

Unitarian Universalist Congregation
Board Meeting Minutes
December 9, 2014

Present: Board members Laureen Blakemore, Linda Powers, Margo Walter, Molly Lazar, Tim Pickering, Beth Lyman, Bill Baker, Ann Norris; ex officio members Dara Olandt, Karen Hager and Lisa Evanylo; UUC member Polly Stimson.

Tim lit the chalice and provided the reading. All checked in. Molly served as Process Observer.

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

II. Old business

A. Update on Children's Garden (CG) – the CG was notified in person that their contract would not be extended beyond the 2015-16 school year and also presented with a list of 6 stipulations that must be met to rent our space next year. Margo has been in contact with the co-owners who will get back to her with a date for a walk-through of the space to further clarify these stipulations. Margo, Lisa, Karen and Dick Luke will be present. Last Sunday about 7 people attended the info meeting regarding the CG. Most were very supportive of the Board's decision, although 1 member was upset that the decision was made without consulting the congregation and feels that we are abandoning the school.

B. Stewardship Committee – Ann stated that both she and Beth were asked to be on the committee (along with Dick Luke, John Sangster and Lisa) and attended meetings in September and October. November's meeting was canceled, and there will be no meeting in December. Dick had stated that both short and long-term objectives are needed, but none have been put forth at this time. More members are needed when the committee meets again in January. A new charge is needed for stewardship as well as defined roles and responsibilities for Stewardship, Finance Committee, and Strategic Planning.

C. Leadership Development Committee (LDC) – Molly stated that LDC requests that the Board update the charges for Board duties and responsibilities as recruitment is difficult without these. LDC is not responsible for finding committee chairs or members although they have been asked to do so at times. Perhaps a committee is needed for finding committee chairs.

D. Half the plate give-away – Dara first brought this up at the Stewardship Summit as it is very successful in some UU congregations. She suggests we try it for a few months and see how it goes. Dara will talk with the Community Services Team (CST) if approved by the Board as they will have a big say in where the money is donated. Polly Stimson, coordinator of the Fourth Sunday Program, stated that CST is very open to this idea and that CST suggested that the same recipient be designated to receive the entire month's donations. Laureen suggested having 2 recipients per month. Dara will follow up further.

E. Strategic Planning (SP)/Governance Oversight Committee – Frank DuPont is chair of the Governance Oversight Committee. Members will work on the Board duties revision.

Polly is the new chair for SP and has presided over just one meeting. Other members are Dara, George Lally, Stephanie Gilmore, Rachel Craine, Glenn Skutt and Chris Walter. Their main charge is to develop our new mission, vision, and covenant statements which will then lead us into a new strategic plan. They will follow Robert Latham's guide on developing a mission statement and put forth a proposal to bring Latham to our congregation:

The Strategic Planning Committee, with endorsement of the Governance Council, seeks the approval of the Executive Board to hire Rev. Robert Latham to provide a workshop, presentation and meetings entitled "The UUC's Mission, Vision and Covenant for the Future." The time frame would tentatively be for April 2015 with a cost not to exceed \$2500. Linda

stated that the money will be found. Tim then moved that we support the request from SP for \$2500. The motion carried unanimously.

The charge for SP was presented for approval:

The Strategic Planning Committee reports to the Governance Council. The Committee is responsible for assisting the congregation in mapping its future through development of a five-year Strategic Plan and annual action plans and in following those maps through ongoing monitoring, reporting, and revision as needed. Below are specific responsibilities within this broad charge.

- *Facilitate the visioning process and crafting of the 2015 congregational vision and mission statements and covenant.*
- *Shape congregation-suggested goals and activities into a five-year Strategic Plan to guide the congregation in fulfilling its mission, and assist the Executive Board in overseeing congregational adoption of the Plan.*
- *Assist the Executive Board in developing an action plan for achieving the strategies. The action plan will define which committees are responsible for the activities, the resources needed, completion dates, and desired outcomes.*
- *Engage in ongoing review and assessment of the Plan. Regularly apprise the Executive Board of progress made and roadblocks encountered in working to achieve the strategies. In consultation with the Executive Board, fine-tune the action plan annually, adding an additional year.*
- *Report to the congregation annually on the status of the Strategic Plan and the action plan, as well as each one-year extension of the action plan. Seek approval of any changes to the Strategic Plan determined necessary by the Executive Board.*

Tim moved to approve the charge as amended (deletion of "2015"). The motion carried unanimously.

