

**Unitarian Universalist Congregation
Board Meeting Minutes
February 10, 2015**

Present: Board members Linda Powers, Margo Walter, Tim Pickering, Ann Norris; ex officio members Dara Olandt, Karen Hager and Lisa Evanylo.

Dara lit the chalice, and Ann provided the reading. All checked in. No one served as Process Observer.

I. **Agenda** – Tim moved to accept the agenda. Due to our not having a quorum, the motion was approved unanimously via email following the meeting.

II. **Old business**

A. **Update on Children's Garden (CG)** – the letter was emailed to the congregation. Lisa did receive 1 negative response and several positive ones. The general feeling is one of sadness not anger. There will be a meeting following the service on February 15 to provide more information and to answer questions.

B. **Soup and Scoop** – Bill Baker, Molly Lazar, Rev. Dara and Ann will meet on Sunday, March 15 at 11:30 AM for a planning meeting.

C. **Strategic Planning** – Polly Stimson is chair, and Amy Pruden-Bagchi has joined the committee.

D. **Sunday Activity Fair** – to be held March 29 following the service. Council liaisons should let council chairs know to contact Lisa to request a table. Flyers were passed around with more information to be shared with committee chairs. Dara stated that the Board needs to create energy around this event.

E. **Ad Hoc Space Cadets 2** – to meet on March 8 at 12:30 PM. It is hoped that the 4 members of the original Space Cadets will continue on. Margo requested that the committee have a proposal to the Board in April. Bob Stimson, Dan Brown and Dave Lievsay will also serve.

III. **Staff Reports**

A. **Minister's Report** – Dara celebrated the newcomers' orientation which had 21! in attendance. Two youth attended also which went very well. The handouts used for the orientation were passed out. Four new members are being welcomed at the Sunday service. The Worship Services Committee (WSC) and Worship Associates (WA) Program are being built up this year with trainings to be held. Dara has a great group of volunteers. The Social Justice Steering Committee (SJSC) is going very well.

B. **Administrator's report** – Lisa had nothing to add to her report

C. **DLFD Report** – Karen discussed the volunteer appreciation events of the past weekend – 30 children were dropped off for the childcare event on Saturday night, and 35 attended the lunch on Sunday. With all the many volunteers, the events are getting very expensive (about \$500) but are much anticipated and appreciated. Three children withdrew from K-1 OWL, and the child who withdrew from 4-5 OWL returned. The Library Committee met with Rachel Craine who should finish putting all the books into LibraryThing by June. Rachel will contact EarthSpirit Sisters about their collection and Margo regarding her books on mental health as there is no room to store books that are not part of the UUC collection and under UUC control. Once the Children's Garden leaves at the end of May, the archived materials currently stored in Room A will be moved to the office previously occupied by the

school. Hopefully bookshelves can be put on the hallway wall on the lower level for the children's collection to make them available to all. They are currently locked up in Karen's office.

IV. **January minutes** – Linda moved to accept the minutes from January. Via email, the motion carried unanimously.

V. **Treasurer's report** – attached. Linda reported that scrip income is only at \$3000 to date, and that we won't meet the goal of \$10,000. (Note that this is due to the new system for Kroger rewards.)

A. **Finance Committee (FC)** – the upcoming budget and assistant treasurer position were discussed. Pat Traynor was appointed by Linda as assistant treasurer and is acting in that capacity. The Finance Council will meet in two weeks to discuss the position further. It is suggested that the position be appointed rather than elected as all elected officials attend Board meetings. Linda and Lisa met and filled in the budget for the next FY where able. Emails have been sent to council chairs for committee budget requests (deadline February 14). These numbers will be used by the Stewardship Committee to set goals. In May, the Board and FC will meet to decide the budget that goes out to the congregation for a vote at the annual meeting (June 7, info meeting May 24). Liaisons should send follow-up email to council chairs with a reminder to have committee chairs submit budgets.

As the organizational chart may require some changes, all should contact Laureen (as liaison to the Governance Council) with suggestions. Karen suggested using task teams with specific duties rather than having so many committees.

