

**Unitarian Universalist Congregation**  
**Board Meeting Minutes**  
**October 14, 2014**

Note that the following actions did not get recorded in the September minutes due to my being on vacation for the meeting. Via email on July 28, 3 motions were unanimously approved.

1. Margo moved to approve the members who have agreed to serve on the Governance Oversight Committee within the Governance Council. They are Frank DuPont, chair, Jim Flowers, Kristine Reid, Gene Gardner and Stephanie Gilmore.

2. Margo moved to accept the newly revised Library Policy.

3. Lauren moved to accept the revised Library Collection Policy as presented by Karen Hager.

Via email on September 9, Lauren moved to accept the charge (below) to the Governance Committee. It will be go into the Policy Manual, Part II, Section 3, G.

*The Governance Oversight Committee is part of the Governance Council. Its job is to assist the Executive Board in maintaining and enhancing the organizational structure of the Congregation. It will have four to five members, all of whom will be members in good standing of the Congregation. The P&P Documentation function is an ongoing task within the Governance Oversight Committee.*

*The Oversight Committee is charged to make recommendations to the Board, through the Governance Council, regarding those Policies and Procedures that affect the whole Congregation, and therefore includes review of the Bylaws. The Committee will be responsive to Board assignments and will also initiate investigations of structural and policy issues as it deems appropriate. If a Council Chair position is vacant, the Oversight Committee will coordinate with the Leadership Development Committee to fill that position in order to support the organizational structure approved by the Board in the document "How Our Congregation Works."*

**Present:** Board members Lauren Blakemore, Linda Powers, Margo Walter, Molly Lazar, Ann Norris, Tim Pickering, Bill Baker, Beth Lyman; ex officio members Karen Hager and Lisa Evanylo; UUC members David Burr, KC Arceneaux, Marquita Hill, Dick Luke, George Lally and Dean Mook.

Linda lit the chalice, and Tim read the Board covenant. Margo introduced Rev. Lydia Ferrante-Roseberry (serving as Board consultant during Rev. Dara's leave) who joined part of the meeting via Skype. All checked in. Linda served as Process Observer.

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

**II. Old business**

A. **Update from Space Cadets (SC)** - The committee consists of Beth Lyman, Anna LoMascolo, Dick Luke, and Kristine Reid. The SC are looking at space issues as we are running out of space for our RE children but have not yet made a recommendation. All questions and concerns should be directed to Beth.

B. **Auction update** – Linda stated that the Blanchards are doing a wonderful job as co-chairs (along with her and Joe). We are up to 164 donations! There will be 6 auctioneers, ice-breaker activities, and the children's party planned by Rachel Craine. She is very optimistic that this will be a great auction.

C. **Organizational chart update** – Ann updated the chart with councils and committees and will send to Frank DuPont. Lisa will then email it to the Board when finalized. It will also go on the website.

### III. Staff Reports

A. **Administrator's report** – Lisa reported further on the move to a new webhost, UUism Networks. We have also moved our aliases (now called forwarders and email lists) to our new host and are no longer us Biznet. This should eliminate much of the spam as any email originating outside of the emails on each list will come to the administrator for acceptance or rejection before being forwarded.

B. **DLFD Report** – Karen reminded all that the attendance numbers are now on Google Drive. All Board members have been given access. There will be two new ARE offerings for winter 2015: *Cakes for the Queen of Heaven* and *Writing as a Spiritual Practice*. Sign-ups for the Buddy Project have begun. Karen noticed that many children and parents are not coming into the sanctuary for the start of the service but going directly to RE. She is not sure why this is happening, and it might correct itself once Dara returns. She did notify the Worship Committee of this. Tim, as Worship Council liaison, will also bring it to the Council. A suggestion was made to wait until Dara returns to see if this continues.

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

V. **Treasurer's report** – attached. Linda stated that we recently received a \$10,000 pledge payment for the last FY. \$5000 will be used to pay back a member loan. We are currently \$7500 in the red for 2013-14.

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

### VII. Council Reports

A. **Facilities Council** – Margo attended a Memorial Committee meeting and was very impressed with their high level of organization.

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

C. **Finance & Administration Council** – Linda stated that the Finance Committee has some new members and thanks LDC for finding them. Linda will be attending the LDC meeting on Wednesday night to request that they find an assistant treasurer. This position should have more duties beyond signing checks when the treasurer is unavailable.

