

UUC BOARD MEETING AGENDA
Thursday, December 12, 2013, 6:30 pm

6:30 – 6:45	First Time Period Chalice Lighting & Reading- Ann Check-in and offering- Rev. Dara Process Observer- Glenn	15 Minutes
6:45 – 6:50	Review and Accept Agenda	5 minutes
6:50 – 7:10	Old Business CRR Recommendations Update Item # 6B & #8 from CRR Recommendations President Elect Policy Change- Margo	20 minutes
7:10 – 7:20	Consent Agenda Previous Board Meeting Minutes Minister's Reports Administrator's Reports DLFD's Reports	10 minutes
7:20 - 7:30	Treasurer's Report	10 minutes
7:30 –7:45	Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes	15 minutes
7:45 – 7:55	Council Reports NONE SCHEDULED 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
7:55 – 8:05	Break Refreshments by Margo	10 minutes
8:05 – 8:10	Action Items	5 minutes
8:10 - 8:40	New Business Request from LDC to approve Dan Brown as a new member Communications Congregation Strategies- Margo Winter Fundraiser- Margo Quarterly Congregational Conversations- Margo Policy change request from the communications committee- Lisa	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	

Unitarian Universalist Congregation
Board Meeting Minutes
December 12, 2013

Via email on December 9, 2013, Linda moved to approve the addition of the following to the Policy Manual, Part I, Section I, D. Congregation Communication Policy/Website Policy/Links:

Links used for fundraising opportunities through online marketplaces (e.g., Amazon) who do not otherwise present advertising are permitted.

The motion carried unanimously.

Present: Board members Laureen Blakemore, Linda Powers, Ann Norris, Margo Walter, Kristine Reid, Beth Lyman, David Burr, Glenn Skutt; ex officio members Dara Olandt, Lisa Evanylo, Karen Hager; Parliamentarian Frank DuPont

Kristine provided the reading in the form of a song, the chalice was lit, and all read the Board covenant together. Ann began the meeting as Process Observer with Glenn taking over when he arrived.

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

II. Old business

A. **Policy change to duties of President-elect** – Margo proposed changing the Policy Manual, Part II, Section I.C. President-elect to read (with addition in bold):

*Serves the first of three years as President-Elect, followed by President, and Past-President.
Responsibilities include serving as a member of the Board, attending monthly pre-agenda meetings, **learning and utilizing Sturgis Parliamentary Procedures**, and carrying out special tasks assigned by the President.*

Linda moved to accept the policy as presented. The motion carried unanimously.

B. **CRR recommendations update** – Glenn is putting together a spreadsheet with each of the recommendations and progress made to date of addressing each one. He will send via email when finished. How does the Board make the information accessible to the congregation? Suggestions include 1) putting the documents on the member area of the website, 2) Board members acting as ambassadors to congregation by coming up with creative ways to educate all, 3) having paper copies of the Policy Manual available, perhaps in the library, 4) Board liaisons encouraging committee and council chairs to become familiar with policies, and 5) making announcements during services.

1. **Recommendation #6B** (*consider clarifying the process by which UUC events are scheduled, including who makes this decision and the criteria used in that decision*) – this was discussed at the November meeting (see AREC report) and shown to be addressed in current policy. Therefore no further action is needed. However, there is nothing included on what criteria is used to make a decision or where to go if one disagrees with the decision. All should review the Policy Manual, Part I. Building Use. This topic should be revisited in January.

2. **Recommendation #8** (*consider requiring staff not be congregant members and/or clarifying when and how staff who are also members need to recuse themselves*) – this was also addressed at the November meeting when the Board approved the recommendation drafted by the Fellowship & Governance Council and Personnel Committee. This recommendation applied to staff only. A recommendation regarding congregants will be presented in February.

