 Minutes
6:45 – 6:50	Review and Accept Agenda	5 minutes
6:50 – 7:20	New Business (Continuing) Finalize a new Board Covenant Parliamentary Process- Frank DuPont Council Report Template Proposed change to the Policy and Procedure Manual, Part II, Section III D	30 minutes
7:20 – 7:40	Consent Agenda Previous Board Meeting Minutes Minister's Reports Administrator's Reports DLFD's Reports	20 minutes
7:40 - 7:45	Treasurer's Report	5 minutes
7:45 - 7:55	Break Refreshments by Beth Lyman	10 minutes
7:55 –8:10	Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes	15 minutes
8:10 – 8:20	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	10 minutes
8:20 – 8:30	Action Items Move LDC from Membership Council to Fellowship & Governance Council (Postpone to November meeting)	10 minutes
8:30 - 8:35	Old Business Ask the Board email address issues	5 minutes
8:35 – 8:40	Information Items	5 minutes
8:40-8:50	Process Observer Report Back	10 minutes
8:50 – 8:55	Reading, Refreshments & Process Observer for next meeting	5 minutes
8:55- 9:00	Closing- Rev Dara	

**Unitarian Universalist Congregation
Board Meeting Minutes
October 10, 2013**

Present: Board members Laureen Blakemore, Linda Powers, Margo Walter, Kristine Reid, Beth Lyman; ex officio members Dara Olandt, Lisa Evanylo, Karen Hager; Parliamentarian Frank DuPont, member Crosby Houston

Dara provided the reading, the chalice was lit, and Dara asked all to answer the question, "how goes it with your spirit?" for check-in. Margo Walter served as Process Observer.

I. **Agenda** – Linda moved to accept the amended agenda. The motion carried unanimously.

II. New Business

A. **Jim Flowers' resignation** – Jim resigned via email from the Board on October 6. According to the bylaws, it is up to the Board to appoint a new past-president. Margo will ask LDC to provide names to the Board of some past-presidents to serve the remainder of Jim's term. The vote can be via email.

B. **Finalizing a new Board Covenant** – Margo provided copies of the brainstorming session from the Board retreat and two actual covenants from the Montclair UU Congregation and the UUA website (as brought forward last month by Board members). All were asked to highlight those parts that each found to be the most significant. Following discussion, Beth offered to draft a covenant. It will be emailed to the Board and voted on in November.

C. **Parliamentary process** – all Board members now have a copy of Sturgis' *Rules of Parliamentary Procedure* to take to their council meetings.

1. **Presidents' Role:** Frank DuPont (with Margo and Dara) suggested that the president-elect be familiar enough with Sturgis' book, the bylaws, and our Policy & Procedures Manual to know where to find things when needed. At the end of three years, there would be three Board members with this knowledge. This would put the work back on the Board, and Frank would no longer need to attend every meeting. The Parliamentarian's primary job is to advise the president. Linda suggested that the Leadership Institute help educate on Sturgis' book. Margo will draft new wording for the Policies & Procedures Manual for next month.

2. **UUC Council and Committee rules from Sturgis** – see document as prepared by Frank DuPont. Board liaisons should share this document with appropriate council and committees.

D. **Council Report template** - the Board requests a 1-page report from council meetings. Kristine will type up the criteria to be included – use of bullet points, inclusion of actions taken and challenges, and what actions needed from the Board. She will send the draft to the Board via email.

E. **Proposed change to Policy Manual, Part III, Section IIID** – Crosby Houston, chair of Personnel Committee, proposed the following changes to our policy:

Current policy

Resolution of Employee Complaints

Employees are encouraged to discuss any concerns about work or suggestions for improving operations with their supervisor or advocacy committee, and to work together and discuss the problem, applicable rules, and or policies and to come to a possible resolution.

If discussion with the supervisor does not resolve a problem to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the President. The President may interview the employee and involve the Personnel Committee or and/or the Committee on Ministry. The President shall then recommend a resolution of the problem to the supervisor and employee.

If the recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Executive Board. The resolution recommended by the Executive Board will be binding upon the Congregation and employee.

Proposed Change

Resolution of Employee Concerns

Employees are strongly encouraged to discuss concerns or make suggestions for improvements to their immediate supervisor.

If an employee is uncomfortable with speaking directly to the supervisor or direct conversation does not yield a satisfactory outcome, the employee may share her/his concern with a member of the Committee on Ministries (COM). The member of the COM will hear the concern and may offer to accompany the employee in speaking with the supervisor directly.

If this does not yield a satisfactory outcome, the member of the COM may encourage the employee to meet with additional members of the COM or the COM as a whole. In such a case, the COM may send to the supervisor and/or President its recommendations.

