

# FIRST UNITARIAN UNIVERSALIST CHURCH

## Board of Trustees

### January 27, 2016 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
Minister of Religious Education	Lane Campbell	X	
Administrator	Brian Hagemann	X	
<b>Guests</b>			
	Faith Van Horne	X	
	Wesley Thompson	X	
Carolee Noonan	X	Jo Ann Sinclair	X

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1	<p>Opening and Welcome</p> <ul style="list-style-type: none"><li>• Chalice Lighting</li><li>• Centering (Opening Words –Marge Lynd)</li><li>• Check-in with Staff and Board members</li></ul>	7:00 (14)
2	<p>Consent Agenda:</p> <ol style="list-style-type: none"><li>1. Approval of Dec. 16 Board Meeting Minutes (attached)</li><li>2. Approval of creating a Safety Plan Task Force</li><li>3. Approval of JAM’s recommendation to vote “Yes” for all four CSAIs (Congregational Study Action Issues) to be included on the 2016 GA agenda.<ul style="list-style-type: none"><li>• A National Conversation on Race</li><li>• Climate Change and Environmental Justice</li><li>• The Corruption of Our Democracy</li><li>• Ending Gun Violence in America</li></ul></li></ol> <p><b>Consent agenda approved without discussion.</b></p>	7:14 (1)
3	<p>Congregational Sponsorship Requests for Faith Van Horne and Wesley Thompson</p> <p>Purpose: Update. –</p> <p>Process:</p> <ul style="list-style-type: none"><li>• Both Faith &amp; Wesley will attend and give a short update on their respective status and request.</li><li>• Short bio for asking for congregational feedback is in the February Newsletter.</li><li>• Consent agenda vote at next Board meeting.</li></ul> <p><b>Wesley gave brief introduction and asked for questions from the Board. Has completed his ministry degree. Ready to take the career assessment and then ask to be a candidate. Also has a master’s in counseling and is licensed and insured in that area. Still has the equivalent of an academic year of study left to complete. Will have to complete an MMPI and needs to do clinical ministry. Would envision himself as an associate minister specializing in pastoral care, realizes that most churches don’t have the luxury of having 2 ministers.</b></p> <p><b>Faith is just starting classes at Methodist Theological Seminary. Has been active in planning Soulful Sundown and is a covenant group facilitator. Has made an attempt to be more active in the larger congregation and enjoys being part of services. Is seeking sponsorship fairly early in the process. Also asked for questions.</b></p>	7:15 (15)

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<b>4</b>	<p>What Financial Updates does the Board &amp; Staff need to know? (Debra)</p> <p>Purpose: Update</p> <p><b>Jo Anne St. Clair spoke re: the auction which will be Feb 20 this year. The “Taste of Auction” held earlier this church year raised some funds but may have confused people. Jo Anne encouraged all Board members to make an offer of an activity, and to participate. Clarified what kinds of items would be good.</b></p> <p><b>Debra passed out the financial packet. Budgeted pledges are more than those that we have in hand. Difference in net income from last year is because we had auction monies in hand at this time last year. Staff will have a larger role in producing the budget for next church year. Mentioned our not being Fair Share at the moment. 10% of the district budget is predicated on our Fair Share contribution! Will be a unified gift in the future (UUA and district together). Gave details about the capital campaign which is about 76% funded at this time. The line of credit was not needed until December which has saved a lot in finance charges. Side note – talked about importance of people attending district assembly this year which happens in March.</b></p>	<b>7:30 (10)</b>
<b>5</b>	<p>Safety Plan Task Force -</p> <p>Purpose: Update.</p> <ul style="list-style-type: none"><li>• What types of skills do we need on the Task force?</li></ul> <p><b>FEMA and UUA Trauma Response Ministry can help the task force develop a safety plan and that the time requirement for this can be less than a year. Typically need 5-7 core people. Rev. Jennifer recommends looking for people who are planners/organizers, people who are educators and people who have familiarity with safety forces such as fire or police or who can contact these types of safety services. UUA Trauma Response Ministry comes and does an assessment of the church. Rev. Jennifer recommended asking a small group to look into suggesting names of people to serve on the task force. May involve help of the Coordinating Team.</b></p>	<b>7:40 (10)</b>
<b>6</b>	<p>Settled Minister Search Team Selection – (Carlos)</p> <p>Purpose: Update</p> <ul style="list-style-type: none"><li>• LDC/Board Task force on Process met Jan. 19 and developed the attached Call Guide.</li></ul> <p><b>Joe Pierce, Ginnie Vogts, Carlos Hoyt (Board), and Cath Saveson and Beth McCreary (Nominating) were on the task force. Discussed adding some of the call guide to the input form to decrease the amount of papers to look at while calling. Rev. Lynn Kerr will be here next Sunday and will be addressing the settled minister search. All Board members are encouraged to attend the service</b></p>	<b>7:50 (15)</b>

