

# UNITARIAN UNIVERSALIST CONGREGATION

## Board Meeting Minutes

May 10, 2017

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

The chalice was lit and Bill provided an audio-visual reading for the Board.

I. **Agenda:** Bill moved to accept the agenda. All voted in the affirmative.

II. **Member Forum:** Neither of the two guest members desired to speak.

III. **Minister and Staff reports:** There were no comments on the Administrator's and the DLFD reports. The only question regarding the minister's report was on the current implementation of the Gardiner model. Don explained how he is creating the final plans for the Gardiner model, which is developing two new Social Justice foci, and they will be included in the June newsletter and the UUC announcements. Bill presented his treasurer's report via slide show. He showed what the amounts would be for the UUC to contribute 6, 6.5 and 7% of our operating expenses to the UUA as dues. There was discussion on what the definition "operating expenses" really is. (The Minister, Administrator and DLFD reports are attached.)

IV **Consent agenda and old business:** Tim moved to accept the minutes of the April 2017 the Board meeting and the motion carried unanimously.

**Stewardship** update: Andy Roberts, chair, and all others on the Stewardship committee have done a great job. The campaign was very successful.

V **New Business:** Tim gave information on a 2-hour web conference offered by the Unity UU in Minneapolis which will cover the nine commitments of a board in Policy Governance and how they help a board effectively fulfill their fiduciary responsibility for both the mission and the operations of the church. Tim generously offered to cover the expense. Bill & Ellen Plummer are, also, interested in participating.

**Budget 2017-2018:** Bill gave a presentation, using current pledge information, of the proposed *basic* and the *aspirational* budgets. We are currently \$3000 above our *basic* budget proposal. Discussion of Board budget priorities ensued. A decision to put the \$3000 into the opportunity account was agreed to. Bob moved to approve the proposed 2017-2018 budget as amended. The motion passed with six in favor and one abstention. In the near future the Board will determine what the cost of extra hours for the DLFD, the cost of a DLFD sabbatical, and the

cost of the soon-to-be-determined Social Justice activities will be and then decide what account to put the \$3000 into.

**Process of the Board approving future minister's contracts:** The Board discussed how, in future minister searches, the Board needs to approve the contract, which will be part of the packet we send to the UUA, prior to the submission of the packet. It was noted that the Board needs to approve all contracts.

**Evaluation of Rev Don's interim year:** The Board reviewed their compiled evaluation and Don's self-evaluation. All felt comfortable with the language.

**Proposed UUC vision statement:** The four vision statements developed by the Strategic Planning Committee were presented and discussed. Tim moved that we present the proposed UUC vision statements to the Congregation at the June 4 Congregational meeting. (The vision statements are attached.)

#### **VII Informational Items:**

May 18 - Board gathering at Bob's house to celebrate Rev Don's year starting at 6:30

May 21 – 2017-18 by-laws, vision and budget informational meeting after the service

June 4 – UUC Congregational meeting following the service

June 15 – Next Board meeting at 6

**VIII Executive session:** Tim moved to go into executive session at 9:13. Vote was unanimous in the affirmative. The Board came out of executive session at 9:59.

**IX Next meeting:** June 15 at 6 at the UUC for the new and the current Board members. It will be a potluck dinner, provided by the current Board members, with the Board meeting following at 7. Tim will provide the opening words, Molly will take the minutes.

## **UUC Vision Statement**

**The UUC will be a beacon of liberal religion in the New River Valley.**

**We will join with other organizations and faiths to work for just causes.**

**We will practice generosity and radical hospitality.**

**We will be known as a place of beauty, welcome, joy, and celebration.**

UUC BOARD MEETING AGENDA  
Wednesday, May 10, 2017

7:00-7:05

Chalice Lighting & Reading  
Check-in

7:05- 7:10

Review and Accept Current Agenda  
Proposed motion: Approve agenda

7:10-7:15

Member Forum

7:15-7:25

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

7:25-7:30

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

New Business

7:30-7:35

Approval of Member loan forgiveness of \$5000  
Proposed Motion: Approve loan forgiveness.

