

**Unitarian Universalist Congregation  
Board Meeting Minutes  
October 13, 2016**

**Present:** Board members Tim Pickering, Bob Stimson, Carol Kern, Bonnie Wall-Lievsay, Jennifer Mercier, Susan Wamsley; ex officio members Don Rollins, Lisa Evanylo; Jared Gibbs, Dave Lievsay, Pat Traynor, Frank DuPont, Marilyn DuPont, David Lally, Jane Mahone

The chalice was lit, and Jennifer provided the opening reading. Tim served as Process Observer.

I. **Agenda** - Bob moved to accept the amended agenda. The motion carried unanimously.

II. **Music Task Force Update** – Jared Gibbs and Pat Traynor met previously with Don to further discuss a Music Committee/Task Force. Jared and Pat are inclined toward having a committee to maintain continuity and institutional memory. The chair would sit on the Worship Services Committee (WSC), coordinate special music for services, coordinate special music events and provide support, etc. Don proposed that forming a task force is the best practice as it better meets our criteria of (program) governance with a goal of streamlining. Note that a task force answers to staff while a committee answers to the Board. Both a committee and task force can have a budget line. Pat will send Carol the updated list of tasks that have been proposed for sharing with the Board.

All emails from someone requesting to hold a concert at UUC should go to the WSC.

III. **Members' Forum** – Dave Lievsay presented 3 points:

1. On poster policy: labels directly on walls may take paint off and therefore should be addressed in the policy
2. On projection: those in the back of the sanctuary should be able to read what is projected
3. A column outside the nursery has rot in it. He will get back to Board about resolution and cost.

IV. **Mobility accessibility issues** – see attached comments from Frank & Marilyn DuPont. Marilyn and Frank believe that more people with mobility issues would attend if they could participate more fully and were able to get on the podium. They request that we hire a consultant to evaluate, give advice, and do the work if feasible. Carol suggested forming a task force, to include Dave Lievsay, to look into this issue. Our accessible door has a rise which makes it difficult for wheelchairs and walkers to enter building. Dave will work to have a wired doorbell installed at that door.

All checked in.

V. **Minister and staff reports** – attached.

A. **Administrator's report** – no further comments made.

B. **Minister's report** – no further comments made.

VI. **Consent Agenda** – Tim moved to accept the minutes from September. The motion carried unanimously.

VII. **Discussion of Board goals** – attached. The Board will re-examine goals in January, April, and July to determine if goals being met. Don stated that a program congregation is value driven, and that the Board is driven by the values of the congregation. It is not about the individual. Board goals can be posted and included in the newsletter.

## VIII. Action items

A. **Donation of 5 large-print hymnals** – Bob moved to accept this donation by Arthur & Judy Snoke. The motion carried unanimously.

B. **Poster Policy** - Tim moved to accept the amended policy below:

*Posters shall have the name of the person placing the poster in the lower left corner along with the date it was placed. After one month or after the event in question, it is the responsibility of the person that put up the poster to remove it. Posters should not be placed on painted surfaces. The Kiosks in Elarth Hall are available for posters. Only posters announcing big UUC events (ie – auction, concerts, stewardship, etc) are to be placed on glass doors. All should check with the Administrator before placing a poster on a door.*

The motion carried unanimously.

C. **Gift of monitors** – after evaluating several options for visual displays in the sanctuary, including the very costly option of a projector with screen, it was suggested that we opt for two 55" monitors on carts with wheels at a cost of about \$1700 (purchasing 60" monitors greatly increases the cost). We have a donor willing to purchase the monitors and carts. Don suggested asking the donor to purchase one 55" monitor and cart, and that we then test to see if visible from the back of the room. The cart would be rolled to the front of the sanctuary during a service as needed.

D. **Remaining funds in Posse '16** – Tim moved that the \$1151 remaining in the Posse '16 fund be moved to the YRUU fund. The motion carried unanimously.

