

**First Unitarian Universalist Church**  
**Board of Trustees**  
**Agenda**  
**January 25, 2017**

<b>Board</b>		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	
<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>			
Auction Team	Jo Anne St. Clair	X	

1	Opening and Welcome <ul style="list-style-type: none"> <li>• Chalice lighting</li> <li>• Centering: Opening words- (Karen)</li> <li>• Check-in with staff and Board Members</li> </ul>	7:00
2	Consent agenda: <ul style="list-style-type: none"> <li>• Approval of December minutes (<a href="#">link</a>)</li> <li>• Staff reports (<a href="#">JB</a>) (<a href="#">Stewardship</a>) (<a href="#">LC</a>)(<a href="#">EM</a>) (<a href="#">BH</a>)</li> </ul> <p><b>Approved</b></p>	7:10
3	Financial report- (Martha/Debra) ( <a href="#">finance</a> ) Purpose: Discussion and approval  <i>*Note: the December financial statement is not a reconciled statement. Debra will look into having the board presented with reconciled statements in the future.</i> <i>*The collection rate is good but will probably decline over the</i>	7:12

	<p><i>next six months which is expected. It is normal to see an increase at the end of the year.</i></p> <p><i>*Path to Membership is going well with every new member having a pledge.</i></p> <p><i>*Net Income is in the black at \$43,776 compared to \$9,345 last year.</i></p> <p><i>*With more volunteers on the Finance Committee Deb is hoping to be able to have a projected or forecast budget available on a regular basis. In the past, this has been done on an ad-hoc basis.</i></p> <hr/> <p>Guest Joanne St. Clair – Auction Chair</p> <p><i>*Moving to Virginia but will remain to run the auction this year.</i></p> <p><i>*Board members need to talk about the auction to congregants and try to engage younger members to attend.</i></p> <p><i>*Theme is Superheroes then and now. Saving the world one bit at a time.</i></p> <p><i>*February 25th is the Auction date.</i></p>	
4	<p>Board Justice Vision (<a href="#">Justice vision</a>)-Marge</p> <p>Board Stewardship Vision, review of workshop- what is our vision for a financially healthy congregation??</p> <p>Carolee/Ginnie</p> <p>Strategic Planning Team considerations- begin to select people from areas of church life to be part of Strategic Task Force.</p> <p>Purpose: Discussion and approval</p> <p><i>The boards social justice vision for the congregation:</i></p> <p><i>With Love at the center of all our actions, we work to create opportunities for <b>justice</b> engagement that are accessible to all generations, that are inclusive and collaborative, and that transform our relationship to each other and to the larger community. We work with our local and national partners to offer direct and timely support for people at risk and to take courageous stands that promote justice and fairness for all.</i></p> <p><i>*added justice in the first sentence.</i></p> <p><b>Approved</b></p> <p><b>Stewardship Workshop Feedback/Vision</b></p> <p><i>*Barry will be sending his recommendations in 2-3 weeks.</i></p>	7:20

