

**Unitarian Universalist Congregation**  
**Board Meeting Minutes**  
**June 12, 2014**

**Present:** Board members Laureen Blakemore, Linda Powers, Margo Walter, David Burr, Ann Norris, Kristine Reid, Beth Lyman, Glenn Skutt; ex officio members Dara Olandt, Lisa Evanylo, Karen Hager; newly elected Board members for 2014-15 Tim Pickering and Bill Baker; UUC members Frank DuPont and George Lally

Ann provided the reading and lit the chalice, and Margo read the Board covenant. Dara invited all to share something around "celebration." Beth served as Process Observer.

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

II. **Old business**

A. **Change night of Board meeting** – Margo requested a change to the usual 2<sup>nd</sup> Thursday meeting time. The Board opted to begin meeting the 2<sup>nd</sup> Tuesday of each month beginning on July 8. Margo will check with Molly who was not present.

B. **Authorize Renewal Report for Rev. Dara** – Kristine previously emailed the Board's iteration of Rev. Dara's evaluation to all elected Board members. She will make a few corrections and resend before the report is submitted to the UUA. Dara commends the Board for their good work. The report is not available to the congregation.

C. **Strategic Planning (SP) update** – Glenn reported that the committee will meet shortly, hopefully prior to Dara's July vacation. A charge will be drafted and a chair selected. Members are Chris Walter, George Lally, Stephanie Gilmore, Victoria Hoyland and Glenn. SP will fall under the Governance Council.

III. **Staff Reports**

A. **Minister's report**

1. **Maternity leave brochure** – Dara shared a draft of the brochure in B&W, although the final copy will be printed in color. It includes who is in the pulpit each week, info on Rev. Karen Day for on-call pastoral support and Rev. Lydia Ferrante-Roseberry for staff and Board support. It will be available on the website and in the foyer at the end of June. Let Dara know of any comments or suggestions.

B. **Administrator's report** – nothing to add to report

C. **DLFD Report**

1. **Teacher recruitment** – done for the fall
2. **Library Committee** – will use the ARE categories as a guideline for books in the library.
3. **Committee meetings** – all LFDC committees will now be meeting bi-monthly. This will require a policy change to be presented next month.

IV. **Consent Agenda** - Margo moved to accept the minutes from May. The motion carried unanimously.

V. **Treasurer's report** – attached. Linda stated that income is currently \$800 ahead of expenses, and that we will most likely come out even at the end of the FY. In mid-July, she will notify those who still owe on this year's pledge. Linda will email the Board with the final pledge amount (\$262,655).

## VI. Member's forum

- A. George Lally expressed his appreciation to Linda for serving as treasurer for 4 years.

## VII. Council Reports

- A. **Facilities Council** – Darryl Clowes will remain chair for another year.  
B. **Fellowship & Governance Council** – see written report. Frank will remain chair through December.  
C. **Finance & Administration Council** – Linda has a report from Personnel concerning members as staff. It will go to the council before coming to the Board. Pat Traynor will remain as council chair.  
D. **LFD Council** – no report  
E. **Membership Council** – Margo will contact the 2 members to see if they can meet.  
E. **Pastoral Services Council** – Polly Stimson will remain as chair.  
F. **Social Action Council** – Dara suggested Ann speak with Barbara Taylor.  
G. **Worship Opportunities Council** – no report

It was suggested that a written job description with expectations for council chairs would make it easier to recruit people and help them with their roles. All council chairs should meet together several times each year. Dara suggested that the Governance Council be asked for suggestions and input. Council issues can also be discussed at the Board retreat.

## VIII. Action items

### A. Fellowship & Governance Council recommendations

1. The F&G Council recommends that we *create a Governance Oversight Committee within the Fellowship and Governance Council, consisting of four UUC members or friends, to preserve and strengthen the structure and documents of the Congregation. Its purview would include making recommendations to the Board (through the Council) regarding governance P&Ps, plus reviewing the Bylaws and considering recommended changes.* Ann moved to approve the recommendation with the omission of "friends" being able to serve. The motion carried unanimously. Frank DuPont and Jim Flowers have agreed to serve on the committee.

2. Glenn moved to approve the recommendation that we *re-name the Council as the Governance Council with the following entities as members: Strategic Planning, Denominational Affairs, and Governance Oversight Committee, which would include the current Policy and Procedures Documentation committee. At present the other entities attached to the Council are the Committee on Right Relations, which has been disbanded, the Past Presidents, which is an ad hoc structure called as an advisory group to the President, and the Conflict Resolution Team, which does not meet regularly and is not responsible for any part of Congregational Governance, but which needs to be accounted for in the overall structure, possibly as an off-shoot to Committee on Ministries.* The motion carried unanimously.

