

UUC BOARD MEETING AGENDA
Thursday, January 9, 2014, 6:30 pm

6:30 – 6:45	First Time Period Chalice Lighting & Reading- Dave Reading of Board Covenant Check-in and offering- Rev. Dara Process Observer- Ann	15 Minutes
6:45 – 6:50	Review and Accept Agenda	5 minutes
6:50 – 7:10	Old Business CRR recommendations update -Recommendation #6B Update Policy Manual regarding Part I, Building Use- Lauren Update P&P on Procedure for staff and supervisor conflicts-Rev Dara Communication strategies- Rev Dara Winter Fundraiser update- Margo	20 minutes
7:10-7:20	Minister & Staff Reports Minister's Reports Administrator's Reports DLFD's Reports	10 minutes
7:20 – 7:25	Consent Agenda Previous Board Meeting Minutes	1-5 minutes
7:25- 7:35	Treasurer's Report	10 minutes
7:35 –7:50	Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes	15 minutes
7:50 – 8:00	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
8:00 – 8:10	Break Refreshments by Frank DuPont	10 minutes
8:10 – 8:20	Action Items Approve Fundraising Policy- Linda Approve Donation from the Bakers- Lisa Leadership Development Council request to move back to Membership Council	10 minutes
8:20 - 8:40	New Business Committee on Ministries Charge Update regarding UUC Facebook page-staff tasks- Rev. Dara	20 minutes
8:40 – 8:45	Information Items January Time Line check list	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
January 9, 2014

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

David provided the reading, the chalice was lit, and all read the Board covenant together. Dara invited all to share something that each is looking to invite in or let go of in this new year. Ann served as Process Observer.

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

II. **Old business**

A. **CRR recommendations update** – Glenn passed around the spreadsheet showing where each recommendation now stands, what needs to be done, Board action taken (if any), etc. He will talk with Lesley Howard, chair of CRR, to discuss each item. He will send the file to the Board via Google Docs. It will be put on the member area of the website when ready. Glenn will also write an article for the newsletter letting members know it's there. A suggestion was made to have a form for non-congregants wanting to rent space. Regarding building use policies – the Board confirmed that the details in the P&P Manual already spell out the criteria in CRR recommendation 6B, and that no further action is needed.

B. **Update P&P Manual on procedure for staff and supervisor conflicts** – Dara suggested this be called "resolution of employee concerns." Dara will send the recommendations made in consultation with the CoM. In summary, the recommendation proposes the following steps be taken, in order, until issue is resolved:

1. Staff member first talks with supervisor to resolve issue
2. Staff member talks with member of CoM who then accompanies staff member for further conversation with supervisor
3. CoM member makes recommendation
4. Staff member submits letter of grievance to Board president
5. Issue goes before full Board. Board's decision is binding.

C. **Communication strategies** - Joe Parrish will roll out the bulletin boards each Sunday. A volunteer will do so when Joe is not available.

D. **Winter fundraiser** – Linda suggested not holding this event so as not to interfere with stewardship. No income from it was included in the budget.

E. **Managing sex offender policies** – Dara referred to Part I., Section IV., I 4&5. The policy refers to a Child Abuse Task Force, which is not functional at this time. Dara is working to find qualified members to serve on this task force. If the situation arises, Dara would make an assessment and then talk with the offender's parole officer and therapist(s) for their opinions. She would then go to the task force to determine if a Limited Access Agreement for said person should be developed prior to participation with the congregation or if participation should not be allowed at all. Ann Norris volunteered to serve as Board liaison to work with Dara.

III. **Staff Reports**

A. **Minister's Report** –

1. **Facebook** - Dara reported that Rachel Craine is now updating UUC's Facebook page which should be added as an addendum to her contract.

2. **Stewardship** – Dara is in conversation with Stewardship and the CoM. The CoM will be holding “neighborhood reflection dinners” beginning in late February for discussion and feedback on the ministries, mission, and vision of the congregation and how they relate to the budget. Isabel Berney is assembling a list of 12 people to serve as hosts who will be trained. Two gatherings will be held on Fridays and 2 on Saturdays for 6 weeks. Most will be dinners, but some will be held earlier in the day. The plan is still in development. Dara will send the Board an email once the plan is finalized.

