

FIRST UNITARIAN UNIVERSALIST CHURCH**Board of Trustees****December 16, 2015 Minutes**

Board		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	
Staff			
Sr Interim Minister	Rev. Jennifer Brooks	X	
Assoc. Minister	Rev. Eric Meter	X	
Minister of Religious Education	Lane Campbell		X
Administrator	Brian Hagemann	X	
Guests			
	Chas Williams	X	

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1	<p>Opening and Welcome</p> <ul style="list-style-type: none"> • Chalice Lighting • Centering (Opening Words –Kitty Jones) • Check-in with Staff and Board members 	<i>7:00 (14)</i>
2	<p>Consent Agenda:</p> <ol style="list-style-type: none"> 1. Approval of Nov. 18 Board Meeting Minutes (attached) 2. Approval of Joe Pierce’s Request for Ministerial Sponsorship <p>Consent agenda passed without discussion.</p>	<i>7:14 (1)</i>
3	<p>What Financial Updates does the Board & Staff need to know? (Debra)</p> <p>Purpose: Update</p> <p>Finance committee remains without a chair but Debra relates that there are meaningful conversations about our finances during the monthly meetings.</p> <p>Financially we are \$12,000 ahead of where we were last year but that we are short on pledges compared to the budgeted amount. Debra asked for Holiday Appeal commitments/contributions from the Board. States it is early in the campaign and \$5000.00 given so far. Budgeted amount for Holiday appeal is a fairly big increase over what was received last year. Brian and committee will be sending out an email, there have been tables outside of the worship center, and a mailing went out with a Holiday card last week.</p> <p>Debra noted payroll issues with ADP. Has improved of late.</p>	<i>7:15 (15)</i>
4	<p>Transition Team Update (Rev. Jennifer)</p> <p>Purpose: Update</p> <p>We have not been successful identifying a 5th member of the team. Rev Jennifer suggested we go with a 4-member team for now and that mission and vision work will start in the new year.</p>	<i>7:30 (5)</i>
5	<p>Proposal for a Safety Plan Task Force - (Rev. Jennifer)</p> <p>Purpose: Update. –</p> <p>Preparation:</p> <ul style="list-style-type: none"> • Review attached Proposal of Safety Plan task force <p>UU Trauma Response ministry encourages each congregation to have a plan. Board would appoint a temporary task force along with the Coordination team which would create a safety plan. A safety team would then work on how to implement the safety plan that would become part of every church day. Carlos will add</p>	<i>7:35 (10)</i>

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	<p>a vote to create a task force to the consent agenda for January. Discussed whether members who created a safety policy might be asked to be on the new task force, realizing that they might not wish to do this since they had done this work relatively recently. Congregational education about the development and implementation of a safety plan would be of tremendous importance.</p>	
6	<p>Proposed Leadership Development Committee Changes – (Carlos)</p> <p>Purpose: Vote</p> <p>Preparation: Review change to constitution (Pages 4-5)</p> <p>Process:</p> <ul style="list-style-type: none"> Feedback from the two Congregational Conversations (Carlos) <p>Not a lot of questions about the committee name change and responsibility, and reducing the size of the committee. More discussion on the question of length-of-service terms. Very divided opinions on single versus dual slate for selection of committee members.</p> <ul style="list-style-type: none"> Vote on constitutional language changes (see proposals below) <p><u>Timeline:</u></p> <p>12/24/15 - 30 day deadline for notification of congregational notification of proposed changes to the constitution.</p> <p>1/24/16 - Congregational Vote at mid-year meeting.</p>	7:45 (20)
7	<p>Settled Minister Search Team Selection – (Carlos)</p> <p>Purpose: Vote – passed without dissention</p> <p>Process:</p> <p>Options:</p> <ol style="list-style-type: none"> LDC Selection with Board providing recommended slate of candidates which LDC can augment or change. Calls by Board and LDC to all members (~33 calls each) during Feb-March. <p>Recommended as a best practice especially for large churches. Rev Jennifer offered to be a consultant to the task force that would come up with a script and forms, etc. combining Board and LDC members. Joe Pierce, Debra Boyd and Carlos offered to do this along with some LDC folks.</p> <p>LDC has agreed to participate in the calls with the following requirements:</p> <ul style="list-style-type: none"> A written 'search committee member' job description be provided ahead of time. A heads up to the congregation from the pulpit and via the newsletter 	8:05 (15)

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	<p>that these calls will be occurring and why.</p> <ul style="list-style-type: none"> • A script be provided. • A form for capturing the responses be available. • LDC helps develop the above mentioned script and form. • LDC is involved in the analysis of the gathered data. 	
8	<p>Mid-Year Congregational Meeting Agenda</p> <p>Purpose: Update. –</p> <p>Preparation: Review attached draft agenda –</p> <p>Stewardship would like some time to go over what stewardship means. More than just making phone calls (i.e. all members are stewards as such).</p> <p>Several changes were proposed to the order of the meeting and will be included in a new draft. Added a GA update; governance updates. Carlos will send out the annual meeting checklist so there is a better understanding about expectations. Discussion about having only one service on the 1/24 meeting date. Will be at 10:00 or 11:00. Staff will let the Board know which would be optimal and information will be given to all groups that need it (and to the congregation in a timely manner).</p>	8:20 (15)
9	<p>Getting to Know UU Sessions – Board Participation?</p> <p>Purpose: Discussion. –</p> <p>Background:</p> <ul style="list-style-type: none"> • Leslie Armstrong (Membership Team Chair) asked if Board members would be willing to participate in the Getting to know UU sessions. (Scheduled after 9:15 and 11:00 Service) • Leslie's suggestion was that the Board member doing the welcome could participate, at least in the 9:15 session. <p>This item was tabled until next meeting</p>	8:35 (5)
10	<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>Question for Brian as to how set is the rental to Red Oak School. No contract signed yet but we are working out a rental agreement. Looking at safety, liability issues.</p> <p>Rev Jennifer has been invited back to Liberia as a UN consultant. May try to connect with the youth-led MLK service as a justice-work opportunity.</p>	8:40 (5)
11	<p>Youth Update (Willow) Youth raised 300.00 at their child-care and wrapping</p>	8:45 (5)