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. There should be someone from the Finance Committee on this 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** – see written report

F. **Pastoral Services Council** – no report

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

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

VIII. **Board Development** – postponed until March

IX. **Action items** - none

X. **New Business**

A. **Assistant Treasure position discussion** – postponed until March

B. **Pledge confidentiality** – Ann, as Stewardship chair, was surprised at how many people have access to pledge amounts as per the policy manual and suggests that we revise the policy so that only the treasurer, assistant treasurer and administrator have access. Dara stated that in a program-size congregation, it is common for a good number of people to have

access to pledge amounts vs. a pastoral-size congregation where access is very limited. She encourages the Board to discuss this further and check with other congregations. Ann will draft a policy and send to the Board. She should first check the Stewardship Lab and UUA guidelines.

C. Playground – Lisa reviewed the history of the playground including problems that have arisen and difficulties with keeping an active committee to take care of maintenance, as is currently the case. The committee falls under the Facilities Council, but neither Building nor Grounds Committees want responsibility. As there are current needs for the school to pass their licensing inspection, Joe Parrish will temporarily take on the work.

D. Starr King School for the Ministry – Dara reviewed the current situation regarding the recent leak of confidential documents during the search for a new president. Dara is one of the authors of a public letter that will be coming out shortly pledging support for the school. Lisa received a letter from the school regarding the investigation by an ad hoc committee and will forward to the Board.

XI. Information Items

A. UU Principles – a reminder that Board members have 4 months left to finish this book.

B. Timeline check list – all is in order. The annual meeting will be held on June 7 following the service with the info meeting on May 24.

C. All-gender restroom signs – have arrived and will be put up

D. Stewardship update – Ann stated that the committee met in January. The theme is “Be generous: With your time... with your love... with your life.” Stewardship Sunday will be held on April 12 with a regular service. The budget, letter and pledge card will be mailed 2 weeks before the service. On Sunday, May 17 we will hold a Celebration Sunday which will include a brunch during the service or finger foods after the service. Ann drafted a charge for the committee. Both Ann and Beth are contacting people to serve on the committee. Reflections will take place during upcoming services. A suggestion has been made to have a big “pledge tree” posted, and individuals/families put their leaf on the tree when they have pledged. The Board thanked Ann for agreeing to serve as chair.

XI. Process Observer – no PO today.

XII. Next meeting – Tuesday, March 10 at 6:30 PM. Tim will provide the reading and light the chalice, Ann will provide the refreshments, and Beth will serve as Process Observer.

Dara provided the closing.

ACTION ITEMS:

Liaisons – let council chairs know to contact Lisa to request a table at the activity fair, send follow-up email to council chairs with a reminder to have committee chairs submit budgets

Ann – draft policy naming those who have access to pledge amounts and send to Board

AGENDA ITEMS:

Discuss change to policy regarding those who have access to pledge amounts
Soup and scoop update

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA

Tuesday, February 10, 2015

6:30 – 6:45	First Time Period Chalice Lighting & Reading- Ann (Molly back up) Check-in and offering- Rev. Dara Process Observer- Beth	15 Minutes
6:45 – 6:50	Review and Accept Agenda Dan Brown/not Dan Taylor	5 minutes
6:50-7:20	Old Business Children's Garden- Letter to the Congregation & Feb. 15 mtg. Soup and Scoop- Scheduled Comm. Mtg., March 15, 11:30 Dara's Office (Bill,Molly,Ann,Dara,) Strategic Planning- new member and Polly Stimpson,Chair Sunday Activity Fair- March 22, after Sunday Service in Elarth See Flyer- Board Liaisons Contact Council Chair with information and request for tables Space Cadets 2- New Ad Hoc committee- Meeting March 8, 12:30pm, Library,	30 minutes
7:20 -7:30	Minister &Staff Reports Minister's Reports Administrator's Reports DLFD's Reports	10 minutes
7:30 - 7:35	Consent Agenda Previous Board Meeting Minutes	1-5 minutes
7:35 - 7:45	Treasurer's Report	10 minutes
7:45 - 8:00.	Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes.	1 5 minutes

8:00 - 8:10	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
8:10 - 8:20	Break	Refreshments by Linda	10 minutes
8:20 - 8:35	Board Development - Molly	1	5 minutes
8:35 - 8:40	Action Items		5 minutes
8:40 - 8:50.	New Business Starr King Seminary - Dara Assistant Treasurer Position		10 minutes
8:50 - 8:55	Information Items Board Challenge - UU Principles Book January Time Line Margo- Out of Town: February 18-March 5		5 minutes
8:55 - 9:00	Process Observer Report Back		5 minutes
9:00PM	Next Board Mtg. Reading and Closing Refreshments Process Observer Closing - Rev Dara		

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

Worship

February's Worship theme is "Inquiry"

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

"½ the plate away" is undergoing exploration for possible trial run

My one Sunday out of the pulpit this month will be February 22nd.

