Unitarian Universalist Congregation Board Meeting Minutes May 12, 2015

Present: Board members Linda Powers, Margo Walter, Tim Pickering, Ann Norris, Bill Baker, Laureen Blakemore, Beth Lyman, Molly Lazar; ex officio members Dara Olandt, Karen Hager, Lisa Evanylo; UUC members Frank DuPont, George Lally, Polly Stimson, Peter Lazar, Chris Walter

Bill lit the chalice and provided the reading. All checked in on the theme of delight or other. Linda served as Process Observer.

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

II. Old business

- A. **GA delegate** Although approved, Karen Holstein will not be attending GA.
- B. **Preliminary Renewal for Rev. Dara** Tim emailed the form to elected Board members and hopes to hear from all by the end of the week. The Board will need to meet with Dara during the 1st two weeks of June to review the draft of the renewal and make adjustments.
- C. **Stewardship update** Ann stated that plans for the picnic on May 17 are set with Brigitte Flowers calling people to provide side dishes. To date, 105 pledging units have pledged \$215,031. Board members will contact those who have not pledged yet (send comments to Lisa). The Board will meet again next Tuesday, May 19 to finalize the budget prior to mailing to the congregation.
- III. **Staff Reports –** see written reports from all
- A. **Minister's Report** Dara will be attending "The Project on Lived Theology" conference May 22-23 at UVA.
- B. **Administrator's report** Lisa stated that a group of 30 cross-country bicycle riders riding for 4K for Cancer will be spending the night at UUC on June 6. Over 24 people, including several from the wider community, have signed up so far for the faith-based organizer training on May 16.
- C. **DLFD Report** Karen is holding debriefing meetings about the past year. Teacher recruitment for the fall is finished and in record time with 17 of 20 teachers returning. The Auction Committee donated \$140 to the CST who donated it to RE. RE added \$10, and the kids decided what organizations to send \$50 each. They chose, HSMC, Blacksburg Food Pantry, and St. Jude's Children's Hospital. The kids were very proud that they were entrusted to decide where the money should go.
- IV. **April minutes** Molly moved to accept the minutes from April. The motion carried unanimously.
- V. **Treasurer's report** written report attached. The Finance Committee met and discussed the new budget.
- VI. **Member's forum –** no comments
- **VII. Council Reports**
 - A. **Facilities Council** no report.
 - B. Governance Council see written report.

- 1. **Strategic Planning (SP)** Polly Stimson, chair, and Chris Walter updated the Board following the committee's meeting last week. A save-the-date will be extended to committee chairs and leadership for the fall workshop on mission and vision with Robert Latham, October 16-18. There will be brochures, meetings with interested groups, and a video prepared by our youth. The theme will be "Our year of living bravely." We will look at where we've been, where we are today, and where we are headed. After we have our new mission and vision statements, SP can begin working on a long-range plan.
 - C. Finance & Administration Council no report.
 - D. **LFD Council** see written 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. **Board Development** – Karen Hager gave a presentation on *Faith Formation in the 21*st *Century*.

IX. Action items

- A. **Grounds donation** the Grounds Committee received a \$300 donation for use on the grounds. Tim moved to accept the donation. The motion carried with 6 in favor and 2 opposed. Dara stated that we need to have a larger conversation regarding donations for a specific purpose as we have had some challenges this year when donors become unhappy with plans for money they donated.
- B. **CST Project** Ann was approached by CST as the Christmas Store is launching an underwear drive. At Karen's suggestion for the best date, on June 7, there will be a box in the foyer for children's underwear donations.

C. Governance Oversight Committee

- 1. **Posse 16** As requested by the Council, Laureen moved that the Board authorize the creation of an Ad Hoc committee, Posse 16, for the purpose of organizing a sizable group of participants to attend UUA General Assembly 2016, to include holding some fundraisers and to create a reserve fund to hold the proceeds from the fundraisers and any sponsorship contributions made for the purpose of paying participant registrations and/or other expenses. The motion carried unanimously.
- 2. **LFDC request** Laureen moved that the Board authorize the DLFD and LFDC to conduct a 1-year trail of an alternative Governance Structure for that Council. The motion carried unanimously. The hope is that when the time commitment is lowered, it will be easier to get volunteers as there will be no meetings to attend and requires a commitment to a specific task only. Volunteers can be matched to interests. LFDC will still exist but will be different and can focus more on mission and vision.
- D. **Administrator's Request for GA Funding** Lisa requested \$400 to help cover expenses for GA attendance (beyond registration fees) as she will be attending workshops for professional development such as those on websites, social media, etc. The Board approved the request.
- E. **Planned Giving** Bill stated that he is working on a Planned Giving Committee, and that the UUA recommends first having a giving policy in place. He suggests forming an ad hoc committee to look at fundraising polices and to make recommendations to the Board, but after June.