III. Consent Agenda

A. **Minister's Report** – staff will work to get reports out a week before the meetings. Dara will be on vacation Dec. 30–Jan. 4 and will be in Delaware participating in Rev. Andrew Weber's installation service Feb. 7-9. From Feb. 24-28, she'll be in Boston at the First Year Ministers' Meeting, and from March 14-16, she will be in Morristown, NJ for a book launch for which she contributed an article. We should submit a press release for this event. Dara's Preliminary Fellowship Renewal Evaluation is now due either July 1 or Nov. 1, not Feb. 1 as stated in her report. She will send more information on this.

B. **DLFD Report** – 137 children and youth are now registered in RE with 164 slots taken. Eleven are registered for grade 8-9 OWL including 3 new children. The Buddy Project is ending this Sunday with 67 of the 70 participants planning to be at the service. There are 2 slots open in teacher recruitment for the spring.

C. **Administrator's Report** – Lisa sent the updated Policy Manual to Gene Gardner.

Margo moved to approve the Consent Agenda. The motion carried unanimously.

IV. **Treasurer's report** – attached. UUC has already earned \$26.63 from the new Amazon link which went up yesterday on our website. There should be a notice on the scrip table with the link information. The surplus at this time is smaller than in the last 2 years, some of which is due to \$7000 less income from the auction. In January, the Finance Committee will send out budget requests for the next fiscal year. We should think in terms of abundance and not scarcity – how can we fund our vision?

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** – see attached. The Past-president will remain as liaison to the council, but the President-elect will attend LDC meetings.

C. **Finance & Administration Council** – see attached.

1. **Procedure for staff and supervisor conflicts** - Dara met with the COM yesterday and discussed the recommendations made by the Personnel Committee regarding handling of conflicts between staff members and their supervisor(s). She will send the next iteration to the Board for discussion/approval at the January meeting.

2. **Fundraising Policy** – previously approved by the council, see attached. Fundraising requests will now go to committees and councils prior to coming to the Board. As some changes should be made to the list of fundraising activities not requiring Board approval, the policy will be revisited in January. Send suggested changes to Linda.

D. **LFD Council** – no report.

E. **Membership Council** – no report.

E. **Pastoral Services Council** – see attached.

F. **Social Action Council** – no report

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

VII. Action items

A. Donation from Bill & Susan Baker – the Bakers would like to donate a birdbath, tool shed, and landscaping materials valued at \$434.92 to UUC. The request should go to the Grounds Committee first. (The Facilities Council is not meeting at this time.)

VIII. **New Business**

A. Approve Dan Brown to LDC – Linda moved to approve Dan Brown as a member of LDC. The motion carried unanimously.

B. Communications Congregation Strategies – Margo suggested opening the conversation for ways to improve communication to the congregation and asked that all come with ideas to the January meeting. Some suggestions include 1) continuing the quarterly congregational conversations following services, 2) using the process (currently followed by the COM) from the book, "Completing the Circle" for high quality feedback, 3) developing a forum to highlight those parts of the congregation that we are very proud of, and 4) Board members submitting articles to the newsletter each month. Linda has gotten just 2 emails sent to adresstheboard@uucnrv.org.

C. Winter fundraiser – ideas are needed, and we should include the children. A suggestion was made for "UUC's got talent."

D. Communications Policy change (CRR recommendation #7) – the proposed policy, as approved by the committee and council, for Part I, Section I, D reads:

The purpose of this policy is to support the needs of the UUC community in communicating on a timely basis about issues of importance.

Email can be used for general announcements, urgent announcements, and as a tool by committees for communicating with each other and reviewing documents and other material. It should not be a substitute for face-to-face interaction or meetings.

Linda moved to approve the policy. The motion carried unanimously.

IX. Process Observer – Glenn gave a report on the meeting. Overall, the Board did well but did get off on some tangents.

XII. Next meeting – January 9 at 6:30 PM. David will provide the reading, Frank the refreshments, and Ann will serve as Process Observer.

