

Unitarian Universalist Congregation
Board Meeting Minutes
January 13, 2015

Present: Board members 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 Pauletta Copenheaver.

Bill lit the chalice and provided an online reading by Parker Palmer. Molly read the Board Covenant, and all checked in. Tim served as Process Observer.

I. **Agenda** – Ann moved to accept the agenda. The motion carried unanimously. Margo passed out copies of Board objectives for the Board notebooks.

II. Old business

A. **Update on Children's Garden (CG)** – the Board received an email from the school stating that they will not be renewing their contract for next year and will be closing the school. A letter will go out via email to the congregation from the Board which will include: 1) the spirit of how we came to our decision to no longer have them as tenants after next year (see last month's minutes), 2) a review of the timeline of how the situation unfolded, and 3) a statement of fiscal impact stating how we plan to deal with the loss of income. All should share ideas for letter content. We will hold a conversation after a Sunday service for anyone wishing to speak or get more info. The congregation will also be invited to participate in doing something for the school to say goodbye, such as a card.

B. **Strategic Planning** – the committee consists of Polly Stimson, chair, Stephanie Gilmore, George Lally, Chris Walter, and Glenn Skutt. SP met last week with Dara and Margo attending and looked at which direction to go. Of primary importance is the task of developing a new mission, vision and covenant statement. A decision was made to delay bringing in Robert Latham until the fall. This will give the Board and SP more time to prepare. When he is here, the leadership will be invited to a workshop, and cottage meetings would be held. Rachel Craine withdrew from SP, and so another parent is being sought to serve.

C. **Sunday Activity Fair** – Bill suggested an activity fair or having 1 table each Sunday with info about different committees. Ann suggested that with the Stewardship mailing, a list be included of those committees and activities in need of more volunteers. Karen offered for LFDC to host the table in March or April. Reminder: Enthusiasm + Commitment = Action. Liaisons should bring this idea to respective councils for more ideas and suggestions.

D. **Soup and Scoop** – Margo brought up once again the idea of serving soup or ice cream following a service and holding a presentation about some area of congregational life. Ann suggested the congregation would like to hear from SP. A Board member could serve as emcee. A suggestion was made to hold a session on the first Sunday of each quarter. Ann, Margo, Bill, Molly and Dara will work on this further.

III. Staff Reports

A. **Administrator's report** – Lisa passed around the form for certifying with the UUA and answered some questions about MailChimp.

B. **Minister's Report** – Dara was very moved by the numbers at the Christmas Eve service (187!) and how well-attended the potluck was. She credits the increase in music as being a big draw. We will do this again next year. Dara is working on the next iteration of the Worship Associate Program with increased training. She is looking for more recruits and will have an application for those interested. One must be accepted into the program to participate.

C. **DLFD Report** – Karen stated that the Cakes for the Queen of Heaven adult RE program has been canceled for the spring. CoA has enough participants (was opened to 7th

graders) and so will happen. Including children, teachers, and parents, there are 50-60 participants for the OWL program. A new curriculum for middle school RE, developed by Karen, using music as the basis for discussion on social justice will be used in the spring. All will be invited to contribute to the playlist. Karen encouraged everyone to attend the YRUU Coffeehouse on January 23 at 7 PM (snow date is January 30).

IV. December minutes – Tim moved to accept the minutes from December. The motion carried unanimously.

V. Treasurer's report – attached. Margo has been hearing positive comments about the monthly "Notes from the Treasurer" in the newsletter.

A. Finance Committee – at their meeting, Bill talked about planned giving. Linda, Lisa, and Pat Traynor (appointed by Linda as Asst. Treasurer) met to define the roles of Treasurer, Asst. Treasurer, and Administrator for handling our finances. Linda requested that the Asst. Treasurer be an elected position (current policy states that the Treasurer may appoint an Asst. Treasurer). This recommendation will go to the FC, the council and then to the Board.

VI. Member's forum – no comments

VII. Council Reports

A. Facilities Council – Margo reported that the council met last night and requested that a Space Cadets 2 ad hoc committee be appointed to look at space allocation in the entire building. Dan Taylor and Dave Lievsay volunteered to serve, but there should also be someone from the Finance Committee. Space use will tie in with mission, vision and covenant. We will need to determine how to use the lower level once the school leaves. The Council wants a better understanding of RE needs. To that end, Karen will give her Powerpoint presentation on RE for them. The water feature (vernal bog) is going in shortly.

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 – no report

G. Social Action Council – no report

H. Worship Opportunities Council – no report

VIII. Action items

A. Request to post Sunday and RE attendance in newsletter – as the info can be found in the member area of the website, the Board saw no need to do so.

