

## UUC BOARD AGENDA

December 14, 2017

7:00 – 7:15

Chalice Lighting & Reading - Susan  
Check-in

7:15 – 7:20

Review and Accept Revised 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 – 7:55

Old Business

Preliminary feedback for Pam re UUA minister fellowship evaluation.

7:55 - 8:05

Break and Refreshments - Bill

8:05 – 8:45

New Business

Living the Pledge Workshop report – Tim, Pam  
The 4 P's review – Tim  
Next steps for policy review and update - Tim  
Input from the Program Council meeting re Vision implementation – Ellen  
Leadership discussion  
How did you get recruited to be on the Board?  
What is your definition of leadership?  
How does the Board provide leadership?

Select opening words for volunteers for next meeting

Refreshment volunteer

Reminders of upcoming events

Extinguish Chalice and Adjourn Meeting

# Unitarian Universalist Congregation

## Board Meeting Minutes

December 14, 2017

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

Tim started the meeting at 7:05 PM and Susan did the reading. Everyone checked in.

1. **Review and accept revised 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 made a motion to accept the following gifts: \$2,000 gift for mortgage reduction, \$1,000 gift for landscaping, \$300 gift for special project. The motion was passed.

### **5. Old Business**

Tim led us through the UUA minister fellowship evaluation form. Discussions were held on each item with feedback given to Pam. Tim has requested that board members be aware of each evaluation item in preparation for the final evaluation that will be done in November 2018.

### **6. New Business**

**Living the Pledge Workshop report** – Tim and Pam gave a report about the workshop. Two people have offered to lead this workshop in our congregation.

**The 4 P's review** – Tim reviewed The Four P's document. He showed some examples of some of our current policies which will need to be updated.

**Next steps for policy review and update** – Tim reported that policies will be categorized and divided among appropriate committees/groups for review and comment. Policies that do not pertain to a particular group will be distributed among board members.

**Input from the Program Council meeting re Vision implementation** – Ellen distributed a report on the UUC Program Council meeting held December 4, 2017. Participants had been asked to reflect on the following questions as background for the discussion.

- What is your committee already doing to help achieve our vision?
- What might your committee do in the future to help achieve our vision?
- What else needs to be done to achieve our vision?

Participants felt the meeting was useful/helpful in providing an overview of what is happening throughout the congregation. It will help us all keep in touch with each other and see opportunities for cooperation and mutual support.

**Leadership discussion** - A discussion was held regarding the following questions:

How did you get recruited to be on the Board?

What is your definition of leadership?

How does the Board provide leadership?

We often think of leadership in terms of a hierarchy (military, business organization) or of positions held (elected offices). But there are many other ways people can provide leadership. We explored some of these to heighten our awareness of possibilities for members to provide leadership, and for us to recognize and celebrate those acts, and to encourage members to step up when they see a need or feel a call.

**Other** - Pam received a gift of a popcorn popper and a motion was made to accept the popper. The motion passed.

Tim will read the opening words for next meeting. Susan Wamsley will bring refreshments. The meeting ended about 9:15 PM.

Next meeting January 11, 2018.

Respectfully submitted by Irene Peterson

**UUC Program Council  
Meeting Notes  
December 4, 2017**

**Attendees:** Committee chairs Isabel Berney (reporting for Bobbie Littlefield as well as herself), Pauletta Copenheaver, Lisa Evanylo, Jim Flowers, Gene Gardner, George Lally, Andy Roberts, Arthur Snoke, Margo Walter; Board Members Tim Pickering, Ellen Plummer, Susan Wamsley; Pam Philips

(should we list who sent regrets?)

A next step for the UUC is to operationalize the congregation's Vision Statement. Program Council members are uniquely positioned to assist in providing examples of how we "do" our vision and in expressing hopes for how we can strengthen and amplify implementing our vision.

As a point of departure, Program Council members were asked to consider the UUC's vision statement and share their thoughts using three questions as a guide (below).

**Program Council – December 4, 2017  
Unitarian Universalist Congregation  
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.

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In preparation for the Council Meeting, please review the vision statement with your committee, considering these three questions:

- What is our committee already doing to help achieve our vision?
- What might our committee do in the future to help achieve our vision?
- What else needs to be done to help achieve our vision?

Council Members introduced themselves, identified the group(s) with which they are affiliated, and how many people are associated with the group for which they are reporting.

