

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

Via email on August 8, it was moved to approve the changes to LFD policies as requested by Karen Hager. The policy change is located in LFD policies at: G. Classroom / Youth Group Policies 7. Medical Policies a) Food Allergies and replaces the current wording with:

- *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.*

The motion carried unanimously.

Via email on September 1, Carol moved to approve Avi Shroff, David Burr and Jamie McQuain to the Committee on Ministries (COM). The motion carried unanimously.

Present: Board members Margo Walter, Tim Pickering, Molly Lazar, Bob Stimson, Carol Kern, Linda Powers, Bonnie Wall-Lievsay; ex officio members Dara Olandt, Karen Hager, Lisa Evanylo; UUC members Marilyn DuPont, Frank DuPont, Dick Luke, Dennis Moody, and Dave Lievsay.

Molly lit the chalice, and Dara provided the reading. All checked in. Linda served as Process Observer (PO).

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

II. **Old business**

A. **Retreat summary** – Molly stated that the retreat was very successful with events being planned for our "Year of Living Bravely".

III. **Staff Reports** – see written reports

A. **Minister's report** – Dara stated that last year it was suggested that she submit the paperwork for her Final Fellowship early so that she receives it prior to GA 2016 (and can participate in the service at GA). She will inform the Board of the deadline as well as provide information.

B. **DLFD report** – Karen gave an update on RE registration numbers: there are currently 93 children and youth enrolled in 134 slots with 11 new families. The issue of lower level accessibility should be discussed.

C. **Administrator's report** – Lisa requested that Board liaisons contact their council chairs and get committee chair names to her. Sturgis' *Code of Parliamentary Procedures* is available for all liaisons.

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

V. **Treasurer's report** – written report attached. Linda asked if the Board would like the full budget report each month rather than a summary analysis and treasurer's report, but the Board is happy with the current reports. Linda will email the Board instructions to get into PowerChurch.

VI. **Member's forum** – no comments

VII. **Council Reports**

A. **Facilities Council** – no report.

B. **Governance Council** – there is currently no chair. Frank DuPont requested that all let him know how the Governance Oversight Committee can be useful to the Board. Tim moved that the Board request a report from the committee with revisions to the Policy & Procedures Manual and suggestions for making the council structure more functional by the November Board meeting. The motion carried unanimously.

Carol received an email from Jim Flowers, chair of LDC, and they are working to find a new treasurer. However, Linda may have found one. LDC has struggled with leadership and requests guidance on their role beyond serving as the Nominating Committee.

C. **Finance & Administration Council** – Marilyn DuPont reported on the Stewardship Committee which now has 10 members plus Dara and Lisa as ad hoc members. The committee met twice and meets again this month. Members were assigned portfolios for tasks. Marilyn presented a new charge to the committee (attached), approved by the Council, with the primary change being that Stewardship is now year-round. People on the committee are willing to canvass new members when they join. Frank DuPont is developing a process for this. It was requested that the language of sentence 2 be clarified. Marilyn also presented the timeline for Stewardship (attached). The Finance and Stewardship committees will prepare the budget and send to the Board. Marilyn will also provide a written monthly report for the Board.

Linda stated that the FC didn't meet this month but members are very enthused about the energy on the Auction Committee.

D. **LFD Council** – see written report. Karen stated that there is more interest in volunteering now that they have gone to tasks vs. committees.

E. **Membership Council** – no report.

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

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

H. **Worship Opportunities Council** – Tim stated that the Worship Services Committee met last night. The committee discussed doing better on evaluating services.

Dara suggested that liaisons know what is going on programmatically in their council committees and report to the Board. Liaisons should request committee meeting minutes.

VIII. **Action items**

A. **Blue Ridge Cluster of Congregations** – be sure to register for the gathering on Saturday, September 26 from 10-3.

IX. **Board Development** – Carol stated that the Board will be reading portions of "Serving with Grace" throughout the year.

X. **Information Items**

A. **Congregational welcoming of Board** – Dara will leave time in the service on Sunday for this with a reading of the Board/Congregational Covenant.

