

Unitarian Universalist Congregation
Board Meeting Minutes
April 14, 2016

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

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

I. **Member's forum** – no members in attendance

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

III. **Board development** – see attached draft of "How Our Congregation Works". An update was given on the ad hoc Governance Committee's (Jim Flowers, Kristine Reid, Molly Lazar, Frank DuPont, Stephanie Gilmore, and Dara) work on our new governance structure. Some suggestions from the committee are: 1) do away with Board liaison roles, 2) remove the Governance Council and change to Governance Oversight Committee that meets as needed, 3) remove Denominational Affairs, 4) start a Church Operations Council for dealing with day-to-day functions and facilities issues, and 5) change the role of Board President to include an active 2-year term with the 3rd year being a supportive role for the president, attending 1 Board meeting per quarter.

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

A. **Minister's report** – Dara mentioned the upcoming Sundae Sunday, and that there might be a role for the Board in the service. Hopefully all can attend. April 30 is the workshop in Waynesboro. Dara will not be at the May Board meeting.

B. **DLFD report** – Karen stated that RE is winding down with just 6 Sundays left. She is heavily into recruiting for next year. She asked the Board to support the YRUU concert fundraiser on May 7.

C. **Administrator's report** – Lisa will be attending the cluster gathering on April 30 and will work with Karen and Ann Norris to plan the ice cream sundae stewardship celebration.

V. **Consent Agenda** – Bob moved to accept the minutes from March. The motion carried unanimously.

VI. **Approval of alternate delegate for GA** – Bob moved to approve Kim Feucht as an alternate delegate to GA, if needed. The motion carried unanimously.

VII. **Treasurer's report** – written report attached. Linda stated a tablet has been ordered for use with our Vanco credit card swipe. Bill Baker is acting Finance Committee chair until June 30 as our 2 co-chairs resigned.

VIII. **Council Reports**

A. **Facilities Council** – no report

B. **Governance Council** – no report

C. **Finance & Administration Council** – no report

D. **LFD Council** – no report

E. **Membership Council** – no report

F. **Pastoral Services Council** – written report attached. A suggestion was made to hire Rev. Karen Day for pastoral care for 1 month after Dara leaves until a new minister arrives.

Dara suggested that we just rely on LPCM as would happen when the minister is on a long summer break.

G. Social Action Council – CST requests moving the Green Team from CST to Building and Grounds. Molly will bring to the ad hoc Governance Committee.

H. Worship Opportunities Council – no report

IX. Action Items

A. UUA presidential run – Dara previously emailed a request to approve the nomination of 2 additional candidates for UUA president. However, Susan F. Gray has already received the needed 25 signatures to get on the ballot. The other candidate needing signatures is Jeanne Pupke. Carol moved to endorse both candidates. The motion carried unanimously.

B. Targeted donations – a member has offered to donate \$5000 to pay down member loans, and another member wishes to donate \$600 for grounds. Tim moved to approve both donations. The motion carried unanimously.

C. Singles dance at UUC – UUC friend John Pettigrew requested holding a 50's vinyl singles dance in Elarth. It was suggested that he contact Annie Dornberg of our new 50+ singles group which is being sponsored by our Connection Committee.

X. New Business

A. Transition discussion – Molly and Dara spoke with Keith Kron of the UUA, and the Transition Team met April 13. The team consists of Isabel Berney, Molly Lazar, George Lally, Patrick Feucht, and Mark Benson (approved to replace Margo Walter). Keith stated that we are in a good position for a 1-year interim although the pool is smaller as most ministers prefer a 2-year placement. Molly requested permission to initiate putting together our ministerial search team with 5-7 members. Barbara Taylor and Avi Shroff have already expressed interest in serving. An article will appear in the May newsletter asking for volunteers. All should send suggested names to Carol to bring to LDC. The Search Committee members will be voted on at the June 5 annual meeting. Bob moved to call an interim minister. The motion carried unanimously. Bob moved to offer a 1-year interim position. The motion carried unanimously. Linda suggested using the surplus from this year's budget to help pay for moving the interim and for the search.

B. Budget priorities – Bob compiled the results of the paired comparison analysis rankings done by all Board members prior to the meeting. See attached ranking. Linda will email the results to the Finance and Stewardship Committees. Finance is meeting on May 4 and can match pledges to priorities.

