

UUC BOARD MEETING AGENDA
Thursday, November 14, 2013, 6:30 pm

6:30 – 6:45	First Time Period Chalice Lighting & Reading- Beth Lyman Check-in and offering- Rev. Dara Process Observer- Kristine Reid Welcome Glenn Skutt in position as Past President	15 Minutes
6:45 – 6:50	Review and Accept Agenda	5 minutes
6:50 – 7:00	Old Business Finalize new Board Covenant- Beth Lyman Council Report Template-Kristine Reid	5 minutes
7:00 – 7:20	Consent Agenda Previous Board Meeting Minutes Minister's Reports Administrator's Reports DLFD's Reports	20 minutes
7:20 - 7:25	Treasurer's Report	5 minutes
7:25 –7:40	Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes	15 minutes
7:40 – 7:50	Council Reports Facilities Council Fellowship & Governance Council Finance & Administration Council Lifespan Faith Development Council Membership Council- Gene Gardener Pastoral Service Council Social Action Council Worship Opportunities Council	10 minutes
7:50 – 8:00	Break Refreshments by Karen Hager	10 minutes
8:00 – 8:10	Action Items Move LDC from Membership Council to Fellowship & Governance Council Ratify Policy Change on President Elects Responsibilities to include Parliamentarian	10 minutes
8:10 - 8:40	New Business Monetary gifts/donations policy-Linda Fundraising Policy/Stewardship/Auction Recommendations to the Board from the F&G Council &the Personnel Committee Program Documentation project- Gene Gardner	30 minutes
8:40 – 8:45	Information Items	5 minutes
8:45-8:55	Process Observer Report Back	10 minutes
8:55 – 9:00	Reading, Refreshments & Process Observer for next meeting	5 minutes
Closing-	Rev Dara	
Executive Session		

Report to the Board – Rev. Dara Olandt - November 14, 2013

It has been an active October/November! Highlights include the following:

Installation

- Installation takes place on November 10th.

Committee on Ministries

- The Committee on Ministries is up and running. Attachment forthcoming with charge the COM has developed.

Small Group Ministries

- We have launched Small Group Ministries Program with four groups – about 30 people involved! Barbara Taylor is the logistical coordinator.

Membership

- On November 3rd, our Members and Newcomers Saturday session included 10 folks. Since September 3 new members have signed the book.

Social Justice

- Social Justice Summons will take place on Friday, November 15th
- December 1st I will be offering an Intro to Congregationally Based Community Organizing session after the service.

Community Beyond Our Walls

- I am now attending the interfaith leaders group at Virginia Tech which is exploring interfaith dialog. This helps UUC get connected to faith issues on campus/in the community.
- I am in dialog with folks working on low-income housing options following the contention about Blacksburg Estates
- I meet regularly with the Blacksburg Ministerial Association of area clergy.

Worship: Dates

- November 17th, New Member Recognition in the service
- Sunday November 24th is a Youth led service. Rev. Dara will be out of the pulpit.
- December 7th – Advent Garden, led by Lazar Family
- December 8th – Potluck and Holiday Craft Festival post-service
- December 15th – Multi-generational Holiday Service
- December 24th – Christmas Eve Service
- December 29th will be a guest worship leader; Rev. Dara will be out of the pulpit.

Worship Theme & Updates:

- This November, our theme is "Thanking."
- December's monthly theme is "Waiting".
- I am continuing to work on infrastructure for the Worship Services Committee and WA program.
- I am continuing to work with Communications team to assess Communications schemas at UUC.

Key Dates Coming Up

- Week of November 24th Rev. Dara will be out, traveling to Boston and Philadelphia.
- Dara will take a few days of "off" in January; dates TBD.

Administrator's Report to the Board – Lisa Evanylo November 14, 2013

Communications Committee: I spoke with Lesley Howard regarding clarification of the CRR Recommendation for the Communications policy. Once the committee meets and approves the minor change, it will then go to the Finance & Admin Council before coming to the Board.

Black Widow spiders on Playground: A while back we had a problem with black widow spiders on the playground, primarily in the tires. Chris Valluzzo treated the area with a non-toxic (to humans) substance, but the problem persisted with spiders being found on children and in the sandbox. The school would not let their children play on the playground, and several of their parents were quite upset. Last week, Brown Exterminating came and sprayed the playground (same chemical as used for bedbugs), and hopefully, the problem has been remedied, especially with the coming cold weather.

Vandalism: If you are not aware, we had some vandalism on our property on Halloween. The equipment on the playground was tampered with – the very heavy picnic tables turned upside down, the slide taken apart, etc.; gardening supplies such as rakes were put up in trees, and otherwise scattered. This did cause disruption to the school's ability to use the playground, but thanks to George Lally and Dean Mook, the tables were finally returned to normal position. The remainder of the equipment awaits fixing.