**B. Fiduciary requirement for membership** – the bylaws currently state that an identifiable donation is required for membership with the amount set by the Board each year. This will be discussed further at the stewardship summit.

### C. Donations

1. The Board acknowledges the Worship Committee donation of a gift card from Julia Lewis that was used to purchase an area rug for use during Story for All Ages.
2. The Board acknowledges the Grounds Committee donation of \$1000 from Susan & Bill Baker to be used for grounds beautification.
3. Linda Powers moved to approve the Worship Council request that the donation of a set of paraments made by Polly Stimson be approved. The motion carried unanimously.
4. Margo moved to approve the Facilities Council request that the donation of 2 picnic tables, 1 each from Susan Baker and George Lally, be approved. The motion carried unanimously.

5. The Facilities Council requested that the Grounds Committee be approved to build a pergola over meditation bench #7 (the only one in full sun) with the costs to be paid by a potential donor. This was tabled until there is a definite donor and a proposal for the pergola.

Board members should remind the council chairs of the procedure for accepting gifts.

#### **IX. New Business**

**A. Board liaison check with council chairs** – Board members should check to see if council chairs will continue in the position next year, if haven't done so yet. Also need to continue to try to get council to meet if it's not meeting. Next month, liaisons roles to the councils will be reassigned.

**B. Policy for monetary gifts** – Board members should read the current policy prior to the stewardship summit.

**C. Board Retreat** – the retreat will be held on August 16 from 8:30-3 at Margo Walter's home. Break snacks and lunch provided. All should send Margo suggestions for both work and play. Beth Lyman and Bill Baker volunteered to help with the planning. Glenn suggested discussing the success or not of having liaisons to the councils.

#### **X. Information Items**

**A. June timeline check list** – all is in order. Lisa will update for the next FY.

**XI. Process Observer** – Beth stated that the meeting went well and finished early although some discussions went too long.

**XII. Next meeting** – Tuesday, July 8 at 6:30 PM. Linda will provide the reading, Tim will provide the refreshments, and Laureen will serve as Process Observer.

Dara provided the closing.

#### **ACTION ITEMS:**

**Margo** – confirm new meeting time with Molly, set up meeting of Membership Council

**Kristine** – correct Dara's Renewal Report for UUA and email to Board

**All** – send Dara comments or suggestions for maternity leave brochure, send Margo suggestions for both work and play at the Board retreat

**Glenn?** – ask Governance Council for suggestions and input regarding a written job description with expectations for council chairs

#### **AGENDA ITEMS:**

LFDC policy change regarding frequency of committee meetings

Reassign liaison roles to councils

Lisa Evanylo, Administrator

**UUC BOARD MEETING AGENDA**  
**Thursday, June 12, 2014, 6:30 pm**

6:30 – 6:45	<b>First Time Period</b> Welcome new Board Members Chalice Lighting & Reading- Ann Reading of Board Covenant -Margo Check-in and offering- Rev. Dara Process Observer-Beth	15 Minutes
6:45 – 6:50	<b>Review and Accept Agenda</b>	5 minutes
6:50 – 6:55	<b>Old Business</b> Potential change of Board meeting day/time- Margo Authorize Renewal Report to be submitted- Kristine Strategic Planning update- Glenn	5 minutes
6:55 – 7:05	<b>Minister &amp; Staff Reports</b> Minister's Reports Administrator's Reports DLFD's Reports	10 minutes
7:05 – 7:10	<b>Consent Agenda</b> Previous Board Meeting Minutes	1-5 minutes
7:10 – 7:20	<b>Treasurer's Report</b> Budget update and discussion	10 minutes
7:20 – 7:35	<b>Members Forum</b> Members are invited to address the Board. Please keep your comments to 3 minutes	15 minutes
7:35 – 7:45	<b>Council Reports</b> Facilities Council- Darrel Clowes Fellowship & Governance Council- Frank DuPont Finance & Administration Council- Pat Traynor Lifespan Faith Development Council- Leslie Howard Membership Council- TBA Pastoral Service Council-Polly Stimson Social Action Council- TBA Worship Opportunities Council- Stephanie Gilmore	10 minutes
7:45 – 7:55	<b>Break</b>	10 minutes
7:55 – 8:15	<b>Action Items</b> Fellowship & Governance recommendations- Frank DuPont Fiduciary requirement for membership Donations: Acknowledge Worship Committee donation from Julia Lewis for area rugs Acknowledge Grounds Committee donation from Susan and Bill Baker Approve request from Worship Council regarding donation of Paraments from Polly Stimson	20 minutes
8:15 – 8:35	<b>New Business</b> Board Liaisons to check in with Council Chairs Review & discussion of policy for monetary gifts	20 minutes
8:35 – 8:40	<b>Information Items</b> June Time Line check list	5 minutes
8:40 – 8:45	<b>Process Observer Report Back</b>	5 minutes
8:45 – 8:50	<b>Reading, Refreshments &amp; Process Observer</b> for next meeting	5 minutes
<b>Closing-</b>	Rev Dara	