C. Stewardship update – to date \$60,000 has been pledged from 24 pledging units. People seem to be enjoying the one-on-one visits. If the goal is not reached, the Stewardship Committee feels strongly that we do not ask donors to give more but that we match the budget with total income. Those who don't get their pledges in will be called. Board members agreed that the stewardship materials are excellent.

XI. Information items/timeline – Sundae Sunday is April 24, cluster gathering is April 30. There was good attendance from UUC at the anti-violence service last Friday night in Christiansburg.

XII. Process Observer – Bill stated that Molly wisely moved through the initial part of the meeting quickly to leave time for other important business.

XIII. Next meeting May 12 at 7 PM – Bill will provide refreshments, Linda will serve as PO, and Tim will provide the closing reading.

Bill provided the closing reading.

ACTION ITEMS:

Molly – bring request of moving Green Team to Building/Grounds to ad hoc Governance Committee

All – send names of possible ministerial search team candidates to Carol

AGENDA ITEMS:

Should we allow restricted gifts? (much info on UUA website)

Where should our share of 1/2 plate collection go?

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA
Thursday, April 14, 2016

7-7:05 Chalice Lighting & Reading – Rev Dara Members Forum		5 Minutes
7:05- 7:20 Check-in Process Observer- Bill		15 Minutes
7 :20-7 :25 Review and Accept Agenda for current mtg.		5 Minutes
7:25-7:40 Board Development— Update on Ad Hoc Committee		15 Minutes
7:40-7:50 Minister and Staff Reports Administrator’s Reports DLFD’s Reports		10 Minutes
7:50-7:55 Consent Agenda and Old Business Previous Board minutes for March—approve Approve Alternate Delegate for GA		5 Minutes
7:55-8:00 Treasurer's Report		5 Minutes
8:00-8:10 Council Reports Facilities Council Governance Council Finance & Administration Council Lifespan Faith Development Council Membership Council Pastoral Service Council Social Action Council Worship Opportunities Council		10 Minutes
8:10-8:20 Break and Refreshments	Provided by Carol	10 Minutes
8:20-8:25 Action Items UUA Presidential run Two requests for targeted donations		5 Minutes
8:25-8:55 New Business Discussing budget priorities Transition discussion		30 Minutes

8:55-9:00

5 Minutes

Information Items

Timeline, special events

9:00-9:05

5 Minutes

Select refreshments, process observer, and closing words volunteers for May

Process Observer Report- Bill

Extinguish Chalice- Bill

Next meeting: May 12

April Report to the Board - Rev. Dara Olandt

Yearlong congregational theme: "Our Year of Living Bravely"

Worship

April's worship theme is "**Afterlife/Next**"

I will not be taking a Sunday out of the pulpit in April.

Next month, my Sunday out of the pulpit will be May 15th.
(The service will be led by Ellen Plummer, Worship Associate, featuring voices from the Building Bridges classes this year.)

Key dates in worship for the month of April:

April 3rd - Stewardship Kick-Off, "Recognizing the Past, Stewarding the Future"

April 10th- "Being Mortal and the Guest House"

Followed by mini-workshop from **3-5pm** with Rev. Dara and Isabel Berney focused on End-of-Life Planning and choice-making. All are welcome

April 24th - Sundaes Sunday – Stewardship Celebration!

Celebratory service with ice-cream bar, celebrating the conclusion of the Stewardship campaign. Board members, please do plan to be in attendance if possible, so you can be recognized!

*****Larger UU Movement**

*****Action Item:** *Board may choose to decide to sponsor candidates running by petition for the position of President of the UUA (please see attendant email with more information.)*

Friday, April 8th at 6pm – Interfaith Voices Against Violence

Event will occur at **Asbury United Methodist in Christiansburg**, reception to follow. Rev. Dara will speak along with several other clergy. The UUC choir will sing. Event is sponsored by the Virginia Interfaith Center for Public Policy, local chapter, and several houses of worship in the New River Valley. All are welcome to join together for this special interfaith event.

Ridge Cluster of Congregations to hold Spring Gathering!