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	event last Saturday the 12 th . Youth might be able to do child care for the annual meeting. Coming of Age are selling ornaments.	
12	<p>Wrap-up</p> <ul style="list-style-type: none"> • Choir Holiday Concert Board Table Reminder (Debra) Finger food requested. Savory and vegan/gluten-free always welcome. • Thank you cards. None noted at this time. • Upcoming events: <ul style="list-style-type: none"> ○ 12/20 (4:00) Choir Holiday Concert ○ 1/13 (7:00) January Executive Committee Meeting ○ 1/24 Congregational Mid-Year Meeting ○ 1/27 (7:00) January Board Meeting ○ 5/22 Congregational Year End Meeting 	8:50 (5)
13	<p>Meeting Process Observation (Debra)</p> <ul style="list-style-type: none"> • What did we do well at this meeting? • Anything we should do differently for the next meeting? <p>Conversation about LDC ran us late but was robust and very important. A little difficult because of not having a table to write on. Good contributions by all. Had to move only one 5-minute item on the agenda. Eric mentioned liking having the straw poll.</p>	8:55 (5)

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: Added to Dec. 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 has sent to Tony Skrabak and Chas Williams.
4. Define nomination process for the Settled Minister's Search Committee – Status: Dec. Agenda
5. Add updated Board Policy Book v2.0 with monitoring section to church website. Status: Carlos has sent to Brian for posting.

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6. Rescind Standing Rules, replacing with Board Policy Book – Status: Add to March Board agenda.
7. Staff to recommend program area to be evaluated and taskforce members for next church year's evaluation per Board Policy Book section 11.2.1. Status: Hold until April or May meeting.

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The proposed LDC changes are:

- Change name to Nominating Committee, moving the Leadership Development function to Adult Programs. **Board okay with this.**
- Reduce size from 8 to 6 members. **Board okay with this.**
- Add option for 2 year renewal to current 2 year term length. **Board discussion ensued. Decision made to change language to a 3 year term length.**
- Single slate rather than dual slate election for LDC. **Board decision to drop this proposed change at this time.**

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Discussion about nominating language. Changes in the language below will be sent to all Board members for revisions. Language below is NOT the most recent. Complete revisions will be sent with the final version of the minutes prior to the 1/27/16 meeting.

The proposed Constitutional Changes:

MEMBER ELECTED LEADERSHIP

3. ~~LEADERSHIP DEVELOPMENT NOMINATING COMMITTEE~~

The ~~Leadership Development~~ **Nominating** Committee shall be composed of ~~eight~~ **six** elected members and the Immediate Past Chair of the Board of Trustees. Allowing for staggered terms, ~~four~~ **three** of the members shall be elected by members of the church at each Annual Meeting. **Term length is two years with an option to renew for an additional two years.** No member of the ~~Leadership Development Nominating~~ Committee who has served a full ~~two-year~~ term shall be eligible for reelection until one year after that term of office has expired. Vacancies in the ~~Leadership Development Nominating~~ Committee shall be filled by majority vote of the Board of Trustees until the next Annual Meeting of the membership, at which time election shall be held to fill the unexpired term, if any.

ARTICLE VII - THE ~~LEADERSHIP DEVELOPMENT NOMINATING COMMITTEE (LDC)~~ AND ELECTIONS

No later than August 1st the Chair of the Board of Trustees shall appoint one of the second year ~~LDC~~ committee members to be the Chair of the Leadership Development Committee (LDC). No later than December 1st the Chair of the Board of Trustees shall appoint one of the newly elected committee members to be the ~~LDC Vice Chair~~. The LDC chair shall convene the committee in a timely fashion and conduct the business of the committee with the assistance of the ~~LDC Vice Chair~~.

~~The Leadership Development Committee will coordinate the identification, recruitment, training, support and recognition of church leaders. The Leadership Development Committee will be responsible for allocating budgeted funds for leadership development.~~

1. Every year the ~~Leadership Development~~ **Nominating** Committee shall review the qualifications of members of the church and will nominate ~~two members for each open position on the Leadership Development Committee and~~ at least one member, but attempt to provide choices, for all other open positions:

on the Board of Trustees,

of Moderator, and

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Nominating Committee, and

on the Search Committee for a settled minister, as needed.

The ~~Leadership Development~~ **Nominating** Committee's work will be guided by the principle of seeking out and nominating candidates who reflect the church's commitment to inclusiveness and diversity.

The report of nominations by the ~~Leadership Development~~ **Nominating** Committee shall be published in two successive issues of the church newsletter providing one such newsletter is mailed or electronically distributed at least two weeks prior to the meeting at which the election is to be held.

Nominations for positions to be filled by election at any properly called meeting, in addition to those of the ~~Leadership Development~~ **Nominating** Committee, may be made by petition in writing signed by twenty-five (25) or more members of the church. The petition and written consent of the nominee must be submitted to the Secretary of the Board of Trustees at least three days in advance of the meeting at which the election is to be held.

All elections shall be by secret written ballot except in those cases where there are no opposing candidates. For the benefit of homebound members or those with other special circumstances, an absentee voting procedure may be developed for elections.

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