

Unitarian Universalist Congregation
Board Meeting Minutes
June 9, 2015

Via email prior to the Board meeting, Linda Powers moved to accept a donation of \$10,000 to pay down the mortgage. The motion carried unanimously.

Present: Board members Margo Walter, Tim Pickering, Ann Norris, Bill Baker, Laureen Blakemore, Beth Lyman, Molly Lazar; ex officio members Dara Olandt, Karen Hager, Lisa Evanylo; incoming Board members Bonnie Wall-Lievsay, Bob Stimson; UUC members Frank DuPont, George Lally, Chris Walter

The chalice was lit and Laureen provided the reading. Molly read the Board Covenant. All checked in on the theme of grace or other. Tim served as Process Observer. Outgoing Board members Laureen, Ann and Beth were thanked for their service, and incoming Board members Bonnie and Bob were welcomed.

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

II. Old business

A. **Stewardship update** – Dara is convening a meeting of those interested in stewardship on June 10 at noon. All are welcome. We are looking to incorporate year-round components and to get a good number of committee members.

B. **Awards** – Laureen stated that at the service on June 7, there was recognition of all the work that our volunteers do, and that it received very positive feedback.

C. **Strategic Planning (SP) update** – George and Chris read the letter from SP (attached). The theme for the upcoming year is "Our year of living bravely". Rev. Robert Latham's workshop in October will begin the process of revising our vision, mission and covenant. We are also in the process of becoming a Partner Church, moving to year-round stewardship, sending a large delegation to GA2016 through the work of Posse '16, and donating ½ the plate each Sunday. SP prepared a spiral logo (timeline) for the next year that will have additional events added as they arise. 2016 is also UUC's 60th anniversary. SP members will talk with other UUC groups over the next few months. They plan to have a video focusing on the October workshop along with holding preview events prior to the workshop.

III. Staff Reports – see written reports from all

A. **Minister's Report** – Dara will meet with the Board regarding the renewal process on Friday. She received a lovely thank you note from the 4K for Cancer cycling group that spent this past Saturday night sleeping in Elarth and being fed by our volunteers. UUC will host a September meeting of the Blue Ridge Cluster of Congregations (Blacksburg, Harrisonburg, Waynesboro, Charlottesville, Lynchburg, Roanoke, Lexington/Rockbridge Co.) which is open to clergy, religious educators, Board members and other congregational leaders. Help will be needed to coordinate. This is a wonderful opportunity for lay leaders to provide input into what shape the group will take.

B. **Administrator's report** – Lisa reminded all that due to her being at GA and then on vacation, the deadline for the July newsletter has been moved up to June 18.

C. **DLFD Report** – Karen stated that summer RE is all planned, and that her attention is now on the fall. Registration is already open, 15 have registered to date for the Tai Chi class, calendaring is underway, the YRUU coffeehouse will be held in March, and the YRUU bridging ceremony will be held 1 week earlier than usual. Karen is also working on the "Building Bridges" curriculum.

Karen discussed the proposed policy change from LFDC regarding food for RE events with the proposed language as follows:

- *If a teacher is providing a snack, the teacher will ensure that no ingredient listed on a child's registration as an allergen is used.*
- *If outside volunteers are asked to provide food for a children's party, volunteers may be asked to provide an ingredient list for prepared food.*
- *If there are a high incidence of children registered who are allergic to nuts, the DLFD may declare the entire downstairs to be a "nut free" zone. In that event, teachers will ensure that no snacks provided contain nuts or have ingredients processed in a facility that all processes nuts, and volunteers will be asked to provide food that is nut-free.*

Laureen moved to accept the policy as presented. The motion carried unanimously.

IV. May minutes – Bill moved to accept the minutes from May. The motion carried unanimously.

V. Treasurer's report – written report attached. Bill reported in Linda Powers' absence. Disposition of carry-over funds from the current fiscal year will take place at the August Board meeting (allows for final pledge payments and bill paying through July). Work is being done to develop a giving policy to supplant the current policy. Next month the Board will need to approve forgiveness of a \$5000 member loan.

VI. Member's forum – no comments

VII. Council Reports – note that liaisons should contact council chairs with thanks.

- A. **Facilities Council** – no report.
- B. **Governance Council** – no report.
- C. **Finance & Administration Council** – no report.
- D. **LFD Council** – see written 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

The Board entered an experience of appreciation to those going off and those coming onto the Board. Special appreciation was shown to Margo as outgoing President with flowers, gifts and a cake.

VIII. Board Development – Margo posed the question of what types of communication do we need and give? How do we reach people in the congregation and allow them to communicate with us? She discussed the 5 languages of love as referenced by Dara's newsletter article and a sermon in February 2014. All filled out the personal profile.

IX. Action items - none

X. New Business

A. Comments from Tim – Tim found the most recent financial reports on the website to be outdated and suggested they be kept current. He is troubled by the frequent reference to number of pledging units as this number is constantly changing and not particularly relevant. At future annual meetings, the Treasurer or a Finance Committee member should be present to answer questions.

