

**Unitarian Universalist Congregation
Board Meeting Minutes
April 14, 2015**

Present: Board members Linda Powers, Margo Walter, Tim Pickering, Ann Norris, Bill Baker, Lauren Blakemore, Beth Lyman, Molly Lazar; ex officio members Dara Olandt, Karen Hager, Lisa Evanylo; UUC members Frank DuPont, George Lally, Dan Brown, Dave Lievsay

Tim lit the chalice and provided the reading. Molly read the Board covenant. All checked in on the theme of forgiveness or other. Ann served as Process Observer.

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

II. Old business

A. **Sunday Activity Fair** – Margo reported on the success of the event. An evaluation was sent to participating committee chairs, and the responses and comments were emailed to the Board.

B. **Space Cadets 2** – Dan Brown, chair, provided a handout (attached) including proposals for building changes. The suggested changes include: 1) removing the wall between the library and room A and replacing it with an acoustical wall, 2) repairing and painting the restroom anteroom, 3) purchasing 25 additional adult chairs for the lower level, 4) repainting the lower level, and 5) cleaning and sealing lower level floors. Cost estimates were included.

C. **Stewardship update** – Ann reported that the kick-off service was April 5. To date we have 61 pledges totaling \$131,667. This includes 7 new pledges, 21 with no change, 8 decreased, and 25 increased.

III. Staff Reports

A. **Minister's Report** – Dara lifted up several items: 1) it's time to begin the process for her preliminary renewal (2nd year) with the Board and CoM submitting reports due to the UUA by July 1. Therefore, voting members of the Board will need to meet a few times with 1-2 members taking the lead. Dara will work with them and provided much information on the process prior to the Board's meeting, 2) on May 17 we will hold our Beloved Community Celebration and service. Watch for info on how to send pictures for inclusion, and 3) Dara hopes to attend the Southern Region meeting this weekend in Raleigh.

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

C. **DLFD Report** – Karen reviewed attendance numbers and noticed that we have had 55% of registered children attending (attendance of 40-45% is considered good). The Harry Potter class has especially high attendance. Dumbledore's Army is working on their 7th horcrux and is bringing in the Green Team and Grounds Committee. The library books have been recorded, and there will be a book sale this Sunday.

IV. **March minutes** – Ann moved to accept the minutes from March. The motion carried unanimously.

V. **Treasurer's report** – attached. Linda reported there were big expenses in March such as our annual insurance premiums, snow removal (over budget), and payment of \$10,921 toward the mortgage which decreased our mortgage to below \$900,000. The Board meets on May 5 for budget work. Council liaisons will be responsible for explaining requests from their council. Note that there is a new sexton position in the budget as we hope to hire someone to move chairs and tables as needed.

VI. **Member's forum** – no comments

VII. Council Reports

A. Facilities Council – Dave Lievsay and George Lally requested \$1800 to hire Gay & Neel, the civil engineering firm that did our initial survey for the building expansion, to do another survey documenting those structures in place for storm water retention. Upon providing the information to the town, we would be eligible for up to 50% savings on the new monthly storm water utility fee of \$90.91. Linda moved to approve the \$1800 for work required to get the fee reduction in our water bill. Lauren amended the motion by adding that we write a letter to Gay & Neel asking for a reduction in the fee. The motion carried unanimously. Following the meeting, Linda made a motion via email to not send the proposed letter to Gay & Neel but to approve the \$1800. The motion carried unanimously. Dan Brown has the equipment to repaint the lines in our parking lot. No permit is needed. The work will begin in 2 weeks.

B. Governance Council – see written report.

1. Governance Oversight Committee (GOC) - Three actions are requested of the Board: 1) refer liaison and council chair job descriptions back to the GOC for review with commentary, 2) authorize the GOC to begin the process of creating an electronic job board to communicate volunteer job vacancies (more detail at next Board meeting), and 3) approve Jane Mahone as our Chalice Lighter Coordinator to the SED. Frank suggested that the Board provide deadlines when requesting action from the council.

2. Posse 16 – see handout from George Lally. The report is heads up only and will be followed by a formal presentation at the May Board meeting.

C. Finance & Administration Council – no report.

D. LFD Council – see written report.

E. Membership Council – Molly reported that LDC is having trouble finding a president-elect. Ideas? Send to Molly. Peter Lazar will present a plan at the May Board meeting from the Partner Church Committee.