	<p><i>*Rev Jennifer updated the board to the recommendation from Barry that we change the annual campaign from the one on one approach to a small group discussion format. The one on one approach has been done for several years and has not been as effective over time.</i></p> <p><i>*Stewards for a small group discussion would need specialized training.</i></p> <p><i>*Rev Jennifer asked the board to consider approving additional funding from the Holly Herschede bequest to fund Barry coming back to train two or more Stewardship Facilitators. The cost would run around \$1000.</i></p> <p><i>*Barry can also serve as a skype consultant to the team when needed.</i></p> <p><i>*Option to consider would be including North UU in the training.</i></p> <p><i>*Barry did mention the need for long range planning with our budget. With that in place it would help in explaining where increased pledging would go.</i></p> <p><i>*Congregants should not just be contacted during pledge campaigns. A contact structure is needed to connect in a more intimate way with the congregation.</i></p> <p><i>*A contact structure in place would also lend itself to a move to year around giving if we chose to go in that direction in the future.</i></p> <p><i>*Justice, Stewardship, Membership and our mission needs to be integrated into our congregational life.</i></p> <p><i>*Clarity and availability of the budget to everyone. Knowing the budget will also clarify what we are spending on social justice.</i></p> <p><i>*A strategic plan will not only help plan the budget but will help a member be aware of where a future increased pledge would be going. It will be easier to explain the need for increased pledging and have buy in for the goals that we have ahead.</i></p> <p><i>*Smaller group will frame the stewardship vision (draft). This vision will be written for the board meeting in February. Ginnie, Jim, and Carolee have volunteered for this group. (Draft)</i></p>	
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	<p><i>*Stewardship meeting is on February 9th 7:00PM.</i></p> <p><i>Motion to allow funding from the Holly Herschede bequest to fund Barry coming back to train two or more Stewardship Facilitators.</i></p> <p><b>Approved</b></p>	
5	<p>Financial: (Brian)</p> <ul style="list-style-type: none"> <li>• Annual Holiday Gift Appeal –final total</li> </ul> <p>Purpose: update</p> <p><i>There is no change to the totals. Consult the financial report for details.</i></p>	8:00
6	<p>Discussion of mid-Year Congregational meeting-agenda/duties</p> <p>Agenda –</p> <ol style="list-style-type: none"> <li>1. Opening Words Rev. Jennifer Brooks 3</li> <li>2. Welcome Chas Williams, Moderator 2</li> <li>3. Search Update- Judy Kleen, Search Committee 2</li> <li>4. Board Goals and update Ginnie Vogts, Board Chair 5</li> <li>5. Interim Minister Report Rev. Jennifer Brooks 5</li> <li>6. Coordinating Team Update Steve Abbott- Coordinating Team 7</li> <li>7. Religious Exploration Report Rev. Lane Campbell 5</li> <li>8. Transition Team Update Tony Skrabak- Transition Team 7</li> <li>9. Stewardship- a new paradigm Carolee Noonan 8</li> <li>10. Treasurer's Report Debra Boyd, Treasurer 8</li> <li>11. Justice Action Ministry Report Steve PalmHouser, JAM 7</li> <li>12. Adjourn Chas Williams</li> </ol> <p><i>*Deb will pick up the food</i></p>	8:10
7	<p>Board appointments: (Ginnie)</p> <ul style="list-style-type: none"> <li>• Finance Committee- Kathy Lin</li> </ul>	8:20

	<ul style="list-style-type: none"> <li>● Personnel Committee-</li> <li>● Strategic Planning- from all areas of church life</li> </ul> <p>Purpose: Discuss, approve</p> <p><b>Approved</b> <i>Kathy Lin as a member of the Finance Committee</i></p>	
8	<p>Staff updates: Eric to discuss Membership outreach Mission and Vision updates from TT- Jennifer (<a href="#">TT</a>)</p> <p><i>Eric discussed reaching out to membership not just during requests for financing. Calling members last year soliciting opinions on the search committee was successful.</i></p> <p><i>*Valentine cards will be sent to members.</i></p> <p><i>*Eric will meet with the welcoming taskforce to review how welcoming we are with visitors.</i></p> <p><i>*Teams will be sent out to see how other congregations handle welcoming a visitor. The board will hear feedback on this in May.</i></p> <p><i>Jennifer's update</i> <i>Reviewed page 2 with the updated Mission draft.</i></p> <p><i>This is the mission statement that will be presented to the Mid-Year meeting. It will not be for a vote but to begin discussions. The goal would be to have an affirmation of this in the June meeting.</i></p>	8:25
9	<p>Motions: The Board approves the recommendation of the Finance Committee to transfer \$8000.00 From the CPA Audit Fund to the Operating Fund. Purpose: Approval</p> <p><i>Finance Committee recommends that the board unfreeze the Audit /Fiscal Review Funds which is \$10,000 and transfer \$8000 to the operating fund which offsets the deficit. This leaves \$2000 to be a board designated fund called the CPA Audit fund for a future fiscal review.</i></p> <p><b>Approved</b></p> <p><i>Note: The Finance Committee and the CT Team will be in the future making recommendations about the existing designated funds. The restricted/designated funds can be found on the Board Report December 2016 located on the</i></p>	835

	<i>Statement of Financial Positions Tab.</i>	
10	Youth Report- Lee and Alex Purpose: update  <i>Youth group started working on their social justice projects.          *Jr High will help server appetizers at the action and the          *Sr High youth will help tear down after the auction.</i>	8:40
11	What does Board need to communicate to congregation?  Stewardship is caretaking and can be fun- How do we do this?  Purpose: discussion	8:45
12	Wrap-up <ul style="list-style-type: none"> <li>• Thank you cards to:</li> <li>• Upcoming events:              Mid-year meeting- Feb 5              Auction- Feb 25</li> </ul>	8:55
13	Meeting Process Observation- (Karen) <ul style="list-style-type: none"> <li>• What did we do well at this meeting? Did we stay on "Board work"?</li> <li>• Anything we should do differently for the next meeting?</li> </ul>	8:57

*\*Added item that was not in the board minutes from December.*

*Motion for David Maywhoor to be the Chair of the Nominating Committee.*

**Approved**

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

1. Areas for Board visioning.
2. Going forward with community building- within and without

### **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  
 Stewardship workshop completed  
 MLK Service project done and ongoing