**Committee/Group Reports**

**Gene/Outreach and Publicity:** The focus of this group's efforts is to raise awareness of the UCC beyond the congregation. Previous efforts include: announcements at Lyric, posters at the Weight Club in the past. The group's

members stay aware of upcoming UUC activities and events (like the Holiday Concert), and try to get media outlets like the News Messenger and the Roanoke Times to write an article and, at the very least, to get on the published community calendar. The challenge lies in the narrow/limited number of places and topics that have a “hook.” Historically, we have had articles on the UUC website (Chris had written articles). There are ways doing things on the website.

Matt Gentry coming to take photos first is a good way to get things into the Roanoke Times.

What has been working? Are there additional ideas that we should be looking at— younger people are not reading the Roanoke Times.

An events website called “Next Three Days” is an electronic outlet through which the UUC can publicize events and activities and might reach different/varied/new audiences.

We have talked about doing a survey from the people who are here to find out where they are getting their information, and analyze by age group.

We get many people through the web site, but much of our information is on the members’ area and inaccessible to folks without password. The new web site will have much less information on the members’ page (only directory and financials will be password protected).

**Jim/Leadership:** Leadership Development acts as a nominating committee have in the past have had actual leadership development activities. Currently, it is “wide-open” as to what the group might be. Sees Leadership Development as a UUC vision support-piece than a front-piece. Behind the scenes.

Do we want to have more leaders that are reflecting the vision?

Discussion included the merits and objections to generating and keeping a list of UUC congregants and friends that serves as an inventory of their strengths or expertise. Over the years, various lists have been generated but not made available to everyone. Concerns about collecting this type of information includes the worry of being perceived as judging people. Maybe we can have a catalog of talents—self-assessed. If people are willing to self-assess, that will work, but current leaders should not be engaged in evaluating others.

We may want to consider the ways in which we describe, discuss, and recruit for leadership positions. What do we mean by leadership – positional leadership, and otherwise?

**Lisa/Communication:** A consideration regarding how UUC communications contribute vision statement vis-à-vis practicing generous and radical hospitality. For

example, we allow community groups to use our space for free. Recently, the building was used for a 2-day workshop on suicide prevention with the veterans. Some of our groups moved out of Elarth to let them use the space. The veterans' group was grateful. That puts a generous face on the congregation. Other groups that make use of our building for free include: Community Services, the Mothers Group, Baby-wearing Group, Parents, two NAMI support groups, ACA group, Transgender Group. When a group calls, and if it is a small group or they have no money, we let them have a room.

Our new website will be much better as a communications tool. Social Justice will be easier to see (one of the drop menus) and the website will include information regarding UUC's Social Action, and being a Welcoming Congregation.

The weekly announcements email goes to people who visit the UUC. Lisa puts photographs of the grounds into the email and it goes to 400 people. The intent of the email is to show that we are active in a wide variety of things – even if we are marginally involved such as the VICPP—Opioid and Criminal Justice Workshop.

The UUC newsletter goes to 700 people.

UUC might benefit from amplifying our communications to include—twitter and Facebook—that reach young people. If we can find some younger people to take care of the Facebook page. Need to get younger people's point of view.

Maybe leadership can think about getting younger people (not just age, but other demographics). Having a storefront was an idea earlier (like Christian Scientist reading room).

We could ask the YRUU youth if any of them could do twitter—but we should be careful who is speaking for the church.

**Isabel/Connections** (six members): nothing about being a beacon, nor working with outside group. We do practice radical hospitality and have activities that are geared to welcoming newcomers and others. We have had bring-a-friend to church day; we have had business card that Gene's son made for us.

We always are continuing ways to be welcoming and to get ALL congregants to be more welcoming. We are doing our best to support the photo directory, the ministries fair, holding sessions for newcomers, we have explored having buddies. Getting visitors in the front of the potluck line. When Isabel breaks into the line, people let her in! She tries to get a longer-timer to be their buddy at potluck lunch.

In the future, Connections will oversee Pam's installation service and will welcome any ideas to serving the wider community.

**Bobbie/Memorial Committee (given by Isabel):** Its purpose is to serve members and friends. With the garden, very few non-members have niches. Memorial is part of the grounds that are open to the whole community. We are keeping the memory book that will hold the history of those people who have died and whose family have provided information for sharing. Several people on the committee are part of the Funeral Consumers Alliance (FCA). The FCA has been part of Life-long Learning Institute (LLI) have given workshops here that were open to the public (no one came). Final Exit have been here before. Representative came for Sunday Circle and service.

