

# Unitarian Universalist Congregation

## Board Meeting Minutes

### November 9, 2017

**Present:** Board members Tim Pickering, Susan Wamsley, Irene Peterson, Pam Phillips, Bill Baker, Jennifer Mercier, Amy Pruden-Bachi. Ellen Plummer was absent.

Tim started the meeting at 7 PM and Jennifer did the reading. Everyone checked in.

1. **Review and accept current agenda** – A motion was made to make changes to the agenda. All accepted the new agenda.
2. **Member forum** – No members were present for the forum.
3. **Consent Agenda:** - All reports were available on One Drive. The consent agenda was approved.
4. **Treasurer's Report** – Bill presented a PowerPoint presentation of the Treasurer's Report. He also made a motion to accept a \$5,000 gift to reduce the mortgage. All approved the motion.
5. **Old Business**

Update on Personnel committee – Motion made to approve Bryan Ward to serve on the personnel committee. All approved the motion.

Update on Committee on Ministries – Motion made to approve Margo Walters to serve on the Committee on Ministries. All approved the motion.

Update on progress of policy updates – Tim reports he is moving forward on updates. Frank DuPont, Bill Baker and Tim Pickering have been working on the Financial Policies and Procedures. They are extracting the policies from the procedures and will be following this system for the other policies and procedures.

Update on Program Council Meeting – Pam is working on getting the committees together in December (2017).

Discussion on Board Goals – Board Goals were discussed and refined. Jennifer and Irene will establish metrics for goals.

**6. New Business**

Set date for installation – This will be moved to Board goals. Pam will work on establishing a date that works best for her.

White Allies Workshop – A discussion was held regarding the congregational commitment required by the group offering the White Allies Workshop. A motion was made for the Board to conditionally approve a congregational commitment if the White Allies group (within our congregation) provides a letter stating that they will live up to the three-year commitment. All approved the motion.

Information on maintenance cost for parking lot resurfacing and structure reinforcement – Tim presented a proposed invoice from Donnie's Paving. A discussion was held regarding the various prices/options available. Tim will gather more information and possibly an estimate from another company.

Opening words for next meeting – Susan

Refreshment volunteer – Bill

Reminders of upcoming events – Auction November 11, Solstice Spiral December 16.

Next meeting December 14.

Chalice was extinguished and the meeting was adjourned at 9:00 PM.

Respectfully submitted by Irene Peterson

## Board Goals and Priorities – 2017/2018

### GOALS

- Support the Minister
  - Meet on a quarterly basis
  - Complete evaluations (due November 2018)
  - Schedule installation date
  
- Educate/Outreach
  - Become a beacon of liberal religion in the NRV
  - Board members show up for community events, possibly wearing UU identifying clothing, or other means of association to UU congregation
  - Report monthly on events that board members have participated in
  
- Communications/identify, assess, and improve
  - Website, newsletter, email, postings, other
  - Website management – identify who manages the website
  - Activate our new web site
  - Assign responsibilities for maintenance
  
  - Set up a communications team
  
- Explore Policy Governance framework
  - Vision statement – form a strategic planning committee.
  - End Statements – Policy Governance – will receive additional education from Tim throughout the year. Possibly speak to boards from other groups to learn of their strategies
  
- Current Policy update and alignment
  - Separate policies from procedures
  
  - Create a guide for policies and related procedures for all – board, leaders, and congregants
  
  - Communications of policies/procedures – changes to policies, new policies (e.g. newsletter), location on web site, etc.
  - Evaluate and align committee structures, purpose (strategic planning, personnel, ministries, leadership development, others. – Board will do reviews for each committee to accomplish this goal
  
- Reconstitute Personnel committee
  - Recruit members
  - Give charge to the committee

- Support the social justice effort (environment)  
Check in quarterly with the committee to see what they are doing, what they need from us. Chairperson of the committee will provide goals which the social justice committee hopes to obtain.
- Reconstitute the strategic planning effort to implement the vision statement  
Will meet with the program council to start.
- Revisit the charge to the Leadership Development Committee  
Determine current status of the Leadership Development Committee

DRAFT

UUC BOARD AGENDA  
NOVEMBER 9, 2018

7:00 – 7:15

Chalice Lighting & Reading - Jennifer  
Check-in

7:15 – 7:20

Review and Accept Current Agenda  
Proposed motion: Approve agenda

7:20 – 7:25

Member Forum

7:25-7:30

Consent Agenda: Approve  
Minister and Staff Report  
Administrator's Reports  
DLFD's Reports  
Previous meeting minutes