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

ACTION ITEMS:

All - review the Policy Manual, Part I. Building Use, send suggested changes to Fundraising Policy to Linda

AGENDA ITEMS:

Update Policy Manual, Part I. Building Use?
Procedure for staff and supervisor conflicts
Approve Fundraising Policy
Discuss ideas for Communications Congregation Strategies
Ideas for winter fundraiser

Lisa Evanylo, Administrator

Board Report December 5 2013

Rev. Dara

Resubmitted Dec. 12th – see changes below in italics.

Key dates:

- December 29th –Dara out of pulpit (Sunday out)
- *Vacation: (5 days) Tuesday December 31st- Saturday, January 4th
I will be in New York. I will be able to respond calls of an urgent pastoral nature but will not be online.*
- January 26th – Dara out of pulpit (Sunday out)
- February 7-9th: Dara to participate in Rev. Andrew Webers Installation UUFN Newark, Delaware
- February: 24th-28th Dara at First Year Minister's Meeting, Boston, UUA
- March: 14th-16th Dara at UUJA Gathering, Book Launch for Jewish Voices in Unitarian Universalism

(Change from former date in December to February 7-9th: Dara to participate in Rev. Andrew Weber's Installation Service at UUFN in Newark, Delaware. Change from former date: July 1st or November 1st 2014 UUC and Rev. Dara's Renewal of Fellowship due to the UUA.

WORSHIP

- Between November and December my main focus in this area has been on the coordinating the Installation Service, in addition to preaching and coordinating each Sunday service.
- Organized google-master grid for Worship life which assembles service theme, readings, hymns, For All Ages, so that myself and the Worship Associates Program (when it is up and running) will have the tools we need to plan services well in advance, track which hymns the congregation sings most frequently so as to become more intentional about opportunities to introduce new hymns, expand congregational repertoire.
- Continuous meeting members of the congregation, numerous 1:1 conversations, discovering gifts and skills, preparing for assembling the Worship Associates Program.

SOCIAL JUSTICE

- On Nov. 15th, offered an event, "Social Justice Summons" with 50 attendees. Follow up event "Intro to Congregational Based Community Organizing" had 30 folks.
- Process has resulted in a committed Justice team now exploring CBCO on behalf of the congregation, which will then report back. I will be working with this group monthly, commencing in January.

ADULT RE

- Will offer a Contemplative Experience for Entering the Holiday season opportunity on Thursday, December 19th 7-9pm.
- Conversations with DLF D about long term visions for Adult RE.
- Conversations about supporting a meditation group.

PASORAL CARE

- On going meetings with members and friends of UUC as needed
- Continued support of Lay Pastoral Associates Program

LAUNCHED SMALL GROUP MINISTRIES

Supporting 1 coordinator 4 Small Group Ministry facilitators who are supporting 4 new small group ministry groups, which begin meeting in December & January. Format: sessions from High Plains UU Church, 64 topics.

COMMITTEES/GOVERNANCE/CONG. ADMINISTRATION

- Consistent meeting with Board, Staff, COM, Lay Pastoral Care
- Have met with Leadership Development Committee, Buildings and Grounds, ARE
- Beginning a process of slowly visiting with each major Committee and Council of the congregation, though I will typically only meet on consistent basis with a few of the Committees over the course of the year.
- Next focus: Membership Committee, Finance Committee, and Stewardship Committee.
- RE Assistant has some additional hours in this season. Exploring the possibility of RE Assistant to support task of updating our UUC Facebook page with consistent updates highlighting exciting events from the life of congregation. Personnel is in the loop. Planned kick-off for this new task, and create a period in which to check in on its progress.

ONGOING THEME: GROWTH DIMENSIONS

Attending to various dimensions of congregational growth dynamics, including congregational education, supporting lay leadership of Committees and Councils.

SETTLING IN & REPRESENTATION AT UU & COLLEGIAL EVENTS

- After the rush of fall, beginning to settle in to creating a life here in Blacksburg, knowing the campus and surrounding areas, connecting to Ministerial Colleagues and orienting to UUism in Virginia.
- Attended UU Southern Minister's Meeting Nov. 11-14th.
- Consistently attend monthly Interfaith Ministerial Association Meeting in Blacksburg.
- Consistently attend Interfaith Virginia Campus Connection Meeting.

