

Unitarian Universalist Congregation
Board Meeting Minutes
April 10, 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; UUC members Frank DuPont, Stephanie Gilmore, Johnny McCord, Darrel Clowes, Gene Gardner, and Cathy Skinner

David provided the reading, the chalice was lit, and all read the Board covenant together. Dara invited all to share something around "awakening." Glenn served as Process Observer.

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

II. **Old business**

A. **Exploration of policy for UUC members as staff** – the Personnel Committee will be asked to look into developing policy for UUC members serving as staff. See "Action Items" for vote.

B. **Fellowship & Governance Council and Long Range Planning (LRP)** – Margo stated that the current P&P Manual refers to LRP, but that an updated charge is needed that includes the current name, Strategic Planning (SP). SP was put on hold after the completion of the new governance/organizational chart but currently consists of Stephanie Gilmore, Johnny McCord, Dick Kates and George Lally. Additional members are needed. Maintenance work on the organizational chart is also needed.

C. **CoM recommendations for CRT and CRR next iterations** – see attached from Rev. Dara based on her reflections following a meeting between CoM members, Margo, Mark Benson of CRT, and Lesley Howard of CRR.

1. **3 main functions of CRR and CRT**

- a. Respond to and mitigate interpersonal conflict – CRT
- b. Policy assessment for congruence with covenant - CRR
- c. Education – primarily CRR

2. **Recommendations**

- a. CRT continues, with possible name change to Conflict Response Team or Conflict Transformation Team, to address interpersonal conflict.
- b. CRR should be dissolved as its policy work is done. Important functions should be taken up by appropriate bodies in the congregational structure.
 - i. Create a more robust right relations document language as a covenant. This can be done by the Board with input from former CRR members.
 - ii. Policy originates in committees with the Board approving policies. The Board ensures that all policies are in keeping with our covenant.
 - iii. Educational work done by CRR becomes function of LDC.

D. **Consensus on possible bylaws change regarding announcement of congregational meetings** – no further discussion needed as last month, it was decided that announcements would go out via email and regular mail. The addressed envelopes will be available at several services for pickup before being mailed.

E. **Congregational conversations** – tabled till fall.

F. **Proposed policy from Personnel Committee regarding employee concerns (Part III, Section III. D.)** – see below for proposed language. Following discussion, Ann moved to accept the policy as presented. The motion carried with 7 in favor and 1 opposed.

D. Resolution of Employee Concerns

Employees are encouraged to discuss any concerns about work or suggestions for improving operations with their supervisor 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 or if the employee doesn't feel comfortable discussing the problem with the supervisor, the employee should submit the complaint or grievance in writing to a member of the Committee on Ministries who may offer to go with the employee to discuss the situation with the supervisor. If the employee does not wish to do this, the written complaint will be passed to the full CoM. If the employee does not want the minister to be involved at this point, the CoM may elect to discuss the situation without the minister present. At the discretion of the CoM chair, the minister may be brought into the discussion. If there is no resolution, the entire CoM, including the minister will make a recommendation to the President. 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 seek a review by the Executive Board. The resolution recommended by the Executive Board will be binding upon the Congregation and employee.

III. Staff Reports

A. Minister's report

1. **Newcomers' Orientation (April 12)** – 9 newcomers and 5 Connection Committee members will attend.
2. **Guest speakers** – Rev. Karen Day on April 27 and Rev. Robin Gorsline on May 4.
3. **Witness for Love and Marriage Equality Action** – May 12 at 2 PM. Love letters will be delivered to the county clerk. Dara is coordinating with Robin Gorsline.
4. **Many Voices, One Home and The Pluralism Project** - both will be the focus of ARE in the next year.

B. Administrator's report

1. **Board insurance** – based on information from our insurance rep, Lisa recommends that the Board not purchase additional insurance.

C. DLFD Report

1. **LFD policies** – LFDC has approved the policies. Karen emailed the 37-page document to the Board for review. Comments should be sent to LFDC. The document was sent to the Safety Committee, all LFD committees, and Dick Bauman to submit to Church Mutual. On April 15, the document will become available on the website for 2 weeks. A session will be held following the service on April 27 for comments. Several current polices have been incorporated.

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

V. **Treasurer's report** – attached. Amazon sales have generated almost \$900 to date. At 75% of the year, 72% of pledges are in. To date, \$175,000 has been pledged for FY2014-15 with \$100,000 more needed to meet the base budget. Linda will get FC members to speak at upcoming services asking all to get their pledges in ASAP. A suggestion was made to hold a separate pledge drive to help pay off the \$100,000 in member loans. However, there will be a Stewardship Summit in June for all who play a role in our fiscal well-being, and this will be discussed.

The Board will meet to discuss the budget on May 24 at 6 PM. Liaisons should come prepared to discuss their council's budget requests.