B. **Timeline** – Molly reviewed the timeline.

XI. **New Business**

A. **Spending of surplus** – last year ended with a surplus of \$22,000 due primarily to the late paying of a \$10,000 pledge and an additional \$8000 in earnings from the auction over the budget. Linda prepared a list (attached) of suggestions from the Space Cadets 2, Building Committee, and herself for the money. Tim moved that \$360 be authorized for the purchase of bookshelves for the lower level hallway so children’s books can be on display for checkout. The motion carried with 4 in favor and 3 abstentions. Following much discussion, Margo and Bonnie will work to develop criteria for selecting items for selecting items to fund. Email them with ideas.

XII. **Process Observer** – Linda stated that the Board did well, although there was some speaking out of turn toward the end.

XIII. **Next meeting October 8 at 7 PM** – Margo will provide refreshments, Bonnie will serve as PO, and Molly will provide the closing reading. Reading of opening words was not assigned.

Margo read the closing words.

ACTION ITEMS:

Board Liaisons – request to receive minutes from committees within council

All – register for the Blue Ridge Cluster of Congregations gathering on Sept. 26

Margo and Bonnie – develop criteria for selecting items for surplus money

AGENDA ITEMS:

Gift acceptance policy?

Stewardship Committee charge

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA
Thursday, September 10, 2015

7-7:15 Chalice Lighting & Reading – Rev Dara Check-in Process Observer- Linda	15 Minutes
7 :15-7 :20 Review and Accept Agenda for current mtg.	5 Minutes
7:20-7:25 Old Business Summary from retreat	5 Minutes
7:25-7:35 Minister and Staff Reports Administrator’s Reports DLFD’s Reports	10 Minutes
7:35-7:40 Consent Agenda Previous Board minutes for July-- approve	5 Minutes
7:40-7:45 Treasurer's Report	5 Minutes
7:45-8 :00 Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes.	15 Minutes
8:00-8:10 Break and Refreshments Provided by Carol	10 Minutes
8:10-8:30 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 Stewardship Committee report- Marilyn Dupont to speak	20 Minutes
8:30-8:35 Action Items	5 Minutes
8:35-8:40 Board Development- Carol	5 Minutes
8:40-9:00	20 Minutes

New Business
Spending of Surplus

9:00-9:05

5 Minutes

Information Items
Timeline, special events

9:05-9:10

5 Minutes

Process Observer Report
Extinguish Chalice- Margo

Next meeting: October 8

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

The yearlong congregational theme is “Our Year of Living Bravely”

Attachments to this report (2) :

- 1 Liturgical Map of the Year 2015-2016
- 2 Sukkot Celebration flyer (below)

Worship

September’s worship theme is “Reaching Out”.

The calendar of liturgical themes for 2015-2015 is attached. Themes were developed last year and are a significant outgrowth of collaborative reflection with myself and Worship Services Committee and Worship Associates.

Highlights:

Sept. 13th - Chalice Kids training after service

Sunday, Sept. 27th — Sukkot Celebration in worship

(Building party on Friday evening, **Sept. 25th at 6:30pm!** All welcome.)

Please note: I will not take my one Sunday out of the pulpit in the month of September. This is due to the variety of projects and programs launching at UUC Sept/October. However, my regular 1 Sunday out of the pulpits will resume in October.

Membership & Connections

I continue to meet on a consistent basis with Connections Committee for a portion of their meeting. I will facilitate (along with Connections Committee members) Newcomer’s Orientation on Saturday, Sept. 19th.

The next New Member Recognition in the service will occur on Sunday, Oct. 11th.

Religious Education

I will be offering a multi-part, topically oriented Intro to UU course (for new and long-time UUs) on 4th Wednesday evenings in Sept. and Oct. (September’s course is focused on the topic of UU history.) Materials for the course will be sent up in advance. People can take 1 or all of the sessions. Pre-registration appreciated!

Social Justice

Will offer interfaith prayer at NAACP Freedom Fund Banquet on **Sept. 19th**

On May 17th, SJSC announced Mental Health & Justice as a congregational wide focus for social justice efforts. I continue to meet with SJSC which has just mapped out a spectrum of activities and efforts which will be unfolding this year. More details are available from SJSC directly. I recently attended the VICPP (Virginia Center for Public Policy) meeting of several organizations in the area.