F. Pastoral Services Council – no report

G. Social Action Council – no report

H. Worship Opportunities Council – no report

VIII. Board Development – Tim led a discussion based on a video on the transition from pastoral to program congregation. From the discussion, a list of gains/benefits vs. losses/concerns was generated – see below.

Gains/benefits

Better able to meet needs
Can offer new programs
New members bring new energy & ideas
We offer a life-saving message that meets spiritual needs
Great caring work is done here with Minister and LPCM
Opportunities for making more friends

Losses/concerns

Lose some family feeling
Harder to know people
New people often don't pledge as much
Governance has too many levels of organization
Worship has to change which can be painful

How will the Board be involved with the mission, vision, covenant process?

IX. Action items

A. Chalice Lighter Coordinator – Lauren moved to appoint Jane Mahone as our Chalice Coordinator for the SED. The motion carried unanimously.

B. GA delegate – Lauren moved to approve Karen Holstein as a delegate to GA. The motion carried with 6 in favor and 2 abstentions.

C. Liaison and council chair job descriptions - Laureen moved to approve the motion that the Board refer the liaison and council chair job descriptions back to the GOC for review and commentary. The motion carried unanimously.

D. Dara's UUA preliminary renewal - Tim volunteered to head up the effort.

X. New Business

A. Volunteer Awards – Dara stated that there is little positive energy around this by the past-presidents who lead the effort each year. She plans to honor everyone at the May 17 service celebrating our whole beloved community. Laureen suggested that at that service, everyone write on a card the name of someone who has been inspirational.

XI. Information Items

A. Timeline check list – Margo noted the new member recognition in May and faith-rooted community organizing workshop on May 16.

B. Save the date – Dara sent a save-the-date email to the Board for Saturday, October 17 when Robert Latham will present his workshop on mission, vision, and covenant.

C. Mental Health service – to be held on May 3. There are approx. 15 members involved and lots of enthusiasm. There will also be a panel discussion following the service.

D. Soup & Scoop – tabled till the fall.

XII. Process Observer – Ann stated that we kept to the timetable, stuck to the agenda, and had good conversation and presentations. The tone was relaxed.

XIII. Next meeting – Tuesday, May 12 at 6:30 PM. Bill will provide the reading and light the chalice, Laureen will provide the refreshments, and Linda will serve as Process Observer.

Dara provided the closing.

ACTION ITEMS:

All – attend Board budget meeting on May 5 at 6:30 PM. Be prepared to discuss budget requests from council for which each serves as liaison. Meet to work on Dara's preliminary renewal.

AGENDA ITEMS:

Presentation from Posse 16 (George Lally)
Report from Partner Church Committee (Peter Lazar)

Lisa Evanylo, Administrator

Proposed UUC BOARD MEETING AGENDA
Tuesday, April 14, 2015

6:30 – 6:45	First Time Period Chalice Lighting & Reading-Tim Reading of Board Covenant-Molly Check-in and offering- Rev. Dara Process Observer- Ann	15 Minutes
6:45 – 6:50	Review and Accept April Agenda	5 minutes
6:50 - 7:05	Old Business Sunday Activity Fair- Isabel's letter and Evaluation Space Cadets Update - Margo Stewardship Update- Ann	15 minutes
7:05 - 7:15	Minister & Staff Reports Minister's Reports Administrator's Reports DLFD's Reports	10 minutes
7:15 - 7:20	Consent Agenda Previous Board Meeting Minutes for March	1-5 minutes
7:20 - 7:30	Treasurer's Report Reminder - Budget Meeting, May 5, 6:30pm, UUC	10 minutes
7:30 - 7:45	Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes.	15 minutes
7:45 - 8:00	Council Reports Liaison-Council Reports (send council chair report to be completed and emailed back to you) Facilities Council Fellowship & Governance Council Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council Worship Opportunities Council	15 minutes
8:00 – 8:10	Break Refreshments by Bill	10 minutes
8:10 - 8:25	Board Development - Tim	15 minutes
8:25 - 8:35	Action Items GA Delegate Approval Chalice Lighter Coordinator - Jane Mahone Dara's UUA Preliminary Renewal, July 1 - Board Coordinator	10 minutes

8:35 - 8:40	New Business	5 minutes
8:40 - 8:45	Information Items March/April Time Line check list Mental Health Sunday - May 3 - Panel Q & A	5 minutes
8:45 - 8:55	Process Observer Report Back	10 minutes
8:55 - 9:00	Reading Refreshments Process Observer for next meeting Closing- Rev Dara	5 minutes

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

Note the following attachments to this email which require forthcoming **Board Action over and between the next few meetings**:

- 1) Fellowship Renewal Form for Congregational Board
- 2) Tips for doing Ministerial Reviews

Also attached, for **informational purpose**:

- 1) Social Justice Steering Committee upcoming Faith-Rooted Organizing Flyer

KEY DATES this April and May:

April 12th – Generous Life! Service celebrating Stewardship season, pledge cards and talent surveys will be assembled and Tree of Life formed led by the Stewardship Committee.