~~RENEWAL OF PRELIMINARY FELLOWSHIP~~

~~BOARD EVALUATION~~**

(See note below. This is no longer an action items at this time, rather it can be picked up closer to due dates. - Thank you! Rev. Dara.)

It is time to begin considering the Board process for creating the Board's portion of my Preliminary Fellowship Renewal Evaluation which goes in my permanent file at the UUA and is a part of serving as a Fellowshiped Minister with standing in the

UUA. Three continuous Renewals at the same site of ministry are required for Final Fellowship, at that point the minister is qualified to oversee up and coming "minister's in training" or "intern ministers" and a congregation where the minister serves can become a "teaching congregation." In Final Fellowship the minister also qualifies for another cadre of continuing education opportunities with the UUMA. I will be preparing some information to the Board so the Board can prepare Board's evaluation for the Renewal Process.

*(**Change from formerly announced date. July 1st or November 1st 2014 is when Renewal of Fellowship is due to the UUA.)*

Administrator's Report to the Board – Lisa Evanylo
December 12, 2013

Communications Committee (ComCom) Email Policy Change Recommendation: The Finance & Admin Council approved the following change to the policy manual as recommended by the ComCom in response to the CRR report in February 2013:

The current email policy (Policy Manual Part I, Section I, D., page 12) reads:

The purpose of this policy is to support the needs of the UUC community in communicating on a timely basis about issues of importance.

Email can be used for general announcements, urgent announcements, and as a tool by committees for communicating with each other and reviewing documents and other material. It should not be a substitute for face-to-face interaction or meetings, as it is not the proper forum for dealing with church issues.

The last sentence of the new policy will now read: *It should not be a substitute for face-to-face interaction or meetings.*

The policy change requires Board approval.

Meetings: I attended the Finance & Admin Council meeting.

Policy Manual Update: I've started updating the Policy Manual by incorporating changes made since the last update in March 2013. As soon as this is complete, I will send to Gene Gardner for inclusion in his reworking of the manual.

Attendance chart: See included file.

Vacation/Sick Time: I am planning to have (nose) surgery on Dec. 24 and so will be taking time off through Jan. 1, 2014 with a combination of sick/personal time and vacation time. I will be checking emails and preparing the bulletin and other essential work, if any.

DLFD Report to the Board – December 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)

- Mitten Tree will be held on December 8.
- The Buddy Project wraps up December 15, with 35 pairings of children and adults. Feedback has been overwhelmingly positive.
- Spring teacher recruitment is in progress.

Youth Adult Committee (YAC)

- YRUU led the service on November 24.
- There will be no YRUU on December 22 and 29.

Adult Religious Education Committee (AREC)

- Betty Powell's Deepening Our Spiritual Journeys class wrapped up, with 12 registrants.
- December Adult RE Movie was cancelled due to low attendance in November.
- Feedback surveys will soon be sent out for feedback on the two classes held this fall, and to obtain input as to why attendance at movie nights is so low.

OWL Committee (OWL)

- A two-session OWL 8-9 orientation for parents will be held in December.
- The registration numbers are not final, as of this writing.

DLFD

- I will be off December 24-January 1 (1 week vacation).

Monthly Council Meeting Report

Submit this report on or before the first Thursday of each month.

E-mail to your council's Board Liaison

Council:	Fellowship and Governance
Council Meeting Date:	By email responses
Report submitted by: (name, position, & e-mail)	Frank DuPont, Council Chair, uufrank@verizon.net

Using brief bullet points, please provide the following info that is pertinent to your Council:

- Issues discussed and actions taken: From Leadership Development Committee:
- We are moving towards a Stewardship committee rather than just a chair and the hope is for year round stewardship in the future.
- We have a list of names for possible Stewardship Chair. We have ideas for committee members to pass to the chair once they have accepted.
- We have a list for President Elect; Margo will be asking those individuals soon.
- We feel that the Leadership Institute has been a good success. The Jan. meeting will be about Finances and Stewardship; the Feb. meeting will be a Past President council; the March meeting will be a celebration and wrap up. A survey is being worked on to get feedback from the members of the Institute.

