

First Unitarian Universalist Church
Board of Trustees
Minutes
November 29, 2017

Board Goals

1. Finalize Mission and Vision (vote at Mid-Year Meeting)
2. Practice partnership governance including a strategic plan
3. Are we rising to the challenge? Energize stewardship efforts to fulfill our vision.

Staff Goals (draft from Board retreat)

1. Finalize Mission and Vision
2. Create Opportunities for engagement in Justice-making
3. Increase attention to all stages of membership to make First UU a hub for new members and older members alike.

Board		Present	Absent
Chair	Carolee Noonan	X	
Vice Chair	Seth Kraut	X	
Treasurer	Jeff Boughton	X	
Secretary	Jim Conlan	X	
	Karen Dawson	X	
	Ginnie Vogts	X	
	Larry Drake	X	
Youth Rep	Lee Cook	X	
Youth Rep	Nate Blake		X
Staff			
Sr Minister	Rev. Marian Stewart	X	
Assoc. Minister	Rev. Eric Meter		X
Minister of Religious Education	Lane Campbell	X	
Administrator	Brian Hagemann	X	
Guests			
Amanda Hays		X	

7:00	Opening and Welcome <ul style="list-style-type: none"> Chalice lighting and Opening words Check-in Circulate thank you cards Thank you notes	Larry Carolee Larry
7:10	Consent agenda: Please see documents in Board of Trustees Shared Drive <ul style="list-style-type: none"> Approval of October minutes Staff reports Agenda passed	Carolee

	<u>Standing Agenda Items</u>	
7:15	<p>Ministry - Finance Feedback from Finance Committee Financial report/ Unified Activity Report Review/Discussion</p> <p><i>*Jeff requested Finance to come up with specific tasks to work on and that info will be brought back to the board.</i> <i>*First quarter results document shows some items over budget but they will level out over time. Feedback from finance or CT is needed to review in more detail and provide more context around the numbers.</i> <i>*The professional expense piece will have a larger expense on the front end because 3 ministers are going to the Center Institute this year.</i> <i>*Finance committee can review and raise to the top the issues the board needs to be aware of.</i> <i>*Jeff wants to have a line item report that would list who is responsible for the various items. If there is an issue then a comment could be included. Rev Marian will work with Martha.</i> <i>*Comparisons to last year is difficult with the new financial system that is being used. Previous year information could not be uploaded. Pulling old reports and manually looking is possible.</i> <i>*The holiday appeal is budgeted for 10,000 and attempt to go over the 10,000 with a challenge from Rev. Marian. All of the money will go to First UU to reduce the deficit.</i> <i>*The legacy gift will match the first \$10,000 and gets that money in 2018/2019. Create an operating/capital reserve is needed. (See October meeting minutes for more details on Acorn)</i></p> <p>Governance - Finance We are \$30,000 short to budget. Does the budget need to be adjusted? Review/Discussion and Approval of reports</p> <p><i>*This will be reviewed next month as we get more context around the report from Jeff to see if there are any issues that would require an adjustment.</i></p>	<p>Jeff Martha</p> <p>Ginnie Carolee</p>
7:25	<p>Ministry - Stewardship</p> <ul style="list-style-type: none"> ● Holiday Appeal - Marian will lead ● Leaders of Stewardship Team (draft): <ul style="list-style-type: none"> ○ Overall leader _____ ○ ACORN (bequests) - Melanie Boyd and Bob Rice ○ Holiday Giving (end of the year) - Marian ○ Annual Spring Giving - ○ Data - Patricia Boughton ○ ?more ● There is no ministry policy about Stewardship duties. There is CT 	<p>Marian</p> <p>Carolee</p>

policy about finance that refers to stewardship:

<http://firstuucols.org/documents/governance/Financial%20Management%20Policies%2006012016.pdf>

“Financial Management Policy Approved by the Coordinating Team: 6/1/2016 Policy Statement in accordance with Board Policy 9–Care for Resources and Financial Controls:

The church shall protect and preserve the financial assets of the church, manage the finances in accordance with the Church Constitution, Board Policy and good accounting practices, and shall provide and maintain reliable reports and records for the Board, the Coordinating Team and the congregation.

Section 7 - Fundraising Projects

Fundraising Projects Special fundraising projects related to congregational life should not interfere with established fundraising activities of the church

as a whole. Consequently proposals for special fundraising activities should be reviewed by the Coordinating Team, which may consult with the

Stewardship Team and Finance Committee as appropriate. Unless an exception is granted by the Coordinating Team, all funds generated by approved fundraising projects will share 20% of the net revenue over \$250

with the Operating Budget.”