If that does not yield a satisfactory outcome, the Employee should go to the President of the Executive Board, who may then share with the Executive Board and determine an appropriate response. If the concern is brought to the Executive Board as a whole, the meeting should be available for the employee to attend. The resolution recommended by the Executive Board will be binding upon the Congregation and employee.

Three issues of concern with the policy: 1) as the minister is on the COM, what happens if the problem is with the minister? (The COM would then report on the minister to the UUA); 2) there is ambiguity on what happens when an issue goes to the COM; and 3) there is no role for the Personnel Committee in the proposed policy and perhaps, the job description for the committee needs to be changed. Dara will take these to the COM for more clarity.

F. Fragrance-free zone in sanctuary during service - there have been several requests for this. Dara stated that several congregations request that all come scent-free or have a section set aside for this. The Board opted not to set a policy but to make the congregation aware that there are people with sensitivities to fragrances. Dara will begin the effort.

III. Consent Agenda

A. Minutes - Kristine moved to accept the September minutes. The motion carried unanimously.

B. Reports – the space issue discussion was pulled from the DLFD report to executive session. (No motion was made to accept reports.)

IV. Treasurer's report – see attached report. Linda reported that income less expense (\$13,000) is the same as last year at this time.

A. **Finance Committee** – the lock box is now in place in the administrator's office door for money deposits. An Amazon button for our website is still being discussed. Pat Traynor is looking into it further. The fundraising policy is being tweaked before going to the council and the Board.

V. **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.

VI. **Council Reports**

A. **Facilities Council** – no report

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

C. **Finance & Administration Council** – no report

D. **LFD Council** – see written report. As part of the discussion, Karen presented information concerning the potential legal liability of UUC surrounding privacy concerns. LFDC presented two documents (attached) to the Board for approval.

1. **LFD Committee/Council Meeting Visitor Guidelines** – note that a three-minute slot per congregant to address the meeting was included. This is a process and not a policy, and therefore Board approval is not required. However the council requests official blessing of this process from the Board. Linda moved to approve the guidelines. The motion carried unanimously.

2. **Visitor Guidelines for Meetings and Classes of Minors** – there is concern that the bylaws (giving all members the right to attend all congregational functions except for executive session) could trump the policy. Therefore, LFDC requests Board approval to close all meetings that are predominately attended by minors, pursuant to LFD policy requiring prior approval for attendance. Margo moved to approve the guidelines. The motion carried unanimously.

E. **Membership Council** – no report

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

F. **Social Action Council** – Dara stated that there will be a Social Justice Summons for exploration of our next iteration of social justice on November 15 from 6-8:30 PM in the sanctuary.

G. **Worship Opportunities Council** – no report

VII. **Action items**

A. **Move LDC from Membership Council to Fellowship & Governance Council** – Postponed till November meeting. Note that the president-elect acts as chair of the Nominating Committee and is currently the liaison to the Membership Council where LDC and the Nominating Committee currently reside. If LDC moves to Fellowship & Governance Council, the past-president will be the liaison.

VIII. Old business

A. addresstheBoard@uucnrv.org - this was originally set up as triage to prevent the Board from getting too many emails. Stephanie Gilmore is receiving these emails and doesn't always recognize them as being sent to this address and may ignore them. Dara stated that it is unusual for a non-Board member to receive emails for the Board, and that it should come to a Board member as part of Board work. Linda has agreed to receive these emails and will pass it along to the Board or the appropriate committee chair. Lisa will make it clear in the newsletter that the email goes to a Board member.

B. **CRR recommendations** – congregants are asking what's been done with the recommendations from CRR that went to the Board, CREC, Communications Committee, and Personnel Committee. There is concern that they have been ignored. Karen stated that CREC has addressed their areas, but that it takes much time to complete the process. She requested that the CREC be given to the end of the fiscal year to complete the work. It was noted that the Board was asked to develop a recusal policy/procedure. However, one already exists. The Board should get the word out that these recommendations have been and are being addressed. Linda will write an article for the newsletter letting people know what is happening, and that concerns are being addressed.

IX. Information items

A. **Auction** – all Board members are requested to attend

B. **Small-Group Ministry (SGM)** – Dara stated that the new process for SGM will be launched shortly. Current groups will be encouraged to continue on. Cynthia Luke, Barbara Taylor and Marilyn DuPont are the facilitators with Barbara also serving as chair.

X. **Process Observer** – Margo gave her report on the meeting. Overall, the Board did well.

XI. **Next meeting** – November 14 at 6:30 PM. Beth will provide the reading, Karen the refreshments, and Kristine will serve as Process Observer.

The Board went into executive session. The Board came out of executive session.