III. **Staff Reports**

A. Minister's Report – Dara is offering Advent Spiral Garden this Saturday with a contemplative element to it.

B. Administrator's report – using Mail Chimp, Lisa is now able to see how many open the announcement and newsletter emails. 33% of the 545 recipients opened the December newsletter email, while only 15% actually clicked on one of the 2 links to open the newsletter. However, the newsletter can also be opened from the website.

C. DLFD Report – Karen stated that Dumbledore's Army poverty horcrux collected 258 items (a record!). Recruitment for spring RE is going well with over 50% of current teachers returning. Coming of Age (CoA) is scheduled to begin in January, but there has not been much interest to date with only 3 signed up. A minimum of 4 is needed. Other options are being looked into. Nancy Gardner is setting up a covenant group for parents of those in grade 4-5 OWL to discuss the class and get parental feedback.

IV. November minutes – Molly moved to accept the minutes from November. The motion carried unanimously.

V. Treasurer's report – attached. Linda reported that the bank account looks good. She moved \$20,000 from checking to Capital One for greater interest.

A. Assistant Treasurer position – the Treasurer's position requires many hours of work and should be broken apart into Treasurer and Assistant Treasurer positions. The Treasurer would attend meetings and oversee the big picture, while the Assistant Treasurer would have definite bookkeeping duties and would work with PowerChurch. The two positions

would come on in alternate years. The Finance Committee will discuss this and also meet with LDC in February.

VI. **Member's forum** – no comments

VII. **Council Reports**

- A. **Facilities Council** – no report
- B. **Governance Council** – no report
- C. **Finance & Administration Council** – no report
- D. **LFD Council** – no report
- E. **Membership Council** – no report
- F. **Pastoral Services Council** – see written report
- G. **Social Action Council** – no report
- H. **Worship Opportunities Council** – no report

VIII. **Action items**

A. **Board objectives** – Tim took over from Beth the tweaking of the 4 original objectives to make them more measurable. Margo, Dara, Molly and Tim then met and decided that it would be best at this time to work more on vision and action steps rather than focusing on how to measure objectives. Therefore, Laureen moved to accept the amended objectives (below). The motion carried with all in favor and 1 abstention.

1. *Continue to explore options for improved communication with the congregation.*

Current communication efforts include:

- a. *Newsletter*
- b. *Order of Service announcements*
- c. *Announcements from the podium*
- d. *Web site*
- e. *Minutes of Board meetings*
- f. *Poster boards in Elarth Hall*
- g. *Various small groups that meet, e.g. women's lunch, parents group*
- h. *Movie night*
- i. *Facebook page*

2. *Identify fiscal goals for the congregation and develop an action plan to achieve those goals.*

3. *Develop metrics that will help us assess how well we are implementing our governance model and identify any issues that need further attention.*

4. *Provide assistance and support for Rev. Dara in the project to develop a mission/vision/covenant statement for the congregation. Provide leadership as appropriate.*

IX. **New Business**

A. Statement of Conscience (SOC)/Congregational action – see attached with information on the *Statement of Conscience on Reproductive Justice* from the UUA as prepared by Rev. Dara. The Board can approve, not approve or send to another committee or body to decide. Following discussion, Tim moved to approve the SOC. The motion carried unanimously.

X. **Information Items**

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

XI. **Process Observer** – Molly stated that the meeting went well, was balanced with no one interrupting.

XII. **Next meeting** – Tuesday, January 13 at 6:30 PM. Bill will provide the reading and light the chalice, Ann will provide the refreshments, and Laureen will serve as Process Observer.

Dara provided the closing.

ACTION ITEMS:

Dara- follow up on giving away half the plate

Margo, Lisa, Karen (and Dick Luke) – do a walk-through with CG co-owners to clarify contract stipulations

AGENDA ITEMS:

Updates on giving half the plate away, Children's Garden contract, Robert Latham's visit to UUC

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA
Tuesday, December 9, 2014

| | | |
|--------------|---|-------------------|
| 6:30 – 6:45 | First Time Period Chalice Lighting & Reading- Tim Check-in and offering- Rev. Dara Process Observer- Molly | 15 Minutes |
| 6:45 – 6:50 | Review and Accept Agenda | 5 minutes |
| 6:50-7:10. | Old Business 1) Children’s Garden Update - Margo. 2) Stewardship Committee - Recruiting members - UUA Ideas 3) Visiting LDC - Molly 4). Half the Plate - Dara 5) Strategic Planning/ Governance Oversight Comm. - Lauren | |
| 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 Assistant? | 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-Polly Stimson Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council- Bill Baker Social Action Council Worship Opportunities Council | 10 minutes |
| 8:00 – 8:10 | Break Refreshments by Margo | 10 minutes |
| 8:10 – 8:20 | Action Items Board Objectives | 10 minutes |
| 8:20 - 8:30 | New Business Statement of Conscience/ Congregational Action Robert Latham | 10 minutes |
| 8:30 - 8:35 | Information Items December Time Line check list | 5 minutes |
| 8:35 - 8:45 | Process Observer Report Back | 10 minutes |
| 8:45 - Close | Reading (. . .)Refreshments (. . .) Process Observer (. . .) Closing(. . .) | 5 minutes |

Report to the Board – from Rev. Dara Olandt, December 2014

It is a joy to be back with you at UUC!