Governance - Stewardship

Our governance policy is silent about stewardship.

- We have no stewardship policy statement in Board Governance.
- There is no governance statement about permission prior to seeking non-stewardship monetary donations from congregants.

<http://firstuucols.org/documents/governance/Governance%20Policy-v2.2-06-28-17.pdf>

Possible wording:

9.6 Senior staff is responsible for recruiting and working with the Stewardship team to raise money donated from First UU members and friends in order to allow the congregation of First UU to carry out its mission. The Board is responsible for actively supporting fundraising efforts as set forth by Senior Staff, Coordinating, and Stewardship Teams.

9.7 In addition to fundraising by the Stewardship team, there may be occasional requests to the congregation for money. A coordinated approach to fundraising is needed, therefore the Board charges the Coordinating Team with oversight of requests except those generated by the Stewardship Team or directly approved by the Board. Congregants should be informed about the process delineated in Financial Management Policy of the Coordinating Team.

**Stewardship is set up with different leads running areas such as Acom, holiday appeal, annual campaign, the auction, etc.*

**The overall leader for Stewardship is Rev. Marian.*

**This updated policy suggestion will be left in the agenda on the shared drive to review and come back to review next month. Feel free to make any changes.*

7:45	Ministry - Membership and Welcoming Update <i>*Rev. Eric is in a membership class and there is nothing to report this month.</i> <i>*Rev. Marian will be working more with membership in the future.</i> Governance - Membership and Welcoming Discussion	Marian Eric
7:55	Youth Report Purpose: Updates/Discussion <i>*Youth Group is having a Late Night at the church this weekend.</i> <i>*Lee commented that the youth group is larger this year with the numbers around 20.</i>	Lee/Nate
	<u>Preparation for Mid-Year Meeting 1/28/18</u>	
8:00	Mission and Vision - Town Halls underway Update/Discussion <i>*There have been a lot of meetings with various groups</i> <i>*Town hall two weeks ago was with the general congregation</i> <i>*Last Sunday there were four prototypes of the vision statement created.</i> <i>*The mission statement was revised from last year.</i> <i>*Upcoming townhall has the goal of getting the vision options down to one if possible.</i> <i>The prototypes that exist are the following:</i> <ol style="list-style-type: none"> 1. A center for nurturing beloved community in Ohio and beyond. 2. Recognizing our interconnection to build beloved community 3. Transforming ourselves, Ohio and the world through love. 4. Building beloved community by transforming the world and ourselves. <i>*Pulled common words that kept appearing</i> <i>*Need to have something specific in the December meeting so that this can go out to the congregation for a vote in January. (Needs to be out 30 days in advance)</i>	Marian
8:05	Nominating Committee Do we need a constitutional amendment about an uncontested slate? <i>*Nominating is not going to ask for an amendment for an uncontested slate at this time.</i> <i>*They are still working through the best way to engage young people.</i> <i>*Karen noted that nominating does have a job description for a board member.</i> <i>*Ginny and Karen will review the board job description and make suggestions as board representatives to that committee. Once finalized they will share the description with the board.</i>	Karen Ginnie