- Any significant successes, challenges, or changes the Board needs to be aware of:
- There is a conflict with the organizational structure with the Past President being the liaison from the board to the F&G council but LDC being in the council. The conflict is that the LDC traditionally works with the President Elect to come up with names for the new President Elect and board. Which person (past president or president elect) should serve as our committee Liaison and the liaison to the F&G. We feel as a committee that it makes more sense to have the President Elect come to our meetings. Please clarify for us.

- Goals for the coming month(s): Next Council meeting at the end of January or beginning of February.

- Actions required from the Board, if any: Please see above. The structural issue raised by LDC is Board work, as a policy, but input from F&G, especially Strategic Planning, could be sought by the Board, with a report at the January meeting.

Thank you for your time in completing this report and for your service to the UUC.

Meeting Report of the Finance & Administration Council

The Council met Dec 3, 2013. Attending were voting members Crosby Houston (Personnel), Lisa Evanylo (Communications and Administrator) and Pat Traynor (Finance) and non-voting members Linda Powers (Treasurer) and Finance Committee members John Sangster and Dennis Moody. Other regular members of the Council would be representatives of Fundraising: Auction Chair Richard Hammer; Stewardship Chair (vacant) and Scrip Chair Dan Taylor.

Reports from Represented Committees

1. Finance
 - a. The Treasurer's report and Balance Sheet are now posted on the web site each month.
 - b. The Leadership Development Committee is putting together a Stewardship Committee and recruiting a Chair.
2. Personnel
 - a. The procedure for renewing paid staff contracts has been for the Board to advise the Personnel Chair of the coming year's salaries, which were then included in the employment letters sent directly by the Chair to employees. Crosby proposed that staff supervisors, primarily the Minister, should first receive a draft of the letter so that any revisions to the job description and duties could be incorporated.
 - b. The Council noted that the current policy manual has a number of gaps re: staff position descriptions. The Personnel Committee will review and make recommendations for these sections as the policy manual is being updated.
 - c. Recommendations made earlier by the Personnel Committee regarding handling of conflicts between staff members and their supervisor(s) need to be resurrected and acted upon. Linda will follow up on Dara's intention to bring this to the Committee on Ministries
3. Communications
 - a. Staff discussion on means to enhance communications will resume in January. Among these are use of Twitter, various blogs, and Facebook.
 - b. Several problems with listserves were noted. For example, the sender of email to finance@uucnrv.org does not always receive a copy even though a member of that group. In some cases, attachments sent to a group are stripped off. Preliminary information suggests there may be technical problems with the listserve provider. The Communications Committee will research other providers.
4. Fundraising
 - a. Auction Committee: Linda reported on the auction wrap-up meeting. All key members of the committee have agreed to work next year: Richard Hammer,

Chair; Susan and Don Blanchard, Silent Auction; Joe and Linda Powers, registration and check out; Dick and Cynthia Luke, solicitations. In light of lower-than-expected revenue from this year's event, the Committee will take a new approach for 2014. Starting in January, they will begin soliciting donations from local businesses, with an emphasis on high-value items such as time-shares, overnight get-aways, etc. The Committee will work with the Minister to develop energy-raising announcements for Sunday services leading up to the event.

Business Before the Council

1. Proposal to put Amazon Button on Web Site

The Finance Committee recommended that the UUC participate in the Amazon Associates program as a way to generate an income stream from fees paid for purchases on Amazon.com. In this program, a portal to the Amazon online shopping site would be set up on the UUC web site in the form of a "button" which, when clicked, takes the user directly to Amazon.com. A fee is paid to the UUC based on the amount of purchases made through the link. Visitors to our web site would be encouraged to do their online shopping by first going to uucnr.org, then clicking the button to get to Amazon. To promote its use, the button should be placed on our home page (perhaps in a lower corner) as well as on the page that has the DONATE button. The Finance & Administration Council endorsed the proposal, recommending a one-year trial period after which the merits of the arrangement will be reviewed.