D. **LFD Council** – see written report.

E. **Membership Council** – see written report.

F. **Pastoral Services Council** – Bill will email the written report.

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

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

### VIII. Action items

A. **Donation for proposed water feature** – written proposal attached. George Lally stated that we have a donor for the entire cost of \$3350 to install a water feature on our property. Note that this was a priority in the original master plan, previously approved. The proposal has been approved by Church Mutual. There will be very little cost for maintenance. Lauren moved to accept the donation. The motion carried unanimously.

B. **Financial obligation of membership** – Linda moved to delete the following sentence from the bylaws, Section IV. Membership, B.2: *The Executive Board shall establish the minimum annual contribution that satisfies this requirement.* The motion carried unanimously. It will now go before the congregation at the annual meeting.

C. **Board objectives** – as discussed in the September 2014 board meeting and written up by Beth Lyman:

- 1) A measurable increase in communication with the congregation
- 2) A concrete fiscal plan of action
- 3) Evaluation, improvement, and execution of our governance model
- 4) Demonstrated progress in the development of mission/vision/covenant with Rev. Dara

Several wording suggestions were made for item 1 as it would be difficult to assess a "measurable" increase in communication. All should send suggestions with exact wording to Beth who will email an updated list.

#### **D. Liaison position**

**1. Length of term** – Linda moved that Board liaisons to councils serve 2-year terms. The motion carried unanimously.

#### **2. Job description** – below

*Each Board Liaison is an elected member of the Executive Board, assigned as a non-voting member to meet with and represent their Council. Board members serve as a channel for two-way communication, ensuring that committees are up to date on the Board's concerns and priorities, and the Board is aware of what is happening within the Council. Council meetings do not usually exceed four per church year and are called by the Council Chair. The Board Liaison will call meetings when there is a vacancy in the role of Council Chair.*

*Board Liaison Responsibilities:*

*Attend one or more Council meetings in the course of the year. Maintain consistent communication with the Council Chair throughout the year to keep apprised of the following items:*

*a) Policy items that a Council plans to bring before the Board*

*b) Programmatic highlights of the ministries within the Council*

*c) Annual budget requests arising from within the bodies of the Council to which the Board liaison is assigned*

*d) Emerging issues and accomplishments from within the Council. During the course of the year, Board Liaisons may then bring recommendations to the Board from their respective Council regarding policy issues, explain and describe budget requests during the annual budget preparation for the committees and functions within the Council, and keep the Board informed of emerging issues and accomplishments, supplementing the written reports presented by the Council Chair.*

Laureen moved to accept the job description as written. The motion carried unanimously. This should be added to the P&P manual under Board responsibilities.

#### **E. Council chair job description** – below

*Each Council is chaired by a volunteer or staff from one of the entities that are represented within the Council. Usually it will be a Committee Chair who assumes the role of Council Chair as an additional responsibility. It can also be a member of one of the resident entities (committee or function) who agrees to serve in this capacity. Key priorities are outlined below.*

*Responsibilities of Council Chair:*

*Arranges and convenes two or three Council meetings per year with the following purposes:*

*1) To discuss and agree on recommendations to the Executive Board regarding policies for the Board to consider which are relevant to the Council's particular area.*

*2) To communicate and coordinate regarding what is programmatically taking place within the various committees and functions of the bodies of the Council (e.g. Councils should have a sense of what the highlights are of the ministries occurring within each Council; the Chair will have the responsibility of articulating those highlights to the Board Liaison). This is an important function of the Chair and Council,*

*to help to strengthen overall coordination and communication about what is taking place in the many ministries of the congregation.*

*3) To coordinate annual budget requests for the bodies within the Council. In late winter or early spring the Council's meeting should include that each committee has submitted a budget request to the Finance Committee. To facilitate coordination, Council should discuss the nature of the budget requests from the bodies in its auspices and where possible to identify shared needs and wishes. The Council Chair should have a clear understanding of the budget requests coming from their Council.*

*4) Communicating with additional Council Chairs, when necessary: the Council Chair is also responsible to initiate and maintain communication with other Council Chairs whose responsibilities overlap with the area of Council's work.*

*5) Make a report to the Board following each meeting following a format prescribed by the Board.*

Linda moved to approve the amended job description above for Council Chairs. The motion carried unanimously.