8:15	<p>The Board charged the CT with the responsibility to create for the church to adopt a public message related to Racial Justice and report back to the Board. A congregational vote is needed for a social justice statement or we must change the constitution. Shall we propose a constitutional amendment? What is the history? What are pros and cons?</p> <p>From our current constitution:</p> <p>“Resolutions that commit the corporate entity, First Unitarian Universalist Church of Columbus, to a position on any matter of social concern must be approved at a properly called meeting of the membership. Such resolutions may be initiated and brought to the membership for a vote in one of four ways:</p> <ol style="list-style-type: none"> 1. By action of JAM, Justice Action Ministry... 2. By a resolution of the Board of Trustees, following a favorable vote of $\frac{2}{3}$ of its members 3. By a group equal to the quorum, submitted in writing to the Board of Trustees.... 4. By a vote of $\frac{2}{3}$ of members present and voting at a properly called meeting of the membership. <p>No such resolution shall come before the membership for vote until the Board of Trustees has received an acceptable legal opinion that the passage of such resolution will not jeopardize the church’s tax exempt status.”</p> <p>Purpose: Discussion and Decision</p> <p><i>Lane sent out the attached document “with the edits made from today's meeting as well as the proposed constitutional amendment we discussed.” See the document in the November folder on google docs. The file is called public statements_policy_draft_29 nov 17_Updated version</i></p> <p><i>*Review the policy on who gets to make public statements.</i></p> <p><i>*Lane has two suggestions for changes to the communication policy.</i></p> <p><i>*Communications would have the approval of the board and the coordinating team.</i></p> <p><i>*The approvals could be done via email so it could be done quickly.</i></p> <p><i>*Also, how the approvals would be done with a church endorsement or a position of public issue etc. Details are in the attached document.</i></p> <p><i>*This update would be with new partnerships and would not require existing ones to go through the approval process.</i></p> <p><i>*The current language in the constitution would require a congregational approval of any matter of social concern.</i></p> <p><i>*Proposed amendment to constitution that would establish a threshold of when the congregation would need to approve an issue.</i></p> <p>Motion Ginny; second by Karen Board unanimously approved</p>	Marian/Carolee
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8:30	<p>Sanctuary</p> <ul style="list-style-type: none"> • Sanctuary at First UU • Churchwide Justice Focus - Rev. Barber's Poor People's Movement <p>Purpose: Discussion of next steps</p> <p><i>*Status quo with our solidarity behind the Mennonite church.</i></p> <p><i>*Food is prepared and delivered to the Mennonite church.</i></p> <p><i>*Our own exploration of sanctuary has continued.</i></p> <p><i>*There have been three stakeholder meetings.</i></p> <p><i>*On January 6th there will be a meeting to help people with questions.</i></p> <p><i>*Any decision around sanctuary would require a congregational vote.</i></p> <p><i>*Mission and vision needs to be completed first before proceedings.</i></p> <p><i>*Justice Sunday will discuss sanctuary.</i></p>	Ginnie
8:50	<p>Wrap up and Closing:</p> <ul style="list-style-type: none"> • What does Board need to communicate to congregation? • Thank you cards for next month. Please email Names/Reasons to larrydrake50@sbcglobal.net • Board Process Observation <ul style="list-style-type: none"> ○ What did we do well at this meeting? ○ Did we stay on governance work? ○ What could do differently for the next meeting? • Extinguish the Chalice <p><u>Important Upcoming Save the Date!</u></p> <p><u>Joan VanBecelaere Feb. 3rd for "Start Up"</u></p> <p><i>*Labyrinth will take place December 26th through 30th. Volunteers are needed to work the shifts.</i></p> <p><i>*Michael Greenman will setup a sign up genius.</i></p> <p><i>*3 services on Christmas eve</i> 10:00 Combined service 5:30 Family Service 8:00 Evening celebration</p> <p><i>*One service on New Year's Eve.</i></p> <p><i>*One service at 10:00 on the Mid-Year Congregational meeting.</i></p> <p><i>*Volunteer to find out what the Board budget for food and coordinate with the rest of us to bring food. Panera has free bagels if done in advance.</i></p> <p><i>*Joan VanBecelaere has modified the "Start Up" meeting that normally happens in the first few months of a new minister arriving.</i></p> <p><i>*Instead of "Start Up" it will be called a "check-up" weekend and will be on February 3rd. Board and primary leadership of the congregation need to attend. Team leads and committee chairs etc.</i></p> <p><i>*Any names to invite should be given to Rev Lane or Rev Marian.</i></p> <p><i>*Ginny will help with confirming space with Secretary Marian.</i></p> <p><i>*Carolee and Ginny will work on contacting the leaders.</i></p>	<p>All</p> <p>Larry</p>

From our website:

<https://firstuucolumbus.org/about-us/governance-documents>

Current Constitution:

<http://firstuucols.org/documents/governance/constitution012016.pdf>

Current Mission Statement:

<http://firstuucols.org/documents/governance/mission-and-vision-2009.pdf>

Upcoming/On-going:

Strategic Planning - *Future Search*

**Joan is working on a program that will use future search to do our strategic plan*

**This program should be ready to be used by February 2018*

**This will be a 1 ½ day program*

**Joan sent the following links to get the basics of the process*

<http://www.futuresearch.net/method/whatis/>

<https://www.youtube.com/watch?v=ASeOm9Hc9sU>

<https://www.youtube.com/watch?v=pUFOXNN7swI>

Engaging Diversity

- Search Committee Letter
- CT work on nondiscrimination policies
- Wee Worship feedback
- Sanctuary