Word of praise for the UUC's Book of Treasures; but it is not as well known as it should be. It could be used as a teaching tool for the RE and for new members. It is important for Isabel to know what gifts are given to the congregation. It would be good to put it on the website.

**Margo/Mental Health Justice Ministry (MHJM)** (seven members): Creating a new National Alliance on Mental Illness (NAMI) affiliate, providing access, receiving training, inviting others to join MHJM.

Future—plan special events like one held at the Lyric, extend mental health support activities to wider area like Pulaski and Floyd, address mental health issues to youth and children

Executive director and others in Community Services consider the UUC a partner. They have 800 employees, so when they advertise for us it goes out to lots of folk. Margo has done training for them. Other partners include the Community Health Center in Christiansburg and PATH (a group comprised of the heads of mental health related agencies in NRV). Continue to work with NRV to advocate for mental health

Additional efforts include reaching out to youth and young adults by pairing up with campus NAMIs at Tech and Radford.

At UUC, continue to make sure we are welcoming to people with serious mental illness. We want to advertise that we welcome and work with those who are marginalized.

Possible future activities might be to work with the leadership development committee on how to support people with disruptive behavior.

**Andy/Stewardship** (about 8 in the room, 6 of those actual members): Aiming to transition from a campaign/annual fund drive to an *annual* stewardship program. A *year-round* image/presence with testimonials in publications and website. Fund-drive is a big part of achieving the vision.

What we can do in the future: working to get younger voices. Trying to identify avenues for “public relations” that people under 45 are apt to look at. UUA has a thing about a year-round committee.

Discussion included questioning whether UUC ought to put testimonials on the website, or on YouTube. Producing a video specifically for Stewardship and for advertising the UUC. UUC grounds are beautiful and worth advertising. Videos on the website?

**George/Grounds** (seven workers on the committee): Grounds was involved in the UUC’s strategic planning process and the UUC’s Vision Statement reflects a lot of Don’s advice. Grounds has been implementing the plan presented to the Board in 2012. Grounds help the UUC achieve two elements of the Vision Statement: practicing generosity and radical hospitality; and we will be known as a place of beauty, welcome, joy, and celebration. Grounds are open to neighbors and the community, and we provide a habitat for flora and fauna. Grounds are a spiritual venue.

Every time we bump into neighbors, we tell them to think of UUC grounds as their backyard. Feel free to walk here. Daily outreach. We have outreached to the Garden Tour (under beacon of Liberal Religion). Sent them pictures. They are all filled up for this year. If we make the 2019 Garden Tour plenty of publicity will be generated.

Any chance of partnering with the Hahn Garden at Virginia Tech? We might have a way to do it, we have a new member who is a master gardener and is in a program at Tech. She has not met with Karen yet but is hoping to be a liaison with the RE program. She is connected with the Hahn. When we did the memorial garden, we had landscape architecture department at Virginia Tech students working. We could do try to get connected with them again.

Future plans include a feature down by the south lawn by Hardwood Drive. This might help invite people to walk the entire meditation path/. Possibly a memorial for famous UU’s, including some of the martyrs.

An additional idea is to sponsor an annual appreciation of our neighbors on the grounds and in the parking lots. Not proselytizing but to get them here and have a little fellowship, just to have a better relationship.

**Pauletta/Community Service Team (the committee formerly known as Social Action)**: (comment about NPR announcements). It was determined that Community Service could not be a committee. People are too fluid, so they are a team. The team’s strongest activities are with in joining with organizations to work for Just Causes. All initiatives work with partners in about 12 causes – for example,



To Our House is a huge initiative. Others include: The Women's Resource Center birthdays, Bingo at Fairlawn Home.

Pauletta recalls Don and Carol Kern had a meeting similar to this. Maybe there were minutes. (Pam's note: Ask Carol for the minutes to that meeting).

**Linda/Auction** (10 people on committee): try to make money to support everything! We practice hospitality and have many people come from outside who spent money.

**Arthur/Sound**: Views sound as a "support thing". We do the sound and make the podcasts, try to provide sound for others who use our space. A persistent problem for others who use our space is that the sound system is not user-friendly. Problem might be solved if there was a smaller set-up for groups who need amplification. Provide what we can for support.

For the future, trying to figure out a way to have a projection system in the sanctuary. Have not come up with a good solution. We are limited because we do not have a good projection system.