On February 8th, the sermon is on our Transylvanian connections. It is the auction sermon bid upon by the Lazars last year. In tandem with this service, a meeting on International Partnership Church Program will be held post-service on March 1st. All are welcome to learn more about our Transylvanian cousin congregations – and the possibilities of partnership/exchange with other UU congregations internationally.

Religious Education

Highlights: last month I facilitated the 4-part class, "Jewish Voices in Unitarian Universalism" as part of the Pluralism series. I also met with parents and teens for the COA kick-off event and greeted parents whose children will be taking K1 OWL.

Membership & Connections

The recent Newcomer's Orientation Session on January 31st had 21 folks in attendance! (Our largest to date.) A New Member's Recognition ceremony will be held in service on February 15th.

Social Justice

I continue to meet with the Social Justice Steering Committee to synthesize the information gathered in the Listening Campaign. On February 13th, SJSC will hold an Appreciation Dessert Gathering for all of the "Listeners" who attended the SJSC Listener Training to hear their reflections on the process of being a "Listener". SJSC is adding extra synthesis sessions this month in order to move through the 70 interviews gathered!

Child Abuse Prevention Taskforce

Second meeting of the CAP - Child Abuse Prevention Taskforce will occur on February 13th. Board liaison is Ann Norris.

Pastoral Care

The February 15th service will feature voices from the Lay Pastoral Care Ministry.

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 –I continue to meet with Strategic Planning and Stewardship. Of note, this month's Strategic Planning Committee meeting is reviewing the same video material on Mission/Vision/Covenant that the Board is encouraged to view (from GA 2014), and continuing to develop potential timeline of R. Latham's visit for congregational Mission/Vision/Covenant work.

Administrator's Report to the Board
February 10, 2015

Nursery childcare: The number of very young children in the nursery on Sunday mornings continues to increase. We will be monitoring the situation over the next few weeks and may need to add a third sitter, at least for those Sundays when Rev. Dara is in the pulpit.

Rental Updates: Asha Mills (active friend of UUC) is a member of Babywearing International of Blacksburg. The group now uses our nursery space twice a month (total of 3.5 hours) for meetings. As the group has no ability to pay rent, they are using the space as a community service.

A PhD student from VT is coordinating a 2-day community grassroots training for the community which will be held at UUC in late March or early April and will be paying rent. If this is something that might be of interest to the congregation, it will be announced.

Committee Meetings: I attended 2 meetings of the Stewardship Committee.

Don't forget to look at the online attendance Google Doc. Note the high number of visitors on many Sundays.

DLFD Report to the Board – February 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Current CYRE: 115

LFD Council

- No meeting this month.

Children's Religious Education Committee (CREC)

- Spring RE teacher training completed in January.
- The annual Volunteer Appreciation Childcare event will be held on February 7, and our lunch out event held the following day. Primary LFD volunteers are given their choice of event. 22 children (14 volunteers) will be attending the childcare event, plus the children of childcare providers. The Women's Breakfast Group is once again generously providing the food for this event. 38 volunteers are already confirmed for lunch; the total invitation list was 60 people. Due to the high number of volunteers needed for the program, the cost continues to rise for these events. They are, however, highly anticipated by our volunteers, and greatly appreciated. Rachel now has responsibility for planning the childcare event.
- MSYG will be doing a blanket build for Project Linus as a service project during the February meeting.
- Dumbledore's Army sold soup mix to raise money for St. Jude Children's Research Hospital and raised \$315 after a single service.

Youth Adult Committee (YAC)

- YRUU's annual Coffeehouse raised \$550.
- Plans for the annual YRUU trip will be discussed later this month.
- There is a possibility that we may be joining other cluster congregations for a lock-in.

