

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

Present: Board members Margo Walter, Tim Pickering, Molly Lazar, Bob Stimson, Carol Kern, Bill Baker, Linda Powers; ex officio members Dara Olandt, Karen Hager, Lisa Evanylo; UUC member Patrick Feucht

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

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

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

A. **Minister's report** – Dara stated that Advent Garden went very well with about 65 in attendance including a good number of adults with no children. Next year, a clear time just for adults to walk the spiral is needed. Dara is exploring holding an interfaith worship service in April on the topic of anti-violence and is working with other faith communities. She is looking forward to sharing her renewal evaluations with the Board.

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

C. **DLFD report** – Karen shared the many LFD events happening for her this week. Due to the many hours she is putting in, she will be stepping back for the remainder of the month. YRUU received \$960 this past Sunday from the book sale. The sale continues next Sunday along with the cookie sale. YRUU hopes to start saving toward next year's Boston trip. The grade 8-9 OWL class will charge \$25 for member participants and \$50 for non-members to cover materials and pizza. Karen recently bought a new laptop (at a great price) as her old one is dying.

III. **Consent Agenda** – Carol moved to accept the minutes from November. The motion carried unanimously.

IV. **Treasurer's report** – written report attached. Linda stated that to date, \$19,400 is in hand from the auction. Hopefully more will come in as unsold seats to some events sell. She transferred \$10,000 from the National Bank to Capital One to earn more interest. She will be sending out budget requests in early January to council chairs (and committee chairs if there is no active council chair). Board liaisons will be copied. Linda, Bill, and Dennis Moody performed our annual audit last weekend (attached).

V. **Member's forum** – no comments

VI. **Council Reports**

A. **Facilities Council** – Molly stated that we need to address how to help construction projects go smoother. We also need a committee/group that helps staff committees.

B. **Governance Council** – see written reports regarding restructuring of councils and staffing. Margo talked with Frank DuPont about the need for policy changes in these areas: 1) restructuring the governance model with fewer councils, 2) discontinuing the Board's appointment of all member of committees of the Board, and 3) Board members should recuse themselves from votes that pertain to a personal interest. The question of what to do about committee members who stop working came up and should be taken up with LDC.

C. **Finance & Administration Council** – Bill, upon questioning how the new gift policy will be made available, learned that the P&P Manual update (including major changes to coincide with change in governance structure) was going very slowly. Margo will talk with Gene Gardner about the revision and suggest a 2-month deadline to complete the work. She will

report back. Bill requested that the new gift policy be mentioned at a service and suggested that a table be set up in Elarth with information.

D. **LFD Council** – no report.

E. **Membership Council** – Carol King will again host the UUC Thanksgiving dinner next year. It went very well this year. Tim Pickering has agreed to serve as the next president-elect. LDC is seeking 2 members at-large.

F. **Pastoral Services Council** – Bill stated that many of the committee meetings are held electronically, and that he hasn't been invited to any.

G. **Social Action Council** – there is currently no council. Margo reported on the SJSC and that 1000 flyers were printed for the upcoming two mental health support groups starting in January. She requested that the Board spread the word about the groups. On Feb. 6, there will be a workshop on mental health first aid with facilitators from NRVCS. There will be a 30-person limit. Board members received "2+1 at UUC" pins along with a written explanation for what to say when asked about the pins. The pins should be worn at services.

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

VII. **Action items**

A. **Dara's Parish Minister Evaluation** – Tim has received just one evaluation from the Board and requests all get theirs in within the next week. He will then prepare a draft of the results and send to the Board for comments. By January 11, the Board will send a draft to Dara who in turn will send her report to the Board. Dara and the Board will meet on Jan. 21 at noon in the library to discuss.

B. **Naming Bill Baker Assistant Treasurer** - Linda requests that Bill be granted access to information on PowerChurch so that he can learn how to use it before becoming treasurer. There was a suggestion to call him "Treasurer in training". Linda will prepare suggested policy change to grant Bill this permission. Hiring of a professional in the future was discussed.

VIII. **Board Development** – the Board discussed the introduction and chapter 1 of *Serving with Grace*.

IX. **New Business**

A. **Stewardship Proposals** – the Stewardship Committee is requesting that 1) all reference to Ways and Means as an entity in the P&P Manual be deleted as it no longer exists, 2) the Board relinquish the responsibility to select and approve members of the thirteen organizational entities that comprise the Committees of the Board, and 3) we approve the charge to the Stewardship Committee. Although the Board previously approved the charge, a slight change was suggested ("raise funds for the operations of the UUC" changed to "raise funds for carrying out the mission of UUC") which Linda will bring to the committee.

