

## Board Meeting Minutes, March 25, 2015

<b>Board</b>		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	
	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>			
Karen Dawson			

<b>1</b>	<p>Opening and Welcome</p> <ul style="list-style-type: none"> <li>• Chalice Lighting</li> <li>• Centering (Board Reading – Marge Lynd)</li> <li>• Check-in with Staff and Board members</li> </ul> <p>Start Time: 7:00 PM</p>
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## Consent Agenda:

- Approval of February 25 Board Meeting Minutes
- Motion #1 – AEP name change as proposed:

**Proposed Changes to Standing Rules- Adult Programs**

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F. Religious Education Council. The committees of the Religious Education Council are responsible for programs and activities including, but not limited to, children's programs and activities, youth programs and activities, and adult programs and activities. Their mission is to nurture Unitarian Universalist lifespan religious education.

- **Leadership.** To ensure continuity and renewal the Religious Education chairperson and secretary are expected to serve two-year terms with a maximum of three years. The vice-chair position is intended as preparation and training for assuming the position of Religious Education Council chair.
- **Membership.** The Religious Education (RE) Council is composed of the Chair and the Secretary of the RE Council, and the Chairs of the Faith Development Associates Team and the Adult Programs Committee, or their designated representatives. The council may create additional council positions, including a Vice-chair or other positions to head taskforces or serve in other ways. All of those mentioned above are voting members of the council. The Director or Minister of Religious Education and the Associate Minister are ex-officio non-voting members.

Committees within the Religious Education Council are:

- **Adult Programs Committee.** The Adult Programs Committee plans, promotes, and offers courses to support the religious growth and education of adults in the congregation and the community. A chair serves as the committee contact and facilitates meetings.
- **Faith Development Associates Team.** The Faith Development Associates Team is responsible for maintaining quality operations of the Sunday morning program for toddlers through senior high youth, including Coming of Age program. The Faith Development Associates Team works closely with the DRE.

The consent approval of the minutes and Motion #1 was approved in the consent agenda. Motion #2 was moved into discussion.

- Motion #2 – Classroom management as proposed:

**Title: Classroom Management**

First UU's Sunday School program is committed to providing a safe and healthy environment that stresses community building and student learning. The following standards are intended to maintain these goals.

**A. Safety of Students**

**Medications:** Parents and guardians must be responsible for administering all medication to their children.

Under no circumstances can staff or volunteers administer medications.

If a child is injured or becomes ill, the parent will be summoned from church services as soon as possible. Less serious injuries or accidents are reported to the parent after church services.

**Allergies:** Light snacks may be provided during class and usually consist of a beverage and cookies or crackers. If your child has a food allergy, be sure to note this on your registration form. If the allergy is serious or life threatening, speak to the Director of Religious Education and to the lead teacher each Sunday to assure your child's snacks are adequately monitored.

**B. Policy on Student placement**

<b>3</b>	<p>Interim Search Update (Nancy Nehring for Jim Conlan)</p> <p>Listening sessions are being held. Two more to be held. Questions are being formed for the candidates through these listening sessions. The application is done and will be submitted. The most concern of the congregation – the interim minister must have a spiritual bent. The congregations also comments on some of the current practices that should be kept (i.e. moment of silence, water ceremony, etc.). Some people are still confused about the time line (suggest seeing the time line provided by the committee that stands in the lobby). Dana Solinski has helped the committee.</p> <p>John McCrystal paid tribute to the team in their efforts to get the word out. He was assured that no promises are being made by the committee to the congregation at this time.</p>
<b>4</b>	<p>Covenant Discussion (All) (See Policies and Procedures – Chapter I. Conduct – Covenant of Respectful Relations and John McCrystal’s draft of a Board Covenant)</p> <p>John McCrystal reviewed covenants from the GA Planning Committee and LDC to gain ideas for the draft he has proposed. He then asked for comments from the Board.</p> <p>Rev. Mark provided a background to use of a covenant. A covenant has not been used by the Board for some time.</p> <p>Kitty Durham-Jones – All members need to support the work and decisions of the Board even if an individual doesn’t agree with the decision. The Board speaks as one voice.</p> <p>Debra Boyd – Board work should be through the lens of diversity, to engage difference and tie our mission. Also, commit to educating ourselves to improve our work and knowledge of UU. Welcome new members to the Board.</p> <p>Joe Pierce – some of the convenient was too vague. There is need for new Board members to be educated on Board activities.</p> <p>Dennis Rankin &amp; Rev. Mark – Outline what is necessary (expected) for the Board members.</p> <p>Debra Boyd – Inviting people back into the convent when necessary.</p> <p>General – There was some discussion on the need of the adding an attendance requirement [checking the constitution, there is no such requirement].</p> <p>Action Item - Debra Boyd and James Brown and Dennis Rankin will get a draft copy of comments back to John in two weeks.</p>

<b>5</b>	<p>Governance Update (John)</p> <ul style="list-style-type: none"> <li>• Review Draft Board Policy Book (see attachment)</li> </ul> <p>John reviewed where the Governance Task Force work stands on policy. They are focusing on five areas - Governance, Management, Oversight, Discernment and Strategy. He provided a draft copy of the Policy Book and asked the Board for comments.</p> <p>Discussion:</p> <p>Dennis Rankin: Comments were directed at format and proper versioning of the documents. A standardized format should be followed. There were different references to the version of this document 9V.0.2 or V.0.3?) Also suggested a review table be kept at the back. He can provide Carlos with examples.</p> <p>Debra Boyd/Judy Kleen – Spoke to the Philosophy of Governance.</p> <p>John asked the members to read and give input to Carlos. This will be a topic for the April Board Agenda.</p>
<b>6</b>	<p>Stewardship: Annual Budget Drive, Board Pledge (John)</p> <p>Requested the Board members to get their pledges into the office. John asked Patricia what she needed – the current model is not sustainable. John asked us to put good energy into helping Stewardship. SP will have their report in June.</p>