IX. **Board Secretary and changes to Board make-up** – Tim presented a proposal as previously requested:

**Description:** *The Board Secretary is an elected member of the Board serving a two-year term. There is no term limit for the Secretary position. The Secretary records minutes of meetings, is a voting member of the board, is in charge of updating the policies and procedure manual and attends the board executive meeting once monthly.*

### **Past President**

**Description:** *The Past President position will be eliminated as an official position and member of the board. The past president will instead be available as a mentor or consult to the president as an as needed basis.*

### **Board Members At Large:**

**Description:** *The number of Board Members at Large will be three instead of four so that there will be an uneven number of members on the board in case of a tie vote. On alternating years, two or one new Board Member at Large shall join the board.*

Tim moved to establish the official position of Board Secretary beginning in July. The motion carried unanimously.

Tim moved to decrease the size of the Board by eliminating the position of Past President and decreasing the number of Members at Large from four to three. The motion carried unanimously.

These changes require a bylaws change and therefore must be approved at a congregational meeting.

X. **Conflict Resolution Team (CRT)** – see attached information provided by Don. A CRT should be established prior to conflict arising. If there is a conflict, the parties first go to the minister, then to the CRT. Minutes of the proceedings are kept, and CRT can draw up behavioral

contracts. If conflict is still not resolved, it comes before the Board which can opt to send the person(s) away from the congregation, have all parties sign a contract, etc. Jennifer and Bonnie will work with Don on establishing a CRT.

XI. **Timeline and special events** – auction on 10/22, CROP Walk on 10/16, donate books to YRUU for book sale, coffeehouse on 10/14, and Jazz Night on 10/15. Coffeehouses will also be held on 11/4 and 12/9.

XII. **Informational items**

A. **Council Meeting** – the first meeting was held on 10/2 with the focus on mission and how committees relate to the mission. The Council will meet again in January and May.

B. **Settled minister's contract** – available online. Salary and housing are at \$65,000. The *Beyond Critical Thinking* workshop will be held on 11/13 from 1-3 PM. Board members should attend.

XIII. **Next meeting** – November 10 at 7 PM. Jennifer will provide refreshments, Bob will provide the closing reading, and Bonnie will serve as PO.

XIV. **Process Observer report** – Tim stated that the discussion was good. Having presentations from outside the Board threw off the time schedule. It would be advisable to give non-Board members a time limit and ask that the presentation structure fall within that time.

**ACTION ITEMS:**

Formation of task force to address mobility accessibility issues  
Jennifer, Bonnie and Don – meet to work on establishing a CRT  
All – attend *Beyond Critical Thinking* workshop on 11/13 from 1-3 PM

**AGENDA ITEMS:**

Further discussion of Music Committee/Task Force

Carried over from previous months:  
Should we allow restricted gifts? (much info on UUA website)  
Policy for new projects/activities  
Ad hoc committee to research UUC name change

Lisa Evanylo, Administrator

UUC BOARD MEETING AGENDA  
Thursday, October 13, 2016

7:00-7:05	Chalice Lighting & Reading (Jennifer)	5 Minutes
7:05- 7:10	Review and Accept Current Agenda	5 Minutes
7:10-7: 20	Music Task Force Update (Jared Gibbs and Pat Traynor)	10 Minutes
7:20-7:25	Members Forum	5 Minutes
7:25-7:35	Mobility Accessibility Issues (Marilyn and Frank Dupont)	10 Minutes
7:35-7:45	Check-in	10 Minutes
7:45-7:55	Minister and Staff Reports Administrator's Reports DLFD's Reports	10 Minutes
7:55-8:00	Consent Agenda and Old Business Previous Board minutes for September—approve	5 Minutes
8:00-8:10	Break and Refreshments (Bob)	10 Minutes
8:10-8:25	New Business Minutes Board Goals and Priorities for the Year (Carol)	15
8:25-8:40	Action Items: Approve Poster Policy (Carol) Approve Gift of Monitors (David Lally and Don)	15 Minutes
8:40-8:50	Board secretary Update (Tim)	10 minutes
8:50-9:00	Conflict Resolution Team Discussion (Don)	10 Minutes
9:00-9:05	Information Items Timeline, special events	5 Minutes
9:05-9:15	Select refreshments, process observer, and closing words volunteers for October Process Observer Report (Tim) Extinguish Chalice and closing reading (Don)	10 Minutes

Next meeting: November 10, 2016

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## **UUCS Conflict Resolution Team: Purpose and Procedure**

### **Rationale and Purpose**

The theologian Paul Tillich noted that “what is most characteristically human about us is the tension between the desire to be ‘free’—self-identifying and self-choosing—and to be ‘related’—to love and to be loved.” While both the need for individual freedom and the need for relationship may be positive and foster growth, the tension between them may also lead to conflict.