XII. **Ratify email vote on gift of grand piano** – via email on September 13, Jim Flowers moved to accept Leon Kok's gift of a grand piano. The motion carried unanimously. Margo moved to affirm the email vote accepting the gift of a grand piano from Leon Kok. The motion carried unanimously.

Kristine provided the closing.

ACTION ITEMS:

Beth – write up draft of Board covenant and email to Board

Margo - draft wording for the Policies & Procedures Manual regarding presidents' (future, current and past) responsibility to be familiar with Sturgis, the bylaws and P&P Manual

All – provide council and committees with Council and Committee Rules from Sturgis (document provided by Frank DuPont)

Kristine – prepare draft of council report template and email to Board

Dara – take proposal on Resolution of Employee Concerns to COM for clarity, educate about coming to UUC fragrance-free

Linda – write newsletter article on status of CRR recommendations

AGENDA ITEMS:

Finalize Board covenant

Move LDC from Membership Council to Fellowship & Governance Council

Monetary gift donations policy
Resolution of employee concerns policy
Vote on space issue

Lisa Evanylo, Administrator

Report for the Board from Rev. Dara

Oct. 4, 2013

Community Engagement and Public Representation

This past month I lead the benediction at the NAACP Freedom Fund on Sept. 28th.

What a beautiful event. I am glad to have been able to represent UUC. I am now participating in the Blacksburg Ministerial Association and Interfaith Council at VT. My aim is to be able to attend monthly the former and at least every other week at the latter.

Installation Preparations

Over the next few weeks a priority for me will be gathering the Installation Planning Group to get plans underway for the Installation service: **10am, November 10th**.

Date Out of Pulpit

For next month date out of the pulpit in **Nov. will be 24th**. There will be YRUU led service that Sunday. My date out this month will be **Oct. 13th**.

Committee on Ministries

COM met for the first time on Sept 24th. We are developing a covenant to guide the COM's work together.

LPMC

LPMC continues to meet monthly. Going well, clarifying roles and responsibilities, developing community within the team itself.

LAUNCHING SMALL GROUP MINISTRIES PROGRAM - UPDATES

Small Group Ministries will be launched in late October. I have been working with Barbara Taylor (who will be coordinator) along with Cynthia Luke and Marylyn DuPont who will be the first facilitators. Small Group Ministries will be continuously open to new members. Info session post-service on **Oct. 27th**. I will be leading a facilitators training evening of **Nov. 14th**. Plan: Existent "Covenant Groups" and Affinity Groups will continue to meet with different guidelines and expectations as has been their practices. Anyone can choose to participate in the new Small Group Ministries program who wishes to. Registration will be primarily online however a paper brochure is being developed.

CHALICE KIDS PROGRAM – **Oct. 6th & 20th** Post-service. Offering Children's training to light chalice and work with me on basic worship roles for children.

A CHOSEN FAITH

To date I have lead 3 of a 6 part intro to UU class called A Chosen Faith. It is well attended, and group cohesion is forming.

ADDITIONAL MINISTERIAL PRIORITIES FOR OCT./NOV.

- 1) Continuing to get the Worship Services Committee and Worship Associates Program up and running and
- 2) Setting up COM consistent meetings.

KEY UPCOMING DATES:

Start-Up - Oct. 26th Social Justice Summons - Nov. 15

Installation - Nov. 10th Taize Service - Dec. 20th & Solstice - Dec. 21st

Administrator's Report to the Board – Lisa Evanylo

October 10, 2013

Directory Update: The online version of the Fall (October) update will be ready shortly and will only be mailed to those without email. The directory is mailed once a year only, although it's updated on the website every 3-4 months. The zone map is also being updated (done once each year) and will be posted on the website.

Sturgis' Standard Code of Parliamentary Procedure: Copies will be given to each council liaison at the Board meeting to be used at council meetings.

Recording Board Meetings: I've checked out the equipment again and hope it works at the meeting.

Annual Timeline: The timeline is now updated and posted on the member area and was also emailed to all Board members.

Change to Council Aliases: The aliases have been set up (see October newsletter). However, I have since realized that "&" sign in an alias name doesn't work, so have change the Finance & Administration Council alias to FinAdmin@uucnrv.org and the Fellowship & Governance Council alias to FellGov@uucnrv.org.

Pledge Reminders Sent: The reminders went out to all pledgers on October 1.

Online Donations via Website: To date, two donations were made via the new link on our website.

Vacation Time: I will be away Nov. 3-10 but will be working online some while I'm gone. I've asked Isabel to do the bulletin and any other copying needed for the installation service while I'm gone.

Attendance chart: Note that beginning with this fiscal year, RE attendance numbers include the nursery except on those Sundays when there is no RE. On those Sundays, nursery attendance will be in the nursery column.

