

Unitarian Universalist Congregation
Board Meeting Minutes
July 13, 2017

Present: Board members Tim Pickering, Susan Wamsley, Jennifer Mercier, Irene Peterson, Ellen Plummer, Amy Pruden-Bagchi. Pam Phillips and Donald Rollins Skyped in to the session. Bill Baker was absent.

Tim lit the chalice and Jennifer did the reading. Everyone checked in and Tim welcomed the new board members aboard and the returning board members.

1. **Agenda** – Tim added the new Behavior Policy to the agenda. Ellen moved to accept the agenda as amended. The motion carried unanimously.
2. **Members Forum** – No members were present for the forum.
3. **Minister and staff reports** – attached. Ellen moved to accept the reports. The motion was carried unanimously. No minister Report was submitted.
4. **Treasurer's report**- no treasurer's report since Bill Baker was absent. Lisa Evanylo reported there are still some outstanding pledges.
5. **Consent Agenda**- Susan made a motion to accept the June Board minutes. The motion carried unanimously.
6. **Old Business** – no old business
7. **New Business** –

Board Process, Order of Business -Discussed the practice of check-in. No changes in practice as of now. We will continue to evaluate possible changes in the practice once Pam starts. Tim would like to institute the process of recognizing persons who wish to speak at meetings. This will avoid speaking over each other and allow for a more orderly meeting, allowing everyone an opportunity to speak. He has requested that in order to be recognized, raising a hand to speak would be appreciated.

Select Board meeting day and time -Discussed board meeting times. It was decided that all were in favor of keeping the board meetings the 2nd Thursday of the month.
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Use of One Drive for Board Business – Discussed the use of One Drive as primary tool for sharing/storing of documents related to board business. Advantage determined to be that all documents will be in one place. Ellen suggested that when an item is posted to One Drive, an accompanying email should be sent to inform members of the addition to the files. All agreed this will be done.

Disruptive Behavior Policy – the Policy was distributed to board members and will be added to UUC policy manuals. Acknowledgment went out to those who worked very hard to create this policy. Ellen made a motion to approve the policy. The motion carried unanimously.

Adult RE update – We had a little extra money on pledges so the June board voted to approve 2-3 extra hours for DFLD.

8. **Discussion of Retreat Program** – Tentative date for the retreat will be August 19, 2017 from 11AM – 4 PM. Ellen will try to reserve the Women’s Center at Virginia Tech for the retreat. She volunteered to help Tim plan the event. She may know a facilitator for the event.
9. **Board Goals for the year** – Some suggestions were made for board goals for the upcoming year.
 - a. Support our new minister
 - b. Further education of the congregation about the Gardiner model
 - c. Policy and procedure manuals – We need to separate policy from procedure. (Procedure being how the minister implements UUC policies.) We have identified some people who are willing to help with this. Ellen has volunteered to spearhead this effort, recognizing it may be at least a year-long process.
10. Meeting adjourned at 8:10 PM with Ellen providing a closing reading.

UUC BOARD MEETING AGENDA
Thursday July 13, 2017

7:00-7:05

Chalice Lighting & Reading - Jennifer

7:05- 7:10

Review and Accept Current Agenda

Proposed motion: Approve agenda

7:10-7:20

Member Forum

Check-in

Previous Board minutes for June—approve

Proposed Motion: Approve Minutes

Consent Agenda

Minister Report

Administrator's Report

DLPD's Report

Treasurer's Report (None this month as Bill is away)

Old Business

New Business

Board Process, Order of Business

Select Board meeting day and time

Use of One Drive for board business

Break and Refreshments

Discussion of Retreat Program

Board Goals for the year

Select opening words and volunteers (deferred)

Reminders of upcoming events

Extinguish Chalice and Adjourn Meeting

Next meeting: Date to be determined by new board

Administrator's Report to the Board July 13, 2017

Board info update to UUA: The list of Board members and contact info has been updated with the UUA as of July 1, so if you are new to the Board, you should receive periodic emails from the UUA and our Southern Region. On August 1, the role of minister will be updated with the UUA from Don to Pam. The email, minister@uucnrv.org, will also be changed from Don to Pam.

Board email list: All Board members should use board@uucnrv.org to send an email to the Board that includes the elected Board members, minister and staff. If an email is to be sent to **elected Board members only and not staff**, use boardonly@uucnrv.org.

Insurance Claim: On July 4, I received an email from a guest at a violin recital/rental held at UUC on June 2. The woman's son had tripped on the edge of the sandbox in our playground and broke his left arm. He had outpatient surgery on June 7 at UVA hospital. She asked if our insurance would cover his medical expenses. On July 5, I called Church Mutual and filed a claim. We have no-fault liability coverage and so are fully covered regardless of fault. I will provide them with pictures of the sandbox area, and the adjustor will contact the mother. We will be kept updated on the situation although I don't anticipate any complications.