X. New Business

- A. **Partner church** Peter Lazar stated that back in February, Dara gave a sermon on our Transylvania roots, and a group was formed to create a partner church exploratory committee (Molly & Peter Lazar, Isabel Berney, George Lally, Bryan Ward, Catherine Breese, Karen Hager, Lisa Evanylo, Susan Baker). The committee is ready to submit an application to the Partner Church Council of the UUA, cost \$150, to begin the process of finding a partner church for UUC. Once a congregation is found, we hold exchanges with them, the minister may visit and give a sermon, we have pen pals, etc. This is primarily for the purpose of a cultural exchange. The Lazars are traveling to Transylvania and Hungary this summer and would like to visit some potential congregations there. Molly moved to approve working toward becoming a partner church. The motion carried unanimously. Laureen moved to give \$150 to cover the cost of the application. The motion carried unanimously. It will need to be decided where to put this on the governance chart.
- B. **Process Observer (PO)** Linda questioned the need for a PO as it makes it difficult for that person to participate in the conversation. However, it is a tool commonly used in UU meetings. A suggestion was made to hold a "Board huddle" at the end of each meeting where all are free to speak. A decision should wait until the new Board is in place.
- C. **Members Forum** a suggestion was made to do away with the members' forum. If someone has an issue to be addressed, it should be added to the agenda. This should also be decided by the new Board.

XI. Information Items

A. Time Line Check List

May 16 - Community organizing workshop

May 17 – congregational picnic

May 19 at 7 PM - Budget Meeting

May 24 - info meeting

June 7 - annual meeting

- B. Mental Health Sunday Margo thanked all who participated and/or helped.
- XII. **Process Observer** Linda stated that some discussions took too much time, but that all who wanted to speak did so. She suggested that hands be raised if someone has something to say, and the president then calls on them.
- XIII. **Next meeting** Tuesday, June 9 at 6:00 PM beginning with a potluck for new and old boards. Laureen will provide the reading and light the chalice, and Tim will serve as Process Observer. No refreshments needed due to potluck.

Dara provided the closing.

ACTION ITEMS:

All – email Tim Rev. Dara's renewal evaluations, call those who have not pledged to date, bring a dish to share for next month's potluck meeting

AGENDA ITEMS:

Update donations policy (sometime in near future)
Planned Giving, after June
Continue having a process observer, after June

Lisa Evanylo, Administrator

Proposed UUC BOARD MEETING AGENDA May 12th, Tuesday, 6:30pm

6:30 – 6:45	Chalice Lighting & Reading- Bill Check-in and offering- Rev. Dara	15 Minutes
6:45 – 6:50	Process Observer- Linda Review and Accept Agenda	5 minutes
6:50 - 7:10	Old Business GA Delegate-Karen Holstein not attending Posse 16-Denominational Affairs Preliminary Renewal for Dara-Tim Pickering	20 minutes
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 (April)	1-5 minutes
7:25- 7:35	Treasurer's Report	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	Facilities Council Governance Council Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council Worship Opportunities Council	10 minutes.

8:00 – 8:10 B ı	reak	Refreshments by Laureen	10 minutes
8:10 – 8:25 B	Soard Deve	elopment-Karen	15 minutes
	ction Items undraising onations	S	10 minutes
G. 8:35 - 8:55 N o	A Delegat ew Busin	te Request (excuse Lisa) less urch - Peter Lazar	20 minutes
M M M M	ime Line o lay 5 - Bud lay 16 - W lay 17 - Co lay 24 - In		5 minutes
9:00 - 9:05 Pi	rocess O	bserver Report Back-Linda	5 minutes
Re Pi	eading efreshme rocess O	ents	5 minutes

Administrator's Report to the Board May 12, 2015

Update regarding current art exhibit: The Blacksburg New School rented our space for their annual auction on Friday, May 1. While setting up, our kiosk which they had moved fell over into the large red painting in Elarth valued at \$750 (not clear on what they did to kiosk to destabilize it) putting a 5" tear into it. They offered to purchase the painting. I put them in contact with Nancy Norton who had them contact the artist. He declined payment for the painting, but BNS offered to donate the money to a charity of his choosing and so will be donating \$500 to Beans & Rice, Inc. (http://www.beansandrice.org), a local organization that works with low-to-moderate income families through hunger relief, after school programming for at-risk-children, and other programs in Tom's name.