B. Spring Fundraiser – Laureen discussed holding a British Fête tentatively set for May 21. It's a fun, family-friendly event with the public invited.

C. **Board retreat** – August 29 at SLV.

XI. **Information Items**

A. **May/June timeline check list** - all ok.

B. **Next meeting** – Tuesday, July 14 at 6:30 PM. Tim will provide the reading and light the chalice, Bob will provide refreshments, and Margo will serve as Process Observer.

XII. **Process Observer** – Tim stated that the meeting went very well, moved along (actually 30 minutes ahead at the break), and all spoke as needed.

Dara provided the closing.

ACTION ITEMS:

AGENDA ITEMS:

Approve forgiveness of a \$5000 member loan

Lisa Evanylo, Administrator

Proposed UUC Board Meeting Agenda
Tuesday, June 9, 2015

6:00 - 6:30	Introduce new Board Members and say goodbye to Laureen, Ann, and Beth Opening (Rev. Dara) and Pot Luck	
6:30 – 6:45	First Time Period Chalice Lighting & Reading - Laureen Reading of Board Covenant - Molly Check-in (Listen w/no comments) and Offering - Rev. Dara Process Observer - Tim	15 Minutes
6:45 – 6:50	Review and Accept June Agenda	5 minutes
6:50 - 7:05	Old Business Stewardship Update - June 10, 12 Noon,UUC Awards - June 7 Service (Laureen)	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 May	1-5 minutes
7:20 - 7:30	Treasurer's Report	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 (reminder to 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	10 minutes
8:10 - 8:25	Board Development - Margo	15 minutes
8:25 - 8:35	Action Items	10 Minutes

8:35 - 8:40	New Business Spring Fundraiser, May 21st, British Fete (Laureen) Board Retreat - August 29, Shadowlake (Molly)	5 minutes
8:40 - 8:45	Information Items May/June - Time Line check list Next Board Mtg. - July 14	5 minutes
8:45 - 8:55	Process Observer Report Back - Tim	10 minutes
8:55 - 9:00	July 14 Meeting Reading - Refreshments - Process Observer -	5 minutes

Closing - Margo

We are officially adjourned!

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

June 5, 12, and 19 - Rev. Dara will be in the pulpit

June 23 - July 30 - Rev. Dara will be on vacation.

August 1 - August 15th - Rev. Dara will be on study leave

August 16 - Rev. Dara returns to the pulpit.

August 30th will be our Ingathering Water Service

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

Worship

June's Worship theme is "Grace"

The July /August worship theme is "Inspiration".

Summer Sundays: In concert with the Worship Services Committee, a roster of guest ministers and musicians is prepared for the summer weeks when I am away.

The calendar of liturgical themes for 2015-2016 is near completion and will relate also (when appropriate) to the larger congregational theme "Our Year of Living Bravely". conceived by the Strategic Planning group, which I endorse.

I will not take my one Sunday out of the pulpit in the month of June due to the summer vacation schedule.

Practical Arts /Organizational Arts

Completing annual staff reviews of all staff. Any shifts to contracts will be sent to Personnel Committee by end of June, Lisa Evanylo will print final copies to be signed by staff members for the next year (2015-2016).

Membership & Connections

May 29th - Attended New Members Dinner to spend time with newcomers.

Social Justice

Supported Social Justice Steering Committee to move from listening (Fall) synthesis (Winter) to discernment (Spring) following the listening campaign that kicked off in the fall. On May 17th, SJSC announced Mental Health & Justice as a congregational wide focus for social justice efforts next year.

Denominational Affairs

Re: Cluster Events

After recent dialog with cluster ministers regarding purpose of the Blue Ridge Cluster of Congregations, we have decided to postpone the next gathering of the UU Religious Professionals group this month, and instead I have offered to help coordinate and host a meeting of the Blue Ridge Cluster of Congregations for laity and clergy together next September. The potential focus of that meeting is hearing more about the UU Legislative Ministry of Virginia and ways congregations can work together on kindred efforts.

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.

Led Lay Pastoral Care Associates Training/Orientation June 7th from 1-4pm.

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 day-long 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.

**Administrator's Report to the Board
June 9, 2015**

Rentals: May brought in \$905 in rental fees in addition to the \$1580 we received from the Children's Garden. We will be getting the rental check from the cello school for the spring semester shortly (last year's spring semester check was for approx. \$700).

Volunteer/talent information from the surveys: Rather than put the file online as a Google doc as some don't know how to access it or lose the link, the file was emailed to committee chairs. Several have already contacted those who offered to help in their area to join the committee.

Time off: I am away June 6-9 but back for the Board meeting. I will be at GA June 23-30 without my computer but able to check emails only and then on vacation July 2-12 with my computer and able to respond to emails once a day and send announcements. Jane Mahone and Isabel Berney will take care of the bulletins and Karen will send announcements as needed. Note that the newsletter deadline has been moved up to June 18 to accommodate my schedule.

Be sure to look at the online attendance Google Doc.

DLFD Report to the Board – June 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Registration is now open for fall 2015. I am using Google Form, a free program that will allow us to maintain online year-round registration at no cost.

LFD Council

- No meeting this month.