UU Fellowship of Wanyesboro, VA

Saturday, April 30th

Focus: Guest Speaker, Chris Crass will be presenting a workshop on countering racism for Unitarian Universalists. Chris is a well known and much sought after Social Justice and Anti-Racism Educator. More about Chris can be found here: <http://www.chriscrass.org>

17 Data Points Document

This is now available. Please take a look.

Ministerial Transition

As the Board is aware, I submitted my letter of resignation to the Board on Thursday, March 31st, 2016. My concluding date of service will be June 30th, 2016. Presently I am working with the Board on next steps. To help members and friends of the congregation begin to process this significant transition I will hold additional office hours this month: Tuesday and Thursday from 9am-noon.

GA - Posse 16

I continue to plan to attend GA, and meet with our UUC Posse 16 there in late June.

Mission/Covenant Process

The 2nd draft statement has been published and a post-Sunday service discussion occurred on March 20th. Shortly, the Refining Team will meet to integrate additional comments and feedback. Then it will issue its final draft. Strategic Planning and the Refining Team may hold one more info session as well. The final draft will be what is presented to the congregation at the annual meeting for an up/down vote.

Membership & Connections

The next New Member Orientation will be May 7, 9 - noon.

Social Justice & Prophetic Outreach

I continue to support Social Justice Steering Committee as needed. Recently, there was a fruitful call with Victoria Cochran, Deputy Secretary of Public Safety and Homeland Security with the Office of the Governor to link together work of the SJSC with policy issues at the state level. (See reports from SJSC Council and Newsletter for updates).

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

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.

Memorial Garden

End of Life Planning event at UUC - 3-5pm with Rev. Dara and Isabel Berney. All are welcome. (See above)

Update on Committee on Ministries

Current CoM is looking at sample policies for “new ministries/new projects” which the Board can consider if the Board wishes to make a policy clarifying the pathway of how new ministries and projects can be started at UUC.

Names for the next iteration for the Committee on Ministries will be shortly shared with the Board, pending the priority formation of the Ministerial Transition Team.

Re:Rev. Dara Spring Travel

Between Monday, May 2nd - Wednesday, May 4th I will be in Richmond for the final session of the Congregational Based Spiritual Direction Program. I will be available by email and cell phone during this time.

My one Sunday out of the pulpit in May will be May 15th.

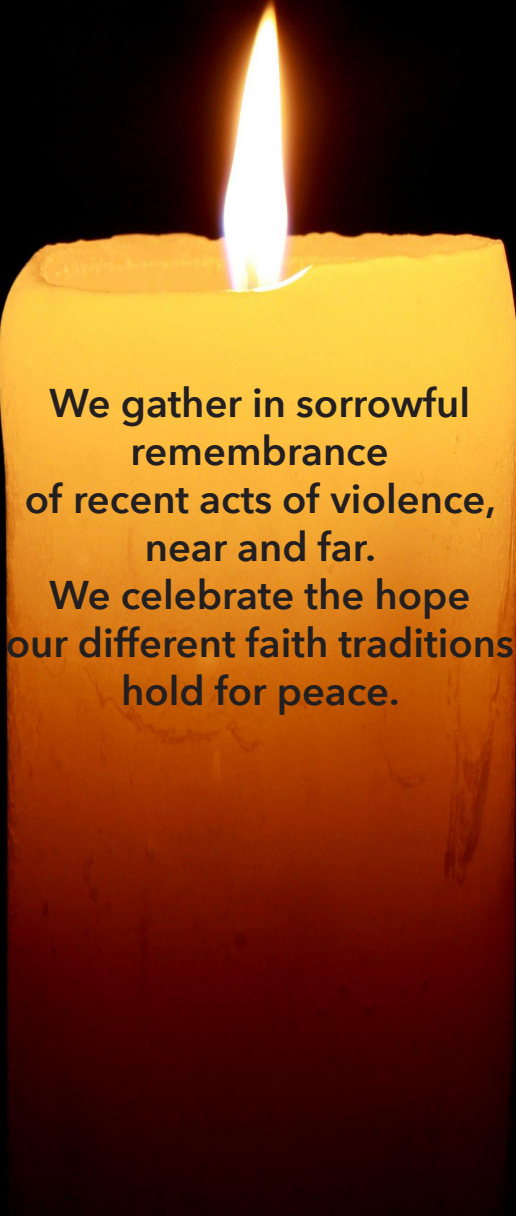
Personal days/vacation: I will also plan to take three personal days, May 12-14, to travel to CA. This will be taken as vacation/personal time. I will be available by email and cell phone for urgent need. During this time I will be making necessary arrangements for my family's relocation.