Rentals: April and May are busy months for rental of our space with many recitals (cello, violin, voice, piano) and 2 concerts (Leon Kok's group and Blue Ridge Clarinet Collective). One father whose son is having his piano recital at UUC was told by his son that our piano is the best in the area and therefore, his recital must be here.

Committee Work: I attended a Stewardship Committee meeting in April and am working on compiling the volunteer/talent information from the surveys. I plan to put it online as a google doc and provide committee chairs and Board with the link to find volunteers as needed.

Time off: I will be away June 6-9 but back in time for the June 9 Board meeting. I will however miss the annual meeting but will find someone to take the minutes and provide the list of members.

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

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

KEY DATES May:

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 resources.

May 10th – Flower Festival & Child Dedication in the Sunday Service

May 16th - Faith-Rooted Organizing Training with Rev. Sandhya Jha at UUC

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

May 22 & 23 - Rev. Dara scheduled to attend "The Project on Lived Theology" Conference at University of Virginia.

Reminder: Rev. Dara's Renewal is due to the UUA Ministerial Fellowship Committee July 1st.

Worship

May's Worship theme is "Delight."

My one Sunday out of the pulpit this month will be May 31st.

Membership & Connections

Held Newcomer's Orientation on Saturday, May 2nd from 9-noon.

Social Justice

- -Working with the Social Justice Steering Committee to bring **Rev. Sandhya Jha to UUC on May 16th. She will be leading a free, public** "**Faith Rooted Organizing Training**" **from 9am-5pm.** This offering is open to all UUC folks and members of the NRV community, and is being widely publicized. To date there are 12 people pre-registered, 1/2 from UUC and 1/2 from other communities. Pre-registration remains open. Successful attendance for this event will be anywhere from 15-40 attendees. Rev. Sandhya's new book is *Pre-Post Racial America: Spiritual Stories from the Front Lines*.
- Early this month, I issued an Open Letter to the Congregation responding to Racial Justice, news from Baltimore and in specific response to the public statement issued to the UU national community by UU Professional Religious Educators of Color. I will be hosting two opportunities to explore and reflect upon pressing national racial justice issues: Wednesday, May 13 from 2-4 and 7-9. We will watch Michele Alexander's address to UUs from General Assembly 2012, followed by discussion. Michele Alexander is a widely recognized Civil Rights attorney and author, her book *The New Jim*

Crow: Mass Incarceration in the Age of Color Blindness offers some context for the present struggle for racial justice climate in the US.

Denominational Affairs

Re: Regionalism

On Saturday, April 18th I attended the Regional/District Meeting in Greensboro, NC.

Background: There are 4 "Districts" in the Southern Region: Florida, Mid-South, Southeast, and Southwest. UUC is in the Southeast District of the Southern Region. At this spring's annual District/Regional meeting, UUA President Peter Morales was streamed to District locations to share thoughts on a At transition underway in our Southern Region.

Transition update: as of April, Districts are dissolving District governance. This means that all Districts of the Southern Region will no longer have separate District Boards and associated District staff. The Southeast and other "Districts" will remain cultural entities, but their Boards will no longer operate as before and all staff will be taken under the larger UUA administrative auspices of the Region. The Southern region will continue to have UUA "Congregational Life Staff", and leads for each Region. Our regional lead remains the same as last year, Kathy McGowan. More about the news and UUA Regionalization transition is here: http://www.uuasouthernregion.org

Re: Cluster Events

I have agreed to host the next gathering of the UU Religious Professionals group of the Blue Ridge Cluster at UUC in June at UUC. (This is a meeting for ministers and religious educators in the Blue Ridge cluster area.)

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 was to meet in May, but is being re-calendared for for June 7th from 1-4.

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. All layers of UUC leadership are encouraged to reserve the date of Saturday October, 17th for a daylong workshop and associated service on Sunday, October 18th which will be co-lead by Rev. Dara and Rev. Robert, featuring a sermon by Rev. Robert.

DLFD Report to the Board - May 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

Current CYRE: 124

LFD Council

Children's Religious Education Committee (CREC)

- Recruitment is continuing with a few spots still open.
- We completed our fastest fall RE teacher ever! All 20 teaching slots were filled by mid-April with 17 of the 20 coming from returning teachers. We still need to fill positions for MSYG advisors and class aides.
- Dumbledore's Army made and sold for donation Save the Monarchs kit, raising enough money to purchase a willow tree for UUC. The tree will be planted at the Stewardship Picnic May 17.
- An All Ages RE day is planned for May 24.