May 2nd – Saturday, Newcomer’s Orientation, 9am-noon

May 3rd – Mental Health Sunday Service, followed by a Panel featuring perspectives on Mental Illness, Mental Health and providing resources for more information.

May 10th – Child Dedication in the Sunday Service

May 16th – Faith-Rooted Organizing Training with Rev. Sandhya Jha hosted at UUC, Open to All (see preliminary flyer)

May 17th – Beloved Community Celebration – Culmination of Stewardship, featuring Tree Planting, followed by All Congregation Picnic.

REV. DARA’S PRELIMINARY RENEWAL INFORMATION

Due Date: July 1st

Please see more information below and attached to this report.

Overview: Rev. Dara’s Ministerial Renewal is due to the Ministerial Fellowship Committee of the UUA by July 1st. Information regarding the Renewal Process including what this is, why it is important, role of the Board in Renewal of Ministers Preliminary Fellowship is included below and attached. I look forward to working with you on a timeline and meeting together to complete the Renewal

this year! - Best, Rev. Dara

Worship

April's Worship theme is "Forgiveness"

My one Sunday out of the pulpit this month will be April 19th. On the 19th Victoria Taylor, Worship Associate will be offering an Earth Day inspired service.

Worship Associates and Worship Services Committee was held on March 22nd from 1-5pm.

"½ the plate away" rolled out on April 5th and continues.

Membership & Connections

March 22nd we welcomed 9 new members in the service.

The next Newcomer's Orientation will be Saturday, May 2nd 9-noon.

Social Justice

I continue to meet with the Social Justice Steering Committee which is moving from synthesis to issue identification, and will be forming plans to share next steps with the congregation this spring.

I joined with several members of the Committee to attend the VT Action Training held at UUC March 27th and 28th.

Rev. Sandhya Jha on "Faith Rooted Organizing" in May (date is May 16th). Offering would be open to all UUC folks and members of the NRV community. More details will be forthcoming from SJSC – a preliminary flyer is attached.

Pastoral Care

A Rose In Wintertime Service was held on March 22nd, lifting up the work of the LPCM.

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 was to meet in May, but is being re-calendared for a date in early June.

Strategic Planning & Stewardship –I continue to meet with Strategic Planning and Stewardship to particularly support these groups this year. Strategic Planning is coordinating practical details for the visit of Robert Latham next year. Rev. Latham will help us to kick-off our congregation-wide Mission/Vision/Covenant process that will occur over several months next year and conclude at the end of June, 2016. (see forthcoming email from Rev. Dara and Strategic Planning Committee)

SOME HELPFUL TIPS FOR DOING ANNUAL MINISTERIAL REVIEWS

Both ministers and congregations benefit when annual reviews are done well. There are many ways to perform an annual review and no one instrument can serve our varied congregations. Yet there are some tips that can help you in creating or customizing your own review process.

