

**First Unitarian Universalist Church**  
**Board of Trustees**  
**Minutes**  
**December 20, 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.

<b>Board</b>		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
<b>Staff</b>			
Sr Minister	Rev. Marian Stewart	X	
Assoc. Minister	Rev. Eric Meter	X	
Minister of Religious Education	Lane Campbell	X	
Administrator	Brian Hagemann		X
<b>Guests</b>			

7:00	Opening and Welcome <ul style="list-style-type: none"> <li>• Chalice lighting and Opening words</li> <li>• Check-in</li> <li>• Circulate thank you cards</li> </ul>	Seth Carolee Larry
7:10	Consent agenda: Please see documents in Board of Trustees Shared Drive <ul style="list-style-type: none"> <li>• Approval of November minutes</li> <li>• Staff reports</li> </ul> <i>*Update November minutes to change Holiday Appeal matching to a challenge</i>  <b>Consent agenda was unanimously approved</b>	Carolee

	<b><u>Standing Agenda Items</u></b>	
7:15	<p><b>Ministry - Finance</b>  Feedback from Finance Committee  Financial report/ Unified Activity Report  Review/Discussion</p> <p><i>*Total Revenues vs Total Expenses shows the expenses are higher</i>  <i>*The difference is made up by interfund transfers from endowment funds, designated restriction funds. Money is moved to the operating fund</i>  <i>*All transfers are done and are permanent</i>  <i>*There is a question on transfers versus loans</i>  <i>*SYC keeps all profits and the new agreement is that they can keep up to \$30,000 and above that amount it would be split with the church</i>  <i>*SYC does now spend more of their money for upkeep</i>  <i>*As of June 30th, we are at a deficit of \$24,000 and at the end of November it is close to \$40,000</i>  <i>*Expecting more income with fund raising activities in December and January with the upcoming auction and holiday appeal</i>  <i>*Rev Marian will review with Martha the details of the transfer of funds and get clarification on what has been loaned and what is a permanent transfer.</i>  <i>*Carolee will contact Chas to see if there is any statute or policy that addresses a restricted fund that has no activity and there is nobody to contact. What options exist?</i>  <i>*Facility expenses were a little higher with a tree removal in November</i>  <i>*Rev. Marian stated that the underlying issue is that this church needs to do a better job of being proactive with recruiting and retaining new members</i></p> <p><b>Motion</b>  <i>*Ginnie put forth a motion that the board requests of the finance committee, suggestions for a contingency plan should our financial situation not improve. The request is to have this information in January.</i>  <i>*Seth seconded the motion</i>  <b>Board unanimously approved</b></p> <p><b>Motion</b>  <i>*Larry moves that the budget for this coming year reflect the seasonality of expenses and income as best as possible</i>  <i>*Seth seconded the motion</i>  <b>Board unanimously approved</b></p> <p><b>Governance - Finance</b>  We are \$30,000 short to budget. Does the budget need to be adjusted?  Review/Discussion and Approval of reports</p>	<p>Jeff Martha</p> <p>Ginnie Carolee</p>
7:25	<p><b>Ministry - Stewardship</b></p> <ul style="list-style-type: none"> <li>● Holiday Appeal - Update</li> <li>● Leaders of Stewardship Team (draft): <ul style="list-style-type: none"> <li>○ Overall leader _____</li> </ul> </li> </ul>	Marian

	<ul style="list-style-type: none"> <li>○ ACORN (bequests) - Melanie Boyd and Bob Rice</li> <li>○ Holiday Giving (end of the year) - Marian</li> <li>○ Annual Spring Giving -</li> <li>○ Data - Patricia Boughton</li> <li>○ ?more</li> </ul> <ul style="list-style-type: none"> <li>● There is no ministry policy about Stewardship duties. There is CT policy about finance that refers to stewardship:</li> </ul> <p><a href="http://firstuucols.org/documents/governance/Financial%20Management%20Policies%2006012016.pdf">http://firstuucols.org/documents/governance/Financial%20Management%20Policies%2006012016.pdf</a></p> <p>“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.</p> <p>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.”</p> <p><b>Governance - Stewardship</b> Our governance policy is silent about stewardship.</p> <ul style="list-style-type: none"> <li>● We have no stewardship policy statement in Board Governance.</li> <li>● There is no governance statement about permission prior to seeking non-stewardship monetary donations from congregants.</li> </ul> <p><a href="http://firstuucols.org/documents/governance/Governance%20Policy-v2.2-06-28-17.pdf">http://firstuucols.org/documents/governance/Governance%20Policy-v2.2-06-28-17.pdf</a></p> <p><i>This updated policy wording was discussed in November and will be voted on in December after any suggested changes are discussed.</i></p> <p>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.</p> <p>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.</p> <p><i>*Ginnie moved have these policies adopted into our governance document</i> <i>*Seth seconded</i> <b>Board unanimously approved</b></p>	Carolee
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7:35	<p><b>Ministry - Membership and Welcoming</b> Update</p> <p><i>*Parts are working well like the Getting to Know UU sessions after the service.</i>  <i>*More needs to be done to help with the retention of newcomers</i>  <i>*What we are missing is a better process of retaining newcomers and guide them toward the Path to Membership class</i>  <i>*Rev Marian will have a meeting that is tentative for the second week of January that will discuss membership</i>  <i>*Review the report from the Welcoming Task Force that was done last year</i>  <i>*This document will be added to the Mid-Year meeting</i></p> <p><b>Governance - Membership and Welcoming</b> Discussion</p>	Marian Eric
7:45	<p><b>Youth Report</b> Purpose: Updates/Discussion</p> <p><i>*No youth in attendance</i></p>	Lee/Nate
7:50	<p><b>Vote on Sponsorship for Meg McGuire as Ministerial Fellow</b>  <u>Snips from the "Requirements for Ministerial Fellowship with the Unitarian Universalist Association"</u></p> <p>Who should decide who is or isn't sponsored?  Sponsorship is determined by the congregation's representative body, such as the Board of Trustees. A congregational vote is not required.</p> <p>What is being said with the decision to sponsor a candidate?  At the most basic level, congregational sponsorship indicates confidence in the applicant's potential and suitability for UU ministry. The MFC regards sponsorship as evidence that an applicant is actively committed to the Purposes and Principles of the UUA and the institutions which uphold them. A congregation is not indicating that the applicant is presently ready for ministry when the congregation commits to sponsorship. The final decision to grant fellowship to a candidate is made by the MFC after careful consideration of written materials, evaluations and a personal interview.</p> <p>In many instances, a congregation will be asked for sponsorship by a person who is away at school or simply moved away for other reasons. If the person is reasonably well known within the congregation, it is certainly appropriate to consider sponsorship. A congregation may want to recognize an applicant's aspirations through, for example, newsletter articles, announcements, and invitations to participate in congregational activities when the aspirant is in the area. A congregation could invite an aspirant to write a newsletter article sharing with the congregation some of the excitement of their journey. Depending on their interests, resources, and the needs of the aspirant, congregations will choose to support the people they sponsor in a variety of ways. Nothing in particular is required.</p>	Carolee