When conflicts arise which cannot be resolved by communication between the parties involved or by consultation with the Minister, the purpose of the Conflict Resolution Team is to review those conflicts in light of the UUCS Congregational Behavioral Covenant and UU Principles of the inherent dignity and worth of every person, as well as the right of conscience and the use of the democratic process. The conflict resolution process is to be carried out in the service of right relationship and good congregational practices. Conflicts mediated in this manner should result in better communication and growth for us as individuals and as a congregation.

The conflict resolution process has been established to assist two or more parties in reaching a mutually beneficial agreement or solution to a conflict. The UUCS Conflict Resolution Team will provide a forum for both parties to air the dispute, discuss potential solutions, and, ideally, develop an agreement or a plan of action to resolve the conflict. Team members are trained to provide a non-adversarial and neutral environment for managing relational challenges in a confidential and respectful manner in keeping with the Congregational Behavioral Covenant and core UU Principles.

### **Congregational Behavioral Covenant**

As members of this faith community, we recognize the importance of creating a safe environment that values the diversity of opinion which supports examined life journeys. Therefore, we, members of the Unitarian Universalist Church of Spartanburg, covenant to:

- \*Respect one another.
- \*Use “I” statements to ensure we speak only for ourselves.
- \*Intentionally allot the time needed to explore multiple sides of an issue.
- \*Actively and carefully listen to each other.
- \*Communicate freely, openly, and truthfully, agreeing to disagree when necessary.
- \*Seek clarification when needed.
- \*Provide everyone an equal opportunity to express ideas.
- \*Limit disagreements to the individuals or groups directly involved.

## **Procedures**

The following is an outline of the steps a person or party would follow to resolve a conflict.

Step 1: Speak directly with the person with whom you have the disagreement.

Step 2: If the face-to-face attempt is not successful, make an appointment with the Minister for counseling regarding the issue. If the Minister determines that she/he is not capable of neutrality or otherwise not the best available resource, neutral and appropriate, the parties involved or the Minister may elect to make a referral to the Conflict Resolution Team or other resource.

Step 3: Once the problem is referred to the Conflict Resolution Team, and all parties agree to begin the formal process, they are to complete a form explaining the background and nature of the conflict. The forms will be confidentially submitted to the Minister and CRT, and treated with strict confidentiality at every step of the process.

Step 4: A designated member of the Team will arrange a meeting, as quickly as possible, to resolve the conflict. During those meetings, it is strongly recommended that our three-step model be used in order to gather information: 1. Identification of the presenting issues/events; 2. Sharing of feelings/thoughts/experiences/attempted interventions, etc; 3. Identification of potential resolutions.

Step 5: Upon careful discernment based on the congregation's Relational Covenant, internal (and if desired, external) resources, any potentially negative consequences for the good of the congregation and the best wisdom the CRT has to offer, a second, timely meeting (if possible with both parties present) is scheduled with the CRT. At that the meeting a written, non-binding recommendation is presented.

If the conflict is mutually resolved, each party signs and receives a copy of the agreement. The original is retained by the CRT under strict confidentiality and, if the conflict is no longer active, is to be destroyed no later than one year after enacted. Upon request, only the Minister and designated representative of the Board shall have access to the agreement(s).

Step 6: If an agreement is not possible at that time, and not considered to be harmful to the congregation's functioning and mission, there shall be no further engagement by the CRT unless requested by the parties or Minister.

The Conflict Resolution Team is empowered to make recommendations, behavior contracts and judgments. They are not limited to achieving compromises; when they believe that a situation exists in which behaviors are harmful to the church, or not expressive of our collective values, the Team may make referrals to outside resources such as counseling, professional mediators, spiritual directors or pastoral care professionals acceptable to both parties.