The Communications Committee approved the following addition to the communications/website policy regarding links. "Links used for fundraising opportunities through online marketplaces (e.g., Amazon) which do not otherwise present advertising are permitted." This change will be brought to the board for approval at the December meeting.

2. Proposed Fundraising Policy

Existing policy (Part I, Section VI, Part E/Special Solicitations) states generally that fund raising activities must be approved by the Executive Board. In anticipation of increased requests by various groups within the congregation, the Finance Committee drafted a more specific Fundraising Policy. The proposed policy identifies fundraising activities that do not require Board approval, and for all others, sets forth a procedure for securing endorsement by the appropriate Council prior to submission to the Board for approval. See attached. The Council endorsed the proposed policy. Adoption of the proposed policy requires Board action.

3. Proposed Change to Email Policy

The current email policy (Policy Manual Part I, Section I. D) reads:

The purpose of this policy is to support the needs of the UUC community in communicating on a timely basis about issues of importance.

Email can be used for general announcements, urgent announcements, and as a tool by committees for communicating with each other and reviewing documents and other material. It should not be a substitute for face-to-face interaction or meetings, as it is not the proper forum for dealing with church issues.

Based on the recommendations from Committee on Right Relations, the phrase “as it is not the proper forum for dealing with church issues” has been omitted and the second paragraph should now read:

Email can be used for general announcements, urgent announcements, and as a tool by committees for communicating with each other and reviewing documents and other material. It should not be a substitute for face-to-face interaction or meetings.

The Council endorsed the proposed policy. *Adoption of the proposed policy requires Board action.*

4. Other Business

Although most Council business can probably be conducted by email, members agreed to meet quarterly.

Respectfully submitted,

Pat Traynor, Finance & Administration Council Chair

UUC Fund Raising Policy

General

Predictable expenses and financial needs of the UUC should be supported through the church budget and annual Stewardship Campaign. However, additional fund raising events and campaigns expand the ability of our Congregation to support worthy projects. This policy governs fund raising activities by Members and Friends on and off congregation premises, as well as use of the UUC's mailing/telephone list. (Rental of the building for fund raising purposes is governed by the Policy and Procedures Manual Part I Section V Part D/ Building Use.)

All fund raising shall be consistent with the purposes and principles of Unitarian Universalism and the Unitarian Universalist Congregation.

Fund raising activities and projects must be approved by the Executive Board acting under the Policy and Procedures Manual Part I Section VI Part E/ Special Solicitations. Prior to being submitted to the Board, all proposals should be reviewed and supported by a UUC committee and the appropriate council (as determined by the governance document). Proposals for fundraising expected to generate over \$500 should be jointly reviewed by the appropriate council and the Finance/Administration Council.

The beneficiary of any fund raising activity shall be clearly and specifically identified when an appeal is made. All money raised for the benefit of a UUC project shall be deposited in the primary UUC bank account.

In all types of fund raising, first priority shall be given to fundraising efforts which directly benefit the Unitarian Universalist Congregation. Second priority shall be given to fundraising efforts which benefit Unitarian Universalist organizations.

Fundraising Activities Not Requiring Board Approval

The following regular fund raising activities are automatically approved until such time as the Executive Board revises the list. The prescribed notice and scheduling procedures given below are to be followed.