Note: On **Monday, Oct. 26th** UUC will host a large interfaith forum on Healthcare in conjunction with Virginia Interfaith Center for Public Policy and a portion will focus on

mental healthcare. Details are still unfolding and will be announced soon. Main contact person is Stephanie Gilmore. I continue to meet with interfaith and community leaders in town to understand more in depth the access and justice issues related to Mental Health in the region.

Denominational Affairs

UUC will host a Gathering of the UU Cluster of Congregations on Saturday, Sept 26th from 10-3pm. I am working in tandem with a group of invested lay leaders who are also working on this event. Board support and involvement is warmly welcomed!

I have accepted role to serve on the UU Minister's Association Committee on Collegiality. I will participate in monthly conference calls and attend 1 in person meeting in St. Paul MN October 12 - 15th. I will be available by email and phone during the period the in person meeting in MN.

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.

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.

1/2 Plate Program Update: Last year in April we launched the 1/2 plate away program and noted we would do at least a 6 month experiment and then assess. September is 6 months. I am presently doing number crunching and an analysis of 1/2 plate program, and the data will be available soon for future shared reflection and discussion.

Our Year of Living Bravely

Yearlong Theme: 2015-2016

September - Reaching Out

What does it mean to reach out? How are we transformed by welcoming “the stranger”, reaching out across boundaries of perceived and actual difference? What happens when we “draw the circle wide”. This month we dive into our year-long theme “Our Year of Living Bravely”, exploring what it means to be “brave” in our lives and get “brave” in our vision and mission of who we are as a congregation. This year we’ll be engaging in an exciting, participatory “mission, vision, covenant” process to re-articulate what we are about together at UUC! Who are the bravest people we know? Have you has experiences when you were... “brave”? What do you think makes someone “brave”?

October - I & We

We live in a society that often prizes the individual. Our living tradition, UU, honors the individuals search for truth and meaning, as well as the interconnected web of life. When does the “I” come into creative tension with the sense of “we” — in our society and in UU? What is the difference between individualism and individuality? How do we navigate the rich dance of individual persons and human unity? What is the common ground and how is it found? What brings us together and holds us together with one another in congregational life?

What does **being brave** call us to do in the context of congregational life? What about in your everyday lives beyond the walls of UUC?

November - Journey

"Life is a journey", we often say. But what does it mean to hold this view of life, as opposed to a sense that all is “fixed” and “static” in life? This year we are on a journey as a congregation to re-articulate who we are, what we want to be and do in our future. This month we explore the journey that has evolved at UUC since it’s founding, we honor its past, present and future.

What is the role of **bravery** in the journey of life? What about congregational life?

December - Pilgrimage

Going on a “pilgrimage” is to undertake a intentional journey to a sacred or holy site which has particular meaning. This month we explore the notion and practice of pilgrimage. Are there places of pilgrimage for Unitarian Universalists? What does it mean to draw close to a particular place of religious and spiritual

meaning? What happens when a person undertakes “pilgrimage”? Does pilgrimage require **bravery**? Does a “pilgrim’s journey” involve a process of growing one sense of bravery? How?

January - Imagination

Let’s get imaginative! When we break open and unleash our creative streak, what is possible? What kinds of visions can you generate? What unfolds when we **get brave** using our imaginations?

February - Direction

Finding our direction can be tricky! How do we find our “direction”? How do we clarify “direction” in our personal and congregational lives? How and why do we choose a “**brave**” direction?

March - Fate/Luck/Destiny

What is the role of fate, luck and destiny in our lives? How do you understand the role of destiny and fate in your lives? What does our living tradition have to say about the map of our lives, what we choose and what is beyond our power to choose? Who decides the future? What is the role of faith, belief and doubt when speaking about fate, luck and destiny? We consider **bravery** in the face of what is known and unknown.