Attendance chart: Note that the number of visitors we are getting most weeks. In the past, the numbers go up in late August/early September as people church shop, but then drop down. However, this year, the numbers remain high.

Just Catalyze collection: The special collection during the installation raised \$1252.75.

Vacation Time: I will be away Nov. 29.

DLFD Report to the Board – November 2013

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration Numbers

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

LFD Council

- Work continues on a comprehensive LFD policy manual.

Children's Religious Education Committee (CREC)

- It's Scary To Be Hungry achieved a record cash and grocery donation of almost \$6200!
- The Buddy Project launched, with 35 pairings of children and adults.
- Warm UUp the NRV – social action project where participants make hats, scarves and mittens – will be held on Saturday, November 16.

Youth Adult Committee (YAC)

- YRUU is preparing for its November service. The topic is "Pressure".

Adult Religious Education Committee (AREC)

- Betty Powell's Deepening Our Spiritual Journeys class launched, with 12 registrants.
- AREC submits their report responding to the section of the CRR report that addresses ARE. (See attached.)

OWL Committee (OWL)

- Michael Barrett has joined the 8-9 OWL teaching team. We are currently investigating the possibility of sending him to training in Boston in January.
- The first informational meeting for parents was held for 8-9 OWL. All 8-9 OWL dates are now on the calendar, with classes beginning in January 2014.

Policies & Procedures

- LFDC has finished its recommendations for revisions to the UUC Policies & Procedures Manual Part I. All changes are minor. A full copy of the P&P. Part I, sent to Board members, has changes marked in red, as well as a report from LFDC with a synopsis of recommended changes. LFDC requests Board approval of these recommendations.
- Work continues on the revisions to all LFD policies.

DLFD

- I will be off November 24-December 1 but will be checking emails daily.

Adult Religious Education Committee (AREC) Report to the Board
November 2013

AREC provides its response to the CRR report submitted by CRR to the Board February 21, 2013 to the report section directed at Adult RE

From the CRR Report:

Adult RE Curriculum:

a. Policy : Consider developing a policy which distinguishes a UUC sponsored/sanctioned Lifespan Faith Development activity from a member offering. (Lifespan Faith Development Council)

i. Consider including in the policy the path by which a congregant determines which type of activity they want to offer, and the process through which any necessary approval would be garnered.

b. Procedure : Consider clarifying the process by which UUC events are scheduled, including who makes this decision and the criteria used in that decision. (Board)

AREC Response:

Recommendation (a) is addressed in the existing policy, located in the UUC Policies & Procedures Manual Part I, under D. Building Use, 2. Types of Groups. (See attached excerpt.)

Recommendation (b) is also addressed in the UUC Policies & Procedures Manual Part 1, D. Building Use in the following sections:

1. Guidelines
3. Procedures for implementing above policies
4. Scheduling of building use

Recommendation (i) above has been accepted by AREC. A process has been outlined by AREC and is attached for your reference.

Process for Becoming a LFD Sponsored Class or Activity:

1. Contact the DLFD or appropriate Committee Chair to determine if LFD is the appropriate sponsor for your class or activity. LFD sponsors classes and activities that nurture spiritual growth.
 - a. CREC: Nursery-grade 8
 - b. YAC: grades 9-12
 - c. AREC: ages 18+
 - d. OWL: linked to the Our Whole Lives Program
2. If the class/activity is appropriate for LFD, request placement on the next committee meeting agenda and present your class or activity to the committee as a whole. Present a brief prospectus of the class/activity offering, with a breakdown by session.
3. The committee will evaluate your suggested class/activity based on its fit within the committee charge, and on the need and availability of resources. The committee and/or DLFD may choose to sponsor or not sponsor any presented class/activity offering, or may suggest that sponsorship is better suited to another UUC committee.
4. If the class/activity is approved by the committee to become a LFD sponsored event, the committee will designate a teacher or activity leader, and a committee liaison to work with this designated teacher/leader.

5. For all LFD sponsored events, the DLFD will work with the UUC Administrator to calendar the class/event, and to assign a room. The Administrator has final decision-making authority over room assignments and dates.
6. For all LFD sponsored events, the DLFD will determine appropriate advertising vehicles for the class/activity and will place advertising as needed. Teachers/leaders are expected to communicate fully with their liaison and with the DLFD so that these decisions can be made most effectively. The DLFD may choose to advertise within and/or outside of UUC.
7. The liaison will be available to the teacher/leader before and during the class/activity offering, to answer questions, and to help as needed.
8. The DLFD will be responsible for post-event communication with attendees, including securing feedback about the class/activity experience.