Fund raising by UUC for UUC

- Annual Auction
- Purchase of Hymnals
- Life Span Faith Development
- Memorial Garden
- Playground
- Scrip (grocery cards)
- Spring/Winter Fundraiser
- Stewardship Campaign
- SUUSI Hospitality
- YRUU Activities
- Ebay sales by a third party
- Amazon portal on web site

Fund raising by UUC for others

Christmas Eve offering
Montgomery County Christmas Store
Food Pantry
Fourth Sunday non-pledge offering
NAACP
To Our House
WVTF

Fund raising by UUC for UU Programs

UUA Chalice Lighters
UUSC Guest at Your Table

Scheduling

All fundraising events are to be scheduled through the Administrative staff. The Executive Board recognizes the need to limit the number of financial appeals and to spread them out over the year to avoid exhausting our members' good will. The staff shall schedule fund raising activities with this in mind.

Notice of approved fundraisers listing purpose, schedule, and responsible party shall be filed with the administrative staff. A form for this purpose is available from the Administrator. The staff shall advise the Finance Committee and the Executive Board of fund raising requests other than those listed above.

Unitarian Universalist Congregation
Fundraiser Proposal

Instructions: Submit this completed form to the appropriate Committee for referral to the appropriate Council for endorsement and submission to the Executive Board for approval.

1. Name of fundraising event _____
2. Proposed date of fundraiser _____
3. Sponsoring committee _____
4. Council _____
5. Primary contact for fundraiser (name, tel. #, email) _____

6. Beneficiary of the fundraiser. How will the proceeds be used?

7. Anticipated gross revenue (\$) _____
8. Anticipated expenses (\$) _____
9. Describe the plan for the fundraiser. What do you intend to do? What resources do you require? What expenses do you anticipate? What outside groups are involved? What publicity inside/outside UUC do you plan?
10. Committee Sponsor signature and date _____
11. Council Statement on merits of the proposal.
12. Council Recommendation to the Board _____
13. Council signature and date _____

Monthly Council Meeting Report – Dec. 2013

Submit this report on or before the first Thursday of each month.

E-mail to your council's Board Liaison

Council:	Pastoral (consists of Lay Pastoral Council Ministry and Caring Network)
Council Meeting Date:	We haven't met since 11/8/13.
Report submitted by: (name, position, & e-mail)	Polly Stimson, Chair of the Pastoral Council (with input from co-chairs of the LPCM)
Using brief bullet points, please provide the following info that is pertinent to your Coun	
<p><u>Issues discussed and actions taken by LPCM:</u></p> <ul style="list-style-type: none"> • The co facilitators, Cynthia Luke and Nancy Gardner, meet monthly with Rev. Dara to review all congregants being served by the team and to plan the monthly associates' meeting. • The new webpage information was developed at our November monthly meeting with input from the team members. <p><u>Actions taken by Caring Network:</u></p> <ul style="list-style-type: none"> • Request was made by Victoria Taylor (responsible for sending cards to people as a result of Joys and Concerns presented during services). She asked if there was anyone who needed special seasons greetings this year because of what is going on in their lives. Polly provided her with the names of one couple and two individuals who would benefit from this special acknowledgement that the UUC is thinking of them. 	
<p><u>Any significant successes, challenges, or changes the Board needs to be aware of in the LPCM program:</u></p> <ul style="list-style-type: none"> • Our ongoing contacts with UUC congregants are reported to benefit the congregant and enjoyed by the associate. • We agreed to promote a 'relational' approach when working with a congregant. • <u>Successes, challenges, etc. with the Caring Network</u> None to report. 	
<p><u>Goals for the coming month(s) for the LPCM:</u></p> <ul style="list-style-type: none"> • Design and display an informative, interesting bulletin board at UUC. • Post an updated page for the LPCM team on the UUC website. • Begin to develop a timeline for the spring for recruiting new team members. <p><u>Goals for the coming month(s) for the Caring Network:</u></p> <ul style="list-style-type: none"> • Place article in the UUC newsletter in Dec. to request for more people to join the Caring Network. 	
<p><u>Actions required from the Board, if any, by the LPCM:</u> None at this time.</p> <p><u>Actions required from the Board, if any, by the Caring Network:</u> None at this time.</p>	
<p>Thank you for your time in completing this report and for your service to the UUC.</p>	