	<p><i>*Karen moved to sponsor Meg McGuire as Ministerial Fellow</i>  <i>*Larry seconded motion</i></p> <p><b>Board unanimously approved</b></p>	
7:55	<p>Job Descriptions</p> <ul style="list-style-type: none"> <li>● Board of Trustees <ul style="list-style-type: none"> <li>○ Please see draft job description in December Board of Trustees folder in Google Drive</li> </ul> </li> <li>● Human Resources Committee <ul style="list-style-type: none"> <li>○ Appointing new members</li> </ul> </li> </ul> <p>Purpose: Discussion</p> <p><i>*This topic will be discussed in January</i></p>	<p>Ginnie Karen Carolee</p>
	<p><b><u>Preparation for Mid-Year Meeting 1/28/18</u></b></p>	
8:00	<p>Mission and Vision - What will be presented for a congregational vote?</p> <p><b>Purpose: Preparation for Board Members to effectively communicate with members about the proposed new mission and vision</b></p> <p><i>*Proposed vision statement- "To transform and heal ourselves and our world with reason and love"</i>  <i>*Rev Marian will have the final mission statement sent to us next week</i></p> <p><i>*Votes will be done for both mission and vision at the mid-year meeting</i></p> <p><i>*Constitution requires a two-week notice for a congregational meeting and a 30-day notice for any constitutional changes</i>  <i>*Notification will be on the website, bulletin boards, in the Sunday services, Facebook and email</i></p>	<p>Marian</p>
8:10	<p>Proposed Constitutional Amendment (Board voted to approve last month)</p> <p>6. Resolutions that commit the corporate entity, First Unitarian Universalist Church of Columbus, to a position on any matter of social concern that impacts financial resources, physical plant resources, or has any legal implications must be approved at a properly called meeting of the membership. This shall not be construed to apply to or limit the normal activities of church committees.</p> <p>A. Such resolutions may be initiated and brought to the membership for a vote through a written proposal and rational submitted to the Senior Minister or Board Chair by a member in good standing consistent with UU Principles and the mission and vision of First UU Church. Such proposals must be signed by at least five other members in good standing.</p> <p>Please refer to the communications policy that was a part of the board discussion in November. See "public statements policy draft 29 Nov 17.doc" in the Board of Trustees Google Drive.</p>	<p>Marian/Carolee</p>

	<b>Purpose: Preparation for Board Members to effectively communicate with members about the proposed change.</b>	
8:15	<p>Sanctuary - Shall we include an informational discussion in the congregational meeting?</p> <ul style="list-style-type: none"> <li>• Sanctuary at First UU</li> <li>• Churchwide Justice Focus - Rev. Barber's Poor People's Movement</li> </ul> <p>Purpose: Discussion</p> <p><i>*A presentation will be done at the Mid-Year meeting on Sanctuary for informational purposes</i></p>	Ginnie
8:30	Executive Session	
8:50	<p>Wrap up and Closing:</p> <ul style="list-style-type: none"> <li>• What does Board need to communicate to congregation?</li> <li>• Thank you cards for next month. Please email Names/Reasons to <a href="mailto:larrydrake50@sbcglobal.net">larrydrake50@sbcglobal.net</a></li> <li>• Board Process Observation <ul style="list-style-type: none"> <li>○ What did we do well at this meeting?</li> <li>○ Did we stay on governance work?</li> <li>○ What could do differently for the next meeting?</li> </ul> </li> <li>• Extinguish the Chalice</li> </ul> <p><b><u>Important Upcoming Save the Date!</u></b>  <b><u>Joan VanBecelaere Feb. 3rd for "Start Up" or "Check-In"</u></b></p> <p><i>*Ginnie will take care of inviting finance to the meeting</i>  <i>*9:00am -3:00pm</i></p>	<p>Seth All</p> <p>Seth</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