<b>7</b>	<p>Staff Report Highlights: (please see attached hard copies)</p> <ul style="list-style-type: none"> <li>• Rev. Mark Belletini Rev. Mark referred to his written report but spent his time talking about item 11 below.</li> <li>• Rev. Eric Meter Eric is reviewing his workload after being sick.</li> <li>• Lane Campbell See report</li> <li>• Brian Hagemann Snow removal has hit the budget hard - \$13K. Lincoln construction will be reporting back next week. Read the SYC information in his report. Stephanie Rottmayer and Adele Stratton are retiring.</li> </ul>
<b>8</b>	<p>Youth Update (Gus)</p> <p>Looking forward to the youth trip in April – cabins in the country. Youth sponsored a program – Coming of Age mystery dinner and raised \$600 towards the trip. John McCrystal congratulated the youth for their efforts.</p>

- 9 Budget and Finance
- Loan (Judy and Kitty)
    - Motion #3 – Lawyer Engagement as proposed:

**Lawyer Engagement**

Chas Williams, First UU Church Attorney, is unable to review our loan proposals due to time constraints. He has recommended the firm of Mularski, Bonham, Dittmer & Phillips LLC. The Board authorizes John McCrystal, Board Chair, to approve the engagement letter with this firm to review and close our new mortgage loans.

Discussion:

What would be an estimated cost of using this law firm? - \$200/hour. It is expected to take approximately 20 hours of review. This cost will come out of the Capital Campaign fund.

Vote: John McCrystal made the motion to approve and Debra Boyd seconded.  
All Board members approved.

- Motion #4 – Loan & Construction Approval as proposed:
- Loan and Construction Approval**

The Loan Taskforce has reviewed the two loan proposals that we have received from CS Bank and from Kemba. Pending legal review, the task force is recommending the CS Bank proposal. The Board approves this loan proposal of mortgage refinance up to \$500,000 and construction mortgage up to \$525,000 pending legal review and minor adjustments, and authorizes Board Chair, John McCrystal, to proceed with accepting this loan proposal. If something precludes us from accepting the CS Bank proposal the Board further authorizes the Board Chair to accept the Kemba proposal, pending legal review and minor adjustments.

We will receive the Guaranteed Maximum Price proposal from Lincoln Construction as of March 31<sup>st</sup>. We are expecting this to be close to the \$1,278,185 budget that is included in the loan planning. The Board authorizes John McCrystal, Board Chair, to accept the Lincoln Contract, pending legal review, as long as it does not exceed this amount by more than \$25,000 (2%) for the existing scope. If the amount is more than \$25,000 the Board Chair will consult with the Board via email.

The financial committee approves the CS Loan. This will reviewed by the lawyer, will review both offers. If the estimates exceed by 2% (\$25,000), John would have to come back to the Board.

Vote: John McCrystal moved to approve; Seconded by Joe Pierce  
All Board members approved

- 2014-15 Operating Budget Update and Conversation (Judy)  
Net Income is smaller than last year -\$28K. To compensate for this short fall she suggests the following:  
Suggest stop paying UUA and OMD Fair Share, reduce both the music program and LDC budget by \$1K each. With the new application for the loan on the mortgage, one month deference of the mortgage payment will help with the outlay of money. SYC is having a good year. There is also a settlement on Worker's compensation this is expected (a refund). All of this will make up the shortfall.

Discussion: \$16K to UUA between now and June is owed. We would have one year to get back to being full share givers in time for our search of our settled minister. Being a fair

10	<p>Leadership Development Committee (LDC) Idea (Kitty)</p> <p><b>Proposed amendment to the constitution of First UU Church of Columbus</b> Submitted by the Leadership Development Committee March 15, 2015</p> <p>ARTICLE VII – THE LEADERSHIP DEVELOPMENT COMMITTEE (LDC) AND ELECTIONS</p> <p>3. Every year the Leadership Development Committee shall review the qualifications of members of the church and will nominate [two members for each open position] <b>no fewer than six candidates</b> for the Leadership Development Committee and at least one member, but attempt to provide choices, for all other open positions:</p> <p>A. on the Board of Trustees, B. of Moderator, and C. on the Search Committee for a settled minister, as needed</p> <p>There is no vote on this at this time, merely a proposal for the Board to think about.</p>
11	<p>Congregational Sponsorship Discussion (Rev. Mark &amp; John)</p> <p>Much of Rev. Mark’s comments were spent on this very issue. There needs to be a formalized sponsorship of Ben Iten’s path to the ministry sanctioned by the First UU congregation. He meets all the requirements set forth by UUA and we (the Board) is looking to see how a motion can be fashioned in a timely manner to submit this to UUA. Joe Pierce will communicate with Ben to provide a letter of his qualifications. This letter will be sent to John McCrystal who will then inform the congregation to inform the congregation that, we are suspending the details of the policy requiring submission in the newsletter etc. to save time. To follow the spirit the communication policy and we are suspending it for Ben only; John’s letter will be sent in blast to the congregation by April 1, giving some time for comments from the congregation.</p>
12	<p>Wrap-up</p> <ul style="list-style-type: none"> <li>• Thank you cards</li> <li>• Next events: 4/8 April Executive Committee, 4/22 April Board Meeting</li> </ul>
	<p>Adjourn: 9:16 pm</p>