Renewal Update

Renewal 2013-2014 – Granted!

I want to share with you the delightful news that, my Preliminary Renewal at the Ministerial Fellowship Committee was granted (and with positive comment). Thank you to Board and Committee on Ministries for stewarding the thoughtful, necessary process and paperwork. The next renewal will be due to the MFC of the UUA, **July 1st 2015**.

Worship

December's Worship theme is Simplicity.

Special services this month for which I am providing additional support include:

Advent Spiral Garden – Dec. 13th - 5:30pm-7pm -ALL AGES, walking the spiral by candlelight.

Christmas Eve Service – Dec. 24th - 5:30pm, followed by potluck. ALL are welcome.

UUC Offices will be closed Dec. 28-Jan. 2nd.

I will be taking this week of vacation time.

Dec. 28th service will be my 1 Sunday out of the pulpit this month, it will be a lay led service.

Worship Associates Program Training will be scheduled for late winter/early Spring. ½ the plate away is underdoing exploration for possible trial run in 2015.

Social Justice

I will be working with Social Justice Steering Committee to conclude the listening campaign and being synthesis of these efforts.

Child Abuse Prevention Taskforce

First meeting of the CAP - Child Abuse Prevention Taskforce will occur in January.

Members are Ann Norris and Anna LoMascolo.

Taskforce needs 1-2 additional members but will begin meeting.

Plan is to meet 2 times the first month, and then once per season and is necessary.

Pastoral Care

I continue to meet monthly with the Lay Pastoral Care Ministry.

I continue to visit members of our congregation at home and in the hospital, as needed.

Lay Pastoral Care Associates Training will be scheduled for early spring.

Strategic Planning & Stewardship – I will be meeting with both bodies consistently to help ensure both groups are up and running this year.

Our Congregation in the larger Democratic Process of the UUA
-- UUC's participating in the SOC process

The Board (or another body authorized by the UUC Board, such as Social Justice Steering Committee or other...) has an opportunity to consider the **Statement of Conscience on Reproductive Justice**, and vote whether it endorses this statement and included any feedback.

In order to become a "**Statement of Conscience**" an issue first becomes a Congregational Study/Action Issue, which gives it 4 years to be studied, reflected upon and acted upon by our member congregations of the UUA. In the third year, delegates at GA and vote to approve a Statement of Conscience (SOC) on this issue resulting from congregational feedback of the CSAI.

Reproductive Justice has been a UUA "Study/Action Issue" for the past 2 years, this is its third year in the process, when it seeks feedback to become an SOC.

In order to become an SOC, it must be voted on at GA, which can only be done if the draft SOC is voted on by 25% of certified congregations.

Then, it gets on the Final Agenda at GA, where it the SOC is up for a vote.

If an SOC makes it to GA, delegates at GA will be able to amend the SOC, and will hear debate and vote on whether to approve the SOC.

Where UUC comes in...

In order to facilitate this democratic process, the UUA makes voting on the draft SOC a part of certification process for member congregations.

Thus, when our annual certification numbers are due, so is a vote on the SOC.

Options for the Board...

Our UUC Board can consider the information below, and vote.

Or, can decide to have Social Justice Steering Committee or other body do this. It must be done by Feb.

Of note, the reason we scheduled the "**Reproductive Justice Workshop**" with **Rev. Marti Keller earlier this year**, was to help our congregation offer something line with the national Congregational

Study/Action Issue (which is Reproductive Justice). I understand that workshop was well attended. As I mentioned, the Board can vote itself on this. Another option is that the Board also invite other bodies to weigh in (such as any folks who attended that workshop, along with the Social Justice Steering Committee, etc) Any of these ways is fine. This information is due with our certification by Feb. 2nd at 5pm Pacific time.

Here is the draft SOC, and comment/poll form.