7:30 – 7:40

Treasurer's Report

7:40 – 8:10

Old Business

Update on personnel committee – possible vote on member  
Update on progress of policy updates  
Update on Program Council Meeting  
Discussion on Board goals – Decision item

8:10 – 8:20

Break and Refreshments - Irene

8:20 – 8:30

New Business

Set date for installation  
Information on maintenance cost for parking lot resurfacing and structure reinforcement

Select opening words for volunteers for next meeting

Refreshment volunteer

Reminders of upcoming events

Extinguish Chalice and Adjourn Meeting

October 2017 Minister's Report to the Board  
Submitted by Rev. Pam Philips

Leads Worship

We addressed the theme of "Courage" in worship in October, including our need to be courageous by having our first White Supremacy Teach-In along with other UU congregations around the country. Rhonda Johnson and Barbara Taylor, who have been leading the white privilege/white allies discussion group on Sunday mornings did an excellent job sharing their own stories. As a result of the service, nine people are forming a second discussion group that will meet on Wednesday afternoons. Likewise, worship associates Jane Mahone and Earle Irwin received praise for their parts in the other October services. We are blessed with excellent lay worship leaders.

Asha Mills has stepped up to coordinate a solstice spiral, held on the outdoor labyrinth December 16<sup>th</sup>, weather permitting (moving in to the sanctuary if weather appears to be wet or too cold). Molly Lazar has shared her notes and an invitation to others who have or would like to help lead this ritual has been put in the emails and the newsletter.

Officiates Rites of Passage

Thankfully, we have not had any need for memorial services since last month's report, but we will be having our first new member recognition service on Sunday, November 5<sup>th</sup>. I look forward to welcoming new members into the congregation.

Provides Pastoral Care and Presence

I continue to meet with congregants individually and to coordinate with the lay pastoral care ministry chair, Cynthia Luke. She has been unbelievably helpful in keeping me up-to-date on pastoral needs, and I am starting to get information from people before she gives it to me. Cynthia is looking to step down from her role as chair so we are looking for people who can begin to learn and step into that role.

I have advertised "History and Hope Conversations" for members to meet in small group meetings to share their stories and their hopes for the future, with four meetings scheduled in November.

Encourages Spiritual Development

In addition to leading Sunday services, I continue to attend most of the weekly Conversations on Faith gatherings. I offered a three-session New to UU adult faith development class on Thursday evenings from October 19<sup>th</sup> to November 2<sup>nd</sup>. Seven to nine people attended the classes, including two who had never (but have since) attended Sunday services, and we have plans to meet at least one more time.

Witnesses to Social Justice in the Public Square

I've continued to meet with the social justice team that is shepherding the congregation's chosen focus on environmental justice and climate change.

The conveners of the White Privilege/White Allies discussion group are meeting with the Richmond Pledge organizers via ZOOM on Monday, November 6<sup>th</sup> to discuss bringing the workshops to Blacksburg. I attended the NAACP monthly meeting and was glad UUC member Irene Peterson was there to introduce me to some of the leadership.

I was able to attend a talk in Roanoke sponsored by many churches and congregations (including the UU church) on Pursuing the Beloved Community: A Continuing Conversation on Race by Dr. Wornie Reed.

I was pleased to attend the Blacksburg Refugee Partnership meeting on October 29<sup>th</sup>. It was good to see how many UUC members participate in their good work, including Molly McClintock and Jane Aronson.

### Leads Administration

We held a successful start-up weekend on October 20<sup>th</sup>-21<sup>st</sup>. In addition to brainstorming the best and worst of times of UUC, Denise Rimes helped us to process expectations and areas of authority, leading to identification of priorities of my first year of ministry. Her notes are included in the board file.

I continue to meet with staff every other week, with some extra meetings to go over the web page, which should be completed within the month. Kelly Eagan has agreed to help with revisions as we move forward.

The Connections Committee sponsored a successful Ministries Fair on October 21<sup>st</sup>, thanks to Mark Benson for stepping in to coordinate. The Newcomer's Orientation was on October 14<sup>th</sup>; we had eleven people participate in the activity, including three who are becoming members and several others who are continuing to participate as friends for the time being. Jim Copenheaver will be taking photographs after Sunday service for the member directory.

I followed up with people affected by the accident in the parking lot, speaking with the insurance claims representative as well. I appreciate all those who helped the people whose cars were affected; Bob Stimson and Joe Powers gave people rides. I'm also grateful the work that George Lally has done in coordinating for the repair of the fencing.