VI. **Member's forum** – no comments were made.

VII. **Council Reports**

- A. **Facilities Council** – David Lievsay is the new Building chair
- B. **Fellowship & Governance Council** – meeting in May. LDC has a list of people to ask to serve on SP, but first they are waiting to see who is coming onto the Board.
- C. **Finance & Administration Council** – no report
- D. **LFD Council** – no report
- E. **Membership Council** – no report
- E. **Pastoral Services Council** – no report
- F. **Social Action Council** – Kristine emailed CST with the Board's idea of giving away half the plate each week to a charity. CST is confused and needs more clarification. This idea will be discussed at the Stewardship Summit. Ann will notify CST about the summit, and that this is just an idea for future discussion.
- G. **Worship Opportunities Council** – no report

VIII. **Action items**

A. **Ratification of email vote to accept gift of coffee maker** – the Board ratified the vote to accept the donation of a coffee maker from Jim & Bobbie Littlefield. The motion to accept was made by Ann via email on March 26. The motion carried unanimously.

B. **Volunteer awards policy** – Margo, representing LDC, proposed that the annual awards be eliminated and replaced by an appreciation celebration recognizing all who volunteer. Karen stated that the RE Committee is opposed as there is a desire to recognize those who go above and beyond in RE. The suggestion was made to continue giving awards **and** to celebrate all who volunteer. Current policy states that the awards are given at the Flower Ceremony. Dara would like this constraint removed. Karen stated that the RE award can be given during the RE year. Margo will take the proposal back to LDC for further consideration.

C. **Recusal of volunteers as proposed by F&G Council** – Linda moved that the following be added to the P&P Manual, Part II as the 3rd and 4th paragraphs in the "Introduction to Organizational Structure." The motion carried unanimously.

(Policy) As a matter of ethical conduct, when a volunteer who is in a position of authority or influence over a situation or decision has a conflict of interest, whether monetary or personal bias, 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.

(Procedure) If there is disagreement as to whether the policy applies to such a volunteer, either by the volunteer him or herself, or by another member of the affected Congregational entity, the decision to recuse and its boundaries may be appealed to the next level of our Congregational structure, with the final decision made by the Executive Board.

D. **Preferred structure of committees** – Glenn moved that the F&G Council be asked to bring a plan to the Board of the preferred structure of committees. The motion carried unanimously.

E. **Members as staff** – Linda moved that the Personnel Committee be asked to investigate members as staff in other congregations. The motion carried unanimously. Linda will contact the committee.

F. **District Meeting Reps** – the meeting is April 25-26 in Raleigh. Six people have been encouraged to attend. The meeting will not have workshops but is primarily a business meeting. While delegates would be reimbursed the \$80 registration fee, there is really no reason for us to send delegates.

IX. **New Business**

A. **Fiduciary requirement of membership** – the Bylaws state that a member must make an identifiable contribution with the Board setting the minimum. However, no minimum has been set at this time. The FC will be asked to look into this.

B. **Board retreat** – to be held in August. Dara will send a Doodle poll.

X. **Information Items**

A. **April timeline check list** – all is in order.

XI. **Process Observer** – Glenn gave a report on the meeting. Too much time was spent on some topics, but the conversation was important. The Board stayed on topic and was prepared, but not all reports had been received. Missing the February meeting due to the weather threw things off.

XII. **Next meeting** – May 8 at 6:30 PM. Lauren will provide the reading, Lisa the refreshments, and Linda will serve as Process Observer.

Dara provided the closing.

ACTION ITEMS:

All – read proposed policies from LFDC (emailed by Karen) and send comments to LFDC.

Attend meeting on April 24 at 6 PM to finalize budget - liaisons should come prepared to discuss their council's budget requests.

Ann – notify CST of Stewardship Summit and give update on 50% of plate being donated

Margo – take proposal for awards back to LDC

Linda – ask Personnel Committee to investigate members as staff in other congregations, request FC look into fiduciary requirement for membership

Dara – send Doodle poll for Board retreat dates

AGENDA ITEMS:

Update policy regarding when awards are presented by removing Flower Ceremony constraint

Fiduciary requirement for membership

Board retreat date

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA
Thursday, April 10 2014, 6:30 pm