Youth Adult Committee (YAC)

- YRUU advisors are recruited for next year. Willie Caldwell is joining the team.
- YRUU is planning a lock-in for May and is planning the annual bridging service.

Adult Religious Education Committee (AREC)

- Pluralism classes have finished with overwhelmingly positive comments towards further exploration of other religions.
- Work has begun on next year's Adult Building Bridges curriculum, to run concurrently with the middle school curriculum.

OWL Committee (OWL)

- K-1 and 4-5 OWL concluded. Feedback surveys are currently being collected.
- Adult OWL concluded. Feedback surveys will go out later this week.
- Michael Barrett has been certified as a 7-9 OWL teacher.

Library Committee

- The book sale was a success and raised enough money to offset our expenses for the year.
- We are considering running a future book sale, asking congregants to donate books, as a fundraiser.

Coming of Age

• Program concluded with a recognition service on April 26. Debriefing and feedback surveys will happen over the next two weeks.

DLFD

• I have begun work on editing the Building Bridges curriculum for middle school. This curriculum is an update to Neighboring Faiths, in which youth visit other places of worship. Building Bridges, as written, is 907 pages long, with classes of 2-1/2 to 5 hours in length. Editing is needed to produce 32 middle school classes of one hour, plus 9 adult classes of 2 hours. The plan is to run the middle school and adult curriculums separately but concurrently, with onsite visits happening as multi-generational events. This program will be our major focus for 2015-16.

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:	Report submitted 5/6/15			
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:

- See the following pages for detail on the proposed new governance
- The attached has been approved by the LFD Council.
- The attached has been reviewed by the Governance Council, who has also approved a one year test. (See Governance Council report.)

from the Board, if any:

Actions required LFDC requests board approval to test new governance structure for LFD.

Current LFD Governance Structure

- LFD Council
 - Children's RE Committee
 - Middle School Youth Group
 - Youth Adult Committee (YAC)
 - YRUU
 - Adult RE Committee
 - o OWL Committee
 - Library Committee
 - Coming of Age Task Force

Problems with Current Structure

There are several problems with the current structure. First, and foremost, it's very difficult for us to recruit the large number of people needed to staff this many committees, and, in fact, YAC is currently the only committee considered to be fully staffed. The primary obstacle to staffing committees is believed to be today's busy schedules, which mean that people have difficulty attending regular meetings.

Second, as LFD is the one council with staff, staff attends each committee meeting. This takes a great deal of staff time, time that can't be spent on other work. For reference, the DLFD works 25 hours/week; the LFD Assistant's schedule will vary, but it averages 6 hours/week.

In researching other congregations dealing with the same problem, we found an alternate structure in use that retains a committee for oversight, but replaces all other committees with task teams. These teams focus on one specific activity with a fixed time frame and no regular meetings required; once the task is finished, the team disbands. LFDC recommends that we test this type of structure, as we believe that this will allow volunteers to do the work that they find to be most enjoyable and meaningful, thereby making recruitment easier.

Proposed Governance Structure

We propose that we test this new structure:

- LFD Council
 - CRE Task Teams (various); includes MSYG
 - Youth/Adult Task Teams (various); includes YRUU
 - ARE Task Teams (various)
 - Our Whole Lives Task Teams (various)
 - Coming of Age Task Teams
 - Library Task Team
 - Multigenerational Teams (various)

Our LFD Council will no longer be limited to one voting member from each committee, but would be expanded to include all those that are interested in helping to define the LFD program as a whole. Recruitment will be directed to ensure that we retain representation from people who have experience in each of the areas governed by LFDC. The council will be responsible for all

policies and will provide oversight for the LFD plan for the upcoming year. They will report to the Board and prepare the annual report.

The council will meet regularly, but it has not yet been determined what frequency would be required. Key timeframes for the LFD program are:

- May/June: review and approval of the plan for the coming year, and submission of annual report; recruitment
- August/September: year kick-off, training, registration
- January/February: mid-year review for 2nd semester; budget
- Other: Policy work as needed

The remaining work previously assigned to committees will be moved to task teams. If a task team assignment is not filled, staff will recommend deleting the task from the year in planning, or using staff hours to complete the task. LFDC will be able to counter these staff recommendations. If consensus is not achieved, disputes will go to the Minister or Board.

It should also be noted that the new structure allows for an effort to be placed on multigenerational activities, an area that the LFDC believes is important, and one that is not currently within any committee.