B. **Board fiscal priorities** – the Board was asked to think of the big picture and to reflect on priorities and goals when planning the upcoming budget. Margo will send out the criteria established for the budget surplus money. Dara will send a list of dreams to the Finance Committee as a starting place.

X. **Information Items**

A. **Mission/Vision/Covenant Process** – Dara gave an update on the process. The refining team has been established and is working with the statements generated at the Latham workshop. An initial draft will be created to be discussed at the upcoming focus group gatherings. Feedback will then go back to the refining team.

XI. **Timeline** – included in Dara's written report.

XII. **Process Observer** – Margo stated that it was a good meeting, although we did get hung up on money at times. All participated and were able to express opinions.

XIII. **Next meeting January 14 at 7 PM** – Bill will provide refreshments, Bob will serve as PO, and Carol will provide the closing reading.

Tim provided the closing words.

ACTION ITEMS:

All – send Dara’s evaluation to Tim within 1 week, wear your “2+1 at UUC” pin, sign up for M/V/C focus group

Margo – talk with Gene Gardner about P&P Manual update/deadline

Linda – work on policy to grant future treasurer access to PowerChurch, bring suggested change to Stewardship Committee charge back to committee

AGENDA ITEMS:

YAC speakers on support of CONs

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA
Thursday, December 10, 2015

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| 7-7:15 Chalice Lighting & Reading – Rev Dara Check-in Process Observer- Margo | 15 Minutes |
| 7 :15-7 :20 Review and Accept Agenda for current mtg. | 5 Minutes |
| 7:20-7:30 Minister and Staff Reports Administrator’s Reports DLFD’s Reports | 10 Minutes |
| 7:30-7:35 Consent Agenda Previous Board minutes for November-- approve | 5 Minutes |
| 7:35-7:40 Treasurer's Report | 5 Minutes |
| 7:45-7 :50 Members Forum Members are invited to address the Board. Please keep your comments to 3 minutes. | 5 Minutes |
| 7:50-8:10 Council Reports Facilities Council Governance Council Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council—Margo and Bob Worship Opportunities Council | 20 Minutes |
| 8:10-8:20 Break and Refreshments Provided by Molly | 10 Minutes |
| 8:20-8:25 Action Items Preparing Rev Dara’s Parish Minister Board Evaluation Adding Bill Baker as Assistant Treasurer | 5 Minutes |
| 8:25-8:40 Board Development—discussing Serving with Grace | 15 Minutes |
| 8:40-9:00 New Business Board fiscal priorities. Begin the process of discerning priorities for next fiscal year. | 20 Minutes |

9:00-9:05

5 Minutes

Information Items

Timeline, special events

9:05-9:10

5 Minutes

Select refreshments, process observer, and closing words volunteers

Process Observer Report-

Extinguish Chalice- Tim

Next meeting: January 14

December's Report to the Board - Rev. Dara Olandt

Yearlong congregational theme: "Our Year of Living Bravely"

Worship

December's worship theme is "**Pilgrimage**"

Highlights:

Advent Garden Spiral Walk

Saturday, December 5th 5:30 -7pm

Event drew over 60 attendees, including many children, families and adults.

Began with time for fellowship, crafts, games and caroling before entering the sanctuary for candle lit spiral walk for all ages.

Spiral remained in **Sunday Service on December 6th**, incorporated into worship.

Multigenerational Service: Polar Express - Sunday, December 13th

Christmas Eve Service, December 24th - 5:30pm, followed by potluck

Note: Rev. Dara's one Sunday out of the pulpit this month will be **Sunday, December 27th**. Rev. Karen Day will be guest preaching, with support from Worship Associate, Victoria Taylor.

Special note from WSC: This month Worship Services Committee will celebrate the long tenure of Stephanie Gilmore as Chair. Stephanie will be given a plaque in honor of her substantial contributions to the worship life of UUC over many years. Rev. Dara and Committee will also welcome David Lally as new Chair of WSC. This winter WSC will also look at recruiting several new Worship Associates and plan for future retreat.

