

## Board Meeting Minutes, July 23, 2014

Board		Present	Absent
Chair	John McCrystal	X	
Past Chair	Kitty Durham-Jones	X	
Vice-Chair	Carlos Hoyt	X	
Treasurer	Judy Kleen	X	
Secretary	Dennis Rankin	X	
	Debra Boyd	X	
	James Brown	X	
	David Douglass		X
	Fujio Hayashi	X	
	Carlos Hoyt	X	
	Nina Lewis	X	
	Marge Lynd	X	
	Nancy Nehring	X	
	Joe Pierce	X	
Youth Representative	Gus Roussi		X
<b>Staff</b>			
Sr. Minister	Rev. Mark Belletini		X
Assoc. Minister	Rev. Eric Meter	X	
DRE	Lane Campbell	X	
Administrator	Brian Hagemann	X	
<b>Guests</b>			
Doug Rossiter	Leslie Armstrong		

<b>1</b>	<p>Opening and Welcome</p> <ul style="list-style-type: none"> <li>• Chalice Lighting</li> <li>• Centering (Board Reading – Joe Pierce)</li> <li>• Check-in with staff and Board members</li> <li>• Introduction of guests</li> </ul> <p>Meeting Started - 7:00 PM</p>
<b>2</b>	<p>Exec Council Member Vote:</p> <ul style="list-style-type: none"> <li>• Chair: John McCrystal</li> <li>• Vice-Chair : Carlos Hoyt</li> <li>• Secretary: Dennis Rankin</li> <li>• Treasurer: Judy Kleen</li> <li>• Past-Chair: Kitty Durham Jones</li> </ul> <p>Motion by John McCrystal to Accept executive council as written above.  2<sup>nd</sup> Kitty Durham-Jones  All approved.</p>

3	<p>Consent Agenda: (first two items emailed to Board members 7/20/14); this would include:</p> <ul style="list-style-type: none"> <li>Financial Signatories Motion as presented by John McCrystal:</li> </ul> <p>Motion:</p> <p>Be it resolved that John T. McCrystal, Chair, Carlos Hoyt, Vice-Chair, Judith E. Kleen, Treasurer and Frank A Phillips, III, Assistant Treasurer have signature authority for all financial accounts of the church. These include accounts with Cooper State Bank, Kemba Financial Credit Union, Vanguard, TIAA-CREF, Charles Schwab and the safe deposit box with PNC Bank.</p> <ul style="list-style-type: none"> <li>Salary and Housing Allocations for Ministers</li> <li>Approval of June 25 Board Meeting Minutes</li> </ul> <p>2<sup>nd</sup> By Carlos Hoyt All Approved</p>
4	<p>Membership Committee Update (Leslie Armstrong)</p> <p>Leslie is the new chair of membership. View and approach – she has looked at the standing rules. Focus of membership in the past has been integrating new members, nothing about existing members. She wants to concentrate on both. In talking with various congregants, this is right approach. She is open to innovative ideas from the congregation, especially in relationship building. Leslie is using a three point approach: gathering information, making a committee, and developing goals.</p> <p>Information gathering: Greeters and path to membership concerns – wants a more diverse group to act as greeters, increase communication with other groups. There are concerns of security that she is addressing. Follow-up to new visitors to path to membership.</p> <p>Streamline some of the materials to path to membership. Mentors to be assigned to new members. Family orientation is to be improved with path to membership.</p> <p>Committee forming: Team leaders did not meet much last year. Wants representation from all levels of the church. Leslie is building from various groups/committees, and is still working on recruiting. Leslie wishes Board member to contact her with any ideas at her email address.</p> <p>Goals: Look at those families from RE who don't pledge or otherwise get involved in the church. This also holds true to the church choir. Turnover from members who have been involved in committee for long periods of time. How to reach out to younger people as potential members (i.e. website). Retention of members – why do they leave? How will new church software aid in membership issues? During the discussion that occurred after her presentation it was mentioned that birth dates are currently not part of the membership database and this would be useful information for demographic reasons. Also discussed changing the model of path to membership and communicating our values to the community.</p>