Get your auction donations in and be sure to attend!

DLFD Report to the Board – October 2013

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration Numbers

- 104 children registered in Children's RE
- 23 youth registered in MSYG
- 20 youth registered in YRUU

LFD Council

- Please see LFDC report.

Children's Religious Education Committee (CREC)

- Plans are in place for It's Scary To Be Hungry.
- Discussed the possible implementation of The Buddy Project this fall, a multi-generational bridging activity.
- Discussed the potential conflicts between MSYG meetings and other planned activities at UUC.

Youth Adult Committee (YAC)

- YRUU is finalizing its auction contribution.

Adult Religious Education Committee (AREC)

- Rev. Dara's first workshop had 30 attendees. Her second class, *A Chosen Faith*, had 12 registrants.
- The September Adult RE Movie had only 1 attendee. It was hypothesized that this was due to the seriousness of the subject matter. A much lighter movie has been chosen for October.

OWL Committee (OWL)

- I contact other congregations in Virginia and North Carolina to determine where their training needs were and whether there was interest in combining efforts. Ten congregations responded with interest. Three congregations in North Carolina are already in the initial stages of planning training for February, which we will plan to join.
- As there is no training offered between now and January, the other middle school teachers will plan to train the 4 teacher, still to be recruited. Recruitment efforts are underway, but no teacher has been identified yet.

DLFD

- As promised at a prior Board meeting, I have prepared a report on space need projections for the future. Please see the attached report.

Lifespan Faith Development Council Report to the Board – October 2013

LFDC Members: Lesley Howard (chair), Dick Kates, David Lally, Molly Lazar, Karen Hager.

The LFDC has completed its recommendation for Visitor Guidelines and submits them for Board review and approval. It is anticipated that these documents will reside under the LFD Policy Manual, when completed, and will be informed by all Visionary Covenanting conducted by Rev. Dara.

In making its recommendation, LFDC consulted all LFD committees, and Frank DuPont, UUC Parliamentarian. LFDC considered the bylaws and current Board procedures when drafting its own guidelines. We consulted Frank for his expertise on applying the bylaws and the most recent congregational vote on committees' use of Sturgis as a guideline for meetings.

Our bylaws state:

Every member shall have the right to attend all functions of the Congregation, including meetings of the Congregation, the Executive Board, the Board of Trustees, and the committees. Exceptions to this right include Executive Session meetings, and other meetings so designated by the Executive Board.

Frank counseled that, according to the bylaws, all committees could call an Executive Session, if they had reason to do so. Sturgis defines the reasons an Executive Session may be called. Frank also counseled that the Bylaws trump all, even the congregational vote to apply Sturgis.

LFDC submits two documents:

1. LFD Committee/Council Meeting Visitor Guidelines

This document seeks to define how all committees of the LFD program will conduct meetings, as well as the LFD Council. The process defined does not deviate from current practice, with the exception of the addition of a set time at the beginning of each meeting for congregants to address the committee/council without notice.

Board action: As this is a process and not policy, and is within the bylaws and guidelines given by Sturgis, Board approval is not technically required. However, the LFDC requests that the Board give official blessing to this process, so that we can be certain that the Board agrees with the council's interpretation of proper policy application.

2. Visitor Guidelines for Meetings and Classes of Minors

In our discussions, we realized that the right given by the bylaws for members to attend all functions of the congregation could potentially negate long-standing policies of the LFD program, namely that **adults who are not parents of a minor in a program** may not attend a class or meeting without prior approval. These policies exist to protect the safety of children in the program and are congruent with the current UUC Child Abuse Prevention policy. For example: if a convicted sex offender joins the congregation, and if the bylaws trump all, the individual could conceivably attend a youth group meeting, even though s/he has signed a Limited Access Agreement.

Board action: The LFDC seeks official Board approval to close all meetings or classes that are predominately attended by minors, pursuant to LFD policy requiring prior approval for attendance.

Policy and Procedure Manual

Part III – Personnel

Section III - Employment Policies and Procedures

Existing

D. Resolution of Employee *Complaints*

Employees are encouraged to discuss any concerns about work or suggestions for improving operations with their supervisor or advocacy committee, and to work together and discuss the problem, applicable rules, and or policies and to come to a possible resolution.

If discussion with the supervisor does not resolve a problem to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the President. The President may interview the employee and involve the Personnel Committee or and/or the Committee on Ministry. The President shall then recommend a resolution of the problem to the supervisor and employee.

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If that does not yield a satisfactory outcome, the Employee should go to the President of the Executive Board, who may then share with the Executive Board and determine an appropriate response. If the concern is brought to the Executive Board as a whole, the meeting should be available for the employee to attend.

9/16/13