B. **DLFD Report** – Karen brought all the mitten tree items to New River Valley Community Action for distribution. Spring teacher recruitment is done.

1. **Grade 8-9 OWL** - will begin with a lock-in. Signs will be posted on outside doors restricting building access to all but Karen and Dara. This is done for liability purposes as the videos are very graphic. Parents have viewed the videos and can opt their child out of a specific one.

2. **Middle school curriculum** – for the spring, there is a lack of good curricula available. Karen will be developing a curriculum based on *The Twilight Zone*. She will keep the copyright herself, and therefore, it will be done on her own time. However, class planning will be credited to her work hours.

IV. **Consent Agenda** - Ann moved to accept and approve last month’s minutes. The motion carried unanimously.

V. **Treasurer’s report** – attached. Linda is working to get the Board access to PowerChurch so that financial reports can be seen. John Sangster is the new Stewardship chair and will be working with Dick Luke.

A. **Finance Committee (FC)** – budget requests will be sent out shortly to committee chairs. There is a fundraising request from Spiral Scouts for a bake sale. The FC approved it, and it awaits council approval before coming to the Board.

VI. **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.

VII. **Council Reports**

A. **Facilities Council** – see report. Lauren reported that the council met for the first time last Sunday. Darrel Clowes has agreed to chair and to train Chris Valluzzo to take over as chair. The Playground Committee is now in the council and will have its own budget line.

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

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

D. **LFD Council** – the council continues to work on the Policy Manual. The work will get through the council in April and to the Board in May.

E. **Membership Council** – Dara reported that there is a 2nd newcomer orientation on Saturday with 10 people signed up to attend.

E. **Pastoral Services Council** – Kristine stated that the council wants to submit quarterly and not monthly reports. That is fine as councils only submit reports following a meeting.

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

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

VIII. **Action items**

A. **Fundraising Policy** – David moved to approve the policy as revised by Linda. The motion carried unanimously. See policy below:

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

*Life Span Faith Development
Social Action/Community Service
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.

B. Donation from Bill & Susan Baker – Linda moved to approve Bill & Susan Baker's donation of a birdbath, tool shed, and landscaping materials valued at \$434.92 to UUC. The motion carried unanimously. All Board liaisons should educate their assigned councils on the procedure for making donations to UUC.

C. Move LDC back to Membership Council – Ann moved to move Leadership Development Committee back to the Membership Council. The motion carried unanimously.

IX. New Business

A. Charge to CoM – the charge as requested by CoM is attached. Dara will bring it back to the CoM to incorporate the new charge with what is currently written in the Policy Manual.

B. UUA poll – included with our annual membership certification with the UUA is a congregational poll on proposed Congregational Study/Action Issues (CSAIs) to be considered at General Assembly. The link to the CSAIs was provided in the Administrator's report. All Board members should take a few days to review each and vote yes, no or abstain for each one. Each congregation can vote on 5 of the 6 proposed issues.

IX. Information Items

A. January timeline check list – all is in order. Lisa will update the Children's Garden contract and email to the school for approval.

B. Annual Congregational Meeting – to be held Sunday, June 1 following the service. The ice cream social will be moved to a different date. The informational meeting will be held on Sunday, May 18 following the service.

C. Worship Services Committee – Dara reported that the committee is up and running. Along with Dara, members include Tommy Iafrate, Ellen Plummer, KC Arceneaux, Amado Ohland, Arthur Snoke, Diane Jackson, and Stephanie Gilmore.

D. Amazon income – UUC earned \$293 in December and \$81 so far in January from Amazon sales via the UUC link.

IX. Process Observer – Ann gave a report on the meeting. Overall, the Board did well but got off track with old business. Members need to work on coming more prepared.

XII. Next meeting – February 13 at 6:30 PM. Ann will provide the reading, Kristine the refreshments, and Beth will serve as Process Observer.

Dara provided the closing.

ACTION ITEMS:

Glenn – email Google Doc file for CRR recommendation spreadsheet when ready, write article for newsletter when it goes on website

Dara – email CoM recommendations for staff and supervisor conflicts, bring CoM charge back to CoM for coordination with current Policy Manual

All - Board liaisons should educate their assigned councils on the procedure for making donations to UUC, review and vote on proposed CSAIs

AGENDA ITEMS:

CoM Recommendations for staff and supervisor conflicts

CoM charge

Lisa Evanylo, Administrator

Report for the Board, January

Rev. Dara Olandt

Blessings for the New Year! Please find highlights below.