Interfaith Voices Against Violence

April 8th, 2016

Asbury United Methodist Church
500 Stuart St, Christiansburg

Service: 6pm
Reception to follow



We gather in sorrowful
remembrance
of recent acts of violence,
near and far.
We celebrate the hope
our different faith traditions
hold for peace.

We will hear from leaders
of faith communities across the NRV:

Rev. Robert Berghuis,
Asbury United Methodist Church
Rev. Karen Day,
Plenty!, Floyd
Rev. Dara Olandt,
Unitarian Universalist Congregation Blacksburg,
Dr. Hesham Rakha,
Islamic Society of NRV,
Dr. Rebecca Scheckler,
Blacksburg Jewish Community Center.
and Rev. Dr. Catherine Taylor,
Blacksburg Presbyterian Church

We remember the shootings at VT,
the Tennessee Valley UU Church in Knoxville,
Sandy Hook Elementary School in CT, and
Emanuel African Methodist Episcopal Church in Charleston, SC.
We remember the shootings of Muslim students in Chapel Hill, NC,
the violence inherent in deportations of immigrants,
and the ongoing systematic violence against black men and women across the U.S.

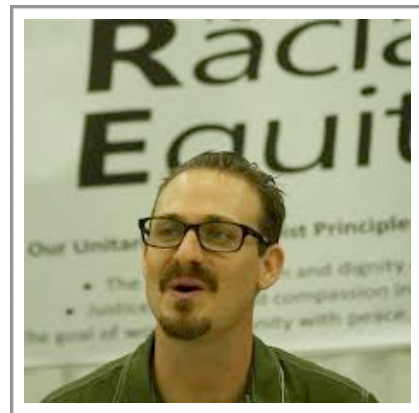
Blue Ridge Cluster of Unitarian Universalist Congregations

Developing Spiritual Leadership To Act Against Racism & For Racial Justice

Saturday, April 30, 2016

10 a.m. - 3 p.m.

with optional caucus after 3 p.m.



Waynesboro Unitarian Universalist Fellowship

565 Pine Avenue, Waynesboro, Virginia

Join us for a **dynamic and interactive workshop** with U.U. educator Chris Crass on using our spiritual resources of personal story-telling, conversation, prayer, ritual, song, and community to act with courage for racial justice.



Unitarian Universalists from the Blue Ridge Cluster and beyond will create supportive and healthy leadership and culture to be effective social justice leaders in our congregations and communities. In this time of **"Black Lives Matter"**, your leadership matters.

Chris Crass believes that the process of moving through fear into action to build our social change movements, is a transformative spiritual journey; a journey that **progressive/social justice spiritual leaders** are both called to go through, and to support large numbers of other people to go through as well.

Chris Crass is a longtime organizer, educator, and writer working to build **powerful working class-based, feminist, multiracial movements** for collective liberation. Crass gives talks and leads workshops on campuses and with communities and congregations around the U.S. and Canada to help support grassroots activist efforts.

Find more information about Chris Crass at www.chriscrass.org

Follow him on Facebook: <https://www.facebook.com/chris.crass.75>

\$20/Person Registration (includes lunch)

Fee Waivers Available

Online Registration:

blueridgeclusterunitarianuniversalist.wufoo.com/forms/zgdrw10rnnan/

**Administrator's Report to the Board
April 14, 2016**

Committee Meetings: I attended a Stewardship Committee meeting.

Newsletter: I am currently taking a 9-hour Word Press class on website building to help me with our new website that will use a Word Press template provided by the UUA. Following the class, Amado Ohland will meet with Karen and me to help us further. For a sample website using this template, check out <http://www.libertyuu.org/>.

Blue Ridge UU Cluster Gathering: I plan to attend the workshop on April 28 in Waynesboro. We will have a carpool so email me if you will be participating. To date, 3 from UUC are attending.

Sundae Sunday: Karen, Ann Norris and I will plan the stewardship ice cream sundae celebration following the service on April 24. Ideas are welcome.