### **Open Discussion by All - What can we do for the future?**

Strengthen and amplify outreach and involvement for and with youth and young adults (e.g. pairing with campus NAMIs at Tech and Radford). Continue to work with NRV to advocate for mental health

Need to get more young people involved (lots of gray heads), get younger people into some of these leadership roles.

Lay leaders need to go downstairs more, with parents and kids. Parents often have one leg in UU.

Any interaction with the campuses is good. Inviting more people in activities here.

Social Media—Instagram, YouTube channel, drone view of the grounds (his son is big on this).

Remain realistic and focus on commitments that can be accomplished. We need to be accountable. Goals are good – commitments are what count. Management of the commitment level is a challenge for the group. What would success look like?

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

Leads Worship

We addressed the theme of “Abundance” in worship in November. The youth did their annual service on November 19<sup>th</sup>, giving us their unique perspective, wonderful music, and crafts to take away. A highlight was having the combined choirs of UUC and UUCR (Roanoke) for the service on Nov. 12<sup>th</sup>—they made beautiful music together. Thanks to Ella Kromin for arranging this feast for the ears. She also had the Chalice Choir singing for the youth-led service.

I'm pleased with the number of people attending services. Of note is the number of children on the Sunday after Thanksgiving (more than I had expected), even though there were no RE classes. We'll need more kid/youth-friendly services on these days when classes aren't held.

We're addressing the theme of hope in December and looking forward to both the Solstice Spiral (led by Asha Mills and others in Earth Spirit Sisters) and the evening Christmas Eve service. I will be taking off the last Sunday, with worship associates Victoria Taylor and Jim Kern leading worship.

Officiates Rites of Passage

We welcomed three new members during the service on Sunday, November 5<sup>th</sup>. I took advantage of this ritual to lift up UUC's covenant of right relations and hope to incorporate it in more services to make it more prominent.

We held a memorial of the life of long-time member John Cairns on December 2<sup>nd</sup>. It was well attended by members of the biology department and of UUC (someone counted 35 people). Most of the service was reflections by his friends and colleagues. It was noted by more than one person that it was not as well-advertised as possible because it was not included in the obituary. We may consider how to do more outside notice (the internal notice through the email weekly emails and newsletter was good).

Provides Pastoral Care and Presence

I have met with congregants both in my office and at their homes. I am pleased that Frank DuPont and Jane Mahone have stepped up to co-facilitate the Lay Pastoral Care Ministry team, taking over for Cynthia Luke, who has done an admirable job for many years. We are making the transition over December, with Cynthia stepping back in January. The LPCM was lifted up during the December 3<sup>rd</sup> service in hopes that those who are struggling during the holidays will know that they have resources for help here.

Only one person signed up for my offered “History and Hope Conversations” for members to meet in small group meetings to share their stories and their hopes for the future. I will need to find other times/avenues for meeting people who in the congregation.

Due to no effort on my part, a new Adult Children of Alcoholics group will begin meeting in our building this month. This is being led by Cynthia Luke, Art Buikema, and Jamie McReyolds.

### Encourages Spiritual Development

In addition to leading Sunday services, I continue to attend some of the weekly Conversations on Faith gatherings. I've heard some interest in exploring both spiritual practices and religious naturalism and am thinking about offering more adult faith development opportunities in the new year.

### Witnesses to Social Justice in the Public Square

I had an opportunity to practice using my prophetic voice at a press event held by Virginia Organizing and Virginia Interfaith Center for Public Policy to encourage the General Assembly to expand Medicaid in Virginia. I was joined by four members of the clergy in Blacksburg and Christiansburg, so we made a good showing. Sadly, members of the press did not attend.

In addition to Virginia Organizing, I've been attending NAACP meetings. I've also met with the director of NRVCares, "a private, non-profit organization dedicated to protecting children from abuse and strengthening families through education, advocacy, and community partnerships." They run CASA (Court Appointed Special Advocates), which may be of interest to some of our members.

I've spent a fair amount of time helping the MHJM prepare their application for starting a new NAMI affiliate.

Thirteen people (including myself) are training with Annette Marquis and Anita Lee from the First UU Church in Richmond on Friday/Saturday, December 8<sup>th</sup> and 9<sup>th</sup> to become facilitators for the Living the Pledge workshops to end racism. The hope is that we will provide workshops for people within UUC and the community.

### Leads Administration

We have had fewer official staff meetings because of scheduling in the past month (my attendance at the fall SEUUMA retreat and Thanksgiving), but I've met with Lisa and Arthur Snoke to work on the new website, which is getting closer to completion. Likewise, I've met with Karen, mostly in preparation for worship, including meeting about the youth service, the Mitten Tree service, and the upcoming multi-generational service.