Renewal Reminder:

Voting members of Board to complete Rev. Dara's Fellowship Renewal due to the UUA February 1st, 2016. Coordinator of Board effort: Tim Pickering.

Membership & Connections

Key dates in winter:

Next Newcomer Orientation: January 16th 9am - noon

Next New Member Recognition will be February 14th in service.

Social Justice & Prophetic Outreach

I continue to meet and support SJSC on as needed basis, primarily working with co-chairs. Please see SJSC and Social Action Council for more updates.

NEW: This month I began working with interfaith partners (First Presbyterian, Blacksburg Jewish Community Center and Hillel, and eventually others) to explore the possi-

bility of an Interfaith Worship Service in April. Theme is to be anti-gun violence. More details will be forthcoming as they are available.

Note: I continue to attend monthly meetings of the Blacksburg Ministerial Association and UU Blue Ridge Religious Professionals gatherings (when calendar allows).

Religious Education

I will offer a **Winter Meditation and Evening of Contemplative Practice: Tuesday Dec. 15th from 7-:8:30.**

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. (Please see note in email regarding upcoming memorial service of long time UUC member at the end of this month.)

Congregational Life

I continue to meet monthly with Strategic Planning.
I meet with Stewardship and Leadership Development as needed.
I am supporting International Partnership Church Committee. Note: Tentative International Partnership Church Start Up weekend: Feb. 19-21. Please see International Partnership Church Committee for more details.

Memorial Garden

Coordinating an End of Life Planning event at UUC later this year with Memorial Garden Committee, tentative date is April 3, 2016.

Upcoming Travel for Meetings:

Last month, Nov. 9 - 11th, I attended the first of 3 sessions for the Clergy Seminary Series at the Center for Congregational Spirituality in Richmond, focusing on Congregational Based Spiritual Direction. This is a program of 3 short sessions. (The additional two sessions will be in 2016: **Feb. 1-3** and May 2-4.)

Rev. Dara's Vacation Dates:

December Holiday Vacation: Pete, Micah and I will visit with family in Philadelphia, December 25 - Jan 1st. (I will be in the pulpit on Jan. 3rd, 2016)

**Administrator's Report to the Board
December 10, 2015**

Community Support Groups at UUC: A new monthly support group for Crohn's & Ulcerative Colitis will begin meeting in January and is being coordinated by a member. Other support groups using our space are the Mama Movement (pay very minimal rent), a VT transgender group, and a Babywearing support group. In addition, the 2 mental health support groups will begin in January.

Childcare Update: One of our sitters is moving and so will no longer be available after January. If you know of anyone interested in the position, please let me know.

Attendance/Members: See online Google Doc.

Time Off: I do not plan to take any vacation time over the holidays. However, my 92-year old mother's health is deteriorating, and so I may need to head up to RI on short notice sometime within the next few months. As she is refusing diagnostic tests, it's hard for the doctor to know exactly what is going on.

DLFD Report to the Board – December 2015

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Current CYRE: 114 (unique children/youth)
- Children & Youth UUC “slots”: 157

LFD Council

- No meeting this month

This month:

- Middle School RE and Adult RE participated in a joint offsite visit at Dharmapala Kadampa Buddhist Center in Roanoke; 23 people attended.
- Attendance remains steady at the Building Bridges for Adults classes, with between 15-20 people attending each class. Folks are also utilizing the online class and Facebook discussion group. (Links located at http://www.uucnr.org/members_area/BB-adult-online-class.html.) Our class this month is on the New Religions of the 1800s (Mormonism, Jehovah's Witness, Seventh Day Adventist, Christian Scientist, and Baha'i. We will also be discussing Cults.
- Dara and I are working on the holiday intergenerational service, to be held December 13. This year's theme: The Polar Express.
- 30 pairs of adults and children are participating in The Buddy Project, and will meet on December 13.
- MSYG will be making gifts at their December meeting for some of our congregants, and congregants' family members, who are at Warm Hearth. It is a goal of LFD for both youth groups to give back in some way during the year to UUC, and to the community or world.
- This is a busy time for YRUU. They led a worship service two weeks ago, and will host an auction dinner this weekend. They are also holding two fundraisers this month: a book sale and a cookie sale. Funds earned go toward Mountain CON.
- Info meetings are being held this month for parents on the OWL 8-9 program, which will be held January-April, 2016.
- Due to a lack of volunteer help, I am leading the All Ages RE Day on December 20. Rachel will be out of commission, due to foot surgery, so I am currently searching for volunteers to assist. If no volunteers step up to lead this next year, this class will likely be canceled in 2016.
- There are no RE classes on December 27, and no YRUU meetings on December 20 and 27.