Excerpt from UUC Policies & Procedures Manual Part I
page 35 - D. Building Use

(Board, 2/13/94) As a matter of first priority our building resources are intended to provide space and shelter for the worship, educational, and program goals of the congregation. Our congregation also wishes to have our building used as a center for community activities. We recognize a continuing conflict between a policy of easy and inexpensive availability in order to serve the community and the reality of maintenance costs. The following document serves to detail: (a) general building use guidelines that apply to all groups; (b) descriptions of various group designations including: sponsored, Congregation member, non-member and non-profit groups; (c) procedures for implementing the building use policies. We realize that the application of these guidelines must be flexible to serve the changing goals and needs of the Congregation.

1. Guidelines

These guidelines apply to all individuals and groups using the building without exception.

- a) No group shall use the building without scheduling with the Administrator. All groups shall make every effort to cooperate with other groups using the building.
- b) Each group is responsible for maintaining the building in good condition and will be held accountable for any damage to the building and its furnishings.
- c) All expendable materials must be provided by the group. Groups must obtain permission from the Administrator in advance to use congregational equipment.
- d) No permanent changes in the decoration of the building may be made without permission of the Board.
- e) In order for a group to use the playground, permission must be obtained from the Administrator.
- f) Any group using the building must have a representative. This person shall be contacted if any problems arise and shall be responsible for the group acting within the building use guidelines.
- g) All non-congregation members using the building shall have a representative sign a waiver form releasing the congregation from any liability in the case of illness or injury.
- h) Congregation members using the building shall sign a waiver form releasing the Congregation from any liability in the case of illness or injury for activities not covered by the building insurance policy or in any other case which the Board decides is necessary.

i) The Congregation reserves the right to have its official representative make a brief statement at a group or meeting regarding the Congregation's purposes and the current building use policy.

j) Building use is on a first-come, first-served basis for empty time slots. Building use reservations shall be renewed on a yearly basis. Reservations for regularly scheduled events can be made up to 4 months before the first date of meeting. Reservations for special events can be made up to 1 year in advance. Any conflicts shall be resolved by the Board.

k) The Congregation reserves the right to deny the use of our building and facilities to any group. Granting use of the building does not imply endorsement of any program or group, nor does denial imply disapproval.

l) Failure to pay rental fees or comply with building use guidelines may result in the termination of a building use agreement.

2. Types of Groups

a) Sponsored Groups - a Sponsored Group (SG) is a group sponsored by the Congregation as it furthers the goals of the Congregation and provides a service to the congregation and the Blacksburg community and has successfully completed the process to become an SG. If space is limited, Congregation members will have first priority to participate in an SG. The representative for an SG must be a Congregation member. SGs are covered by the liability insurance of the Congregation. SGs may use Congregational equipment, including the kitchen facilities, as long as it does not conflict with usage by other groups. If such a conflict should arise, it will be resolved by the Board. SGs shall not be required to pay rental fees for the use of the building for a maximum of 10 hours per week. The Board reserves the right to set a different limit on the number of hours of free building use. To become an SG, a presentation outlining the services provided by the group and the time and space needs of the group must be made at a Board meeting. The Board shall vote on whether to sponsor the group at a subsequent meeting in order to allow time for input of members of the Congregation. The Board shall vote on whether to renew sponsorship of previously sponsored groups at the August Board meeting.

b) Congregational Groups (CG) - Congregational groups are made up of Congregation members whose purpose(s) further the goals of the Congregation. CGs are covered by the liability insurance of the Congregation. CGs may use Congregational equipment, including the kitchen facilities, as long as it does not conflict with usage by other groups. If such a conflict should arise, it will be resolved by the Board. CGs will not be required to pay rental fees for the use of the building for a maximum of 10 hours per week. The board reserves the right to set a different limit on the number of hours of free building use.

c) Member Groups (MG) - a Member Group is a group not sponsored by the Congregation, but organized by a member of the Congregation for personal reasons. If this group is organized for profit, then the conditions of the Non-Member Group apply. MGs must either provide their own insurance or inform members that they are uninsured. The representative for an MG must be a Congregation member. MGs will be charged a lower rental rate according to the Rate Schedule for Building Rental.

d) Non-member groups (NMG) - Non-member Groups are independent groups that have no connection to the Congregation. NMGs must either provide their own insurance or inform members that they are uninsured. NMGs will be charged the full rental rate according to the Rate Schedule for Building Rental.

e) Non-Profit Groups (NPG) - Non-profit groups are independent groups that have no connection to the Congregation and are a legal non-profit organization. NPGs must either provide their own insurance or inform members that they are uninsured. NPGs will be charged non-profit rental rates according to the Rate Schedule for Building Rental as described in Section .

