

CLUUC Board of Trustees Meeting Minutes

September 20, 2016

Action Items:

Develop an exploratory Capital Campaign task force	Development/Fundraising Committee	By next meeting
Edit job descriptions to fix pronouns as well as add a list of teams which work closely with each staff member and harmonize core competencies	HR Committee	By next meeting
Update policy manual, create policy for policy manual changes	Governance Committee	By next meeting

ATTENDANCE:

Board Members Present: Jim Anderson (Chair Elect); Carol Bertaut (Assistant Treasurer); Greg Falcigno (Assistant Secretary), Brent Garland, Linda Gianessi, Dave Hawver (Chair); Emily Mellgren (Secretary); Ariel Mora, Melissa Reichley (Communications); Gail Riley, Gwen Warman, Jack Welch (Treasurer).

Board Members Absent: None

Staff Present: Rev. Abhi Janamanchi, Rev. Hillary Collins-Gilpatrick, Sara Deshler

Staff Absent: Rev. Michelle Collins

Others Present: Lyn Peters

Opening: The meeting convened at 7:30 p.m. with centering words, chalice lighting, covenant reading and check-in about our goals for our board work for the coming year. Group photo was taken.

Approval of Consent Agenda:

1. Appendix A Minutes August 12, 2016 Board Meeting
2. Appendix B Senior Staff Reports

Brent Garland moved, and Melissa Reichley seconded, the approval of the Consent Agenda; it was approved by unanimous voice vote.

Other Reports received by the Board:

Appendix C Four Types of Growth Handout

Appendix D Initial Thoughts on a Growth Strategy for Cedar Lane

Appendix E	Job Description for Director of Lifespan Religious Education
Appendix F	Revised Job Description for Senior Minister
Appendix G	Revised Job Description and title for Interim Associate Minister
Appendix H	Job Description for Executive Director

Board Business

Discussion on Growth

Why do we want to grow? How do we want to grow? We want to become more multicultural, to grow in an intergenerational way, bringing in families with young children. We also want the members and friends to experience personal growth while here.

What are we going to do? What is going to be interesting enough to get people come here and stay? We get people to show up by doing things worth showing up for.

We are in a deficit. We talk about raising more money but to what end? Based on trends in church-going, we need to reevaluate our goals. We need to be intentional about our choices and actions. We want to keep the momentum from Vision 20/20 going. There is still a sense of multiple “churches” within our walls. One goal is to work towards a more unified congregation.

We wish to build RE, a more full second session at the younger ages. What we teach is REALLY good. We want to get the message out and reach more people.

Looking at the demographics of Montgomery County, this is a majority minority county now. We want to integrate multicultural worship into what we do here. We need not just to grow our numbers but grow with the changing times.

What motivates us to grow?

- Offering an opportunity for spiritual experiences and growth.
- Raising social consciousness, concern for our fellow human beings.
- Spreading the good word of UUism.

As we struggle with budget deficits, we feel the need to grow for our own survival. We want to offer a place for spiritual community for people who haven’t found any other place that is accepting, especially for LGBTQ people. We are welcoming in a way that many other churches are not. We’ve been losing 11 members a year on average (20 in the past year) so we need to DO something. We need to promote our congregation in a very intentional way, get the word out. If we don’t, it will affect what kind of programs we are able to offer. We have set a limit on spending. If we are not intentional about growth, we will have to make some tough choices about program cuts, preserving the programs that are most valued and important to us.

An example of growth that is actually happening is OWL class. 32 students are currently registered for OWL class. Ashley Del Sole has been promoting this class to neighborhood email lists. This has been highly successful. We welcome kids whose parents are not members.

Monthly gathering in DC called a huddle - “The Sanctuaries,” people who are super passionate about a variety of topics and created a space for them to do that here. Art, music, tech, sex, garage bands. Possibly more high school OWL, young adult OWL. Preteens and young adults are looking to find their place in the world and looking to make friends. We can provide opportunities.

Grow to survive, grow to maintain? Possibly we should think more along the lines of “adapt to survive”. There is an interest in focusing on quality and community rather than growth. If we are shrinking with the programs we have, we should be looking to adapt the programs. “Adapt to thrive” instead of “grow to survive”. Concept of “simple church”. We are coming up with the concepts, staff will implement them. Set a goal. Programs are a fairly small percentage of the budget. Personnel account for ~80% of operating budget, typical of similar congregations.