In the event that one of both parties continue to behave outside the stipulations of the Behavioral Covenant, and those behaviors are judged by either the CRT, Minister or Board to have substantial negative impact for the Congregation, the Board may be made aware of the incidents/issues with the prerogative to offer remedies as believed necessary. In extreme situations, these may include removal from active membership.



REPORT TO THE BOARD  
Don Rollins  
1013/16

Big Picture: Now that I've (more or less) made the rounds, I'm focusing on the main goals we established for me back in August: helping with the pastoral-midsize transition; creating a variety of worship services and; working with lay leaders on a social justice/service model.

Staff: Lisa, Jared and Ella now have signed contracts. Karen's will be completed once the sabbatical request is decided.

Administration: I've visited the following groups since our last meeting: Worship Associates; Strategic Planning; Connections; Board Executive; Search; Stewardship; and two staff meetings.

Pastoral Care: I've met with seven persons regarding pastoral needs, and have two home visits planned. Cynthia and I meet every two weeks to reviews needs.

Adult LFD: I'll be leading "Building Your Own Theology" starting 10/18.

Discretionary Fund: 1 disbursement for total of \$106 (approximately \$2,600 remaining)

Office Equipment: I purchased a desktop computer for the minister's office. The cost was approximately \$625 after 2-yr warranty.

UUMA Chapter Mtg: I plan to attend the chapter meeting, 11/14-17.

Coffeehouse: The first one is scheduled for this Friday. Several folks are helping with the publicity, sound and refreshments. I was unable to reserve a set Friday (1<sup>st</sup> or 2<sup>nd</sup>, etc.) but so long as we advertise and announce the dates in advance, we should fine.

Strategic Planning: After a good discussion, the team and I are suggesting we develop a SP process rather than aim for a finished "product" for your consideration. Our thinking is that surveying the congregation so soon after the search survey/cottage meetings wouldn't yield good results – plus the settled minister will probably want to help shape the SP. Your feedback is welcome.

Transition Team: We'll hold our first meeting on 10/26.

Other: I attended the local NAACP dinner, as well as a meeting on how to interface with VA politicians on Medicare expansion; I'll be moderating a panel discussion on drug addiction to be held at UUC in November; I attended a dinner for UUC past presidents; as well as one meeting of the Blacksburg Ministerial Association.

## **Administrator's Report to the Board October 13, 2016**

**Fall Directory:** The October directory, zone map (know your UUC neighbors), committee chair list updated to reflect new governance model, and list of aliases is now available via our website's member area. You can download all files to your computer for future reference. Only 1 hard copy is given to a member who doesn't have internet access.

**New UUC logo:** Kevin McQuain has agreed to help design our logo but hasn't gotten back to me about a time to meet to get the process moving along.

**Pledge update emails:** Sent in early October with info for first quarter.

**Projection in Sanctuary:** Will Schneider, long-time congregant, is looking into options and costs for getting projection in the Sanctuary taking into account the amount of light due to the many windows. His company in Roanoke installed our sound and phone systems.

**Attendance/Members:** See online Google Doc. Note that 6 people signed the membership book at the Newcomers' Orientation on Oct. 8.

**Thanksgiving Dinner at UUC:** Carol King has again offered to host a potluck on Thanksgiving Day in Elarth continuing our tradition.