Attendance/Members: See online Google Doc. Several members were moved to "friend" status as of July 1 as requested during stewardship.

Board Notebooks and Annual Timeline: Based on Tim's great idea to begin using OneDrive for all Board documents, I will not be updating the (obsolete) Board notebooks. The file of Board contacts will be uploaded shortly, and the monthly timeline for 2017-18 will be available by the Board retreat.

Pledge payment update for FY 2016-17: As of today, we have \$13,861.60 in outstanding pledge payments for the last fiscal year which means that 95% of the pledged total has been received. This includes new pledges that came in during the year and pledge overpayments by some. I assume that once Bill Baker returns on July 19, those who owe on their pledges will be contacted as to their intent to pay.

DLFD Report to the Board – July 2017

Submitted by Karen Hager, Director of Lifespan Faith Development

Registration

- Registration for 2017-18 is in progress. August report will include numbers for processed registrations.

This month:

- Summer RE continues and the new program is going well. We have had several new families visit since Summer RE began. Attendance August is expected to be heavy attendance (for summer), as MCPS schools begin August 9 and our new settled minister will arrive.
- Fall recruitment: CRE teachers are finished. A new male advisor has been tentatively recruited, pending approval of youth; adults are planning to meet with him this summer, then have him attend a meeting or two before formally offering the position. Three female COA mentors have been recruited; I am still working on recruiting 1-2 male mentors and a facilitator(s). 8-9 OWL teachers are recruited.
- Andy Roberts attended OWL training in early July and is now a credentialed 8-9 OWL teacher.
- Registration for fall classes is open. Most families register in August, so not much to report yet.
- I am developing digital notebooks for both youth groups for fall, and for the CRE teachers. Through one link, they will have a searchable online resource for all information about their volunteer assignment. It will also be very easy to update and will insure that everyone always has access to the most current information.
- I met with the Conversations on Our Faith book group to discuss possible Adult RE offerings; others have been stopping me with suggestions too. I have lots of ideas to explore and several folks who have volunteered to teach. What we do in 2017-18 will depend on how many hours I've been given.
- I will be taking vacation July 15-23.

Building Bridges – middle school:

Rachel and I have been working on a sizeable edit of the middle school *Building Bridges* program. Although the content is excellent, the delivery of the material was deemed a failure two years ago – i.e. kids speak with their attendance and attendance was bad, a trend that unfortunately continued this year. With a new crop of kids coming in, we're changing things up a lot. The old curriculum was too heavy on lecture and was difficult for teachers to teach. We've moved a lot of the lecture material to a video format, added activities, and decreased the number of topics, while increasing the amount of time devoted to a particular religion. Our kids will be learning more about: Judaism; Buddhism; Hinduism, Taoism, and other Eastern religions; Islam; Christianity; Humanism, Atheism & Agnosticism; Neo-Paganism and Indigenous Religions; and Unitarian Universalism.

We are hoping to have adult programming available on these topics, as well, to coincide in timing with the middle school's discussions. Visits to other churches may, again, be multi-generational. Also, in the process of the middle school edit, I uncovered many excellent video resources, and plan to share them via the resurrected Facebook discussion group for *Building Bridges*. Many are also appropriate for use on our main Facebook page.

As our "hook" for kids into the *Building Bridges* program, I am also working on a new activity using the video game Minecraft. I am calling this ChUurchcraft, and, as in the past, am doing this portion of the curriculum edit on my own time, to retain the copyright for ChUurchcraft. When put into use, the class will begin with a previously designed empty building. As the class learns about a religion, they will design a room in the building as a place where that religion is practiced. At the end of the year, they will have created a UU congregation, where all religions can be practiced.

Disruptive Behavior Policy

As a team member of a task team currently meeting, the need for a Disruptive Behavior Policy was discussed. The topic was broached by Mark Benson, who previously served as a member of the Conflict Resolution Team. I was aware that such a policy was discussed 4 years ago, and that it was also suggested in a workshop at GA last

year. The UUA recommends such a policy be in place in congregations and has resources online for policy development.

I offered to help Mark draft a sample policy, with the intention of having this policy ready by the time Pam arrives. The policy is finished, and has been passed by Don and Pam, who have both given it their approval. With everyone's agreement, we are submitting the policy (attached as a separate document) for Board approval, ahead of Pam's arrival.

The drafted policy follows the UUA template closely. For more information, you can visit the UUA website in the Safe Congregations area of the website: <http://www.uua.org/safe/disruptive-behavior-policies>. FYI, this page also contains links to two resources on being welcoming to those with mental illness.