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

**Summer Overview At A Glance**

**JUNE**

**UU Ministerial Travel**

Between **June 23<sup>rd</sup> – June 29<sup>th</sup>** – Rev. Dara attending UUMA Ministry Days, followed by UUA General Assembly. Rev. Dara will return to preach on July 6<sup>th</sup> at UUC.

**Worship -- Theme: Celebrating**

Rev. Dara's one Sunday out of the pulpit will be **June 29<sup>th</sup>**; she will be attending UU General Assembly in Providence, RI.

**Other key dates in June:**

**June 18<sup>th</sup> & 19<sup>th</sup> 7-9pm** - Stewardship Summit

**JULY**

**Key Dates:**

**July 1<sup>st</sup>** – deadline by which Board, Rev. Dara and COM must have submitted Rev. Dara's Renewal to the Ministerial Fellowship Committee

**Minister Summer Vacation in July:**

Rev. Dara will take a summer between vacation between **July 11<sup>th</sup> -August 3<sup>th</sup>**. During this time she will be local and also traveling in California. Rev. Dara will be available by phone for urgent need.

**\*\*July's Worship Schedule: Theme -- Growing**

Sunday, July 6<sup>th</sup> - Rev. Dara in pulpit

Sunday, July 13<sup>th</sup> – Lay Led Poetry Service

coordinated by Victoria Taylor, Worship Associate

July 20<sup>th</sup> – Rev. Morris Hudgins – SUUSI Guest preacher to preach at UUC

July 27<sup>th</sup> – Rev. Jennifer Ryu – SUUSI Guest preacher to preach at UUC

**AUGUST**

**\*\*August's Worship Schedule – Theme: Renewing**

August 8<sup>th</sup>, Lay-Led Music Service

coordinated by Amado Ohland, Worship Associate

August 10<sup>th</sup> – Rev. Dara returns to pulpit

with a back-up on call in case of early labor

August 17<sup>th</sup> – Rev. Dara in pulpit

with back-up on call in case of early labor  
August 24<sup>th</sup> – Ingathering Water Service – Rev. Dara with Worship Associates  
WAs serve as back-up in case Rev. Dara goes into early labor  
August 31<sup>st</sup> – Labor Day Lay Led Service – Leaders TBD

\*\*Subject to shifting as new details emerge.

### **Maternity Leave Details**

As you know, I will be taking 10 weeks of maternity leave with 2 weeks of study leave for a combined total of 12 weeks of “planned absence” beginning September 1<sup>st</sup>. This absence is planned conclude the week of November 29<sup>th</sup>. Actual maternity weeks and planned leave will necessarily commence at the start date of my labor (should I go into active labor prior to September 1<sup>st</sup>.)

6 weeks are paid, 4 weeks are unpaid, and 2 weeks will be study leave (which are paid). During the 6 weeks paid, and 4 weeks unpaid, and 2 weeks of study leave Guest Ministers and Speakers will offer the worship services. Arrangements have also been made for 2 guest ministers to support Board/Staff and Pastoral Care, respectively. Note that I will become pastorally available during the “Study Leave” portion. Rev. Karen Day will begin planned pastoral on-call service September 1<sup>st</sup> and conclude approximately on November 16<sup>th</sup> (contract in development).

The **Guide To Rev. Dara’s Maternity Leave brochure** will be published to web and made available shortly. Advanced rough copies will be available by the June Board meeting. This brochure highlights guest ministers in the pulpit, as well as the bio and contact information for the ministers who will be supporting Board/Staff and providing Urgent Pastoral Support during my absence. It will also have clear contact information regarding whom to reach for different pieces of congregational business in my absence.

Warmly,  
Rev. Dara

**Administrator's Report to the Board – Lisa Evanylo**

June 12, 2014

**Corrections to May minutes:** The LFD Council did submit a report. The minutes erroneously stated that it did not.

**Annual committee reports:** The compilation of reports was available at the Annual Meeting. If you did not get a copy, pick one up from the blue table in the foyer. They are also available on the website in the member area, "annual meeting" page.