5	<p>Strategic Planning Committee Update (Doug Rossiter, Kitty Durham Jones and Dennis Rankin) (See Report)</p> <p>SP wants to make sure the Board has a chance to reflect on our thoughts of reorganization of the church committees. Hopefully there is less time in committee meetings and more time devoted to mission driven issues. The reorganization is centered on freeing up resources. An important issue added to criteria set forth – Is there a fit within in the proposed structure with the ability to sustain it?</p> <p>Energize the Councils. Councils become directly responsible for committees/groups that report to them. Also have more financial responsibilities, running those same groups/committees. Board retains the fiscal responsibility. People become seasoned by participating on a council and can then be moved up to the Board. The Board becomes a mission and vision function of the church, thus changing the mission of the Strategic Planning. If the Board has any thoughts or comments, please contact any member of the SP that is comprised of Jim Conlan, Dennis Rankin (Co-Chairs), Doug Rossiter, Anita Bucknam, Christine Raffaele, Phyllis Byard, Amy Watson, and Ron Rathburn.</p> <p>John McCrystal: LDC size has not been addressed. We are working with LDC on these issues. James Brown: Do you need an executive committee?</p> <p>Debra Boyd - Clearly articulate, what the Board's function will be. What are the staff ramifications? Where does JAM fit into this? Financial comments – To a point 20% of the church budget is flexible. There is potential for some missteps. Eric is thrilled with the desire to tackle this. Need points for the listening sessions.</p>
6	<p>Treasurer's Report (Judy Kleen)</p> <p>We are still in the process of closing out June's figures. It is estimated that the budget will result in approximately \$9,000 in the red. This is not a surprise. Much better than the previous year when we had \$30K in the red. More discussion will be conducted at the retreat. Risks and needs will be discussed. The new budget is looking at \$711K.</p> <p>Assuming \$5K for new members, and \$5K from RE families. We are \$20K short of budget for the year. Rollovers were successful but they are fixed. How do we deal with this shortfall? Invite Dan Baer to the September to understand the timeframe for the budget to make the necessary decisions. Joe Pierce and Fujio Hayashi pointed out about other administrative costs that make this figure higher. At the retreat this topic will be discussed further. The finance committee can present to the Board recommendations.</p>
7	<p>Staff Report Highlights: (please read reports prior to meeting)</p> <ul style="list-style-type: none"> <li>• Eric Meter Setting up plans for next year. Moving Ann to Portland, Oregon after GA. He does not know what this means to him at this time.</li> <li>• Lane Campbell (See Report) Safety Policy – the team has been meeting for 5 to 6 months. A draft is put together. Legal and Insurance will be consulted on the draft to provide input. Prevention, awareness and handling multiple situations that can arise – trying to address these issues. Fujio Hayashi has been chairing this committee. They have looked at other policies from other congregations. This may change various roles that exist within the church – ushers, greeters, etc.</li> <li>• Brian Hagemann (See Report) Major concerns – operational finances are a concern. Staffing is another issue. On both issues, please send Brian your ideas. Roof repairs are continuing with leaks that have appeared. These costs are being absorbed by the contractor.</li> <li>• Mark Belletini (vacation)</li> </ul>
8	<p>Green and Growing Campaign Update (Kitty Durham-Jones)</p> <p>Follow-up \$77K money in hand \$1.5 million pledged. The pledge still continues. Looking at materials and letters that can be used for people who have not pledged. 239 pledges, 460 not pledged.</p>
9	<p>Interim Search Committee Update (John McCrystal and Kitty Durham-Jones)</p> <p>We are still on the first slate. Five slots need to be filled. Would like to have this done by August.</p>

10	<p>New and Open Committee Chairs Positions (John McCrystal)</p> <p>John is requesting Board members to identify roles to ensure what the interests of the members have. He wants to have the Board members plugged into other functions outside of the Board.</p>
11	<p><b>August Board Retreat Draft Agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>Meals and Ice Breakers</b></li> <li>• <b>Culture Survey (4 hrs)</b></li> <li>• <b>Finance 101 – overview of how we manage our finances today (30-60 min)</b></li> <li>• <b>Strategic Planning – proposed changes and questions for listening sessions (1hr)</b></li> </ul> <p>Friday August 22<sup>nd</sup> a potluck at Bob and Judy's. A meeting for 1.5 hours. This would include spouses/partners are invited. All survey takers will be invited. Saturday morning start will have breakfast, time TBA, culture survey. To be completed by 3:00 PM. There was a concern about the translation need for the survey.</p>
12	<p><b>Wrap-up</b></p> <ul style="list-style-type: none"> <li>• <b>Thank you cards</b></li> <li>• <b>Next events:</b> <ul style="list-style-type: none"> <li>• <b>8/13 August Executive Council</b></li> <li>• <b>8/22 Board Retreat (6:00-9:00)</b></li> <li>• <b>8/23 Board Retreat (9:00-3:00)</b></li> <li>• <b>9/13 September Executive Council</b></li> <li>• <b>9/24 September Board Meeting</b></li> <li>• <b>There will be no August Board meeting due to August retreat</b></li> </ul> </li> <li>• <b>Adjourn – thank you</b></li> </ul> <p>Open Discussion:  Fujio Hayashi - Interfaith Alliance - Fujio is trying to make UU be the 9<sup>th</sup> faith. They need to get all areas UU churches involved not just our congregation. How does he get in touch with the other area congregations? Also, photos on the bulletin board need updated.  Eric Meter - Who is working with him from the Board on Program Council? It was decided that Carlos will fill that position.</p> <p>Adjourn - 8:45 PM.</p>