IX. New Business

A. Fair Trade Coffee – Pauletta Copenheaver presented a report stating that our coffee makers want to serve coffee that is sustainably grown by workers who are treated fairly and that by doing so, we are following our UU Principles. Bill has been in contact with Brian Babcock in Riner who buys and sells coffee from Cup to Crop, a seller of Fair Trade (unofficial)/Shade Grown coffee. This coffee will double our costs. However, we have received a donation of \$500 to purchase this coffee through the summer. We will kick-off serving this coffee on February 1 (date changed after meeting). It will be announced during the service, and there will be special coffee music. This coincides well with the RE child slavery horcrux this month. For the next fiscal year, increased funds will be requested in the hospitality budget. If not approved, we can go back to cheaper coffee or some, but not all, on the committee suggested soliciting donations on Sunday with a donation container near the coffee. Another option is to hold a special solicitation for coffee funds, perhaps have a Fair Trade Sunday. The committee would like Board input on these ideas. Tim moved to approve the \$500 donation for Fair Trade coffee. The motion carried unanimously.

B. Board development – Molly made a suggestion that we allocate time for Board development, possibly once a month. The Board could watch videos of GA (we have DVDs) and do other activities to increase our engagement with the UUA and Southeast Region.

C. Gender-neutral restrooms – Tim, as an adult OWL instructor, led a chapter on gender identification. A question came up as to why we don't have gender-neutral bathrooms at UUC. It was suggested that we put up a sign by the single bathrooms saying "gender-neutral bathroom" or something similar. Tim will look into sign options, send the info to Dara, and bring to the Facilities Council.

X. Information Items

A. Timeline check list – all is in order. The chili cook-off scheduled for January will be held by the end of March. Franklyn Moreno has offered to help coordinate.

XI. Process Observer – Tim stated that the meeting went well, we got off track a bit, all were respectful.

XII. Next meeting – Tuesday, February 10 at 6:30 PM. Ann will provide the reading and light the chalice (Molly is backup in case Ann is late), Linda will provide the refreshments, and Beth will serve as Process Observer.

Dara provided the closing.

ACTION ITEMS:

All – share ideas for letter to congregation about Children's Garden closing, bring ideas about a Sunday Activity Fair and /or weekly table in Elarth back to councils, attend the YRUU Coffeehouse on January 23 at 7 PM

Tim - look into sign options for gender-neutral bathrooms

AGENDA ITEMS:

Soup and Scoop

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA
Tuesday, January 13, 2014

- 6:30 – 6:45 First Time Period 15 Minutes
Chalice Lighting & Reading- Bill
Reading of Board Covenant -Molly
Check-in and offering- Rev. Dara
Process Observer- Tim
- 6:45 – 6:50 Review and Accept January Agenda 5 minutes
- 6:50-7:10. Old Business 20 minutes
Children's Garden Update - Margo
Strategic Planning - Lauren
Robert Latham - Dara
Sunday Activity Fair - Bill
Soup and Scoop - Margo
- 7:10-7:20 Minister & Staff Reports 10 minutes
Minister's Reports
Administrator's Reports
Lisa (Please explain Mail Chimp)
DLFD's Reports
- 7:20 – 7:25 Consent Agenda 5 minutes
Previous Board Meeting Minutes - December
- 7:25- 7:35 Treasurer's Report 10 minutes
- 7:35 –7:50 Members Forum 15 minutes
Members are invited to address the Board.
Please keep your comments to 3 minutes.

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- 7:50 – 8:00 Council Reports 10 minutes
 Facilities Council - Margo
 Fellowship & Governance Council
 Finance & Administration Council
 Lifespan Faith Development Council
 Membership Council
 Pastoral Service Council
 Social Action Council
 Worship Opportunities Council
- 8:00 – 8:10 Break Refreshments by Ann 10 minutes
- 8:10 – 8:20 Action Items 10 minutes
 Request to Post Sunday Attendance and
 RE Attendance in Newsletter
- 8:20 - 8:35 New Business 15 minutes
 Fair Trade; coffee - Bill and Pauletta
 Board Development - Molly
 Gender Neutral Restrooms - Tim and Dara
- 8:35– 8:40 Information Items 5 minutes
 December and January Time Line
 January Calendar in Newsletter
- 8:40- 8:55 Process Observer Report Back – Tim 10 minutes
- 8:55 –9:00 February Mtg. Assignments 5 minutes
 Reading
 Refreshments
 Process Observer
 Closing- Rev Dara
 ADJOURN

Yours in Service,
 Margo

Report to the Board – from Rev. Dara Olandt, January 2015

Happy New Year All!