Adult Religious Education Committee (AREC)

- Black Pioneers in a White Denomination
 - 11 registered. Begins this week.
- Writing as a Spiritual Practice.
 - 5 registered. Begins later this month.

OWL Committee (OWL)

- K-1 and 4-5 OWL begin Sunday, January 11.
 - 2 children withdrew from K-1 OWL
 - 1 child withdrew from 4-5 OWL
- Nancy Gardner facilitated our first covenant group meeting for parents of kids enrolled in 4-5 OWL. Group meets monthly.
- Jane Keppel-Benson and Hayley Dodd are serving as aides in the 4-5 OWL class to help address behavioral issues. This is working out very well!

Library Committee

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

Coming of Age

- Program began in January with 8 kids enrolled.

DLFD

- I am attending a Renaissance Module for Adult RE. The class is held as a webinar, plus a 1-weekend in person training in Bethesda. I will be attending the in-person portion in March.

Membership Council

January 25, 2015

Present: Isabel Berney, Pauletta Copenheaver, Gene Gardner, Carol Kern, Carol King, Molly Lazar, Franklyn Moreno, Kristine Reid

Reports:

- Connections – Isabel - All is going well, about 15 people have signed up to attend the newcomers orientation, circle suppers are being organized, three new young committee members have joined.
 - The rotation of chairs is a bit of a problem, but the committee is working well.
- Outreach – Gene Gardner – WVTF announcements, Steppin' Out,
 - Committee consists of Dara, Lisa, and Gene. Plans for a survey to find out how people find us and where they get information.
 - Modular items used at Steppin' Out can be used for other venues.
 - Gene has connected with Free Thinkers at Tech
 - Need a news hook to connect with campus newspapers and Roanoke Times
 - Idea to contact UU congregations in Virginia to get names of incoming students at Tech and Radford
 - More publicity needed for RenUU at Altamons each Labor Day
- Greeting – Isabel – all going well, but building tour needs to be announced and gathering place put in order of service.
- Coffee/hospitality – Pauletta Copenheaver
 - Relationship building coffee (Crop to Cup company) or "new coffee"—will be served starting in February. This is possible with a donation of a coffee grinder and \$500 to pay for the coffee.
 - Total hospitality budget is just \$400 per year which must pay for coffee, napkins, plates, cups – all kitchen supplies.
 - We discussed the problems that result from such special donations. They bypass the budget, promote individual special interests, may cause problems with implementation.
- Second Sunday Potluck – Carol King, Franklyn Moreno
 - 250 Corelle dishes have been purchased from UU funds. Luncheon plates which sell for \$4 were purchased for \$2.69.
 - These will help with portion size, will fit in dishwasher, won't chip or break easily.
 - Second Sunday potluck needs more consistent helpers. Carol King and Franklyn Moreno are chairs. The Blanchards have joined the team, Marquita will help
 - No plates should be put out until all the hot food is placed on the serving tables – safety issue.
 - Announcement needs to be made – bring twice as much food as your family will eat.
 - Ice cube trays not being refilled with water – buying ice is an unneeded expense.
 - Laminate kitchen signs or use a white board to give directions to kitchen procedures.
- Young Adults – Kristine Reid
 - 18-35 is the standard age range for Young Adult Groups in the UUA; however its breadth can be challenging. If there's critical mass, separate but overlapping groups of 20s and 30s can serve needs well. Serving alcohol is a problem if there are participants under 21.
 - Kristine and Pete Olandt are proposing to offer 4 meetings a year for YA's focused on integrating them at UUC.
 - Some YAs are interested in purely social, some want service projects, some are interested in connecting with Tech students.

- Leadership Development– Carol Kern. Leadership Institute was successful, but labor intensive. The 4 core people who worked on the institute are no longer on the committee.
 - Proposal to have 4 opportunities a year open to all focusing on communications, stewardship, mission-vision, and governance.
 - Committee needs a new chair
- Board liaison – Molly Lazar reported on the Board's suggestion of an annual engagements fair.

Action items:

- Send 2015-16 budget request to Isabel by Feb. 12 so it can be compiled and sent to Linda Powers.
- Mark calendars for next meeting on May 17 after the service in Room A.

Isabel Berney, membership council chair