### Pursues Personal Renewal and Professional Development

I attended the Blue Ridge Cluster of VACUUM in Waynesboro on Wednesday, the 18<sup>th</sup>. I continue to meet monthly my mentor, Rev. Morriss.

I will be attending the SEUUMA (Southeast UU Ministers Association) retreat at The Mountain, November 13<sup>th</sup>-16<sup>th</sup>.

I have participated in one more webinar – Your Committee on Share Ministries – offered by the UUA professional development office.

I've met with one more local minister and attended my first Blacksburg Ministerial Association meeting.

The Committee on Ministries held its first meeting to go over their roles and the evaluation form that they will use to give me feedback and to schedule our monthly meetings. We will be turning in our evaluations on the November 1, 2018 deadline, with renewal decisions returned in February 2019. That way we will have been meeting with each other for the requisite 10 months before turning in our first evaluation.

### Serves the Larger Unitarian Universalist Faith

I am looking forward to attending the ordination of a seminary classmate in Durham at the Eno River UU Fellowship on my way to the SEUUMA retreat, November 12<sup>th</sup>.

The ministers and DRE's of the Blue Ridge Cluster have decided to planning a cluster gathering in the spring at the church in Roanoke, and I've been in contact with a possible presenter for the gathering.



## Ministerial Start Up Weekend Notes October 20-21, 2017

### Best of times

- Commitment of our long term members
- 1978 – Added on to original building
- 1987 – Called first part time minister
- 1985 – Caring Network
- Early 90s – Property purchased
- 1998 – Welcoming Congregation certification
- 2000 – Decision to call full time minister
- 2005 – Response to Katrina
- 2007 – Jared was hired (music)
- 2008 – Additional property purchase
- 2010 – development of grounds
- 2011 – LCPM
- OWL
- 2013 – Green Sanctuary certification
- 2013 Called Rev. Dara
- Evolution of Religious Education
- 2014 – Social Justice/Mental Health Ministry
- 2014 – Grand piano donated
- 2015 – Mental Health Sunday service
- People are willing to step up



- Leadership Institute
- 2016 – General Assembly, Columbus
- 2017 NAACP banquet
- Our best times represent
  - Growth
  - Vision
  - Resilience
  - Faith Commitment

### **Worst of times**

- 1980 – difficult times with leadership
- 1983 – Vote about property divided the congregation
- Early 1990's – legal issues
- 1990s – Talk Back
- 2012 – Playground behavior incident
- 2014 – Private school rental issues
- 2014 – A deer went through the window
- Our worst times represent
  - Resilience
  - Showing we want the best for the congregation
  - Learning to deal with interpersonal conflict

### **Other good things**

- Silos have been broken down
- Good administrator
- Communication
- Sense of optimism

### **Ministerial Authority**

Authority and responsibility are not the same things. Authority is when “the buck stops here.” Responsibility can be more easily delegated to get tasks done, but, typically authority remains in place regardless of who is actually doing the work.

- Pastoral care
- Rites of passage
- Freedom of the pulpit (all worship)
- Authority for LCPM
- Representing UUC in the community, district
- Social Justice? (who has the authority to set the tone)
  - Lead v. choose?
  - Initiate?
- Lead staff
- Bring issues to the congregation

You may decide to narrow the focus of bringing issues as time goes on, particularly if you want committees and/or leaders to have independence. The minister may not need to know about every issue, but you will begin to get a feel for whether there should be any boundaries here over time

- Lifespan RE (?)
- Growth, leadership (?)

If, after further discussion, you think that the minister does have authority for growth and leadership, be as clear as you can as to what this means.

### **Leadership Authority**

- Establish, enforce policies
- Contracted workers
- Custodians of values (mission, vision)
- Goal setting
- Supervise minister (i. e., hold minister accountable)<sup>1</sup>
- Conflict resolution

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<sup>1</sup> Some discussion about language

- Building & grounds safety
- Facilitate communications
- Budget, finances (fiduciary responsibility)

The definition of “fiduciary” that George looked up (duty of care and duty of loyalty) may be important to review, particularly with Board members. It’s something you may want to make a part of your Board orientation as well

- Finding new leaders
- Hiring, firing

### **Important to the Congregation**

- Music
- Communication
- Social justice
- Fundraising/Stewardship
- Worship
- Being accepted/welcoming

### **Urgent Priorities**

- Parking lot
- Anti-Racism

### **In the future**

- Campus ministry
- Downtown ministry
- NAMI affiliation

### **First Year Priorities**

- Robust worship
- Showing up
- Getting to know the congregation
- Greater presence in the community (maybe later?-Empower Pam to decide)