Worship

January's Worship theme is "Patience"

Worship Associates Program Training will be scheduled for late winter/early Spring dates TBD, planning is underway.

"½ the plate away" is underdoing exploration for possible trial run
My one Sunday out of the pulpit this month will be Sunday, Jan. 25th.
On this date a Guest Minister will preach.

December's Christmas Eve Candlelight Service had record attendance number (see worship attendance)

December's Advent Spiral Garden event had about 50 attendees with parents, children and Musician's Breakfast participating. A debrief meeting will be scheduled in Jan. to reflect on this ritual, plan in advance for next year, and increase fire-safety standards/address fire-safety concerns.

Adult Religious Education

This month I am facilitating "Jewish Voices in Unitarian Universalism" as part of the Pluralism series. Course runs Wednesday evenings for the month of January.

Membership & Connections

I will be offering the next Newcomer's Orientation Session, with Connections members, January 31st from 9am -12pm.

Social Justice

This month will be meeting twice with Social Justice Steering Committee to conclude the listening campaign and begin synthesis of these efforts.

Child Abuse Prevention Taskforce

First meeting of the CAP - Child Abuse Prevention Taskforce will occur on January 10th. Board liaison is Ann Norris.

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, date TBD.

Strategic Planning & Stewardship –Meeting with each of these bodies. Of note, this month's Strategic Planning Committee meeting, will also include liaison from Committee on Ministries so as to continue to review and plan for potential timeline of R. Latham's visit for congregational Mission/Vision/Covenant work.

Administrator's Report to the Board January 13, 2015

Tax letters: The letters to all who donated to UUC in 2014 will be sent out early next week via email. Those without email will get paper copies. Linda and I will also be working on the W-2 tax forms for staff.

Certifying UUC with UUA: I have certified our membership numbers (203 although some are questionable) with the UUA along with supplying info on our expenses, pledge income, attendance numbers, RE enrollment, etc.

MailChimp explained: Karen has been using MailChimp for quite a while to send "This week in LFD" announcements, while I am relatively new to it. (Thanks to Karen for educating me on how to use it). MailChimp is a free email marketing service that can be used to send advertising materials, announcements, newsletters, etc. It has many different sample templates that can be used as is or edited to personalize. For example, the colorful borders in this month's announcements are from the template I chose as was the blue wintry background in December. With MailChimp, the administrator of the site can view a report showing how many received the email, how many and who opened it, how many emails bounced, how many clicked on links and which ones, etc. Those on the list can also choose to unsubscribe themselves. Since switching to MailChimp, I have received several emails from people commenting on how much easier the announcements are to read and that they are more attractive.

Currently, 554 people are receiving our twice-weekly listserv announcements, and 336 receive the newsletter announcement. 27 paper copies of the newsletter are mailed out each month.

Time away: I will be away from late in the day on Jan. 26 through Jan. 30 but will work from afar. The online newsletter will be out as usual although the print copies may be mailed a few days late.

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

DLFD Report to the Board – January 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Current CYRE: 113

LFD Council

- No meeting this month.

Children's Religious Education Committee (CREC)

- Spring recruitment has been completed. Spring RE teacher training will be held on January 17.
- Dumbledore's Army donated 259 cold weather items to the Christmas Store in early December in their fight against the Poverty Horcrux. They begin work this month on the Child Slavery Horcrux.
- Planning is underway for the annual Volunteer Appreciation Childcare event, to be held in early February.

Youth Adult Committee (YAC)

- YRUU is planning the annual Coffeehouse, to be held on January 23.
- Plans for the annual YRUU trip will be discussed later this month.

Adult Religious Education Committee (AREC)

- Jewish Voices in Unitarian Universalism
 - 15 registered. Begins this week.
- Info meetings scheduled for later this month on upcoming winter/spring classes: Cakes for the Queen of Heaven; Writing as a Spiritual Practice.

OWL Committee (OWL)

- K-1 and 4-5 OWL begin Sunday, January 11.
 - 15 children enrolled in K-1 OWL; a parent attends with child
 - 8 children enrolled in 4-5 OWL; parents do not attend
- 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.
- Jane Keppel-Benson and Hayley Dodd will alternate as aides in the 4-5 OWL class to help address behavioral issues.

Library Committee

- No meeting this month.
- Rachel continues work on entering all adult books in LibraryThing.

Coming of Age

- Program has been officially opened to grades 7-9, with parents able to decide if child participates in 7th or 9th grade.
- As of this writing, we have 7 kids registered and we're a "go" for starting on January 24.

DLFD

- I have authored another curriculum for use with middle school RE tentatively titled "Principled Music" that uses music as the basis for discussion on social justice. This was written on my own time and I will retain the copyright.