We convened the Program Council on December 4<sup>th</sup> to begin conversations about implementing our vision statement. Thirteen people attended. It looks like we will reconvene this council again to continue the discussion.

This seems the appropriate place to commend the auction committee for a successful event, raising over \$20,000. The event was well-attended and well-run. I plan to share some of your practices with colleagues; you do this well. I've also met with the stewardship committee and hope to rekindle "Kindling the Flame" testimonials during worship.

### Pursues Personal Renewal and Professional Development

The SEUUMA conference was a source of great renewal. The presentations by Rev. Dr. Robert M. Franklin, Jr of Emory University were insightful and thought-provoking, and time with colleagues

I continue to meet with the Blacksburg Ministerial Association, which has helped me learn more about the religious landscape of the town.

The Committee on Ministries will meet on December 12<sup>th</sup> to help me assess my progress in preliminary fellowship.

Jamie and I just purchased bicycles and helmets and are looking forward to biking.

Serves the Larger Unitarian Universalist Faith

I was privileged to attend the ordination of a seminary classmate in Durham at the Eno River UU Fellowship.

The ministers and DRE's of the Blue Ridge Cluster met via ZOOM to continue our discussion on a possible Cluster gathering in the spring. We'll pick up that conversation at the VACUUM meeting in Charlottesville on December 12th.

# The Four P's

I spoke with Frank DuPont to get some information on the difference between policies and procedures. Frank expanded a bit to talk about the 4 P's – Policies, Procedures, Practices and Precedents.

A **policy** is a [deliberate system](#) of [principles](#) to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is *implemented* as a procedure or protocol. Policies are generally adopted by the [Board of a senior governance body](#) within an organization whereas procedures or protocols would be developed and adopted by senior [executive officers](#). Policies can assist in both *subjective* and *objective decision making*. Policies to assist in subjective decision making would usually assist senior management with decisions that must consider the relative merits of a number of factors before making decisions and as a result are often hard to objectively test e.g. [work-life balance](#) policy. In contrast policies to assist in objective decision making are usually operational in nature and can be objectively tested e.g. password policy.<sup>[1]</sup>

From Wikipedia

Policies are typically [promulgated](#) through official written documents. Policy documents often come with the endorsement or signature of the executive powers within an organization to legitimize the policy and demonstrate that it is considered in force. Such documents often have standard formats that are particular to the organization issuing the policy. While such formats differ in form, policy documents usually contain certain standard components including :

- A **purpose statement**, outlining why the organization is issuing the policy, and what its desired effect or outcome of the policy should be.
- An **applicability and scope** statement, describing who the policy affects and which actions are impacted by the policy. The applicability and scope may expressly exclude certain people, organizations, or actions from the policy requirements. Applicability and scope is used to focus the policy on only the desired targets, and avoid unintended consequences where possible.
- An **effective date** which indicates when the policy comes into force. [Retroactive policies](#) are rare, but can be found.
- A **responsibilities** section, indicating which parties and organizations are responsible for carrying out individual policy statements. Many policies may require the establishment of some ongoing function or action. For example, a purchasing policy might specify that a purchasing office be created to process purchase requests, and that this office would be responsible for ongoing actions. Responsibilities often include identification of any relevant [oversight](#) and/or [governance](#) structures.

- **Policy statements** indicating the specific regulations, requirements, or modifications to organizational behavior that the policy is creating. Policy statements are extremely diverse depending on the organization and intent, and may take almost any form.

Some policies may contain additional sections, including:

- **Background**, indicating any reasons, history, and intent that led to the creation of the policy, which may be listed as **motivating factors**. This information is often quite valuable when policies must be evaluated or used in ambiguous situations, just as the intent of a law can be useful to a court when deciding a case that involves that law.
- **Definitions**, providing clear and unambiguous definitions for terms and concepts found in the policy document.

## Procedure

A **Procedure** is a document written to support a "Policy Directive". A Procedure is designed to describe [Who, What, Where, When, and Why](#) by means of establishing [corporate accountability](#) in support of the implementation of a "policy".

A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed to correctly perform a task.

**Practice:** to carry out or perform (a particular activity, method, or custom) habitually or regularly. These are activities that "have always been done that way". They may have no basis in any official policy or procedure. Over time, they can become "frozen" and turn into *de facto* policies or rules.