7:35-8:15

Discuss and Approve 2017-2018 UUC Budget  
Proposed Motion: Approve Budget.

8:15-8:25

Break and Refreshments

8:25-8:45

Discussion of Future Ministers Contract and Board Involvement in Process  
Pros and Cons of Following UUA recommendations for Minister contracts  
No vote/discussion only of process in future (not current) Search process

8:45-9:00

Review/Discussion of Evaluation of Don's Interim Year

9:00-9:05

Select opening words/secretary volunteers for June  
Reminders of upcoming events  
Extinguish Chalice and Adjourn Meeting

Next meeting: June 15, 2017 at 6 pm (Potluck with new board members prior to mtg.)

REPORT TO THE UUC BOARD  
Don Rollins  
May 8, 2017

Big Picture: You done got a settled minister! What a good match your search committee found for you. I'm sure you and Pam will have a long and productive ministry.

For my part, I'm officially in the winding-down stage. My main focus is on completing the SJ model in time for the Annual Meeting. While the folks who agreed to help finish the process have given a fair amount of email input, I'm not getting much communication on a meeting time. To keep things moving, I've put together action plans for the two issues at the top of the survey, environment/global warming, and immigration/deportation/refugeeism.

The next steps are to 1. run them by the group, 2. finalize them, and 3. get them in the weekly announcements, June newsletter and on the agenda for the AM.

Stephanie G. and Janet S. have agreed to help organize a new SJ team to guide the actual implementation.

Your positive backing will be much appreciated.

Projection Concert: Reports are the concert took in around \$400 for a designated fund for a projection system! I'll leave it to you and Pam to decide what happens next, but at least you have some reserved seed money.

Staff Reviews: I'll be doing staff reviews before I leave. They've been amazing, every one.

Availability: I plan to leave on 6/5 or 6/6. I'll be available by email, phone and text through 7/31. Given the interim contract includes 8 weeks of vacation (this is because we have to pack and move, as opposed to settled contracts that usually call for 4 weeks continuing ed and 4 weeks vacation) the congregation would reimburse me for expenses if I needed to return in case of an emergency (death or crisis in the congregation the Board wants me to help address.)

Visioning: I'm assuming the Board has had a chance to review the proposed Vision Statement developed by the Strategic Planning Committee. Tim has asked if the Board should review and allow the committee to finalize, or seek Pam's input before moving ahead. I suggest given the work and finished product you adopt a final version to begin advertising right away, but that's your call, of course.

Leadership Development: While some good things have happened at the Growth Series sessions, the committee itself needs to reformulate its purpose, composition and the leadership sessions themselves. I hope the group considers the Series a prototype for the next step rather than disband. UUC needs prepared leaders as you continue to tweak your governance.

Thanks: I leave UUC proud of the work we've accomplished. There's more to be done – there's *always* more to be done – but we've set up the next board/settled minister for the best success possible. And that was our job. I'm proud to have served with every one of you. (Special thanks to Carol for your open mind and willingness to hang in during some rough times and treatment.)

So, show Pam the same kindness and respect you've shown me. Let her do her job. Trust her wisdom. Have her back. And remember we're all on the same team.

**Administrator's Report to the Board  
May 10, 2017**

**Stewardship:** Thanks to ice cream scoopers, Carol and Bill, for helping at the Stewardship ice cream social. Haven't heard many comments, but I believe it was a success with many participating and enjoying making sundaes, including many families. People stayed and talked for a long time. The total cost was under \$100 for all the supplies I purchased.

This year's Stewardship Committee was a very dedicated group and did an exceptional job of keeping on schedule, staying positive and focused, and being willing to do whatever was asked of them. There were always those willing to do more even after having completed their assigned tasks. I did hear a few comments about the brochure being the best ever. Many thanks go to Andy Roberts who stepped forward to chair the committee while never having served on the committee previously. I hope all will take the time for thank him for a job well done.

**Vacation:** I will be out of the office June 1-4. Isabel Berney will take the minutes at the Congregational Meeting on June 4. The role will then become the responsibility of the Board Secretary.