1) Please review this "Reproductive Justice" Statement of Conscience.

http://www.uua.org/documents/csw/rj_soc_11-14draft.pdf

2) http://www.uua.org/documents/csw/comment_worksheet_rj.pdf

In Addition:

There is also an opportunity for the Board to make notes, if it wishes, on the **new Study Action Issue, which is "Escalating Inequality"**. This was voted on last year to become the next Study/Action Issue. Other bodies at UUC can also participate, such as the Social Justice Steering Committee. Comments are due March 2nd, at 5pm Pacific Time.

The info is below. This is optional, not required for our certification with the UUA, but is a meaningful way to participate with the larger UU movement on the new Study/Action issue... This will be the issue for the next 4 years, and in year 3, an SOC will become available for review, voting, etc (same process used for the Reproductive Justice issue.)

Here is more from the UUA:

Delegates at the 2014 General Assembly in Providence, RI, selected "Escalating Inequality" to be the 2014-2018 Congregational Study/Action Issue (CSAI) of the Unitarian Universalist Association (UUA) of Congregations.

The Congregational Study/Action Issue is an invitation for congregations and districts to take a topic of concern and engage it, reflect on it, learn about it, respond to it, comment on it take action—each in their own way. A CSAI is NOT a statement—it is a question.

- Review the [Escalating Inequality CSAI and the related resource guide](#)
- Download and use the [Comment Worksheet on Escalating Inequality \(PDF\)](#)

Best, Rev. Dara

Administrator's Report to the Board December 9, 2014

UUC listserv: An email went out to 84 non-active friends who were on our announcements listserv, some of whom we haven't seen in years, notifying them that they would be removed from the list if they didn't respond with a request to be kept on. Of the 84, 14 requested to be kept on.

You probably noticed that I've started using Mailchimp for sending announcements. At this time, the emails look very bland with no graphics or color, but I met with Karen Hager today to learn about how to improve the look of the emails – so look for improvements. One plus for using Mailchimp is that I can see what percentage of those on the list actually open the emails and who those people are. It seems the announcements are opened by about 51-54% of the recipients which is actually quite good.

I sent the December newsletter out via Mailchimp, and so will also be able to see how many actually open the email and click on the links.

UUC Office Closed: The UUC offices will be closed Dec. 22-Jan. 2 – all staff will be taking some time off.

Vacation time: I will be away Dec. 21-28 but will have my computer with me to get some work done. Isabel will copy bulletins – hopefully the only work that needs to be done by another. The January newsletter will most likely be a few days late going out due to my vacation (deadline falls on Christmas day.)

Don't forget to look at the online attendance Google Doc.

DLFD Report to the Board – December 2014

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Current CYRE: 111
- LFD “Slots”: 182
 - 82 children are registered for RE
 - 20 youth are registered for MSYG
 - 10 children are registered for Chalice Kids
 - 24 children are registered for Children’s Choir
 - 26 youth are registered for YRUU
 - 13 children are registered for K-1 OWL
 - 7 children are registered for 4-5 OWL

LFD Council

- No meeting this month.

Children’s Religious Education Committee (CREC)

- Spring recruitment has begun. 11 teachers are returning from fall; 2 new teachers have already committed. Targeted completion date: December 21.
- Dumbledore’s Army finishes the fight against the Poverty Horcrux this week. Results TBD.
- Buddy Project finishes this month.
- All RE Day December 21 will focus on solstice crafts. I will lead the class myself.

Youth Adult Committee (YAC)

- YRUU service was held on Sunday, November 23. The teens received many positive comments.

Adult Religious Education Committee (AREC)

- Christian Voices in Unitarian Universalism
 - 11 registered. Finishes the first week of December
- Intro to UU feedback: survey results (SurveyMonkey – only 2 responses - and one-to-one conversations with teacher and participants)
 - Positives:
 - The teacher, Isabel Berney, received very high marks.
 - Negatives:
 - Requiring 2 books had a negative effect on attending. Although 9 folks were registered, only 4 attended.
 - The guide provided was too “scripted”; adjustments were made for future classes.
 - Neutral:
 - Some felt they learned more about UUC versus UU.
 - Next steps:
 - Class should be presented annually.
 - Dick Kates (AREC liaison to the class), Isabel and I discussed integrating this class more closely with the newcomers’ class offered by Membership, using the books as a guideline for content, but not requiring them for attendance. Isabel will include us in a future meeting with Membership to discuss how AREC can best support their efforts.
- Buddhist Voice feedback: survey results (SurveyMonkey – 50% of attendees responded)
 - Positives:
 - The teacher, Alan Moore, received very high marks. Multiple positive comments were made about Alan and his teaching style.
 - Negatives:
 - Many thought there would be more info on Buddhism presented. Disappointment with this was expressed by multiple attendees.
 - Several respondents did not care for the book. Content of book was considered “too light” and “superficial”. This was also expressed by multiple attendees.