1. **Mutuality** – Reviews are most successful when there is mutuality between the minister and the congregation. A minister does not work in a vacuum and the congregation must be willing to examine their own role in supporting the “ministry” of the church and not only look to the professional minister as the beginning and end of all ministerial service.
2. **Evaluation Team** - A review should not be done by a large body like the Board. Assign a smaller sub-group to orchestrate the task. It could be a subgroup of the Board or a group that has a representative from the Board, the Committee on Ministry and another appropriate body like worship committee or personnel committee. This smaller group would collect information, compile it, and report on a proposed evaluation for the full Board’s approval.
3. **No Anonymous Surveys** – Broadly circulated anonymous surveys are not helpful. The person who has been in the pew for 3 weeks is given the same weight as someone who has been there 30 years. It is better to get information from a broad range of folks who interact with the minister, but not EVERYONE. Poll leaders of committees, or have a few invitation only focus groups with key church leaders and representative of different groups. Get feedback from folks who actually know and work with the minister directly.
4. **Avoid “Check-A-Box” forms** – Don’t pass out a questionnaire that is a simple “check a number 1-10 how you think the minister is doing on X.” What does a 3 mean? A 7? What is one person’s 5 is another one’s 9. It just doesn’t give you valuable information to share with the minister: “Well, on average the congregation finds your preaching to be a 7.” Does that mean she should slow down when she speaks or that he should use more personal stories. Any survey should have comment areas so people can describe exactly what they think.
5. **Don’t Ask Too Much in One Question** – If you create a tool that has a topic of “Worship” and then ask the person to speak to the minister’s preaching, liturgy, use of story and quotes, children’s message, prayer, song leading, ritual, voice quality, etc. They will pick one thing to speak to and reply. If you want to know about each thing you should ask it separately.
6. **Keep it Simple!** – Don’t make it so complex that it never gets accomplished, Don’t make the report so dense as to be unreadable. If necessary, focus only on specific parts of the ministry.
7. **Self-Evaluation** – A minister should also be asked to evaluate him or herself and the congregation on their ministry. Feedback should not only go one way.
8. **Goals and Expectations** – Evaluations should be based on previous set goals and expectations. If you never told the minister you wanted him to be active in social justice in the wider community, and never discussed it with him, then it isn’t fair to tell him in his evaluation that he is not doing a good job at that. Annual

- evaluations are also good to establish goals for the coming year and articulate overall expectations.
9. **Not a Process for Conflict Resolution** – Evaluations should be done as part of an annual process. It is not something to pull out in a time of conflict or as a means for firing a minister. If there is a conflict then a conflict resolution process should be engaged. Consult with your district executive.
 10. **Don't Combine with Compensation** – The evaluation process is hard enough for everyone involved, but when it becomes entwined with compensation recommendations, it raises the stakes considerably. It is unlikely that people can participate in honest and open ways when the stakes are so high.

Take all of these recommendations with a grain of salt. Every congregation, minister and situation is different. If something works well for you, you need not throw the whole process away. Create a process that accomplishes what you all want and need and that is fair and just for all.

Resources: Some books we have found helpful on ministerial evaluations are:

When Better Isn't Enough: Evaluation Tools for the 21st-Century Church by Jill M. Hudson

Evaluating Ministry: Principles and Processes for Clergy and Congregations by Jill Hudson

When Moses Meets Aaron: Staffing and Supervision in Large Congregations by Gil Rendle & Susan Beaumont

Parish Ministry - Governing Board/Supervisor Evaluation For the UUA Ministerial Fellowship Committee

Name of Minister:

Date:

Position being evaluated:

Period of evaluation: From:

To:

Congregation:

Name of Contact for this evaluation:

Contact's Phone:

Contact's Email:

Notes Relating to Completion of Form

This evaluation should be completed by whoever is responsible for supervising the minister. In most congregations that body is the Board. In some congregations it may be a senior minister. The Board may charge a smaller task group to gather feedback and then present that to the whole Board before sharing it with the minister. For tips on how to do an assessment of a minister, please refer to the forms page on our website at:

<http://www.uua.org/leaders/leadership/ministerialfellowship/15505.shtml>

When completing this evaluation form, review the suggested considerations and then comment on the particular strengths and areas for growth of the minister. Simply checking a box is not sufficient feedback. Without detailed responses, the evaluation will be considered incomplete by the MFC. Both the minister and the MFC benefit from an honest and thorough assessment of the ministry.

Please provide the evaluation as a consensus report of the group. Do not provide individual ratings from each Board member.

The section entitled "**Comments on organizational ownership and involvement in this area**" is your opportunity to reflect on the organization's own engagement in this particular area.

Continuing Education/Action Steps: When appropriate, make concrete suggestions to the minister for appropriate continuing education or action steps that will strengthen this area of ministry. (i.e., take time management course, study system's theory, etc.)

When completed, this evaluation should be shared with the minister and the minister's Committee on Ministry and they should share their evaluations with you as well.

PLEASE ONLY SUBMIT TYPED EVALUATION FORMS. Forms should be submitted via email to mfccordinator@uua.org.

Please note that fields for your text will expand to accommodate your entries.