General Assembly: I applied to be a volunteer at GA in return for free registration. I should hear later this month if I am accepted. If so, I will attend, but if not, I will not go. To date, \$4279 has been donated to Posse '16 with another \$350 to be donated shortly.

Attendance/Members: See online Google Doc. We recently lost one member who moved away.

DLFD Report to the Board – April 2016

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Current CYRE: 130 (unique children/youth)
- Children & Youth UUC “slots”: 180

LFD Council

- No meeting this month.

This month:

- The Adult RE Building Bridges class continues this month with discussions on Humanism, Atheism and Agnosticism; and Paganism and Indigenous Religions. We finish next month with a discussion on Unitarian Universalism.
- OWL 8-9 finishes this month with a lock-in. Classes are held downstairs, and signs are posted to inform those in the building that only those affiliated with the class are allowed on the lower level during class time, due to the class content. This information has also been included in the weekly LFD email newsletter during class weeks. To date, there have been no complaints about this arrangement.
- YRUU attended Mountain CON last weekend, with 8 youth attending.
- LFD Volunteer Appreciation events will be held on April 30 and May 1 this year for our teachers and youth group advisors. Those with children will be offered a childcare event; children are dropped off and we feed them dinner, provide childcare, and a movie and activities for the kids, so the parents can go out alone and have fun. This is a very popular event! It can, however, be difficult to staff with childcare volunteers, and efforts are underway to recruit. Rachel heads up planning for this event, and the Women’s Breakfast Group has generously volunteered to provide food. For those without children (or those that cannot attend the childcare event), we will be treating our volunteers to lunch out at India Garden on May 1. These two events are a long-time tradition and are greatly appreciated by our volunteers that put significant hours into the LFD program.
- YRUU is planning a concert for May 7 that will feature performances by our talented kids – some of whom are graduating this year – and (I think) our very talented advisor, Willie Caldwell. This is a fundraiser for next year’s Boston trip. Please put the date on your calendars now and plan to support our kids.
- Recruitment efforts are in progress for summer and fall. Summer RE begins June 12; our goal is to finish recruitment by April 30. For fall recruitment, we aim to finish by Memorial Day.
- My time is now being spent wrapping up the year and beginning plans for next year. Rachel’s hours will primarily be going toward recruitment, with me assisting her efforts.

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:	Pastoral (consists of Lay Pastoral Council Ministry and Caring Network)
Council Meeting Date:	Feb., 2016
Report submitted by: (name, position, & e-mail)	Polly Stimson, Chair of the Pastoral Council (with input from co-chairs of the LPCM)

Using brief bullet points, please provide the following info that is pertinent to your Council:

- Issues discussed and actions taken by LPCM: We did not meet as a group. A few of us were able to attend the Contemplative Meditation group as planned.
 - Actions taken by Caring Network: We've continued to provide meals and rides for many UUC members and friends.
-
- Any significant successes, challenges, or changes the Board needs to be aware of in the LPCM program: We are recruiting 2-3 new Associates as we have had two recent resignations. Currently we have 5 Associates
 - Successes, challenges, etc. with the Caring Network: So far, the Network has been able to provide all the services asked - we have yet to have to say no to anyone, which is really an amazing credit to our list serve members.
-
- Goals for the coming month(s) for the LPCM: Planning for a winter service, planning for new Associate training program for spring. Continue to offer Friendly visits to those less able to attend services. We will not plan to do a regional training this year as our cluster has other priorities.
 - Goals for the coming month(s) for the Caring Network: Continue our services to those in need and recruit new volunteers as necessary.
-
- Actions required from the Board, if any, by the LPCM: Check Cynthia's updated e-mail to consider a possible fill-in for Rev. Dara as the coordinator of the LPCM.
 - Actions required from the Board, if any, by the Caring Network: None

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

How Our Congregation Works

And where you might find a place to
connect...

History...

In 2012 the Board and Congregation approved revisions to our system of governance to make it better suited to a congregation of our then current and future size.

Those changes distributed significant operational autonomy to eight councils and re-defined the role of the Board as a policy-making body, rather than a management group. These councils are now in place, but were expected to evolve over time, as our needs and resources change.

The timing is now right for some additional tweaks to the system. This slide deck describes the next, but not the final, version of our governance structure.

The big picture...