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

A. **Advent Garden, other events** – Molly questioned if anyone is organizing Advent Garden and the annual Chili Cook-off. There are people in place to oversee both.

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

A. **Timeline check list** – all is in order.

XI. **Process Observer** – Linda stated that there were four places where the Board digressed, but Margo brought all back on task. All listened respectfully and got things done.

XII. **Next meeting** – Tuesday, November 11 at 6:30 PM. Molly will provide the reading, Beth will provide the refreshments, and Tim will serve as Process Observer.

Beth provided the closing.

#### **ACTION ITEMS:**

**All** – direct all comments and questions regarding the Space Cadets and school rental issues to Beth, send exact wording suggestions for Board objectives to Beth who will update list

**Lisa** – email organizational chart to Board when finalized

**Bill** – email Pastoral Services Council report to Board

#### **AGENDA ITEMS:**

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA  
Tuesday, October 14, 2014

- 6:30-6:45 15 Minutes  
Chalice Lighting & Reading - Beth  
Check-in  
Process Observer- Linda
- 6:45-6:50 5 Minutes  
Review and Accept Agenda
- 6:50-7:10 20 Minutes  
Old Business  
    Auction Update  
    Organizational Chart-Ann Norris  
    Space Cadet's Update
- 7:10-7:20 10 Minutes  
Minister and Staff Reports
- Administrator's Reports  
DLFD's Reports
- 7:20-7:25 1-5 Minutes  
Consent Agenda  
Previous Board Meeting Minutes for September
- 7:25-7:35 10 Minutes  
Treasurer's Report
- 7:35-7:50 15 Minutes  
Members Forum  
    Members are invited to address the Board.  
    Please keep your comments to 3 minutes.
- 7:50-8:00 Break and Refreshments 10 Minutes
- 8:00-8:10 10 Minutes  
Council Reports  
    Facilities Council-Memorial Committee  
    Fellowship & Governance Council  
    Finance & Administration Council  
    Lifespan Faith Development Council  
    Membership Council  
    Pastoral Service Council  
    Social Action Council  
    Worship Opportunities Council

8:10-8:30 20 Minutes

Action Items

Membership Financial Obligation-By Law  
Board Objectives-Beth  
Liaison Position  
Term  
Job Description  
Council Chair-Charge

8:30-8:40 10 Minutes

New Business

Advent Garden & other orphan events- Molly

8:40-8:45 5 Minutes

Information Items

Sept. Time Line check list

8:45-8:50 5 Minutes

Process Observer Report

8:50-9:00 10 Minutes

Next Meeting Assignments - Nov. 11

Chalice Lighting and Reading-  
Refreshments-  
Process Observer-

Tonight's Closing-Margo  
(Extinguish Chalice Light)

## **Administrator's Report to the Board October 14, 2014**

**Website Host:** Due to issues with our current webhost, we are switching to one used by over 100 UU congregations – UUism Networks. The switch will take place Wed. afternoon, October 8, although it may take up to 24 hours to actually happen. Hopefully all will go well, and any problems can be dealt with quickly. Many thanks to Karen for working with me and being instrumental in getting the new website loaded. Our current aliases go through Biznet but will shortly be switched over to the new host once I set things up. There should be no noticeable change in either the website or alias usage.

**Committee meetings:** Attended Auction Committee meetings. This year's Auction Committee is extremely well-organized and should result in the best auction ever, provided we get enough donations and people attending. Will begin attending Stewardship Committee meetings on 3<sup>rd</sup> Sunday of each month following the service.

**Sitters:** We had to let one sitter go due to being consistently late, canceling at the last minute, or just not showing up. Since the last Board meeting, another sitter has been hired in addition to the new one hired last month. We currently have 6 sitters. Sitter hours are up due to adult RE offerings.

**Attendance chart** – All Board members should have received an email with the information for viewing our attendance chart via Google Docs. Let me know if you did not receive this or are having trouble getting in to the file.

**Contact info:** Just another reminder that my home phone is being disconnected, so use my cell phone at 540-257-3612 (I finally have texting service). My email has changed to [levanylo@gmail.com](mailto:levanylo@gmail.com) or continue using [administrator@uucnrv.org](mailto:administrator@uucnrv.org).

**Pledge updates:** Letters were emailed to all pledgers today, Oct. 7.

**Staff Meetings with Rev. Lydia Ferrante-Roseberry:** Neither Karen nor I have had any issues arise that require a call with Rev. Lydia although time is set aside alternate weeks, if needed.