April - Afterlife/Next

The question “what happens after we die” is a powerful and important one for many. This month we explore what Unitarian Universalism offers on this subject, and invite you to consider what you understand, believe or think about what it is that happens “next”.

How do understandings about the afterlife, and what happens “next” (after we die) help or hinder us in the journey of life, and how do these help or hinder us in being **brave** in the face of life’s mysteries, joys and struggles.

May - Transformation

What is transformation? This spring we explore the risk and hope of transformations. We honor transformations large and small, we conclude our yearlong Mission/Vision/Covenant process, and examine how reflecting, sharing and discerning together is a collective process of transformation. Is transformation trying or inspiring? Easy or painful? Uncomfortable or joyful? Is it all of the above? How has transformation been in your own life? What possibilities of transformation do you notice in your own life right now? What does “**bravery**” have to do with transformation?

June - Yes

“Tell them I said ‘yes to life’” is one of the lines we sing in a famous UU hymn. Why? Why this “YES”? Why do we talk about the power of “affirmation”? What are the spiritual and religious connections to answering “YES” to life? What is bold about this “yes”? This June we celebrate the Mission/Vision/Covenant process which has occurred over the year. The Mission/Vision/Covenant statement will be presented to the congregation for approval at the annual meeting.

What is **brave** about saying “YES” to life and the future?

Come to UUC's Sukkot Celebration!

What: The Jewish holiday of Sukkot (sue-coat) or the "Time of Rejoicing" is a celebration of the harvest and focuses on the themes of gratitude, honoring life, appreciating the earth and foods that sustain us, welcoming neighbors, reaching out, learning about differences, sharing and inclusion. Part of this festival is creating a Sukkah (sue-kah) which is a temporary dwelling that is traditionally a special place for friends and families to mingle, eat, sing, tell stories, relax, welcome guests & practice hospitality! In worship we will make our own Sukkah with special thanks to our grades 4-5 RE class and our Worship Associates.



When: In worship on Sunday, September 27, 10 AM. The Sukkah will be up for resting, relaxing, and exploring from September 27 - October 4.

Bring a piece of fruit to participate in our fruit exchange.

NEEDED: Fall decorative items are needed to decorate our Sukkah! Please leave items (will be returned to you) on the Sukkot Celebration table in Elarth Hall starting September 6! Items needed include:

- Colorful dried corn
- Fruit (dried or fresh)
- Branches, leaves, grasses
- Pumpkins
- Gourds
- Sheets
- Lights
- Blankets
- Pillows



Like to hammer, saw and pound nails?

Come to our Sukkah-building party Friday, September 25 at 6:30 PM to help build the frame of the Sukkah. No Sukkah-building experience needed.

Administrator's Report to the Board September 10, 2015

Committee chair/task leader list/directory: Each fall, the committee chair/task leader list gets updated and put on the website's member area and into our directory. To help with this endeavor, would each of the board liaisons check with their council chair to get the names of the committee chairs/task leaders for each committee/task in that council? This is a great reason to make contact if you haven't already. If you can't do this, please let me know.

The new directory should be available at the end of this month or beginning of October. It goes on our website and is only mailed to those without email although paper copies are available upon request. An email announcement goes out when it's ready.

Blue Ridge Cluster of Congregations: To be held at UUC Sept. 26, 10-3. I am working with the SE Region registrar, and the flyer and registration information will be available on their (and our) website and in their newsletter shortly. This is open to all in the congregation and hopefully some Board members will participate.

Committee Work: I recently attended Stewardship and Blue Ridge Cluster of Congregation meetings and will be attending Partner Church and Auction Committee meetings this month. I plan to attend the Cluster gathering also. Mailed out invitations for Newcomers' Orientation.

Attendance/Members: See online google doc. Two people recently signed the book.

DLFD Report to the Board – September 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Registration continues for fall 2015. To date, 46 families have registered, 9 of which are new families. Current registration numbers are:
 - Nursery 4
 - PreK 16
 - K-1 7
 - Gr. 2-3 16
 - Gr. 4-5 9
 - Gr. 6-8 11
 - MSYG 10
 - YRUU 15
 - Chalice Kids 11
 - Junior Choir 7
 - Chalice Choir 6
- Current CYRE: 78 (unique children/youth)

LFD Council

- No meeting this month.