The pages that follow show how all the pieces fit together, from the congregation as a whole, through the elected Board, the councils, and the various committees.

There are three main segments:

1. What might be called the “government”
2. Congregational operations - the nuts and bolts
3. Congregational ministries - what we are all about

Government...

The congregation as a whole makes six really important decisions.

1. It adopts governing By-Laws.
2. It elects an Executive Board.
3. It calls a Minister.
4. It creates and lives by statements of Mission and Covenant.
5. It elects Trustees to “own” property in the name of the congregation.
6. It adopts the annual congregational budget.

The Executive Board...

The Executive Board has five principal functions.

1. It is the overall custodian of the congregation's mission and vision, charged to uplift that mission in all decision-making on behalf of the congregation.
2. It manages adherence to provisions of the By-Laws, such as annual meetings.
3. It considers and ratifies the formal policies by which the organization is governed on an ongoing basis.
4. It ratifies the selection of members for some committees.
5. It takes all personnel actions, such as hiring, firing, and compensation.

Board Members...

Three members of the Board are the annually elected officers of the congregation:

- President-Elect
- President
- Past-President

To hold the “office of the president” is normally a three year commitment for an individual, with a different area of focus in each year: membership development, current operations, and, finally, mentorship of the incoming President-Elect.

One member, the Treasurer, is elected every two years.

The other four members of the Board are elected at-large to overlapping two year terms.

The Executive Committee...

The four officers of the congregation serve also as an Executive Committee.

This group sets and publishes the agenda in advance of each Board meeting.

Our By-Laws specify use of Sturgis's Standard Code of Parliamentary Procedure. Under that code, the Executive Committee may be authorized to act with Board power, if necessary, between meetings, within appropriate limitations.

Professional Staff...

All our professional staff are directly supervised on a daily basis by the Minister, though execution of formal personnel actions are reserved to the Board, subject to the advice and counsel of the Minister.

The Councils...

Two councils, the Program Council and the Operations Council review action plans for policy compliance and coordination among their various committees.

Each council has a minimum of three members, with the non-staff members selected by and empowered by the committees and action teams that fall under its purview. Typically, each committee chair would sit on its council, but that is not required.

Each council selects its own chair.

Our Ministries

The spiritual and humanitarian work of the congregation is charged to the Program Council and has four principal components.

- Lifespan Faith Development
- Worship Support
- Social Action
- Pastoral Services

Operations

The day-to-day functioning of the congregation is charged to the Operations Council. Key components of the council are:

- Finance & Administration
- Facilities
- Membership Activities

Assessment and Change

There are four important functions that are charged to committees that fall outside the two main branches of our organization.

