

First Unitarian Universalist Church
Board of Trustees
Meeting Minutes
December 21, 2016

Board		Present	Absent
Chair	Ginnie Vogts	X	
Vice Chair	Carolee Noonan		X
Treasurer	Debra Boyd	X	
Secretary	Jim Conlan	X	
	Karen Dawson	X	
	Marge Lynd	X	
Youth Rep	Lee Cook	X	
Youth Rep	Alex Barr		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			
Volunteer Comptroller	Martha Gifreida	X	

-

1	Opening and Welcome <ul style="list-style-type: none"> • Chalice lighting • Centering: Opening words- (Marge) • Check-in with staff and Board Members 	7:00
2	Consent agenda: <ul style="list-style-type: none"> • Approval of November minutes (link) • Staff reports (JB) (LC)(EM) (BH)(Org chart) • Financial Review reports (link) • Appointment of Meg Spernoga to Personnel Committee <p><i>Approved</i></p>	7:10
3	Financial report- (Martha/Debra) (link) Purpose: Discussion and approval	7:12

**Fund Our Values Campaign was successful and was \$10,000 over the stated goal.*

**Pledge Rate is higher than last year.*

**Net Income is \$15,000 ahead compared to \$30,000 behind last year which is a \$45,000 difference.*

**Overall, we are in good shape.*

**The fund our values campaign helps this year but the key thing that needs to be addressed is the \$30,000 deficit in the pledges. This is our ongoing challenge to address. The Stewardship Consult next month will be helping with this problem. The goal is to generate a larger pledge base and not rely on a gift campaign.*

Nominating Committee Update

Note: Deb is the Board liaison to the Nominating Committee

**In the Order of Celebration there was information about an online ask form the Nominating Committee to suggest people to server on the board, nominating or moderator.*

**This is the first-time Nominating has made a public ask of the congregation. The board needs to talk up this process.*

**Names are needed no later than January 20th to be considered for positions in 2017.*

**There will be two Board openings for three year terms.*

**Nominating has three positions open for a two-year commitment so there will need to be six candidates running.*

**There is also a two-year commitment for Moderator.*

**Brian created this page on the church website.*

<http://firstuucolumbus.org/component/content/article/106-about-us/713-seeking-recommendations>

Martha presented an introduction to Fund Accounting.

**Fund Accounting is used for Non-Profits.*

**Operating Fund is cash and would act like a checking account. Income comes into the fund you have expenses going out. The fund automatically changes its amount. This is a continuing phenomenon.*

**Restricted Fund (Donor restricted) is money that is given for a specific purpose. This fund, like the Operating Fund, will have money coming in and expenses going out.*

**If your Operating Fund expenses become too large and your balance goes into the red you would need to borrow to meet expenses. For this scenario, you would borrow money from the restricted fund. The money would then need to be paid back and there should always be a plan in place to restore the funds.*

**If there is a change and the Restricted Funds purpose is no longer applicable the donor can give permission to release the fund. If that is agreed, then the restricted fund is liquidated and the money would be put in the Operating*

	<p><i>Fund.</i></p> <p><i>*Operating Funds need to have enough money to cover your expenses because this is real money.</i></p> <p><i>*A Designated Fund is money taken from the Operating Fund and is set aside for a specific thing. The example given was buying mops. This would-be setup by the Board.</i></p> <p><i>Ginnie brought up that the Staff and Finance Committee will have a recommendation on some of the funds that we have that maybe sitting idle. This is a recommended agenda item for our next meeting.</i></p>	
4	<p>Board Justice Vision (link)</p> <p><i>*Also, reviewed Transition Team Report to the Board on Vision and Mission.</i></p> <p>Strategic Planning Team considerations</p> <p>Purpose: Discussion</p> <p><i>This Justice Vision draft evolved out of the discussion the board had with JAM in November.</i></p> <p><i>*Karen suggested that respect be added. "Community, Justice, Respect, Acceptance..."</i></p> <p><i>Review of the draft of the mission and vision suggestions from the transition team.</i></p> <p><i>*This document was the result of a long visioning process, with visioning workshops, the gifts we bring service, helped re-enforce this effort.</i></p> <p><i>*It is a mission statement using verbs that shows what we are doing.</i></p> <p><i>*Suggestion of more editing because it is too wordy. For example, "All are welcome and experience daily just how much they are loved and supported." Change to "All are welcome and experience daily that they are welcomed and supported."</i></p> <p><i>*For editing of the document Rev Jennifer said to use the link,</i> https://docs.google.com/document/d/1ITyVdef2csyIGlexjMCJvDF4rymJZvodleXrPqyeZY/edit?usp=sharing <i>and make changes. The edits will send a comment to the transition team to be reviewed.</i></p> <p><i>*For the mission statement "Embrace common humanity with the practice of acceptance, respect, and compassion in</i></p>	7:30