This month:

- Most of the month has been spent in getting ready for fall. I conducted training sessions for:
 - Fall RE teachers
 - YAC Kick-off
 - MSYG advisors
 - Building Bridges team (middle school and adult)One more training session is scheduled next week for K-1 teachers.
- Preparing the downstairs has taken a great deal of time, as well. All of the rooms are being decorated for children, and toys have been moved from the room next to the nursery to the PreK classroom for our children's use. Everyone who has ventured downstairs is very excited about the improved space!
- Summer RE ended with our annual Ice Cream Social, in honor of our summer volunteers. The general consensus was that the move from May to August was a good one, resulting in a more relaxed event with a good turnout. I noticed that many people stayed to talk long after the last cone was dipped. Thanks to Molly, Carol and Linda for scooping ice cream!
- Adult RE: Meditation began again this month. Building Bridges for Adults begins in September and a class on UU History by Rev. Dara will be held, as well. Registration for these classes is in progress.

Accessibility of downstairs space:

We are planning to hold the Building Bridges for Adults class downstairs in one of the double classrooms this year, as we expect that Room A will simply be too small. Although the room is a good size, one obstacle was identified and I wanted to bring this to the Board's attention.

Johnny McCord was in attendance at this meeting. He was an OWL teacher during his recent confinement to a wheelchair and, with class held downstairs, had firsthand experience with trying to access the downstairs level. Johnny identified two areas of concern: the first is the threshold on the downstairs door, which was difficult to navigate in a wheelchair; the second concerned the angle of the ramp leading to the lower level. He informed us that it is steep and very difficult to navigate by oneself in a wheelchair. In his opinion, a walker would also present a problem.

The group discussed the issue of accessibility versus room size and feels that we must use the larger room. We will attempt to communicate that the lower level parking should be reserved for those with mobility issues, and will try to station someone at the door to help those in wheelchairs or using walkers to enter safely.

Please note that if the wall ever is removed between room A and the Library, we would likely choose to hold class there, and that level is accessible. However, given that the intent is to fully use both levels of our building, it seems likely that we will need to address this issue in the future.

I have brought this issue to the attention of the Building Committee and Space Cadet teams, but they have not yet had time to respond.

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:	8/6/15 (email)
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:	
<ul style="list-style-type: none">• See attached page.	
<ul style="list-style-type: none">• Actions required from the Board, if any:	LFDC requests board approval for the attached policy change. Both changes are due to Children's Garden no longer being a renter.

LFDC requests two policy changes, listed below.

(1) Flame Policy

Reason: With the absence of Children's Garden, adult RE classes and meetings will now be held downstairs.

The policy change is located in LFD policies at:

G. Classroom / Youth Group Policies

8. Flame Policies

Current language:

- No open flames are allowed in any classroom downstairs. Please use a LED candle or chalice alternative. Use of flame upstairs is at the discretion of the lead teacher or advisor. No smoking is allowed of any kind on either floor, including sage and other incense.

Proposed language:

- No open flames are allowed in any classroom of children in grade 5 or below. Please use a LED candle or chalice alternative. Use of flame for classes/activities of those older than grade 5 is at the discretion of the activity leader or DLFD. No smoking is allowed of any kind on either floor, including sage and other incense.

(2) Children's Garden Supplies Policy

Reason: Children's Garden is no longer on premises.

The policy change is located in LFD policies at:

J. Policies Regarding Use of RE Facilities

2. Use of Children's Garden Supplies

Current language:

- Our downstairs RE area is rented by the Children's Garden preschool. Children's Garden may leave out toys and items, at their discretion. Our children and teachers are welcome to use these items as long as they are treated with respect. Non-reusable items, such as craft supplies, should not be used; use supplies belonging to RE instead. All items belonging to Children's Garden should be returned to the spot in which they were found. No item belonging to Children's Garden may be removed from the premises. If an item belonging to Children's Garden is damaged or broken, the DLFD should be notified at once.

Proposed:

- Strike section entirely.