6:30 – 6:45	First Time Period Chalice Lighting & Reading- Dave Burr Reading of Board Covenant Check-in and offering- Rev. Dara Process Observer-Glenn Skutt	15 Minutes
6:45 – 6:50	Review and Accept Agenda	5 minutes
6:50 – 7:10	Old Business Update on Personnel Committee exploring UUC members as staff policy-Laureen Updates on Governance Council & Long Range Planning Committee- Margo Review CoM recommendations for CRT and CRR next iterations- Rev Dara Consensus required on possible By law change –regarding announcements for congregational meeting Proposal for congregational conversations Personnel’s proposal regarding employee concerns	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 Lisa Evanylo	10 minutes
8:10 – 8:20	Action Items Ratify email votes: Donation of new coffee pot Proposal from LDC to eliminate the policy regarding Volunteer Awards Presentation- Margo Recusal of Volunteers- from Fellowship & Governance Council	10 minutes
8:20 - 8:40	New Business Discussion on fiduciary requirement of membership- Margo Stewardship Summit in June- date to be determined- Rev Dara Board Retreat in August- Rev Dara	20 minutes
8:40 – 8:45	Information Items April 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	

Report to the Board, April 2014
Rev. Dara Olandt, Minister, UUC

KEY DATES APRIL AND MAY:

April 6th – Stewardship Bunch and Celebration Sunday

April 8th and 22nd - 7-9pm – Rev. Dara leading Meditation Class

April 12th - Saturday Newcomers Orientation 1-4pm

April 20th – Multigenerational Easter and Earth Day Service

April 25th & 26th – Rev. Dara & UUCers attending SE District Assembly in Raleigh

April 27-May 4th – Rev. Dara on vacation in Florida

Dara will be taking 5 days of vacation time, paired with her customary one Sunday out of the pulpit for April and May, for a total of 7 days away. Emergency contact information will be given to Office Administrator and Board President. Please note that Rev. Dara will not have regular access to email during this time.

Guest preachers for Dara's Sunday out of the pulpit for April and May:

Rev. Karen Day (April 27th)

Rev. Robin Gorsline, Faith Voices for Equality VA (May 4th)

May 12th or 13th - Witness for Love and Marriage Equality Action – this event will be a public interfaith and community action for Marriage Equality. Details are yet being confirmed, likely date will be May 12th or 13th. Rev. Dara coordinating with Rev. Robin Gorsline.

May 15th – Child Dedication in worship service

May 18th – New Members recognized in service

WORSHIP THEME THIS MONTH:

“Renewing”

CONGREGATIONAL ADMIN & CONGREGATIONAL LIFE

Rev. Dara continues to meet on consistent basis with Staff, Board, CoM, Stewardship, Worship Services Committee, Lay Pastoral Care, and Connections, to meet with Finance and other committees of UUC as needed. Rev. Dara frequently sees individuals of the congregation in 1:1 pastoral visits at homes and in office.

SOCIAL JUSTICE

- Rev. Dara supporting UUC's Social Justice/CBCO group as this group gets up and going. The next meeting is April 16th from 6pm-7:30pm.

- In February, approached by Rev. Robin Gorsline of People of Faith for Equality for VA to initiate a Marriage Equality public action that was postponed due to weather. Now working with People of Faith for Equality in VA and Blacksburg community partners regarding a reschedule date in May. Details forthcoming. Robin Gorsline will travel from Richmond to guest preach at UUC in early May, timing his visit for our action later next month

Reflection Sessions

Committee on Ministries met in “synthesis” session last month, bringing together information heard in the Desert Parties/Reflection Sessions. Report and Synthesis reflection will be forthcoming from CoM, by likely next month. In general, feedback was positive and people reported enjoying being together for fellowship and shared reflection!

Maternity Leave Brochure

Rev. Dara is working with key layers of lay-leadership to develop a Maternity Leave Brochure with a full schedule of worship services and guest speakers lined up during the 12 weeks of her maternity leave. Dara will be taking 6 weeks paid, 4 weeks unpaid, and 2 weeks of study leave. During the 6 weeks paid, and 4 weeks unpaid, Guest Ministers and Speakers will offer the worship services. Many of the dates have already been arranged! The final calendar will be released for review in late May.

Also: Rev. Karen Day of Floyd will be the on-call ministerial pastoral presence for UUC during Rev. Dara’s full period of maternity. Beginning at the 2 weeks of study leave, Rev. Dara will become consistently pastorally available once again.

The guide to Rev. Dara’s Maternity Leave Brochure and Calendar of Services will be published to the UUC website, with a target date in late May/early June.

Stewardship Summit in June - TBD - Details forthcoming

“Many Voices, One Home” - Adult RE for 2014-2015

As a focus for next year, Rev. Dara is working with Karen Hager and ARE to offer a strengthened ARE approach focused on the theme “Many Voices, One Home” and The Pluralism Project. This will featuring a planned line up of ARE sessions in Fall and Winter (2014) focused the “Voices in UUism” Series by UU publisher Skinner House Press. (Titles include - Christian Voices in UUism, Jewish Voices in UUism, LGBTQ Voices in UUism). Fall and spring will focus on UU identity and pluralism. The spring (2015) series will hopefully feature Interfaith Religious Leaders and Rev. Dara in dialog open to UUC and the public. More information will be shared as plans continue.