	<p><i>all our relationships." The question was around using the word common. The reaction was that the word common means, like me or what we have in common. It does not reflect embracing the diversity of humanity. The suggestion was embrace all or shared humanity.</i></p> <p><i>*What is going to be the process going forward with this document? Rev Jennifer said that the first step is gathering comments from the board, CT, members of the congregation. Also, there needs to be time for people to gather to talk about this document. There would then be a CT/Board approval or confirmed at a Congregational Meeting.</i></p> <p><i>*This is a good start and is in the consultation phase.</i></p> <p><i>*A strategic planning process will be given this finished product as a guide for a five-year plan.</i></p> <p><i>*A task force would start the planning process and would consult all groups to find out what would be done to achieve the vision. The 5-year plan then becomes a roadmap for the staff and is helpful in budgeting.</i></p> <p><i>*CT would then monitor the strategic plan</i></p>	
5	<p>Financial: (Brian)</p> <ul style="list-style-type: none"> • Annual Holiday Gift Appeal <p>Purpose: update</p> <p><i>*Brian indicated that the Holiday Gift campaign is lower than last year and is currently tracking under \$3,000. Including matching gift, it would be \$6,000. These numbers may increase when factoring in the people using the mailings to send in money. Last year those donations came in at the end of December.</i></p> <p><i>*The Holiday Gift will be reviewed this spring to see if it should be removed from the Operating Budget and used as a gift to a community organization.</i></p>	8:00
6	<p>Suggest winter topics for Board visioning: Jan-stewardship, February- Community? March-?</p> <p>Purpose: non-decision discussion</p>	8:10
7	<p>Board appointments: (Ginnie)</p> <ul style="list-style-type: none"> • Finance Committee- • Personnel Committee- • Strategic Planning- from all areas of church life <p>Purpose: Discuss</p>	8:20
8	<p>Staff updates:</p> <p>Purpose: update</p>	8:25

9	<p>Motions: Purpose: approval</p> <p>Proposal for use of Funds from Bequests</p> <p><i>The CT team is recommending two uses from the bequests of Holly Hershide, Jean Werts and Joanne Milburn. The request is for the Board to approve in principal.</i></p> <p><i>*Technology Upgrade Improvements to the sound equipment including hearing assistance and video technology to allow livestream service. Approximate Cost \$10,000</i></p> <p><i>*Part-Time Ministerial Intern (Two Years) The UU Meadville-Lombard Theological School has asked us to take on a part-time ministerial intern for two years beginning in Fall 2017 under the supervision of Rev. Eric Meter Approximate Cost \$20,000</i></p> <p><i>These two proposals do not use all the bequeathed funds</i></p> <p>Approved in Principal</p>	8:35
10	<p>Youth Report- Lee and Alex Purpose: update</p> <p><i>They Youth had an overnight on Saturday and Sunday that went well.</i></p>	8:45
11	<p>What does Board need to communicate to congregation?</p> <p>Purpose: discussion</p> <p><i>* Communicate about the intern and a brief description of what is a teaching congregation.</i></p> <p><i>*The nominating committee for the first time has an online presence to have nominations made.</i></p> <p><i>*Special meeting of all team leaders, ministry leaders, and committee chairs to go over the new governance policy and org chart. (Spring timeframe)</i></p> <p><i>*Racial Justice work within and out of the congregation. (book discussions, trainer, listening sessions, etc.)</i></p>	8:50
12	<p>Wrap-up</p> <ul style="list-style-type: none"> • Thank you cards to: • Upcoming events: <p>Stewardship workshop- January 21-22</p>	8:55

	<p>Mid-year meeting- Feb 5</p> <p><i>Thank members of the transition team for their hard work.</i></p>	
13	<p>Meeting Process Observation- (Marge)</p> <ul style="list-style-type: none"> • What did we do well at this meeting? Did we stay on “Board work”? • Anything we should do differently for the next meeting? <p><i>Good session and we talk through issues and come to a consensus. Everyone contributes and the Jean Werts bequest was well done.</i></p>	8:57

Open Action Items and Potential Future Agenda Topics

1. Areas for Board visioning.
2. Strategic Planning Process

Completed:

Successful FOV Fall Campaign
 Volunteer Comptroller approved
 Staff recommend Safety Program for review
 Search team presented draft Senior Minister contract for review
 Beyond Categorical Thinking workshop completed
 Covenant adopted
 Board vote on proposed Senior Minister contract at Oct Board meeting