

**FIRST UNITARIAN UNIVERSALIST CHURCH****Board of Trustees****March 23, 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>			

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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 –Ginnie)</li> <li>• Check-in with Staff and Board members</li> </ul>	<i>7:00 (14)</i>
<b>2</b>	<p>Consent Agenda:</p> <ol style="list-style-type: none"> <li>1. Approval of Feb 24 Board Meeting Minutes</li> <li>2. Rescinding <u>former Standing Rules</u>, replacing with <u>Board Policy Book version 2.1.</u></li> </ol> <p><b>Consent Agenda approved without discussion</b></p>	<i>7:14 (1)</i>
<b>3</b>	<p>What Financial Updates does the Board &amp; Staff need to know? (Debra)</p> <p>Purpose: Update</p> <p><b>Auction numbers included in this month's report. 52.00 ahead at this point but collection rate of pledges is slightly behind. Still looking for new pledges. Capital campaign still going very well. Construction loan goes until capital campaign ends (2018).</b></p>	<i>7:15 (15)</i>
<b>4</b>	<p>Stewardship – Year Round Giving (Brian)</p> <p>Purpose: Discussion</p> <ul style="list-style-type: none"> <li>• At the UU Minsters of Large Churches conference, Rev. Jennifer learned about the experience of the Golden, Colorado church which has successfully implemented monthly pledge groups.</li> <li>• Brian will lead a discussion on what that could look like at First UU.</li> </ul> <p><b>Decision made to hold off on a longer discussion. Rev. Jennifer talked with others at the conference about year-round pledging. Brian will talk with the administrator in Colorado to get information on this and will come back next month for further discussion.</b></p>	<i>7:30 (20)</i>
<b>5</b>	<p>Budget Priorities for the next church year 2016-2017 (Ginnie)</p> <p>Purpose: Discussion</p> <p>Preparation: Review the following Coordinating Team (CT) Budget documents:</p> <ol style="list-style-type: none"> <li>1. <u>CT Budget Priorities 3-16-16.pdf</u></li> <li>2. <u>Capsule Job Descriptions   UUA.org.pdf</u></li> <li>3. <u>Fair Compensation Worksheet for 2016-17.pdf</u></li> </ol> <ul style="list-style-type: none"> <li>• The CT has developed a proposal for budget priorities and will present them for discussion</li> <li>• The Board needs to give guidance to the CT on budget priorities for</li> </ul>	<i>7:50 (40)</i>

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as they develop the initial budget proposal.

**Proposed Budget Timeline:**

3/23 - Board meeting - high level priorities discussion.

3/23 - 4/22 - CT & Finance Committee develop proposed budget

4/27 Board meeting - budget discussion and approval by Board

5/11 - Exec Committee scheduled - hold date for full Board meeting on budget if additional meeting is required.

5/22 - Congregation meeting and budget approval

**Staff had discussion about budget priorities with coordinating team. Related also to meetings with finance. Timeline as above for action. Priorities are delineated in the document on Google drive, but John emphasized that these were not meant to be the only suggestions and said that the Board could add to these or ask for clarification. Priorities on the list were varied. Discussion at this meeting centered on particular items but no decisions are to be made at this meeting. Discussion on paying back restricted funds used to cover past debt.**

**Question about where is programming on the list, for example, supplies for RE.**

**Answer is that this is already in the budget.**

**Rev. Lane said that the CT discussion was more of a “big picture” activity. Rev. Jennifer mentioned that next year ministerial candidates will be looking at things such as fair share and fair compensation. Joe asked if he should excuse himself from the discussion due to the fact that he is on the path to ministry and we are talking about compensation. It was felt that he did not need to do this.**

**Board suggestions not on the list:**

- Keeping program budgets stable
- Putting money into stewardship
- Looking into a church audit (already have the funds for that)
- Paying back monies from restricted funds
- Outreach activities
- Leftover items from capital campaign priorities (internship)
- RE budget – is it enough?

