

# **Unitarian Universalist Congregation**

## **Board Meeting Minutes**

**March 9, 2017**

**Present:** Board members Tim Pickering, Bob Stimson, Bill Baker, Carol Kern, Molly Lazar, Bonnie Wall-Lievsay, Jennifer Mercier, Susan Wamsley; ex officio member Don Rollins; member Ellen Plummer

Carol lit the chalice, and Jennifer provided the opening reading. All checked in.

I. **Agenda** – The Board added several items to the agenda. The approval of two delegates to GA in New Orleans, and the approval of bylaws were added under Old Business. Under New business, the approval of an expenditure plan for minister approved reimbursement plan was added. In addition, the discussion of an item in the DRE report was added. Bob moved to accept the agenda as amended. The motion carried unanimously.

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

A. **DLFD report**- no further comments made.

B. **Administrator's report** – Motion to approve new logo made by Bonnie. Motion carried unanimously.

C. **Minister's report** – The Social Justice Model is making real progress.

III. **Treasurer's report**- Bill reported that we are ahead \$37,000 in net income, but he pointed out that things can fluctuate from month to month (some pledges are paid early, some late).

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

V. **Old Business** – Motion to approve the Bylaws as amended by the Congregation. Tim motioned to approve and it passed

unanimously.

Jennifer pointed out that we don't have anything in the Bylaws regarding nondiscrimination by gender identity. The Board agreed to put it before the Congregation in the June meeting.

**VI. Procedure on New Initiatives** – The Board reviewed the new initiatives procedure discussed at the June 2016 Board meeting. The Board changed the DLFD role in the procedure that Karen requested in the DLFD report. Bill moved to approve the changes, and the motion carried unanimously.

**VII. Projection at the UUC-** There was a discussion of whether to have a restricted fund for projection or whether the projection should be applied to the regular budget. Bob moved to try to raise \$10,000 in restricted funds for the projection system, and to allow the May Concert to be used as a specified fundraiser. The motion carried with Susan voting to oppose.

**VIII. Members Forum-** Jane Aronson presented a request to commit \$1,200 a year for the Blacksburg Refugee Partnership on an ongoing basis. The Board discussed that this should likely go through the regular process through the Community Services Team, and that the budget has already been formed for this year. The Board decided to postpone this decision until the Social Justice Model is more fully formed.

Dave Lievsay, Facilities chair, has been requested to put in a doorbell at the accessible entrance. Tim voted to approve this motion, and it passed unanimously.

**IX. New Business-** Bob moved to approve Ellen Plummer and Lucas Machi as UUA GA delegates. The motion passed unanimously.

Bill Baker and Dennis Moody will be looking at whether the minister should be allowed to keep capital items purchased with congregational funds. They are tasked with looking at the issue and coming back with new wording if applicable.

Committee chairs have reported at the council that they don't know what they are authorized to spend. The Board explored creating guidance on how committees and task forces spend money. When do they need to come to the Board? A task team of Bill and Susan was formed. They will create guidelines and review policies.

X. **Board Development**- The Board discussed writing policy using examples of good policies from other Congregations. The Board may examine the Policies and Procedures in this light. Bonnie will send information to Tim and Molly, and Gene Gardner will help in the future.

XI. **Next meeting** (in library) – April 20, 2017 at 7 PM. Bob will bring refreshments, Bonnie will provide the reading, and Jennifer will serve as Secretary.

**Action items:**

-Bill and Susan will examine creating guidelines for committees regarding spending of UUC funds.

- Bill and Dennis Moody will examine the minister's ability to keep capital items purchased with congregational funds.

-Bonnie, Tim, Molly, and Gene Gardner will revise Policies and Procedures.

**AGENDA ITEMS:**

-The Board will propose including gender identity in nondiscrimination section of the Bylaws at the June Congregational meeting.