Mitten Tree

LFD's annual social action project, Mitten Tree, is up downstairs this year. This event was modified this year for several reasons:

- The number of children has grown too large for upstairs tree decorating during the service; the past couple of years have seen a high level of chaos and some concern over the safety of younger children
- Prior to two years ago, the upstairs tree was decorated with warm items and remained decorated until it was stripped of items in January that were then donated. Two years ago, we changed this practice to allow for earlier donation, to get the items into the hands of people who need them. Stripping the tree in early December means the upstairs tree needs to be decorated twice.
- To participate, children had to be present on a particular Sunday, dubbed Mitten Sunday.

This year, a tree (donated by a congregant) was set up downstairs for the month of November, with children able to bring in donations throughout the month. Children hang their donations directly on the tree. The feedback has been very positive. The tree is more accessible to children, allowing them to better appreciate the act of helping others, and allowing us to donate items throughout the month. Plus, parents have remarked that they prefer not having to remember to bring things on one Sunday. The tree has also made the downstairs area quite festive!

We will still have a Mitten Tree Sunday (December 6) at which time a final collection will be taken, and the story of the Mitten Tree sold.

UUC FINANCE COMMITTEE AUDIT REPORT

An informal audit/reconciliation of the 2014-2015 (7/1/14-6/30/15) UUC accounting was done by Dennis Moody and William Baker, with the assistance of Linda Powers, at Linda Power's home on December 5, 2015. Overall, audited records which were checked were in order. Audit procedures were done for the months of November 2014, March 2015, and June 2015, selected at random.

Audit procedures concerning our National Bank checking account included comparing original documentation and chain of records for receipts and disbursements.

- Documentation for receipts included comparing totals and/or details as appropriate between
 - UUC's Summary Sheet of weekly deposits (prepared by the Administrator),
 - Power Church's weekly Check Register (results of journal entries prepared by Administrator),
 - Power Church's Bank Reconciliation Report (prepared by Treasurer comparing deposits and other credits with bank statement),
 - National Bank's monthly bank statement.

- Documentation for disbursements included comparing totals and/or details as appropriate between
 - Original supporting receipts that were reimbursed
 - Power Church's weekly Check Register (results of entries prepared by the Administrator)
 - Power Church's Bank Reconciliation Report (prepared by Treasurer comparing checks written and other debits with bank statement)
 - National Bank's monthly bank accounts.
 - In addition, other debits were examined for reasonableness and proper authorization.

Selected transactions were reviewed for possible posting errors (none found that were not corrected) and reasonableness.

No audit was done for the Capital Account (Account 01-1120) other than to review the recorded transactions for the year, which appear to be correct and recorded in the appropriate period.

There are several recommendations from this audit.

- Ensure that there is proper oversight on credit card use. Several individuals now have UUC credit cards. Two individuals (probably the Minister and the Administrator) should review the statements and receipts monthly to ensure that the expenditures are legitimate. In addition, members of the Finance Committee could also periodically review the expenditures.
- Bank reconciliations are being done prior to all the transactions being posted to the month being reconciled, resulting in discrepancies between the general ledger and the bank reconciliations. The bank reconciliations should be done as of the last date of the month, but

after all the transactions for that month have posted. Ensure the reconciliation agrees with the cash balance in the general ledger.

- The audit or review of the accounting records would be easier if the check stubs were stapled to the front of the related invoices, and filed numerically.
- Prior audits have encouraged an informal monthly audit. To date this has not been done. The Finance Committee may want to revisit this idea, and develop a plan to attempt monthly audits.

Many thanks to Linda Powers, our Treasurer, for her thorough and competent work throughout the year.

DRAFT PROPOSAL TO THE EXECUTIVE BOARD OF THE UUC
FROM STEWARDSHIP COMMITTEE
VIA GOVERNANCE COUNCIL

The wording of the current Policy and Procedures manual, Part 2, Section III, is as follows:

Section III: Committees of the Board:

Committees of the Board report directly to the Executive Board. Members are selected and approved by the Board; they select their own chairs.

