

**FIRST UNITARIAN UNIVERSALIST CHURCH**  
**Board of Trustees**  
**November 18, 2015 Minutes**

<b>Board</b>		Present	Absent
Chair	Carlos Hoyt	X	
Past Chair	John McCrystal	X	
Vice-Chair	Ginnie Vogts	X	
Treasurer	Debra Boyd	X	
Secretary	Kitty Durham Jones	X	
	James Brown	X	
	Karen Dawson	X	
	Fujio Hayashi		X
	Marge Lynd		X
	Nancy Nehring		X
	Joe Pierce	X	
Youth Rep	Emma Merchant	X	
Youth Rep	Willow Otten	X	
<b>Staff</b>			
Sr Interim Minister	Rev. Jennifer Brooks	X	
Assoc. Minister	Rev. Eric Meter		X
Director of Religious Education	Lane Campbell		X
Administrator	Brian Hagemann	X	
<b>Guests</b>			
	Christine Hardin		
	Edgel Alley		

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<b>1</b>	<p>Opening and Welcome</p> <ul style="list-style-type: none"> <li>• Chalice Lighting</li> <li>• Centering (Opening Words – Emma Merchant)</li> <li>• Check-in with Staff and Board members</li> </ul>	7:00 (14)
<b>2</b>	<p>Consent Agenda:</p> <ol style="list-style-type: none"> <li>1. Approval of Oct. 28 Board Meeting Minutes (attached)</li> <li>2. Approval of Conflict of Interest Reporting Form (attached)</li> <li>3. Approval of Rev. Lane Campbell's title change from Director of Religious Education (DRE) to Minister of Religious Education (MRE)</li> <li>4. Rescind "Ministerial Candidate Sponsorship Policy 10/25/93" – (this policy was suspended at the 4/22/15 Board meeting and now is being officially rescinded. It has been replaced by the Board Policy Book section 10.3 shown in next agenda item)</li> </ol> <p><b>A quorum was established and the consent agenda approved without issue.</b></p>	7:14 (1)
<b>3</b>	<p>Joe Pierce's request for Ministerial Sponsorship - (Carlos)</p> <p>Purpose: Update</p> <p>Process:</p> <ul style="list-style-type: none"> <li>• Have asked Joe to write a short bio for the November newsletter requesting congregational feedback. (Newsletter deadline 11/29)</li> <li>• Board vote planned for December meeting.</li> <li>• Joe will give a short update on where he is in the process.</li> </ul> <p>Reference:</p> <ul style="list-style-type: none"> <li>• Copied from Board Policy Book Section 10.3 - MINISTERIAL CANDIDATE SPONSORSHIP - The Board may sponsor, upon request, Ministerial Candidates meeting the requirements set by the Unitarian Universalist Association for congregational sponsorship. Intent to sponsor a ministerial candidate will be communicated to the congregation via email or newsletter requesting comments from the congregation. Sponsorship will be granted through a Board vote.</li> </ul> <p><b>Joe reviewed his short bio for the Board. Has had his psych evaluation, has finished his seminary coursework and residency requirements. Joe has taught Sunday school at First UU and has been on the Board for 2 years. He had his MFC interview and is making a formal request of the Board for sponsorship. There were no questions from the rest of the Board.</b></p>	7:15 (5)
<b>4</b>	<p>What Financial Updates does the Board &amp; Staff need to know? (Debra)</p> <p>Purpose: Update</p>	7:20 (10)

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	<p>Debra asked that the Board approve remaining in the common UUA endowment fund. Protects us in case the UUA is ever sued. Is a new legal entity. Motion was approved.</p> <p>Expense for future choir director was moved to the Rainy Day Fund. Is not being used now due to the unique situation of having an unpaid choir director this year, but will be needed in the future.</p> <p>Financials close to where we were at this time last year.</p> <p>Question about the capital campaign – financials for that are going very well. Will have minimal borrowing need and a delayed need for that due to cash on hand. Question about fair share – Debra thinks we could consider using the rainy day for fair share, or use other restricted funds. We need to have more conversations about this in the future. Carlos mentioned other fund potentials (auction; rummage sale) that could make a difference. Ginnie mentioned that UUJO dues will increase as well. John asked about future plans for Stewardship. Rev Jennifer has asked Stewardship to compare Strategic Planning report with notes from the stakeholder meeting and go from there. Stewardship is changing the meeting time so Rev Jennifer can attend. Holiday Appeal is approaching and the Board is being asked to be early participants. 10% of the funds will go to the Feed My Sheep efforts in Mineral Wells. Let Debra know when you contribute so that can be used as part of the campaign.</p>	
5	<p>Selecting Rummage Sale Co-Coordinator (Carlos)</p> <p>Purpose: Update</p> <ul style="list-style-type: none"> <li>• Bruce Smith accepted as taskforce member.</li> <li>• Carlos Hoyt and Margaret Allen will also help.</li> </ul> <p><b>Above-named individuals will meet with Phyllis Byard in January to get information about the last sale and to begin planning</b></p>	7:30 (5)
6	<p>Board Oversight Policy (Carlos)</p> <p>Purpose: Vote</p> <p>Preparation: Review attached draft oversight policy updated based on Board comments at Oct. meeting.</p> <p>Process:</p> <ul style="list-style-type: none"> <li>○ Carlos will review updates in the oversight policy.</li> <li>○ Discussion on any further comments</li> <li>○ Vote on accepting Oversight Policy and adding it to the Board Policy Book.</li> </ul> <p><b>Question about what areas of governance or church programs we would look at each year. Senior staff is leading ministry areas and would be the drivers of change/investigation as needed. Rev Jennifer recommends creating flexible task forces to investigate particular</b></p>	7:35 (10)