**Time off:** I will be out of town Oct. 14-16. Bulletins will be copied on Thur.

**Committee Meetings:** Attended Auction Committee meeting. Stewardship Committee did not meet.

## **DLFD Report to the Board – October 2016**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

- Current CYRE: 102 (unique children/youth)
- Children & Youth UUC “slots”: 145

### **This month:**

- Last month, three days before Coming of Age was to begin, a family with two participants pulled out of the program, leaving only two boys as members of the class. These two boys and their families were both very committed to the program, and no one involved wanted to disappoint them. So, a decision was made to delay starting until October, to allow us to revamp the planned program for a tiny group. We also learned that the families preferred meeting during the service time, as opposed to a time after the service, and have moved class time to 10:00-11:15. This will present some issues regarding space, as all rooms are currently used on Sunday mornings, but with such a small group, we believe we can make it work. (FYI, if we had a moveable barrier installed in the Library to make two rooms, this would have been our first choice in a meeting room. We will likely meet outdoors when weather permits, in my office, or close the barrier between classrooms 3 and 4 downstairs - not ideal, as larger classroom works best with class). On the positive side, we now have a program designed to work with any size of class in the future.
- Our book donation drive continues through October 23, at which time YRUU will sort the books. YRUU will hold a book sale October 30-November 6, with money raised going towards their trip to Boston. All remaining books will be donated to the Little Library program.
- LFD is joining CST for Crop Walk this month, as part of Dumbledore’s Army’s fight against the Hunger Horcrux. It’s Scary to Be Hungry, our annual social action project, will be held on Sunday, October 30 as part of this fight. We will be asking all adults to bring canned goods and non-perishable food to the service and the kids to come in costume; kids will trick-or-treat for food during All Ages. Our split-the-pot will be in support of Interfaith Food Pantry (IFP). After the service, we will be soliciting donations of food at the University Kroger from 12-4, followed by a group going to IFP to stock the shelves. This is always a powerful experience for the families who attend. Please support this effort generously!
- Sign-ups for The Buddy Project will begin later this month, with the program beginning the first Sunday in November. The Buddy Project seeks to bridge the “upstairs-downstairs” divide, and introduce children to adults. Participants exchange notes and small gifts over a period of six weeks, while not knowing each other’s names. Buddies meet at our holiday multi-generational service. This will be our 4<sup>th</sup> year holding this fun event.
- Don will be facilitating a four-week session of *Building Your Own Theology* beginning mid-October, as part of our Adult RE offerings. Class size is maxed at 15 participants and is expected to be full.
- We will be holding a viewing of the Ken Burns’ documentary *Defying the Nazis: The Sharps’ War* on November 7, followed by a discussion. On our recent adult RE survey, racism and anti-Muslim sentiment were overwhelmingly the top topics that our congregation was interested in exploring. We are expecting the discussion to move to these topics.

### **Consulting**

As I previously informed the Board via email, the Unitarian Universalist Church of Roanoke has offered me a job for the remainder of the fiscal year, consulting on their LFD program. This time will be outside of my 25 hours at UUC and will not interfere with the work I do here. I can already see benefits that will arise from this arrangement and expect that it will lead to better partnerships between our congregations in the future.

## Request for Accessibility Solutions

Request: Improved access to the podium area of the sanctuary for individuals with mobility issues, including, but not limited to those requiring a wheelchair, walker, “scooter” or crutches. Also, a doorbell (probably wireless) installation at the handicapped entrance for those times an individual arrives for an event or meeting and finds the door locked.

Background: The issues around mounting the podium area were not contemplated at the time the addition to our building was designed and built. In fact, the handrails presently in place were added within a year, as an afterthought and request by members of the congregation. The present consideration arose in the minds of the undersigned as we are presently poised to call our next minister. This issue will be part of the UUA workshop entitled “Beyond Categorical Thinking” the congregation is to attend as part of internal discernment of possible biases around race, sexuality, gender, physical impairment and ageism.

However, we already have mobility-impaired members and attendees in our midst and it is time that their needs be considered. Newcomers and guest speakers should also be considered. This is an institutional issue and easily referenced within our new Mission Statement: “Create compassionate community”, and within a broad interpretation of being a Welcoming Community.

Going forward (suggestions): Installation of a doorbell to signal those within that the accessible entrance is locked seems fairly straight-forward. With regard to the more complex matter of the podium accessibility, we suggest that an *ad hoc* committee be appointed by the board to research various solutions—including the possible paid consultation with an outside architect who may have ideas around the aesthetic considerations. There are architects who specialize in church construction.

There is no present written policy on the issue of accessibility, and the Board may wish to establish one. The Preamble to our Bylaws reads: “ We, the members of the Unitarian Universalist Congregation, being a Welcoming Congregation, resolve not to discriminate on the basis of sex, age, race, religious background, disability, sexual orientation, economic or social status. This resolution includes acceptance for membership, programming, hiring and for calling religious professionals.”

Respectfully,

Frank and Marilyn DuPont

September 28, 2016