A. Ways and Means

The Ways and Means area involves ordinary financial activities. It includes sub-committees for Stewardship Campaign, Finance, Auction, Fund Raising, and Debit Card, and related activities.

1. Finance Committee

The Finance Committee shall consist of a Chair, and three to five additional members of the congregation. The Congregation treasurer serves as an ex-officio member of this committee. The Finance Committee is to:

- Prepare a tentative budget with Treasurer for approval by Board and congregation.
- Review on a regular basis reports of financial activities and budget and make recommendations to the Board for changes and exceptions as needed.
- Perform an annual informal audit of the Congregation's financial records and provide a written report to both the Trustees and the Board.
- Review and recommend to the Board as needed, with regard to issues that involve the financial situation of the Congregation.
- Coordinate additional fund raising activities on an ad hoc basis unless it is determined by the Ways And Means committee that a separate committee should be constituted to handle such activities.
- Develop for Board approval and maintain records of procedures for all financial matters of the Congregation.

2. Stewardship Campaign Committee

The Stewardship Campaign chair is appointed by the Board and is responsible for coordinating an annual stewardship campaign to raise funds for the upcoming fiscal year. This individual may have assistants in carrying out the following tasks: Recruit and train volunteers for stewarding.

- Determine the design and method of the stewardship campaign.
- Determine the strategy for and methods of stewarding.
- Keep the Board informed, coordinate with the Finance Committee regarding the canvass timeline and work schedule, so that budget needs will be met by the stewardship campaign.
- Provide

a written report to the Board and Finance Committee on results of the canvass within one month after finalization of stewardship campaign activities.

The first recommendation is for the Board to relinquish the responsibility to, “select and approve” all the members of the thirteen organizational entities that comprise the Committees of the Board. The second is to delete the references in the P&P Manual to Ways and Means as an entity, as it does not exist and does not fit into the current organizational structure. The third is to approve the following charge to the Stewardship Committee:

Stewardship Committee: The Stewardship Chair is appointed by the Board and is responsible for coordinating with the Treasurer and Finance Committee to raise funds for the operations of the UUC. While being mindful of the variety of ways congregants demonstrate their commitment to the UUC and their generosity toward it, this Committee is not a primary entity within the UUC organizational structure for other types of volunteerism.

The Stewardship Committee members, 6 to 10 in number including the Chair, will be responsible for the following activities:

1. Recruit and train canvassers for the annual pledge campaign;
2. Determine the design and strategies for income generation;
3. Keep the Board informed regarding those strategies and recommend the timelines for significant Congregation-wide fund raising;
4. Participate with the Minister, the Board and the Finance Committee in discussions and planning toward implementing a year-round Stewardship process;
5. Provide a written annual report to the Board and Congregation with an analysis of the strategies and results of the year’s activities with recommendations for future plans;
6. Provide such oversight and support as is needed to the Auction and Grocery Gift Card committees.

The Committee is free to engage other members or friends of the Congregation as consultants for specific tasks or projects.

DRAFT RESTRUCTURING OF UUC COUNCILS AND STAFFING

Let's think about re-crafting the structure and responsibility lines for our organizational structure. My first proposal is to eliminate the Liaison responsibilities of the member of the Executive Board, primarily because the Board should be spending its time determining Policies.

Second, we can probably merge the current eight Councils into six:

- Facilities
- Finance, Administration and Governance
- Membership
- Lifespan Faith Development
- Worship and Pastoral Services
- Social Action

Leadership Development Committee would move to the Finance, Administration and Governance Council, and all references to the President-Elect as being responsible for chairing the Nominating Committee in the Policy and Procedures Manual would be deleted. (This was an historical artifact of the time when the UUC was a Fellowship of Family size, and the President-Elect was expected to recruit two Members-at-Large and the next President-Elect, essentially selecting much of the Board they would head up during their term as President.)

The Leadership Development Committee and the Governance Oversight Committee would collaborate in recruiting Council Chairs, still focusing on members within their respective Councils, but also considering this as one which could be a developmental/interim position preparatory to Board membership.

It would seem to me to be a defensible policy that a Council Chair would have a distinct position, and not be also a committee chair; that seems to have been the greatest impediment to recruiting them. Enumerating the duties of a Council Chair would need development, of course, but taking on the liaison/reporting function to the Board would seem obvious as the primary one.