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	<p>areas in a given church year. Would report to the Board. Feels this would be more responsive than having a schedule of areas to look at. Board could also ask staff to look into an area. James requested a copy of the policy book. Marian and Brian have latest version. Rev Jennifer requested that this be put on the website.</p> <p><b>Vote was taken on accepting the policy and the vote passed.</b></p>	
<b>7</b>	<p>Proposed Leadership Development Committee Changes – (Carlos)</p> <p>Purpose: Discussion Preparation: Review LDC proposal Process: “Talking Stick” Roundtable on proposal</p> <p><u>The proposed LDC changes are:</u></p> <ul style="list-style-type: none"><li>• Change name to Nominating Committee only, moving the Leadership Development function to Adult Programs.</li><li>• Reduce size from 8 to 6 members.</li><li>• Single slate rather than dual slate election for LDC.</li><li>• LDC recruits for Board Committees (Finance, Personnel)</li><li>• LDC term proposals:<ul style="list-style-type: none"><li>○ 2 year – current term – (recommended by LDC)</li><li>○ 2 year + 1 year renewal</li><li>○ 3 year – (advantage – matches Board term, only one third of members roll off each year)</li></ul></li></ul> <p><u>Proposed Timeline:</u></p> <p>12/6/15 – Congregational Listening Session #1 12:30 PM 12/13/15 - Congregational Listening Session #2 10:30 AM 12/18/15 – Board vote on changes to constitution. 12/24/15 - 30 day deadline for notification of congregational notification of proposed changes to the constitution. 1/24/16 - Congregational Vote at mid-year meeting.</p> <p><b>Round Table discussion: Question about past Board chair being on the LDC or nominating. Is an ex officio member so doesn't affect the committee numbers. Some support for a 3-year term due to learning curve. Support for reducing the size, but some discomfort about the single slate.</b></p> <p><b>Question about LDC recruiting for Board committees. Some support for a 2-year term. 3-year would be hard to recruit for. Mentioned that if we moved to a single slate the language needs to be changed (not calling it an “election”). Glad that we are going to the congregation for more input via listening sessions.</b></p> <p><b>Question about who would help match people up with district/UUA opportunities and who would handle the scholarships for leadership training.</b></p>	<b>7:45 (20)</b>

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	<p>Rev Jennifer points out that we do not need to make these decisions about what to present at the annual meeting at this time because we will be hearing from the congregation. After congregational input, we should be able to vote on language at the December meeting. Especially interesting is the question of single versus double slate, transparency and democracy. Could have a separate leadership development team as this is more a ministry function, whereas nominating is more a governance function. Concern that narrowing things (single slate for both Board and LDC) makes too small a group having responsibility for the running of the church. Listening sessions scheduled and will be announced to the congregation via order of service (and weekly email), and newsletter.</p>	
<b>8</b>	<p>Settled Minister Search Team Selection – (Carlos)</p> <p>Purpose: Discussion</p> <p>Process:</p> <ul style="list-style-type: none"> <li>• Church Constitution currently calls for Leadership Development Committee to nominate the search team.</li> </ul> <p>Options:</p> <ol style="list-style-type: none"> <li>1) Self-nomination – LDC only vets membership</li> <li>2) Traditional LDC Selection of slate, similar to what is done for the Board and LDC candidates.</li> <li>3) LDC Selection with Board providing recommended slate of candidates which LDC can augment or change.</li> </ol> <p><b>Want to have an update on the process at the January meeting. Would need to have the slate by the May meeting. Suggestion that the Board and LDC call members to ask for name suggestions and to determine whether people would be willing to serve if asked. Selection of the search team for settled minister affects everyone so members might be responsive to calls. Considered best practice and lets members know that their opinions matter. Helps with finding a diverse group. (Process observer pointed out that this conversation was taking too long. Decision was made to table item 9 until the next meeting.)</b></p>	<i>8:05 (15)</i>
<b>9</b>	<p>Establish a Safety Plan Task Force, appointed by the Board, to review all areas of congregational life and facilities in light of safety issues that may arise. (Rev. Jennifer)</p> <p>Purpose: Update. –</p> <p>Preparation:</p> <ul style="list-style-type: none"> <li>• Review attached description of Safety task force</li> </ul> <p><b>Tabled until December due to length of discussion on item 8.</b></p>	<i>8:20 (10)</i>