Children's Religious Education Committee (CREC)

- Fall recruitment is finished.
- Summer RE begins June 7.

Youth Adult Committee (YAC)

- An adult advisor (YRUU/YAC) retreat is being planned for late summer.

Adult Religious Education Committee (AREC)

- I am currently working on the 2015-16 list of classes. This is an exercise in editing, as we have too many ideas for one year!

OWL Committee (OWL)

- Debriefing meetings and survey reviews were all held last month.
- We are currently trying to recruit for a female 8-9 OWL teacher for next winter.

Library Committee

- A physical reset is planned for the summer for the upstairs (adult) library.

DLFD

- Calendaring all LFD activities for 2015-16 is in progress.
- I have a very long list of projects for the summer, some quite sizeable. The largest will be the edit of the Building Bridges curriculum for middle school and adult use this fall.

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
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Council Meeting Date:	Report submitted 6/4/15
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Report submitted by: (name, position, & e-mail)	Karen Hager, DLFD
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Using brief bullet points, please provide the following info that is pertinent to your Council:

- See attached page.

- Actions required from the Board, if any: LFDC requests board approval for the attached policy change.

LFDC requests a policy change, listed below.

Reason: Previously, no nuts were allowed downstairs, due to the high prevalence of nut allergies among Children's Garden students, one of which was a residue allergy. Now that they have vacated the building, we would like to change this policy. Currently, we have only one child downstairs with a nut allergy, and it is not a residue allergy. We would like the no nut policy to be at the DLFD's discretion, based on the number of children with nut allergies registered.

The policy change is located in LFD policies at:

G. Classroom / Youth Group Policies

7. Medical Policies

a) Food Allergies

Current language:

- Because peanut and nut tree allergies are highly prevalent, no snack will be provided downstairs that contains nuts or has ingredients processed in a facility that also processes nuts. If a teacher is providing a snack, the teacher will ensure that no ingredient with nuts is used, or that no other ingredient listed on a child's registration as an allergen is used.
- If outside volunteers are asked to provide food for a children's party, volunteers will be asked to provide food that is nut-free. If there are a large number of food allergies among children, volunteers may be asked to provide an ingredient list for prepared food.

Proposed language:

- If a teacher is providing a snack, the teacher will ensure that no ingredient listed on a child's registration as an allergen is used.
- If outside volunteers are asked to provide food for a children's party, volunteers may be asked to provide an ingredient list for prepared food.
- If there are a high incidence of children registered who are allergic to nuts, the DLFD may declare the entire downstairs to be a "nut free" zone. In that event, teachers will ensure that no snacks provided contain nuts or have ingredients processed in a facility that all processes nuts, and volunteers will be asked to provide food that is nut-free.

Membership Council

May 17, 2015

Present: Isabel Berney, Pauletta Copenheaver, Gene Gardner, Carol Kern, Kristine Reid

Reports:

- Young Adults – Kristine Reid & Pete Olandt
 - A good get-together in May, 15 attended. It helps to provide some food. Main dish was purchased and folks brought sides.
 - Will plan for 3 get-togethers next year to help YAs find places to get involved and to meet each other.

- Leadership Development– Carol Kern.
 - Because Carol is on the proposed slate, she resigned as chair. Jim Flowers has agreed to be chair.
 - Committee will reduce the number of meetings and concentrate on filling board positions and committees of the board.
 - Bonnie Wall-Lievsay also resigned because she is on the slate.
 - With Posse '16 and Mission-Vision-Covenant work, leadership development is being offered outside the committee.

- Outreach – Gene Gardner
 - Gene is engaging with the Free Thinkers at Virginia Tech as a possible path to get a UU student group started. Two members attend UUC regularly.
 - Dara helped Free Thinkers get a seat on the Interfaith Council and access to religious preference cards and student call-out sessions.
 - Steppin' Out paid for this year. Gene will coordinate.
 - Plans for a survey to see where people get information about UUC.

- Coffee/hospitality – Pauletta Copenheaver
 - New dishes for potluck are wonderful. Old dishes given to Plenty in Floyd (didn't sell on Craig's list)
 - Franklyn has been able to recruit some helpers for the second Sunday potluck.
 - Strange Brew, the \$500 donation for fairly traded coffee has almost been spent and we will need to return to Kroger coffee in the near future. Grinding coffee on Sunday morning didn't work out, now buying ground coffee
 - People want coffee at 9:30, during the service, after the service – strains budget. This will be discussed at an upcoming hospitality meeting.

- Connections – Isabel Berney
 - The rotation of chairs was a bit bumpy, Lisa and others didn't know whom to contact.
 - Pauletta and Isabel have agreed to be co-chairs.
 - Circle Suppers have been re-established thanks to Feuchts.
 - Order-of-service covers redone and improved
 - Web information update still in progress

- Greeting – Isabel Berney
 - Salad supper well attended, gave helpful suggestions
 - Make room for wheel chairs by removing an aisle chair
 - Redo reserve signs to say Reserved for Latecomers so newcomers won't think they are expected to sit in the back rows.

Isabel Berney, membership council chair