**Pledge Update Reminders:** Reminders will be emailed toward the end of the month to all pledgers as the fiscal year ends this month. We accept payment for 2013-14 through July, and those who haven't fulfilled their pledge do get contacted. More and more people are taking advantage of the "Donate" button on our website which allows one to donate via credit card or bank account.

**Rentals:** The past few weeks, we have several rentals of the sanctuary for student recitals based primarily on our having a high quality piano. Several more coming up in the next few weeks.

**Attendance chart:** [see file](#).

**Time off:** I will be on vacation June 28-July 2 but will be answering emails.

## **DLFD Report to the Board – June 2014**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration Numbers**

- CYRE: 143 (unique children and youth)

### **LFD Council**

- Nothing to report this month.

### **Children's Religious Education Committee (CREC)**

- Summer recruitment is finished.
- Fall recruitment for teachers and advisors finished two weeks ahead of schedule!
- We will begin looking for potential committee recruits.
- Summer RE begins June 15 with a Sunday Arts program for K-5 and a Sunday Funday program for PreK.

### **Youth Adult Committee (YAC)**

- YAC begins working this month on a rehaul of all paperwork and processes.

### **Adult Religious Education Committee (AREC)**

- AREC determined the categories for current and potential new classes. They are:
  - Religious Teachings
  - Theology
  - Spiritual Practices
  - UU Identity
  - Social Responsibility
  - Life Skills
- We will be sponsoring a workshop on Reproductive Justice in September.
- Recruitment is finished for the pluralism series of classes running October through April of the 2014-15 RE year.

### **OWL Committee (OWL)**

- We are investigating the possibility of hosting training ourselves, with a conference call planned for this week.

### **Library Committee**

- The committee begins the work of defining the committee's vision and the purpose of the library, and a collection and donation policy.
- The committee will use the categories determined for ARE classes as a guideline for determining what books will be housed in the UUC library.

### **DLFD**

- I will be on vacation July 26 – August 3 (1 week's vacation).



## 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:	May 22, 2014
Report submitted by: (name, position, & e-mail)	Frank DuPont, Council Chair Members present: Glenn Skutt, Past-President, Marilyn DuPont, Denominational Affairs, Jim Flowers, past Chair of Strategic Planning. Gene Gardner, unavailable; reported by e-mail.

**Issues discussed and actions taken:**

Discussion included what structure and components should be included in the Fellowship and Governance Council. ( Proposals to the Board will be included at the end of this document.) It was agreed that Strategic Planning, Denominational Affairs, and a Governance Oversight Committee, which would include the current Policy and Procedures Documentation committee (transitional entity) should be included. Gene Gardner reported for the P&P Documentation committee that his roles with Publicity and the Connections Committee have left him behind on the Documentation tasks, but noted with gratitude the work of the LFD Council in their recently approved Manual. There was brief discussion regarding how to increase communication with the Leadership Development Committee. A partial solution was noted with Marilyn becoming a member of that committee, and continuing to serve on the F&G Council. That is not a structural solution, so further considerations were discussed. Jim Flowers volunteered to assist with the formation and transitional work of any Governance Oversight Committee the Board chose to create as part of this Council. Further discussion centered on the continuing recognition that the UUC Governance Structure is a living, therefore changeable, document which is in need of some decisions and subsequent alterations.

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

One of the advances on the part of the Board has been to re-instate a Strategic Planning Committee; Glenn Skutt has volunteered to call that group into session to nominate a Chair, as required by the current Policies and Procedures Manual.

Actions recommended to the Board:

- Create a Governance Oversight Committee within the Fellowship and Governance Council, consisting of four UUC members or friends, to preserve and strengthen the structure and documents of the Congregation. Its purview would include making recommendations to the Board (through the Council) regarding governance P&Ps, plus reviewing the Bylaws and considering recommended changes. (Examples of such considerations would include such matters as: Is there a need to continue the category of 'Committees of the Board?' and, Should the Officers of the UUC continue to serve in the role of 'Liaison to a Council?')
- Re-name the Council as the Governance Council with the following entities as members:

Strategic Planning, Denominational Affairs, and a Governance Oversight Committee, which would include the current Policy and Procedures Documentation committee. At present the other entities attached to the Council are the Committee on Right Relations, which has been disbanded, the Past Presidents, which is an ad hoc structure called as an advisory group to the President, and the Conflict Resolution Team, which does not meet regularly and is not responsible for any part of Congregational Governance, but which needs to be accounted for in the overall structure, possibly as an off-shoot to Committee on Ministries.

Respectfully submitted, Frank DuPont, Council Chair