- Too many references in the book were in a foreign or unfamiliar language. This was distracting and annoying.
- Not all folks want to share their views; some just want to attend. Content of guide pushes participation. (I heard later in personal conversations that there were multiple issues of people not being comfortable in sharing: a stroke that made speaking difficult; loss of hearing; and general discomfort in sharing views in front of a group, particularly on a subject where there was little knowledge. In these cases, the person came to learn, not share. We need to be more sensitive to this and keep all sharing strictly voluntary.)
- Class was held in Elarth, due to its size. The room made hearing difficult for 1 person. (Note that we chose to use Elarth versus turning away people from the class. For most future classes, this is not an issue. When we again have access to the downstairs, those double rooms would provide better acoustics.)
- Overall:
 - The class received a very favorable rating overall and it seems to be mainly due to Alan's teaching. The comments on content were all fairly negative.
 - An interesting statistic is how heavily the class (and the Intro class) has skewed to long-time members. About 75% had been UUs for over 10 years. AREC is interpreting this as a pent-up demand for ARE classes.
- Next steps:
 - There was great interest in learning more about Buddhism; one person also expressed interest in Hinduism. This reinforces AREC's current idea of presenting an adult version of Neighboring Faiths next year to coincide with the middle school class. Such an offering would provide more info on a variety of religious beliefs.
 - Dick Kates is interested in UUC offering small groups for UUs with Buddhist beliefs, Christian beliefs, etc. He has spoken to Barbara Taylor, who opined that this type of thing really isn't part of SGM. It's also not technically part of AREC. I referred him to Dara and we can continue the conversation to see where such a thing might belong and if there is interest at UUC.

OWL Committee (OWL)

- K-1 and 4-5 OWL begin next month. We are following up with undecided parents.
- Nancy Gardner will facilitate a short-term monthly covenant group for parents of kids enrolled in 4-5 OWL to discuss parenting a child through this time of their lives.
- We are seeking a third adult to serve as an aide in 4-5 OWL, due to anticipated behavioral challenges. The ideal person has professional qualifications in working with children with behavioral issues and has comfort with the subject matter. Nancy identified a couple of potential volunteers and I am following up with them.

Library Committee

- No meeting this month.
- Rachel is working on entering all adult books in LibraryThing. It is a slow process as some books are already entered and each has to be checked first to see if they are or not.

DLFD

- Intergenerational holiday service happens this month. I'm working with Dara on that.
- Will be taking a week of vacation in late December; dates TBD.

Monthly Council Meeting Report

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

E-mail to your council's Board Liaison

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|--|--|
| Council: | Pastoral (consists of Lay Pastoral Council Ministry and Caring Network) |
| Council Meeting Date: | Oct. 2014 |
| 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 Council:

• Issues discussed and actions taken by LPCM:

- Held retreat for old and new associates with Rev. Dara as main facilitator and Cynthia and Nancy assisting her in educating and integrating new members about the skills they will use on this team.
- Nancy and Cynthia held a special training for two of the new team who were unable to attend the retreat.
- Gave each member the book: The Art of Being a Healing Presence, which we will read and discuss at our monthly meetings.-

• Actions taken by Caring Network

- Successfully recruited 3 more people to be on the Caring Network listserve by submitting an article in the newsletter about the need. Sent notice out to listserve to make sure all those on it wanted to remain on it. Several people responded with the desire to be taken off it, but these were people who rarely volunteered anyway.

• Any significant successes, challenges, or changes the Board needs to be aware of in the LPCM program:

- Have successfully matched all of our team members with a congregant for either a listening presence or a friendly visitor.
- Continue to be open to adding more team members, especially males, as we only have one male team member.

• Successes, challenges, etc. with the Caring Network

- Have provided many rides and meals for individuals over the last several months. Have had no problems finding volunteers to offer their services.
- We now have a reliable list of people on the Caring Network listserve who are willing to volunteer.

• Goals for the coming month(s) for the LPCM:

- Hold monthly synergy meetings to continue training and supporting team members.
- Continue making Rev. Karen Day, Cynthia and Nancy available as needed by team members who have questions or concerns.

• Goals for the coming month(s) for the Caring Network:

- Continue to be able to meet the requests/needs of members in our congregation who can benefit from help from the Caring Network.

• Actions required from the Board, if any, by the LPCM:

- None

• Actions required from the Board, if any, by the Caring Network:

-None

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