Key dates this month:

Saturday, January 11th – Newcomers Orientation 9am-12pm

Sunday, January 19th - New Members Recognition in Service

Sunday, January 19th - Worship Service: MLK Day of Service and Action

Sunday, January 26th – Dara out of pulpit (Sunday out)

Coming Up in February & March

February 7-9th: Dara to participate in Rev. Andrew Weber's 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

Worship

In addition to regular Sunday services in December, offered two special non-Sunday Worship opportunities:

Contemplative Evening of Personal Practice, (focused on Meditation) held Thursday, December 19th from 7-9pm. Attendance approx. 35. Childcare was available and utilized by at least two families)

Christmas Eve Service at 6:30pm on December 24th (with attendance of 85)

This January the Worship Services Committee and Worship Associates Program commence. Kick off is January 7th. Group will meet monthly with me to reflect upon Worship Services, coordinate support, and play participating roles on Sunday morning. Stephanie Gilmore continues as Chair. The new Worship Services Committee includes 4 returning members from prior iterations, plus 3 new folks. (For more details, see formerly furnished description of the Worship Services Committee and Worship Associates Program.)

New baseline of practices for keeping the Worship Closet organized has been established.

This month will be connecting with Arthur Snoke and Wayne Neu to (re) develop in person training for sound folks and smooth sound coordination for Sunday mornings.

Overall, this month and February I plan to continue to smooth out and bolster practical/logistical details relevant to Sunday Morning worship services by working with Sound folks and new Worship Services Committee/Worship Associates.

Public Ministry

Invited to be a "Spiritual Advisor" to the Virginia Tech Free-Thinkers. This month will likely file paperwork to support their efforts. (Time commitment unclear at this juncture and will be clarified over the next several months.)

Social Justice

15 people have volunteered to work on the Steering Committee for Exploring Congregational Based Community Organizing. I will begin meeting monthly with this group to support the ongoing development of this ministry .We will begin meeting this month.

Administration

On December 15th, met with RE Assistant Rachel Craine, Karen Hager (DLFD), Lisa Evanylo (Admin.) and Crosby (Personnel) to explore possibility of RE Assistant using additional hours in this season to perform a communications task of updating official UUC facebook page.

By December 29th, Rachel reported working 16 hours in the month of December, with 4.5 hours on Facebook update tasking and 11.5 on RE.

Basics of the task: Rachel updates FB several times per week based upon information provided by myself, Karen and Lisa that highlight exciting events in the life of the congregation and pertinent items from the larger UU movement of particular relevance to our congregational life.

December 15th meeting included clarification of this task, expectations and review of relevant UUC media policies. This role is an experiment that will be evaluated in three and six month's time. This additional task will be reflected in an addendum to Rachel's contract so as to keep personnel records accurate.

Stewardship & CoM / Congregational Wellbeing Connections & Opportunities

In December, met with John Sangster and Dick Luke on plans for Stewardship.

From reflections following this conversation also emerged an idea to combine cottage-style Stewardship Meetings with small reflection circles in which members have more intimate time to discuss elements of our congregational life, our mission, vision etc.

This month, the CoM will meet to develop a plan for Cottage-style Meetings/Dinners that may launch in spring, incorporating useful elements of the Completing the Circle Model, which will provide the CoM and Board helpful information and feedback regarding the ministries of the congregation, while fulfilling a key component of the Stewardship approach.

The Board will receive a more detailed report and synopsis of the plan when it is available.

Administrator's Report to the Board – Lisa Evanylo January 9, 2014

2013 Tax Letters: For all those who donated to UUC in 2013, the tax letters will be going out via email this month through PowerChurch. Only those without email addresses will receive paper copies. This will be a great time saver as these letters have taken many hours to prepare in the past.

Certification with UUA: Each year by Feb. 1, I send the UUA our membership number along with other information about our operating expenses, pledge income, Sunday attendance, number of children/youth in RE, etc.