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

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Attendance:**

- Attendance is now being reported on the shared Google Sheet; access given by Lisa. If you would like other numbers reported, please let me know.

### **Registration**

- Current CYRE: 108
- LFD "Slots": 181
  - 82 children are registered for RE
  - 20 youth are registered for MSYG
  - 11 children are registered for Chalice Kids
  - 24 children are registered for Children's Choir
  - 26 youth are registered for YRUU
  - 12 children are registered for K-1 OWL
  - 6 children are registered for 4-5 OWL

### **LFD Council**

- LFDC met in September (report attached); plans to meet again in January. No actions needed.

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

- September Harry Potter intergenerational movie had 18 in attendance; all ordered pizza; offering dinner appeared to be a good choice.
- Dumbledore's Army fought the Illiteracy Horcrux and ran a book drive, obtaining and donating 482 books to the Friends of the Library's Little Library program! CST is partnering closely with us this year on Horcrux fights, as are several other committees in the congregation.

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

- YRUU's kick-off meeting had a very large parent turnout.
- YAC has discussed that there seems to be increasingly positive feelings regarding RE among high school students since we moved to LFD programming; we believe that we are seeing this play out in 2 areas:
  1. High YRUU enrollment; registration continues to increase every year, as we better transition teens from MSYG to YRUU, and keep them in YRUU.
  2. Record high Teen Assistant registration for RE; we are now up to 8 teens volunteering to help on Sunday morning. The year I began as DRE, we had difficulty getting 1 or 2 to attend regularly. We need to stay in close contact with teens as they move through YRUU to be sure we are providing them the program that they most want; wants change with every group of teens.

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

- Introduction to Unitarian Universalism
  - Although we had 10 registered for this class, only 4-6 attended each evening. Prior communication to participants was heavy, but we again seem to run up against the problem of folks not reading their email.
- Buddhist Voices in Unitarian Universalism
  - 20 are registered so we will continue to monitor attendance here. Again, prior communication to participants has been heavy. Class begins 10/8.
- Pre-registration is now closed for all Pluralism classes.
- 14 attended the Reproductive Justice workshop. Interest was expressed in the entire 6-session curriculum (available on UUA website); we are tentatively planning to offer it as a 2015 summer class.
- Cakes for the Queen of Heaven is confirmed for winter 2015.
- A proposal was submitted for an adult class, Writing As a Spiritual Practice. The committee approved the proposal and we are in the process of finalizing the schedule for this class. It will be held in winter 2015.



**OWL Committee (OWL)**

- Adult OWL began in September and runs through April.

**Library Committee**

- No meeting this month.

**DLFD**

- I conducted Chalice Kids training at the end of September. Chalice Kids began serving in Sunday morning services at the beginning of October.
- I would like to lift up that I have noticed a large number of parents choosing not to go into the sanctuary before RE begins. On several Sundays since RE began for the year, I have sat in the sanctuary and observed that the number of children in attendance is very small; RE classes, though, are quite full. This might go away when Dara returns or we might be seeing new habits forming. I think it's something for the Worship Committee to be aware of and to keep an eye on.

## LFD Council Meeting Report

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

**E-mail** to the administrator –Lisa Evanylo: [levanylo@uucnrv.org](mailto:levanylo@uucnrv.org)

Council:	LFD (consists of CREC, AREC, YAC, OWL, Library)
----------	---

Council Meeting Date:	09/15/14
-----------------------	----------

Report submitted by: (name, position, & e-mail)	Karen Hager, DLFD
--	-------------------

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

- **Issues discussed and actions taken by LFD Council:**

- Registration numbers were reviewed for all areas.
- Planned curriculum, activities and events for 2014-15 were reviewed.
- Library Committee was officially added to the Council.
- Dumbledore's Army horcruxes were reviewed with discussion for integration into other areas of LFD.
- LFD resources were reviewed.
- Space issue was discussed.
- Budget was reviewed.

- **Actions taken by LFD Council:**

- Unless otherwise needed, council will plan to meet three times each year: Sept/Oct; Jan.; and May.

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

- None at this time

- **Goals for the coming month(s) for the LFD Council:**

- Work our calendar and continue to communicate.

- **Actions required from the Board, if any, by the LFD Council:**

- None needed at this time.