**Attendance/Members:** See online Google Doc. The member list has been updated based on comments made to stewards and pledging history. Note that the newcomers' orientation scheduled for May 6 was canceled as only 2 people had signed up.

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

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

- Current CYRE: 127 (unique children/youth)
- Children & Youth UUC “slots”: 181

### **This is a very busy time of year! Here’s what’s happening:**

- Dumbledore’s Army raised \$950 in cash and item donations for the Humane Society of Montgomery County in April, for their fight against the Animal Cruelty Horcrux. This is a record amount. DA also sold Save the Monarch kits for their Environmental Horcrux fight this month. They earned enough in donations to purchase 7 orchard mason bee (non-aggressive) houses, which will be hung at UUC. This effort was coordinated with the Grounds Committee, who will decide where the houses will be placed.
- Plans are being finalized for the YRUU Boston trip in early June. An itinerary is nearly completed and we expect to have costs finalized within the next week, which will determine how much parents will need to contribute. Waivers will be available; we don’t want any youth left behind because of money concerns. Plans are also underway for the YRUU Bridging service on May 21 and the lock-in later this month.
- Coming of Age participants will hold a bonfire this weekend to review their credos; YRUU youth will be invited to join them at the end for gourmet s’mores (has now become a COA tradition). COA will officially bridge into YRUU at the Bridging Service.
- Our annual LFD Volunteer Appreciation events were held at the end of April. Rachel reports that the childcare event was the smoothest ever, and gives a big part of the credit to this year’s volunteers. 12 children of teachers/advisors (plus 4 of volunteers) attended the childcare event; 23 teachers/advisors attended the Lunch Out, where we were joined by Pam and Jamie.
- Summer recruitment: We have now lined up the lead teacher for all ten K-5 cooking classes, and assisting teachers in 4 of them; more folks have committed but not picked dates yet. PreK has 6 of 20 slots filled, with the parent request going out by email today. We expect to fill all summer slots shortly.
- Fall recruitment: 15 out of 20 RE teaching slots are filled; and all MSYG and YAC advisors are returning. We will need 1 new YRUU advisor (male); 1-2 new 8-9 OWL teachers (not needed until January); and a facilitator(s) and mentors for the Coming of Age program, assuming that goes forward for 2017-18. Filling RE teacher slots is our first priority. Our goal is to finish fall recruitment by Memorial Day.
- A meeting is scheduled for later this month with parents of rising 8<sup>th</sup> graders to determine commitment to continuing the Coming of Age program as the 8<sup>th</sup> grade RE program. Parents will have the choice to place 8<sup>th</sup> graders into COA, or into middle school RE, next year. Any 8<sup>th</sup> grader not going into the COA program has the option of taking the program in a later year. (COA is not appropriate for all 8<sup>th</sup> graders, as it does require the maturity, and interest, to explore spirituality in a group setting, in order to get anything out of the program.) Because of the use of resources for a small group, we require parents to commit to attendance at all monthly classes. We will likely view 2017-18 as a second year test.
- A debriefing meeting is scheduled for later this month for this year’s K-1 and 4-5 OWL teachers. I received notice that a new 4-6 curriculum is being released by the UUA later this month.
- YRUU and YAC advisors will meet this weekend to review the year and begin planning for next year.
- MSYG has their last meeting in May, with rising 6<sup>th</sup> graders invited to join them for a bonfire and games.
- Children’s RE, Coming of Age, and YRUU end for the year on May 21. There is no RE offered on Memorial Day weekend; a multi-generational Flower service on June 4; and summer RE programming will begin June 11. August is expected to be heavy attendance (for summer), as MCPS schools begin August 9 and our new settled minister will arrive.
- I completed an 8-session class on Systems training for congregations, and will complete a Renaissance Module on UU History later this month. (Professional Development)

### **Consulting**

Plans are back on track. UUCR will field test Rachel’s summer program, *Books and Cooks*, this summer, and are planning to roll out a full RE program in fall. Interviews have been held for the DFD position, but a hire has not yet been made. I will be holding a parent meeting there on June 4.