**Precedent:** An earlier event or action that is regarded as an example or guide to be considered in subsequent similar circumstances.

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

Submitted by Karen Hager, Director of Lifespan Faith Development

### **Registration**

- CYRE: 110 (unique children and youth)
- LFD Activity slots: 144
- UUC Activity slots: 156

### **This month:**

#### Children's RE:

- Our middle school class visited Shantiniketan Temple (Hinduism) in Roanoke in November, along with interested adults, with a total of 16 participants. Our next visit will be to the Islamic Society of NRV in January as we learn more about Islam.
- Mitten Tree collected over 125 pairs of gloves and mittens; hats; scarves; and children's coats for The Montgomery County Christmas Store.
- Our multi-generational service will be on December 10, and will feature our No Rehearsal Holiday Pageant. This year, we perform "How the Grinch Stole Christmas". On this Sunday, our Buddies will also meet in person and enjoy the service and potluck together. 21 pairs of Buddies participated this year. Our mentors and mentees in the Coming of Age program (8<sup>th</sup> grade) will be providing help at this service, as they give back to UUC.

#### YRUU:

- YRUU's December social justice discussion on the topic of environmental justice included a guest speaker, Leigh Anne Krometis, Associate Professor, Biological Systems Engineering, at Virginia Tech. Ms. Krometis spoke about water testing and water quality in the NRV.
- YRUU hosted an auction dinner on December 2, an annual tradition in which they give back to UUC.
- YRUU will hold a cookie sale as a fundraiser for their trip fund on December 10. For a donation, interested people will be able to take home their choice of a dozen homemade cookies.
- YRUU has also expressed an interest in hosting QPR training (like CPR, but deals with suicide prevention), as an offshoot of their talk last month on death. I am working with Margo Walter and the Mental Health Justice Ministry to arrange this training, scheduled for March, with plans to open the session to the entire congregation.

#### Our Whole Lives:

- Parent info meetings were held December 3 and 6 for parents of youth in grades 8-9, plus parents of 10<sup>th</sup> graders who did not previously complete the program. OWL 8-9 begins in January; 8 youth are currently enrolled.
- Malinda Britt will attend a parent meeting at UU Roanoke later this month to present the OWL 8-9 program and to invite their youth to participate in our program, too.

#### Middle School Youth Group:

- MSYG will make gifts for congregants and relatives of congregants at Warm Hearth at their December meeting, as they give back to UUC.
- We are experiencing record turnout at MSYG meetings which may have budget ramifications as we attend offsite activities. We'll be monitoring this closely.

#### Adult Faith Development:

- A discussion group for the UUA Common Read, *Centering: Navigating Race, Authenticity, and Power in Ministry*, has been added to the calendar, covering three sessions in January and February.
- The Environmental Justice Film Series, co-sponsored with the Social Justice Team, will begin in January with a showing of *An Inconvenient Sequel*. This film is hosted by YRUU, and we are arranging a guest facilitator from outside the congregation. The series will screen 6 films in total.

## Administrator's Report to the Board

December 14, 2017

**New Website:** Work continues on the new website and progress is being made. Arthur Snoke, Pam and I met to discuss what should go in the member area - there will be much less there than on current site with much of the content going in the public area. The member area will have the directory and financial information - both password protected. Information on the annual meeting, Board minutes, the annual timeline, policy manual, and cumulative calendar of past services will be there also but not password protected. No username needed, just a password (will keep same one as on current site). Kelly Eagan continues to be a source of much information and help. The new site is much easier to read and maintain. I believe you can view it at <http://staging.uucnr.org/> but keep in mind that it's a work in progress. Email me with any comments and suggestions.

**Committee Meetings:** Attended Auction & Stewardship Committee meetings last month. Income from the auction is now at \$20,751 with a bit more still to come in.

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

**Community Assistance Fund:** Note that the offerings during the morning service on Dec. 24 as well as that of the Christmas Eve service will go to our CAF. The fund currently has \$1140 in it.

**Directory Photos:** I have received about 30 photos for the directory which leaves many still to go. The updated directory will be out in January with new photos included.

**Annual membership number certification with UUA:** I will submit this information along with other requested info (budget numbers, attendance, RE registration, etc.) in January.

**UUC offices are closed December 24 through January 1.**

**Holiday Plans:** I will be away December 23 – 29 but will be doing work on computer from afar. Will be checking emails daily.

*Happy holidays!*