- Support Pam's fellowshiping process
- Growth (later)
- Consider linkage to UUA

### **What draws us into this community?**

- Be better human beings
- Loving inside and out
- Community is what humans need-we don't do well alone
- Ability to express ourselves and be accepted
- Spiritual growth
- Be accepted (theology)
- Broad focus
- Like-minded
- Question
- Challenging

### **What changes are we seeing, needing?**

- Disruptive behavior education
- Moving towards greater spirituality in congregation
- Aging leadership
- Diversity of beliefs
- Greater acceptance
- Connection to UUism needs strengthening
- Bring covenant to the front

### **How will we handle conflict?**

- Listen to each other
- Use conflict resolution process
- Use covenant
- Bring conversation out of the parking lot

- Avoid triangulation (Tell Pam)
- Trust and forgiveness
- Respect authority
- Curiosity
- Assume good intentions

**Communications about the outcomes of this workshop**

- Newsletter
- Share with committees
- 1:1 conversations
- From the pulpit
- Share first year priorities and our best qualities

## **Administrator's Report to the Board November 9, 2017**

**New Website:** Thanks to much work by Kelly Eagan, our new website is moving along. Karen, Pam, and I met with Kelly with our questions and are in the process of learning further how to use WordPress and the template provided by the UUA. It is much simpler to update, add media (photos and videos), create pages, etc. than our current site. The homepage and member area still need much work, and we will be meeting again shortly to work on these. Arthur Snoke will continue to maintain the member area. No launch date yet but getting closer.

**Committee Meetings:** Attended Auction & Stewardship Committee meetings last month.

FYI – Karen, Ella and I met with staff from the Roanoke congregation this past week for lunch including Alan Moore, their DRE. It was very interesting comparing what goes on at each congregation and seeing how things are done elsewhere. I am hoping this will lead to more interaction between us and exchanges of ideas.

**Attendance/Members:** See online Google Doc.

**Hope to see all Board members at the auction on November 11!** At this time, we have 254 wonderful items for bidding!

**Thanksgiving Plans:** I will be traveling to relatives in NOVA on Thanksgiving day and returning Friday but too late to hold office hours.

**Photo Directory:** Be sure to get your updated family photos to me in jpeg format for the next photo directory update. Many congregants have already sent in great pictures.

## DLFD Report to the Board – November 2017

Submitted by Karen Hager, Director of Lifespan Faith Development

### Registration

- CYRE: 110 (unique children and youth)
- LFD Activity slots: 141
- UUC Activity slots: 153

### This month:

#### Children's RE:

- Our middle school class visited Dharmapala Kadampa Buddhist Center in Roanoke in October, along with interested adults, with a total of 16 participants. Our next visit will be to Shantiniketan Temple in November, as we discuss Hinduism.

#### YRUU:

- YRUU held their first theological discussion with the topic "What happens after you die?" The result was a terrific discussion and enthusiasm for future meetings. Pam will facilitate the November discussion on how the world may end.
- YRUU will hold its first meeting partially devoted to social justice work November 5. Under the focus of environmental justice, the topic will be the effect of eating/not eating meat on the environment and climate change, with a discussion on ethical eating. December's topic is water quality in the NRV.
- The YRUU service will be held November 19 with the theme of Abundance. Come support our youth!

#### Adult Faith Development:

- *The Story of God, with Morgan Freeman*, had a record attendance of 31 people in October. As a result of the high attendance, the class has been moved to the sanctuary. *The Story of God* explores the religions of the world through discussion of one of the big questions of life. No particular theological viewpoint is advanced. Runs October-March.
- Pam's class, *New (Or Not So New) to UU*, concludes this month.

#### Events and Activities:

- *It's Scary to Be Hungry* once again had wonderful results, with \$3230 in cash and food donated to the Interfaith Food Pantry. A small, but experienced, group of families stocked the warehouse after the food drive, shelving 223 bags of groceries in 1 hour!
- The Buddy Project launches this month, with 17 pairs of adult and child Buddies. Buddies will meet on December 10 at the holiday multi-generational service.
- Mitten Tree is up downstairs and accepting donations through the month of November. November 12 is Mitten Tree Sunday. LFD has partnered with CST to collect donations of new mittens, gloves, scarves and hats; new underwear; and gently used children's coats for The Christmas Store. After donation, the tree downstairs will be decorated in a UU theme.