There is a congregational poll included which asks us (congregation or its representatives) to vote on the proposed Congregational Study/Action Issues (CSAIs) for the final agenda of General Assembly (GA) 2014. Go to the following link for information on each of the CSAIs: <http://www.uua.org/statements/current/index.shtml>. Due to lack of time, and most likely a lack of interest, I suggest that the Board (and not the entire membership) make a decision on whether to participate in the poll and if so, the Board needs to vote on the issues. The Board should base its vote on whether or not you believe the CSAI(s) are complex, specific, and articulated enough to be considered by the 2014 General Assembly. The Poll will place no more than five proposed CSAIs on the Final Agenda for GA. For the proposed CSAIs to be placed on the Final Agenda, 25% of all certified congregations must participate in the ballot vote, and a majority of those must vote in favor of placing the proposed CSAI on the Final Agenda. Delegates at GA will hear debate on all of the proposals in the Final Agenda and choose one to be the CSAI from 2014-2018.

Attendance chart: [see file](#).

DLFD Report to the Board – January 2014

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration Numbers

- CYRE: 137 (unique children and youth)

LFD Council

- Work continues on a comprehensive LFD policy manual.

Children's Religious Education Committee (CREC)

- Mitten Tree donations will be sent to local agencies this month.
- A toy drive runs January and February to benefit the Carilion Children's Hospital in Roanoke. This is a joint social action project with CST, and is in support of one of our RE 5th graders, who proposed the drive.
- Spring teacher recruitment finished before the holiday break. Spring teacher training will be held January 25.

Youth Adult Committee (YAC)

- The YRUU coffeehouse will be held January 24, with January 31 held as a snow date. Proceeds are used toward annual cons and the trip to Boston that occurs every 4 years.

Adult Religious Education Committee (AREC)

- ARE is planning an intergenerational movie night January 10 with a showing of the movie *The Hunger Games*.

OWL Committee (OWL)

- OWL 8-9 begins in January with a lock-in.

Monthly Council Meeting Report

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

E-mail to your council's Board Liaison

Meeting Start Time: 11:35am

Meeting Finish Time: 12:25pm

Members Present: George Lally, Bobbie Littlefield, Chris Valluzzo, Nancy Norton, Darrel Clowes, Laureen Blakemore, Joe Parrish, Mike Skinner, Linda Powers, Dan Brown

Council:	Facilities
Council Meeting Date:	Sunday January 5, 2014
Report submitted by: (name, position, & e-mail)	Laureen Blakemore, Board President laureenblakemore@yahoo.com

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

Issues discussed and actions taken:

- Darrel Clowes agreed to be Council Chair and Chris Valluzzo will train with Darrel.
- The Council agreed to meet 3-4 times per year
- Linda will send email budget request to Committee Chairs present. Chairs will forward their budget needs to Darrel who will call a mtg of the Council to finalize Budget requests.
- The Playground Committee and The Memorial Garden Committee will be added to the Budget under this council. All Committees in the council will now be represented in the Budget.
- The policy and procedures for donations to the congregation were discussed.

Any significant successes, challenges, or changes the Board needs to be aware of:

- There are only two members of the Building Maintenance Committee- Dan Brown & Michael Barrett. Neither want to be Committee Chair.
- The Playground Committee currently only consists of Charlotte & Chris Valluzzo

Goals for the coming month(s):

- Nancy will endeavor to recruit committee members for the COVA
- Dan will send Laureen a Job Description for the Building Maintenance Committee Chair position. Laureen will endeavor to find candidates to fill the position
- Darrel will work with Chris to train him as a Council Chair.

Actions required from the Board, if any:

- None at this time.

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

Dear UUC Board Members,

In the past few months, the COM has formed, created our covenant, settled on a regular meeting schedule and assigned leadership positions. We have also written, based upon earlier UUC versions, the following charge which we would like to distribute to the congregation, upon receiving your approval.

The Committee on Ministries is a Committee of the Board charged with reflecting upon and reviewing the health and wellbeing of the congregation as a whole system.

The Committee is charged with considering how the congregation is living into its vision and mission in the world and creating opportunities for strengthening communication in the life of the congregation.

Anyone who has ideas, questions, or concerns regarding congregational health, well-being and the vitality of UUC's ministries is encouraged to contact any member of the Committee on Ministries at COM@uucnr.org.

Thanks for your consideration,

Jane Keppel-Benson, COM co-chair on behalf of COM members
John Kelso, co-chair
Isabel Berney
Eric Thomas
Dick Luke
Molly Lazar
Dara Olandt