3. Procedures for implementing above policies

The impact of the potential use of the Congregational building and grounds and the well-being of the congregation and neighborhood will be considered in a decision regarding use of the Congregational facilities. Among the factors to be considered are:

- the capacity of the building and grounds
- hours of intended use
- disturbance of the neighborhood or other groups using the building
- whether the intended use would comply with smoking, drug, and alcohol policies
- any practices which we deem to be manipulative, deceptive, or a
- danger to the Congregation or community.

4. Scheduling of building use

The Administrator will act on behalf of the Board for the purpose of scheduling building use. The decisions to approve or disapprove a request for the use of the building and whether the group has member or non-member status shall normally be made by the Administrator.

5. Rental rates

Building rental rates shall be based on an annually updated Rate Schedule for Building Rental. The Administrator has the right to negotiate the charged rate. The Administrator may consult with the Board on any decision. A group renting space has the right to appeal a decision by the Administrator to the Board. (Board, 3/13/94; amended by Board, 10/24/95).

RECOMMENDATIONS TO THE BOARD
FROM THE FELLOWSHIP AND GOVERNANCE COUNCIL, 11-14-13

1. It is the joint recommendation of the Chair of Leadership Development Committee and the F&G Council that LDC be assigned in our organizational structure to the F&G Council from Membership Council. It is the design and intent of the committee to facilitate the identification and recruitment of leaders for the UUC, a function of Governance.
2. The current *Policy and Procedures Manual* includes a section on Conflicts of Interest in Part 3, Section III. F. It refers specifically to staff. There is no corresponding section to refer to congregants in positions of influence and/or authority. It reads:

“Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Congregation or its members, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through Congregational employment. Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Congregation. Employees who have questions about whether an activity violates this policy should discuss the matter with their supervisor. The supervisor may talk with the President or encourage the employee to do so.”

In her discussion of conflicts of interest, Sturgis notes that, “The officer has both a legal and moral duty ...to discuss any interest in such a transaction, and must deal fairly, avoiding any transaction not in the best interests of the organization.”

By extension, and as a matter of ethical conduct, when any person in authority has a conflict of interest as defined in Policy and Procedures Manual Part 3, Section III, F., in consultation with their supervisor or the President of the UUC they should withdraw from participation in any meeting, venue or decision when their impartiality could be questioned. This should not be limited to decisions regarding money, but also to situations or disputes that involve the right of full participation by any congregant as defined in the UUC Bylaws.

It is the opinion of the F&G Council that the following language be added to that section of the P&P:

“If it is determined that a conflict of interest exists or would appear to exist, the employee will recuse themselves, that is, they will refrain from participation in such matter, including attending meetings in which discussion of such is discussed or decided, except as invited by the Chair of the affected Council or Committee, or the UUC President for clarification of matters of fact.”

If the Board determines that such policy should be extended to congregant leaders, the F&G council will consult further and make a recommendation to the Board for their consideration.

FELLOWSHIP AND GOVERNANCE COUNCIL REPORT

11-14-13

Members: Strategic Planning; Right Relations; Conflict Resolution; Denominational Affairs (with SED Chalice Lighters); Program Documentation; Past Presidents. Board Liaison: Past President, currently Glenn Skutt.

- There was discussion as to the timing of reports from the member committees to the Chair for inclusion in a report to the Board. The Chair (Frank DuPont) will remind the members about ten days in advance of the Board meeting so that specific items will be included in the report. The Council is anticipating receiving a template from the Board for use in subsequent reports.
- Gene Gardner handed out a sheet which explained in depth the information and process the Program Documentation committee will be using to construct the on-line description of committees, their Policies and Procedures, continuing in development at this time.
- Marilyn DuPont of Denominational Affairs raised up a discussion of Congregational Clusters within the Southeast District. Darrel Clowes of Strategic Planning will follow up with Rev. Olandt.
- In collaboration with the Personnel Committee, there was discussion of the Committee on Right Relations, chaired by Lesley Howard, on considering policy requiring staff not be congregant members and/or clarifying when and how staff who are also members need to recuse themselves. Neither member of Personnel could attend, but was kept posted on the issue. It was the opinion of all concerned that there was no present need for a policy on whether congregants could be employees, so no recommendation is made to the Board at this time.
- There was discussion by those in attendance (Carol Kern was ill and could not attend) regarding adding Leadership Development to the F&G Council; the present Chair of LDC agreed that F&G is the appropriate Council for their committee; Darrel reminded us that when the assignments to Councils were being discussed by Strategic Planning, they made the assignment to Membership Council with little discussion. (Please see attached Recommendations to the Board)
- There was considerable discussion on the subject of Conflict of Interest and Recusal. The attached Recommendations to the Board will detail both the reasons for altering and creating policies on these subjects and the wording of the recommended policies.

Respectfully submitted,

Frank DuPont, Chair