Committee on Ministries - xxxxxxxxxxxxxxxx

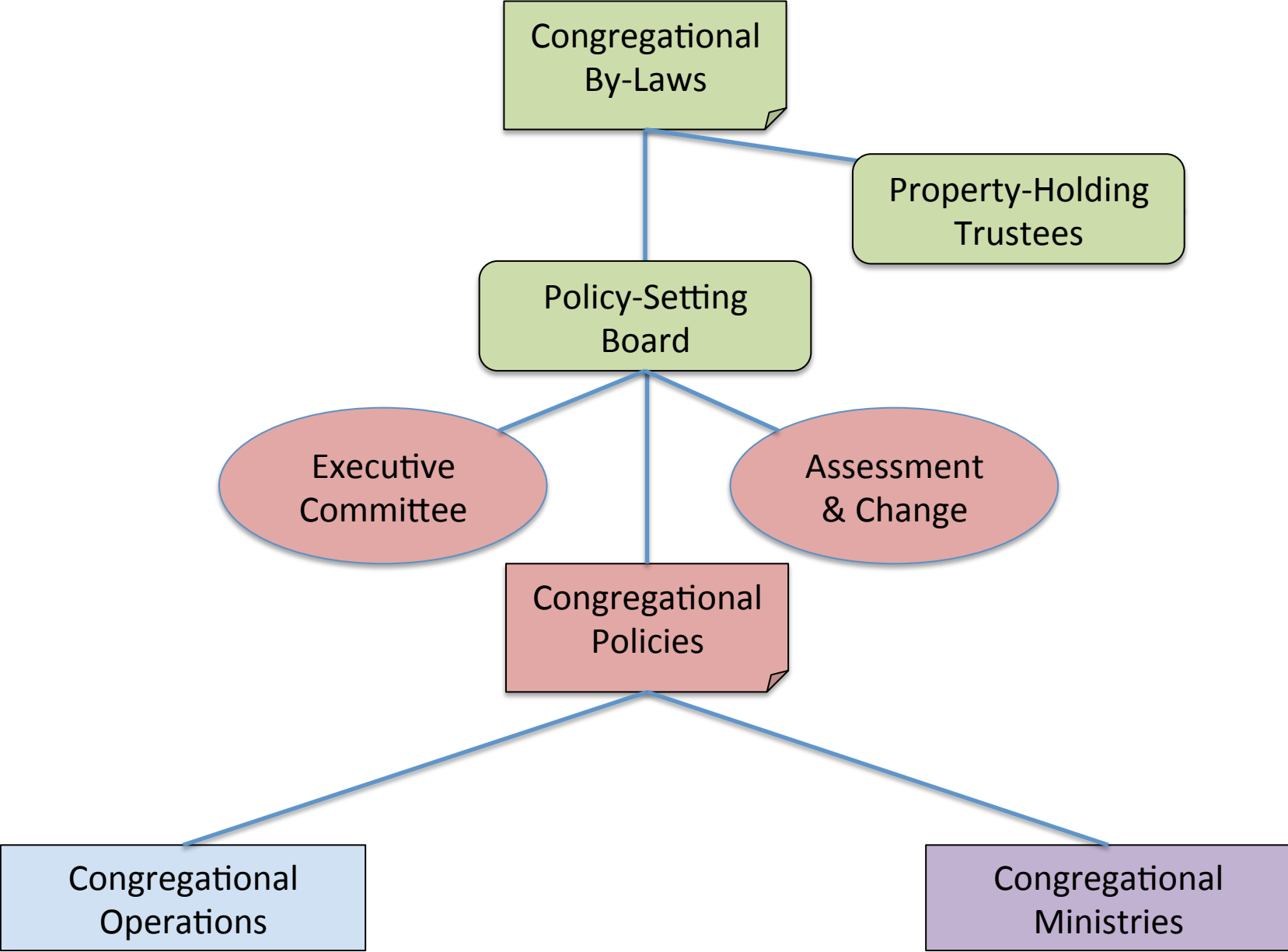
Strategic Planning Committee – enabling the creation of our mission, vision, and covenant documents, and helping us execute long-term commitments.

Governance Oversight – checking out how our system is working and recommending changes that will keep us running smoothly.

Leadership Development - helps identify, recruit, and enable candidates for important positions, such as officers, board, and standing committees.

High level organizational diagram

With all the foregoing information in mind, here is a simple diagrammatic version of our organizational and governance structure.



Ministry Committees and Teams:

- Lifespan Faith Devel.
 - Children’s RE Programs
 - YAC/YRUU
 - Adult RE Programs
 - OWL
 - Coming of Age
 - Library
 - Sunday Circle
- Worship Opportunities
 - Worship Support
 - Worship Associates
 - Special Worship Opportunities
 - Music
 - Sound
- Pastoral Services
 - Lay Pastoral Care
 - Caring Support Program
 - Covenant Groups
- Social Action
 - Community Service
 - Job Squad
 - Surviving Spouse
 - Interfaith Food Pantry
 - To Our House
 - Geek Squad (TBD)
 - Social Justice
 - Joint Congregational Ministry
- Membership
 - Outreach
 - Greeting
 - Connection
 - Engagement

Church Operations Council - Committees & Teams

- Facilities
 - Building Maintenance
 - Grounds Maintenance
 - Memorial Garden
 - Playground
 - Art & Aesthetics
 - Safety
- Finance & Administration
 - Finance
 - Fund-raising Events
 - Gift Cards
 - Audit
 - Budget
 - Personnel
 - Communications
 - Membership Administration

Ways to connect...

*Check out two important pages on our website,

<http://www.uucnrv.org/get-involved.htm>

and

<http://www.uucnrv.org/interest-groups.htm>

*Email our Connections Committee connections@uucnrv.org

*Walk up to any Greeter or Usher on a Sunday morning, and introduce yourself.