UUC BOARD MEETING AGENDA  
Thursday, March 9, 2017

7:00-7:15

Chalice Lighting & Reading  
Check-in

7:15- 7:20 Review and Accept Current Agenda  
Proposed motion: Approve agenda

7:20-7:35

Minister and Staff Reports  
Administrator's Reports  
DLFD's Reports  
Treasurer's Report

7:35-7:40

Consent Agenda and Old Business  
Previous Board minutes for Feb—approve  
Proposed Motion: Approve Minutes  
Stewardship update

7:40-7:55

Review Procedure on How to start a new initiative at UUC (from June 2016 board meeting) (Requires discussion and vote)  
Proposed Motion: Approve revised procedure.

7:55-8:05

Projection at UUC (Cost estimate \$10,000)  
Vote at last board meeting to put as budget line item  
Discussion only of May Concert to start fundraising efforts

8:05-8:15 Break and Refreshments

8:15-8:30

Members Forum  
Members are invited to address the board. Please Your Comments to 3 Minutes.  
Proposal of \$1200 from 2017-2018 budget for Blacksburg Refugee Project (May require a vote or need more discussion)  
Proposed Motion: Approve/reject the budget request for \$1200 funding.  
Update from building chair on cost of doorbell for mobility impaired entrance (may need a vote to approve funds for this purpose.)  
Proposed Motion: Approve/reject the budget request for funding.

8:30-8:45

New Business  
How can committees and task forces spend money and when do they need to come to board (Discussion and formation of board task team to develop a procedure for vote at next meeting.)  
Proposed motion: Create task team from board members at large.

8:45-9:00

Board training on how to start thinking about writing policy with examples; and update on Policy and Procedures (Discussion including giving board homework of reviewing the new, improved P and P Section II by April board meeting.)

9:00-9:05

Select refreshments, opening words volunteers for April  
Extinguish Chalice and Adjourn Meeting

Next meeting: April 13, 2017

REPORT TO THE UUC BOARD  
March 9, 2017  
Don Rollins

**Big Picture:** I'm seeing a great of positive energy around UUC these days. From stewardship to strategic planning to new support for the justice model, we're hitting our stride. Now the challenge is not to spin off more new program/initiatives, but to stay focused on the ones we want to finish by June.

**Leadership Development:** I led most of the Creative Growth Session on February 14. The numbers were lower than hoped (8, I believe) but we covered some basics about leadership, and roles of the board and staff. The next session is set for 3/14 at 7:00. Please help spread the word. We're open to all comers.

**Coffeehouse:** No date for March. The CH has a small but regular core, but unless I can recruit a few people to take it on (and give it an overhaul) it may be a one-year program. It happens. :)

**Conflict Resolution:** No new development, but if you can help me gather 3-4 people who will do the heavy lifting, I'll be glad to see what can be put in place before I go.

**Strategic Planning:** The team facilitated a visioning input session last Sunday afternoon, capturing a great deal of information. They're still on schedule to get it to you no later than your May meeting.

**Lay Pastoral Care:** Cynthia and the caregivers/visitors continue to do great work, but so far we haven't been able to find a good candidate to replace her.

**Pastoral Care:** Requests for short-term support continue to be slightly higher than before December. I'm also getting more requests from gay couples to sign marriage licenses.

**Lenten Supper/Service:** Jane Mahone is doing a great job coordinating the 3/15 meal.

**Sanctuary Projection System:** I'm still working on a second monitor/stand, and connect them both to the UUC wireless network. They can be run by a laptop back in the sound room, saving us the time and chaos. I'm exploring an early-May fundraiser to jump start the line item for an overhead projection system. Jared is up for helping.

**Social Justice Model:** The SJ model has new life! Pending commitment from two more volunteers, we could have a great task force for getting things moving again. I should have a meeting date lined up by Thursday's meeting.