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<b>10</b>	<p>Senior Staff feedback on Governance Task Force “Committee and Team file.” (attached)</p> <p>Purpose: Update</p> <ul style="list-style-type: none"> <li>What changes are required before updating the Committee structure on church website?</li> </ul> <p><b>Carlos has a copy of the committee structure. Asked for changes. Moved Stewardship and Auction from being under Associate Minister to being under Senior Minister. Carlos asked for other updates and changes before the document is released.</b></p>	8:30 (5)
<b>11</b>	<p>Choir Holiday Concert – Coordinating Board Table</p> <p>Purpose: Update</p> <ul style="list-style-type: none"> <li>Choir Holiday Concert is scheduled for 4:00 PM on 12/20</li> <li>Debra Boyd has volunteered to coordinate set up.</li> <li>Need remaining Board members to bring food for table.</li> </ul> <p><b>Announcement made for this.</b></p>	8:35 (5)
<b>12</b>	<p>Senior Staff Report Highlights:</p> <p>Purpose: Update</p> <p>Preparation: Review staff reports (attached)</p> <p>Process: Highlights from Rev. Jennifer, Rev. Eric, Rev. Lane, Brian</p> <p><b>Rev Jennifer informed the Board that Judy Kleen and Christine Davidson have agreed to serve on a coordinating team which augments Senior staff.</b></p> <p><b>Brian is revisiting Google Apps and document storing along with Carlos. Gave a construction update.</b></p>	8:40 (5)
<b>13</b>	<p>Youth Update (Willow or Emma) <b>Youth group had elections. Are thinking about GA planning. Dec 4-5 is a youth overnight. Had a Jr High con recently. Next con soon. Worship is recruiting more youth to participate in the worship service.</b></p>	8:45 (5)
<b>14</b>	<p>Wrap-up</p> <ul style="list-style-type: none"> <li>Thank you cards: <b>David Krohn and Steve Lovejoy. Faith Van Horn for Soulful Sundown. Note to SYC auction folks.</b></li> <li>Upcoming events: <ul style="list-style-type: none"> <li>12/9 (7:00) December Executive Committee Meeting</li> <li>12/16 (7:00) December Board Meeting – <i>Note Date Change</i></li> <li>12/20 (4:00) Choir Holiday Concert</li> <li>1/24/16 Congregational Mid-Year Meeting</li> <li>5/22/16 Congregational Year End Meeting</li> </ul> </li> </ul>	8:50 (5)

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<b>15</b>	<p>Meeting Process Observation (Emma)</p> <ul style="list-style-type: none"><li>• What did we do well at this meeting?</li><li>• Anything we should do differently for the next meeting?</li></ul> <p><b>Making good points and being focused. Not too many side bars. Good at talking about both sides. Talking too much to the moderator. People got to talk, but we were “horribly” off-schedule. Suggested a time-keeper. Some talking over each other. Suggested incorporating hand signs to speed up consensus or disagreement.</b></p>	<b>8:55 (5)</b>
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**Open Action Items and Potential Future Agenda Topics**

1. Set up Google Drive or similar for storing Board Minutes and materials – Status: Brian investigating options.
2. Establish a Safety Plan Task Force, appointed by the Board, to review all areas of congregational life and facilities in light of safety issues that may arise. – Status: Add to November Board meeting agenda. (Description of Safety task force attached)
3. Create congregational meeting checklist – Status: John has completed first draft and sent to Carlos for review. Carlos will send to Tony Skrabak and Chas Williams.
4. Define communication plan for the nomination process for the Settled Minister’s Search Committee and “meet the candidates” forums. – Status: November Agenda
5. Receive Senior Staff feedback on Governance Task Force “Committee and Team file.” . Status: November Agenda