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	<p>and the Q and A session afterward. Board members are then to attend a session with Rev. Kerr following the congregational Q and A. Lane brought up how we can involve youth. Suggested that we have the youth group discuss and ask for input into the decision. The task force will work on the script/input forms and get back to the Board. Marian will supply congregation information in order to produce accurate call lists.</p>	
7	<p>Mid-Year Congregational Meeting Review  Purpose: Discussion. –  Preparation:  <ul style="list-style-type: none"> <li>How did the meeting go?</li> </ul> <b>Consensus that the discussions were respectful even when there were disagreements.</b> <ul style="list-style-type: none"> <li>Any action items from the meeting?</li> <li>Suggestions for future improvements?  -Rev. Jennifer asked that we be informed in advance of any AV needs as a problem with this caused a significant delay in the start time.  -Mentioned the parliamentary procedure for counting the votes for the LDC/Nominating term-length vote. Chose to vote based on the sign-in number, but it should have been the actual number voting at that time in the meeting.</li> </ul> </p>	8:05 (15)
8	<p>Getting to Know UU Sessions – Board Participation?  Purpose: Discussion. –  <b>Participation means being there to support. Consensus of group was that we would be willing to do this as part of being the Board greeter that week.</b>  Background:  <ul style="list-style-type: none"> <li>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)</li> <li>Leslie's suggestion was that the Board member doing the welcome could participate, at least in the 9:15 session.</li> </ul> </p>	8:20 (5)
9	<p>LDC/Nominating Request for Update of Board Member Job Description:  Purpose: Discussion.  Preparation: Read attached job description.  <ul style="list-style-type: none"> <li>LDC/Nominating asked the Board to review and update the attached job description. What changes are required?</li> </ul> <b>Tabled this item at this time.</b></p>	8:25 (15)
10	<p>Senior Staff Report Highlights:</p>	8:40

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	<p>Purpose: Update Preparation: Review staff reports (attached) Process: Highlights from Rev. Jennifer, Rev. Eric, Rev. Lane, Brian <b>Rev. Jennifer says that Rev. Kerr would like to talk to the Board after the congregational Q and A on the settled minister search (starting at approximately 1:00). Rev. Jennifer mentioned the Diversity Learning Circle, 5:30-7:15 on Tuesdays. Several sessions remain and Board participation was encouraged.</b></p> <p>Lane talked about an “arc of learning” being developed by the RE team, which will help with communication.</p> <p>Brian mentioned Barb Fisher who helped get the library back in shape. New classrooms may be available for occupancy by the end of this week.</p>	(5)
11	<p>Youth Update (Willow or Emma) <b>Youth is having a Valentine Dinner on February 6<sup>th</sup> to help with GA scholarships. Information will go on Facebook page. Youth service went well. May be asking 2-3 youths to be GA delegates.</b></p>	8:45 (5)
12	<p>Wrap-up</p> <ul style="list-style-type: none"><li>• Thank you cards <b>Barb Fisher for her help with the library.</b></li><li>• Upcoming events:<ul style="list-style-type: none"><li>○ 2/10 (7:00) Executive Committee Meeting</li><li>○ 2/20 Auction</li><li>○ 2/24 (7:00) Board Meeting</li><li>○ 5/22 Congregational Year End Meeting</li></ul></li></ul>	8:50 (5)
13	<p>Meeting Process Observation (Marge)</p> <ul style="list-style-type: none"><li>• What did we do well at this meeting? <b>Everybody engaged. Made some concrete decisions. Board meetings are very functional compared to other past meeting experiences.</b></li><li>• Anything we should do differently for the next meeting? <b>No suggestions made.</b></li></ul>	8:55 (5)

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#### **Open Action Items and Potential Future Agenda Topics**

1. 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: Consent agenda for Jan.
2. Rescind Standing Rules, replacing with Board Policy Book – Status: Add to March Board agenda.
3. 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.

#### **Completed items**

1. Set up Google Drive or similar for storing Board Minutes and materials
2. Add updated Board Policy Book v2.0 with monitoring section to church website.
3. Define nomination process for the Settled Minister's Search Committee –
4. Create [congregational meeting checklist](#) – Status: Completed and Posted on Board Goggle Drive.

#### **Additional item:**

**Rev Jennifer asked for a team to be formed to invoke the Disruptive Behavior policy.**

**Asked for 2 Board members and others in congregation who are good listeners. Coordination Team members will also serve on this. Joe Pierce and James Brown volunteered to be the Board representatives.**