**Accredited Interim Minister Seminar:** I'll be attending the 2017 seminar in TX, from 4/24-28.

**Miscellaneous Activities Since Last Meeting:**

- Facilitated 2 staff meetings, and 4 performance reviews (all reviews were stellar)
- Attended 1 Blacksburg Ministerial Association
- Attended the following meetings: Worship; Strategic Planning; Stewardship; Transitions Team; Connections; Executive Committee; CST; MHMJ; monthly meeting with Carol.
- Planned/led 3 Sunday services
- Coordinated 1 Jim Scott concert
- Held approximately 35 office hours
- Officiated 1 wedding
- Held 7 pastoral counseling sessions
- Attended 2 meetings with Cynthia Luke on UUC pastoral program
- Facilitated 1 Creative Growth (leadership development) session

**Administrator's Report to the Board**  
**March 9, 2017**

**Website/New Logo:** The Communications Committee met to begin working on the navigation for our new website. Once that is finalized, Kelly Eagan (previously agreed to help) will be asked to move ahead and set it up so we can begin populating the pages, much of which will have similar content to our current website. As for the logo, as noted earlier, Kevin McQuain had volunteered to help with the design but is now dealing with Jami's illness and so will not be helping. Karen Hager presented an idea at our meeting which was very well received. It's attached, and the committee requests that the Board approve it at the meeting. We decided that since it incorporates our current mountain/river scene logo which many are comfortable with and might not be happy with a dramatic change, that there is no need for a focus group to meet or for a congregational vote. There is no policy regarding this. The new logo will be used in the upcoming Stewardship brochure and materials as the committee was very pleased with it.

**Committee Meetings:** Attended Stewardship Committee meeting last month.

**Attendance/Members:** See online Google Doc. Two additional people signed the book (in addition to 7 the previous month). However, 3 were removed from the membership list as they no longer attend.



## **DLFD Report to the Board – March 2017**

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

- Current CYRE: 121 (unique children/youth)
- Children & Youth UUC “slots”: 175

### **This month:**

- Dumbledore’s Army’s fight against the Sickness Horcrux raised \$466 for Ronald McDonald House Charities of Southwest Virginia. I believe their Souper Bowl Sunday soup mix sale set a new record - \$230 in about 6 minutes! We had a short line of more folks who were too late to purchase!
- The YRUU Coffeehouse will be held Friday, March 10. All Board members are asked to attend and support our youth!
- 12 youth have signed up for the Boston trip in June. Our fundraising efforts are going very well. All registered youth paid a \$50 deposit for the trip, adding \$600 to fundraising. Waivers were available; we don’t want any youth left behind because of money concerns. A team is in place for planning the trip and have already booked a hostel in Boston.
- Planning continues for the Jeopardy fundraiser, to benefit YRUU. The Board is asked to mark their calendars and plan to attend on April 7. Perhaps some Board members would like to field a team?
- I will be facilitating a Sunday Circle discussion this month (March 19) on creating a personal Sabbath, a topic taken from a workshop I attended at General Assembly last June.
- I have begun working on a revamping of the “Building Bridges” curriculum for middle school for 2017-18. Last year’s curriculum had good content, but was considered boring by youth. The result was a decrease in attendance that has carried forward to this year. We do not want a repeat of this result next year.
- If my hours are increased to allow for adult programming in 2017-18, I am planning on holding adult classes on world religion topics, as well. These will not be the same offerings as last year, as adults are on a different rotation calendar than children.
- Rachel has written a new K-5 curriculum that we will be field-testing this summer, that combines world culture with cooking. As I have done in the past, Rachel wrote the curriculum on her own time and holds the copyright. She is providing it free to UUC. I am very enthusiastic as it looks like a lot of fun! UU Roanoke has also agreed to field test it this summer.

### **From the Board Agenda: The Rule of Three**

As I will not be in attendance when this topic is discussed, I would like to request that the proposed document “The Rule of Three” be amended as follows:

- Under “What are the specific steps to forming a new group?”, #1, change “Talk to the minister” to “Talk to the minister or Director of Lifespan Faith Development.”
- Same section, #3, again change “minister” to minister or Director of Lifespan Faith Development.”

It is likely that I would get requests for activities falling under Adult Faith Development and will need to assess if there are resources to support the request.

### **Consulting**

Things are moving very slow at Roanoke. There are still no final decisions on renovation; a new DLFD has not been hired yet; and IT concerns have not yet been addressed. Although there is some work happening from my end, much of the new LFD program is on hold, waiting for resolution in these areas.