Administrator's Report to the Board – Lisa Evanylo

April 10, 2014

Committee Meetings: In March, I attended two Stewardship Committee meetings. Hopefully the committee will have more members in the future as it is too important and a lot of work for a committee of 4. Thanks to the Board for making phone calls to those who did not reply to the Evite.

Policy Manual Update: I checked with Gene Gardner who is currently working on updating the P&P Manual to correspond with our new organizational structure. He has been busy with Connection and Outreach Committee obligations but will be winding down from both in mid-April. At that time, he intends to donate more time to updating the manual.

Pledge Update Letters: The quarterly reports were emailed to all pledgers (3 sent through regular mail) this past week.

Insurance Coverage: Staff is covered under our current policy. I checked with our insurance rep and got this response: "General liability insures your organization, members, clergy, board members, employees, volunteers and most organizations you control for claims for negligence involving your premises, sponsored activities (on or off premises) operations, products (including food preparation), construction, athletics and the use of non-owned watercraft. You also have counseling liability coverage which covers your pastor for claims brought against the pastor alleging negligence or personal injury from the counseling that is being provided."

When I asked about need for additional Board coverage, this was his response: "To cover claims such as: failure to exercise good judgment, failure to adhere to the Church constitution in their decision making, improper (not illegal) expenditures, poor fiscal decisions and similar issues. "

I don't know what was found when consulting our lawyer about the status of UUC as a corporation.

Rentals: We are getting quite a few requests to rent the Sanctuary for both recitals and community concerts. A recital recently brought 100 people into our building.

Attendance chart: [see file](#).

Time off: I will be out of town on both Monday, April 14 and Friday, May 16.

DLFD Report to the Board – April 2014

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration Numbers

- CYRE: 143 (unique children and youth)

LFD Council

- LFDC is nearly finished with the revision of the Policy Manual and will be opening it for congregational input in mid-April. The Board is reminded that they will receive an advance copy to review prior to the May meeting, at which time approval will be requested.

Children's Religious Education Committee (CREC)

- Easter Egg Hunt for HSMC takes place April 20.
- We have finished recruiting lead teachers for the K-5 Summer Sunday Arts program. We are in the process of recruiting assistants for K-5, and for recruiting people to assist in the PreK Sunday Funday program.
- Fall recruitment is underway and we have never been this far along in April before! 17 out of 20 fall RE teaching positions are filled, and over half of both youth group advisor slots. Our goal is to complete fall recruitment by June 1.

Youth Adult Committee (YAC)

- YRUU heads to the Mountain Con on April 11.

Adult Religious Education Committee (AREC)

- AREC plans to sponsor a multi-generational showing of *Gravity* April 4, and will co-sponsor a showing of *Gasland* April 18 with the Sierra Club. *Gasland* will be promoted to the NRV community.
- AREC is planning a year-long series of classes on Pluralism: Many Voices, One Home for 2014-15. Dara is helping to coordinate planning for these classes.

OWL Committee (OWL)

- OWL 8-9 has finished. We will be holding a debriefing meeting with teachers later this month.
- New OWL teachers for 2014-15 received OWL training in Raleigh last weekend. Adult OWL will be added in 2014-15.
- OWL teacher recruitment for 2014-15 is finished.

Library Committee

- I met with the Library Committee and will be joining the committee as supporting staff. We plan to seek 1-2 additional committee members.
- Rachel finished putting the RE Library on LibraryThing.org and will now assist the Library Committee to input the main library's books.
- The committee plans to make some changes to the arrangement of bookshelves in the library to free up some floor space in the short term.
- The committee will be looking at long term recommendations over the next 6-12 months, and will also define the committee's vision and the purpose of the library, and will create a collection and donation policy.

DLFD

- I will be assisting with the intergenerational service on April 20.

Recommendation from the Fellowship & Governance Council

RECUSAL OF UUC VOLUNTEERS

On November 14, 2013, the Board added a section to the Policy and Procedures Manual, Part 3, regarding Conflicts of Interest on the part of staff. At that time the Fellowship and Governance Council was tasked with making a recommendation to the Board that would recognize the possibility that UUC volunteers, especially committee and council chairs and others in charge of operational functions, could find themselves in situations that would could be construed as being a conflict of interest.

Therefore, it is recommended that the following paragraph be added to the Policy and Procedures Manual, Part II, as the third and fourth paragraphs in the Introduction to Organizational Structure.

(Policy) "As a matter of ethical conduct, when a volunteer who is in a position of authority or influence over a situation or decision has a conflict of interest, whether monetary or personal bias, 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.

(Procedure) If there is disagreement as to whether the policy applies to such a volunteer, either by the volunteer him or herself, or by another member of the affected Congregational entity, the decision to recuse and its boundaries may be appealed to the next level of our Congregational structure, with the final decision made by the Executive Board."