Area of Ministry:

1. Counseling & Pastoral Care

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider availability, responsiveness, warmth, empathy, knowledge of family systems, skill level in pastoral care, confidentiality, hospital visitation, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

2. Practical Arts

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider administration, organizational development in out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fund raising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

3. Organizational Ministry

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider integration of new member and clients, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of*

programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

4. Personal and Professional Growth

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: *(Consider performance under stress, hears criticism and feedback, skillfully gives constructive criticism and feedback, conveys energy and enthusiasm, gives and receives praise, sense of humor, manages conflict, models a healthy balance of work and personal/family life, engages in a rewarding spiritual practice, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

5. Teaching (All Ages)

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: *(Consider program development and coordination, seminar design and facilitations, teacher training, supports teachers in planning and conducting classes, provides program resources and support for parents, teachers, and colleagues, intergenerational activities, programs for children, youth and adults, volunteer recruitment, articulation of liberal religious education approach and philosophy, knowledge of resources and curriculum, etc.)*

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

6. Worship

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider preparedness, coherence, intellectual challenge, spirituality, creativity, inspirational message, effective use of humor, effective use of ritual and liturgical arts, music, prayer and meditation, readings/stories, rites of passage, pulpit presence, voice, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

7. Denominational Activities

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General Comments: (*Consider involvement in UU denominational and District events, UUMA Chapter meetings and interfaith activities, encouragement of member involvement at the district and continental levels, informing congregation of UUA denominational concerns and issues, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

8. Prophetic Outreach

Check One:

Strength Satisfactory Area for Growth Unsatisfactory Not Observed

General **Comments:** (*Consider involvement in witnessing and advocating for community/social justice issues, encourages congregational involvement in community/social justice issues, leads the congregation in addressing issues specifically related to anti-racism, anti-oppression, etc.*)

Comments on congregational ownership and involvement in this area:

Recommended Continuing Education/Action Steps:

SAVE THE DATE

MAY 16th - 9-5pm

Sponsored by UUC's Social Justice Steering Committee

FAITH – ROOTED ORGANIZING TRAINING

with

Rev. Sandhya Jha

What: Training in organizing for social change. This training helps us connect our faith values to our actions. The skills and teachings will help renew our hearts, minds and spirits as we collaborate for justice in diverse interfaith coalitions. (see more about “Faith Rooted Organizing”) below.

Where: UUC

Who: Open to Everyone



About the Facilitator:

Sandhya Jha serves as founder and director of the [Oakland Peace Center](#), a collective of 40 organizations creating access, equity and dignity for all in Oakland and the Bay Area. She also serves as Director of Interfaith Programs for East Bay Housing Organizations, where she organizes faith

communities to advocate for housing as a human right and spiritual mandate throughout California's Bay Area. Former pastor of First Christian Church of Oakland and former regional staff with Christian Churches of Northern California-Nevada, Sandhya is the author of Room at the Table, the history of people of color in the Disciples of Christ, and **Pre-Post-Racial America: Spiritual Stories from the Front Lines** on the subject of race and spirituality in America. She serves as a consultant with Hope Partnership and an anti-racism/anti-oppression trainer with Reconciliation Ministries for the Christian Church (Disciples of Christ). She is a faith-rooted organizer with Interfaith Movement for Human Integrity (formerly Clergy and Laity United for Economic Justice – CA) and is particularly proud of her podcast, Hope from the Hood, available on [iTunes](#) and at sandhyajha.com

More details about this opportunity coming soon!

Administrator's Report to the Board
April 14, 2015

Stewardship: We are already getting some pledge forms back to start off our fundraising drive. I heard several positive comments about the mailing that went out.

Webinar: I listened to a webinar offered by the UUA on Faithify (<http://www.faithify.org/>), an online UU crowdfunding site. Might be a very useful tool for us.

New Childcare Provider: One of our sitters is graduating but recommended a friend to take her place. The new sitter, Caitlin Linville, will be starting in May.

Firepit rental: A woman from the neighborhood was walking our property and noticed our firepit. She and a group from VT will be renting it out in May. George Lally developed a set of instructions for its use. Eventually the firepit and labyrinth will be added to our rental page on the website.

Committee Meetings: I attended a Stewardship Committee meeting in March and will be attending Posse 16 and Stewardship Committee meetings this month.

Don't forget to look at the online attendance Google Doc. Based on contact with members who do not return pledge cards, the membership list gets updated by the removal of those who express that they are no longer interested.

DLFD Report to the Board – April 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Current CYRE: 124; registrations increased substantially this month because youth who have been attending all year were forced to get registration paperwork in (with permission form) in order to attend the annual trip. We do not count attending children and youth as “registered” until paperwork is received.

LFD Council

- See attached report.