**Question about how payroll funds (70% of budget) are allocated. Rev. Jennifer said that a staffing review is taking place now and this will potentially affect the budget.**

**Comments that increased commitments from staff and leadership might stimulate a healthy response and add to the funds available for the budget. John commented on the sustainability of some discussion items such as grief recovery training (approx. \$2300).**

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	<p>Lane stated that the RE budget is relatively small. Would probably need to expand RE staff in order to have significant growth. Current part-time staff person is underpaid according to the spreadsheet on Google drive. Rev. Jennifer commented on the fact that our new governance allows us to delineate responsibilities in a much better way than before. Helps with the discussion about staffing changes. Again, staffing review will help with making better decisions. Board has a strong role in stewardship in how they talk with friends in the congregation about what our priorities are. Question of how fast we can move toward some of the priorities. Comment about thinking about “abundance rather than deficit”. Endowment funds could also fund search committee.</p>	
6	<p>Rummage Sale: (Ginnie) Purpose: Update</p> <ul style="list-style-type: none"> <li>• Volunteer signup is at <a href="http://vols.pt/ExbuC8">http://vols.pt/ExbuC8</a></li> <li>• Need pricing captains, publicity coordinator, bake sale coordinator and other help.</li> </ul> <p>Asking Board members to help find volunteers for above-listed roles. Want the rummage sale be a celebration and an outreach program for the church. Fellowship hall reserved for a week for item drop-off. Won't be offering pick-up. Will discuss having a JAM table as part of outreach. Willow offered to be the bake sale coordinator. Link is very helpful in terms of volunteer job descriptions. Ginnie offered to be the publicity coordinator. Debra will be the money captain. Kitty and Marg will be co-coordinators of set-up and tear-down. Other members will sign up once they have looked closer at the list.</p>	8:30 (5)
7	<p>Senior Staff Report Highlights: Purpose: Update Preparation: Review staff reports (attached) Process: Highlights from Rev. Jennifer, Rev. Eric, Rev. Lane, Brian <b>No additional comments necessary.</b></p>	8:35 (5)
8	<p>Youth Update (Willow or Emma) <b>Youth group fundraiser - Talent Night 4/17 at 6:30. Suggested donation \$10 or max of \$20 for family. Have been very successful with GA scholarship fundraising. 14 youth attending.</b></p>	8:40 (5)
9	<p>What does the Board need to communicate the Congregation? Purpose: Discussion</p> <ul style="list-style-type: none"> <li>• At the Feb. 24<sup>th</sup> Board meeting we agreed to add this standing agenda item.</li> </ul> <p><b>Karen suggested we put the Board minutes up on the bulletin board in the corridor behind Fellowship Hall.</b></p>	8:45 (5)

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	<b>Need to talk about our racial justice pursuit, GA and youth fundraising. Will be starting “visioning” circles.</b>	
<b>9</b>	<p>Wrap-up</p> <ul style="list-style-type: none"> <li>• Thank you cards</li> <li>• Upcoming events: <ul style="list-style-type: none"> <li>○ 4/2 OMD District Assembly – Akron</li> <li>○ 4/13 (7:00) Executive Committee Meeting</li> <li>○ 4/27(7:00) – Board Meeting</li> <li>○ 4/30 – Rummage Sale</li> <li>○ 4/30 - GA Reduced Cost Registration Deadline</li> <li>○ 5/22 Congregational Year End Meeting</li> </ul> </li> </ul>	<i>8:50 (5)</i>
<b>10</b>	<p>Meeting Process Observation (John)</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>Started a little late – a little chaotic especially with set up.</b>  <b>Good stepping up/stepping back especially during budget discussion, but many members were not prepared.</b>  <b>Helped that we tabled item.</b>  <b>Ginnie did good job asking for responses from the group.</b>  <b>Should just “listen” during check-in.</b></p>	<i>8:55 (5)</i>

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

1. .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.
2. Schedule “Beyond Categorical Thinking” Workshop with UUA. Status: Request: Carlos filling out request form.
3. Search Team would propose the contract for the Senior Minister for Board Review at the Sept. 2016 Board Meeting.
4. Board Vote on proposed Senior Minister contract at Oct. 2016 Board Meeting

**Completed items**

1. Rescind Standing Rules, replacing with Board Policy Book – Status: Added to March Board consent agenda

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2. Update Constitution with LDC/Nominating Changes and post on church website.