<u>Challenges</u>

This proposed change will result in several challenges. First, there will be more volunteer positions to fill. However, past experience teaches us that the decreased time commitment will result in an increased number of volunteers. (Ex: 4-teacher teaching teams with 1 semester commitment.)

Also, we predict that some tasks that would ideally be included in the LFD program will not be able to be filled and will, therefore, not happen. This is true today, as staff cannot do 100% of the tasks that used to be completed by volunteer committees.

Finally, it will involve a large coordination effort from staff, but this is also true today. We have already employed various electronic methods to coordinate efforts from all of these groups, and we believe that the effort required from staff will not increase.

We do not know if this new structure will work, but our current structure is not working for us. The LFDC believes that it is better to try a new approach and evaluate its success or failure. If approved, LFDC will move to a test of this structure immediately.

<u>Action requested</u>

The LFD Council asks the Board to approve a test of this new governance structure.

Possible Task Teams

Below is a list of possible task teams for each group, as well as a listing of staff responsibilities. Please note that all of these tasks currently reside within a committee; with the exception of multi-generational activities, nothing new has been added.

Children's RE Task Teams:

- Children's RE Teaching Team fall; spring
 - o 5 teams of 4 teachers each
 - o Teen Assistants
 - Class aides
- Summer RE teaching team
- MSYG Advising team
- MSYG Planning team
- CRE curriculum team (not currently needed)
- Teacher Appreciation team
 - o Main events coordinated by Rachel
 - End of semester recognition
 - o Ice cream social recognition for summer volunteers
- All RE Planning team Dec; May
- · Classroom decorating team
- It's Scary To Be Hungry team
- Mitten Tree team
- Intergenerational service team Christmas
 - Buddy Project team
- Intergenerational service team Easter
 - o Easter Egg Hunt team
- Movie night any age range
- Family parties any age range

Youth/Adult Task Teams:

- Youth & advisor mentoring team (adult & youth)
- YRUU advising team
- YRUU fundraising team
- YRUU trip planning team (Cons, Boston)
- YRUU services team (November, bridging)
- YRUU lock-ins team
- YRUU Coffeehouse team
- YRUU specific needs (not currently supported)
 - o Service projects; discussion support, etc.

Adult RE Teams:

- ARE teaching teams
 - o Differs depending on class offered
- ARE curriculum assessment & planning team
- Movie night team

OWL Teams:

- Children's OWL teaching team Gr. K-1; Gr. 4-5
- Youth OWL teaching team Gr. 8-9
- Adult OWL teaching team
- OWL training team planning and scheduling of training for new teachers; possibility of hosting
- OWL program advertising and pricing team (to those outside of congregation) not currently supported

Library Team:

· Library acquisitions team; library maintenance

Coming of Age Teams:

- COA planning team (includes facilitators)
- COA mentoring team

Multigenerational Teams:

Multigenerational Activities TBD

Staff Support - DLFD & LFD Assistant:

- Calendaring
- Registration
- Recruitment
- Training
- Choose curriculum
- Classroom assignment & setup
- Board member
- Council member; team support
- Budget oversight
- Listserv management
- Website management
- Attendance tracking
- Newsletter & other advertising
- Oversee Volunteer Appreciation events
- Class prep
- Activity bags for worship multi-gen services
- Rachel other:
 - Facebook
 - Auction children's event

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:	May 2, 2015
Report submitted by: (name, position, & e-mail)	Frank DuPont, Council Chair uufrank@verizon.net

Governance Oversight Committee (GOC) met with the Governance Council members who could attend. The primary items of discussion were as follows: 1) Karen Hager's suggestion to use VolunteerSpot as a church-wide volunteer list; 2) An affirmative recommendation from Denominational Affairs regarding The Posse 16 project to assist congregants to attend the UUA General Assembly in Columbus, Ohio in 2016; and 3) The LFD proposal to try for one year a variation of the UUC Governance Structure. Gene Gardner has been asked to consult with the DLFD regarding the feasibility of using VolunteerSpot; no recommendation at this time.

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): Due to several interferences in the lives of members of the Governance Council and Governance Committee, there are no immediate plans underway, possibly for the summer season.

Actions requested from the Board:

- 1) That the Board authorize the creation of an Ad Hoc committee, Posse 16, for the purpose of organizing a sizable group of participants to attend UUA General Assembly 2016, to include holding some fund-raisers, and to create a reserve fund in the UUC budget to hold the proceeds from the fund-raisers and any sponsorship contributions made for the purpose of paying participant registrations and-or other expenses.
- 2) That the Board authorize the DLFD and LFD Council to conduct a one-year trial of an alternative Governance Structure for that Council.