Children’s Religious Education Committee (CREC)

- Recruitment continues for summer RE. Our targeted completion date is April 30.
- Recruitment has begun for fall RE. Our targeted completion date is May 31.
- Dumbledore’s Army raised approximately \$900 in item and cash donations for the Humane Society of Montgomery County in their fight against the Animal Cruelty Horcrux, through the item collection drive, the Fourth Sunday collection, and the Puppies for Pennies / Koins for Kitties voting campaign (puppies narrowly defeated kitties). The CST partnered with us for this social action project.

Youth Adult Committee (YAC)

- YRUU took their annual trip on Easter weekend. Youth visited the New River Gorge.
- We are beginning to look at next year and potential revisions to the program to spread the work around to more youth and adults.

Adult Religious Education Committee (AREC)

- Elite: Uncovering Classism in Unitarian Universalism
 - 12 registered. Begins this week.
- Writing as a Spiritual Practice in session through April.
- A Course in Miracles has resumed meeting twice a month, versus weekly.

OWL Committee (OWL)

- K-1 and 4-5 OWL continues through April.
- Adult OWL continues through April.
- Michael Barrett will be attending 7-9 OWL training in Boone, NC in April after all. Training was advertised, cancelled and then reinstated.

Library Committee

- Rachel has completed entering all adult books in LibraryThing, and has finished processing the books previously stored in the back restroom area. Work is still needed to sort the books correctly on shelves.
- A book sale is planned for April 19 to sell books eliminated from the library.

Coming of Age

- Program continues through April.
- A recognition service will be held April 26.

DLFD

- I attended a Renaissance Module for Adult RE last month in Bethesda, MD. and brought back lots of great ideas for our adult program.
- I attended meetings of the Facilities Council and Space Cadets 2 to discuss space planning.
- Planning has begun for 2015-16 LFD programs.

Monthly Council Meeting Report

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

E-mail to your council's Board Liaison.

Council:	Lifespan Faith Development
Council Meeting Date:	3/23/15
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:

- LFDC discussed a possible change to our governance structure. The current structure of council, plus 5 committees and a task force, is not working, as only 1 committee is fully staffed.
- We discussed and recommend a test to a governance change of a council that oversees policies and the overall LFD program, plus the creation of various task teams to complete the other responsibilities currently held by committees.
- This change would allow for volunteers to complete tasks and disband, not necessitating attendance at monthly meetings. Volunteers would be able to work on those tasks most meaningful to them. We believe that this would make recruitment easier.
- The proposed change has been sent to the Governance Oversight Committee and we are awaiting their response.
- In the mean time, we are approaching fall recruitment as if this recommendation has been approved.

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| • Actions required from the Board, if any: | None at this time. Anticipating bringing the change to the Board after it clears the Governance Oversight Committee and appropriate council. |
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Monthly Council Meeting Report

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

E-mail to your council's Board Liaison

Council:	Governance
Council Meeting Date:	Electronically, 4/9/15
Report submitted by: (name, position, & e-mail)	Frank DuPont, Council Chair uufrank@verizon.net

Governance Oversight Committee (GOC) met 2-11-15. Following up on the Board's policy decision, there should be three meetings of each Council per year. The GOC recommends they be in September (for Annual Plan review, budget review, committee/function staffing); January (Review current year's budget and program missions, prepare budget request for next year, assess any need for mid-year corrections, review priorities and accomplishments; March or April (Review current year's accomplishments and challenges, prepare Annual Report, develop Annual Plan for next year). At each meeting, identify issues (with recommendations) to submit to the Board. It was agreed that committees often are more accurately described as FUNCTIONS, with only one UUC member serving. The GOC is a systems analysis group supporting the Board in assessing and tweaking the UUC structure to improve functionality. RECOMMENDATIONS to the Board: Please see below.

- Any significant successes, challenges, or changes the Board needs to be aware of:
- Goals for the coming month(s):
- Hold a combined meeting of the Governance Oversight Committee and the Governance Council to respond to the request for a trial period for the Lifespan Council to conduct a test of a variant structure for their Council as suggested to the Committee on 4/2/15. Response to be made to the LFD Council and the Board in May, 2015.

Actions requested from the Board:

- Authorize the Governance Oversight Committee to begin a process to create an electronic Job Board to communicate volunteer job vacancies to the Congregation.
- Refer the Liaison and Council Chair Job descriptions back to the GOC for review, with commentary.
- Approve Jane Mahone to be the Chalice Lighter Coordinator to the Southeast District for the UUC.

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