Michelle has a goal for number of new members per year. We believe we must grow because we have an incredible message to share, that of acceptance and inclusion, a free and responsible search for truth and meaning, despite our differences. We have so much to learn in the process of how to be, both with one another and in the world, how to live out our values, to be courageous enough to live it out. Tools that we take out daily and use. Growth pertains to us as a larger faith, not just growth of Cedar Lane. We get to practice our faith in this context. When we commit to thrive, we will find ways to feed that. When we find ways to feed that, those very issues we are struggling with will disappear. We want to grow but we want to go beyond that. We have great potential. We need to seize the potential now. For us, religion is about transforming lives. Religion is something we use everyday. That is at the core of why we must grow.

Share the good news. This community is good for me, so it would be good for others. Bring others in. If we have more ideas and energy, it will be better. People are looking for a community, friendship, belonging. How do we share our sense of community? There are people who clearly don't, but would like to. As a board, we can echo and promote the concepts Abhi has laid out for us tonight.

Words we don't often hear people use when talking about the church: joy, celebration. People compliment the ministers, other things. Maybe change the church culture to get the message out about the joy we experience here.

Greg Falcigno moved and Jim Anderson seconded a motion to table the discussion. The motion failed, 4 yea votes to 5 no votes.

This item does not require any formal action. More a deep chair discussion.

Position description updates.

There is a request to change wording from “he/she” to “they”. Some job descriptions have a list of the teams they work with but others don't. Request to have teams listed under Sara's description. We need to add lists of the teams which work closely with each position.

Stewardship was not listed under any job description. It may be moved under the Development and Fundraising Committee. To whom does stewardship report? They work with Abhi on strategy and the big picture/why. The Executive Director would work on how. Stewardship should not report to the staff but to the board under GBP. What needs to happen to make that change? Some congregations follow a model where Stewardship reports to ED but we are not following that model.

The board requests that the HR committee to harmonize and add core competencies to the job descriptions and add a list of teams to those missing them.

Ariel Mora moved and Greg Falcigno seconded that the Board of Trustees approve the changes to

the Senior Minister's job description including added responsibilities for overseeing activities to strengthen and expand the Congregation, playing a lead in social justice ministry, including speaking and acting prophetically on behalf of the Congregation, and policy monitoring under Governance by Policy.

Ariel Mora moved and Greg Falcigno seconded that the Board of Trustees approve a change in the title of the Interim Associate Minister of Congregational Life and Social Justice to Interim Associate Minister and the proposed changes to the job description to include added responsibilities for coordinating pastoral care, membership services, and assisting with activities designed to strengthen and expand the Congregation.

Ariel Mora moved and Greg Falcigno seconded to approve the proposed job description of the Director of Lifespan Religious Education, which was revised to delete the formal ministerial responsibilities included in the job description of the Minister of Lifespan Religious Education.

All three motions were approved by unanimous voice votes.

Ariel Mora moved and Jack Welch seconded that the Board of Trustees approve a waiver to allow Jay Schneider to serve a third consecutive 3-year term as a member of the Endowment Committee, as recommended by the Committee.

Ariel Mora moved and Jack Welch seconded that the Board of Trustees approve the following appointments to Board Committees:

- Jack Rodgers to a 1-year term as Chair of the Financial Policy Committee
- Ernie Carlson to a second 1-year term as Chair of the Endowment Committee
- Elsie Durland to a 1-year term as Chair of the Human Resources Committee
- Michael Lentz to a 3-year term on the Endowment Committee
- Jack Welch, Judy Hautala, and Debbie Trent to 1-year renewable terms on the Human Resources Committee
- Jay Schneider to a 3-year term on the Endowment Committee

Both motions approved by unanimous voice vote.

Proposal to develop a task force of 3-5 people to explore the actions that would be necessary to conduct a capital campaign.

Brent Garland moved and Melissa Reichley seconded the motion that the Board direct the Development Committee to create a task force to explore conducting a capital campaign.

The motion was approved by a unanimous voice vote.

We need to tell the governance committee to update the policy manual and to create a policy for future changes (with the goal of harmony).

The Board moved into Executive Session at 9:20 p.m. to discuss the executive director position.

Jack Welch moved and Gail Riley seconded that the Board of Trustees approve the establishment of an Executive Director position and the appointment of Sara Deshler to that position. The Executive

Director will be delegated responsibility and authority by the Senior Minister for the administrative and operational aspects of the Church and will report to the Senior Minister. The Executive Director will attend all Board meetings in a Staff Support role. This new position will replace the Church Administrator position held by Ms. Deshler for the last 10 years.

Board Decisions (include motions passed):

1. "...that the Board of Trustees approve the changes to the Senior Minister’s job description including added responsibilities for overseeing activities to strengthen and expand the Congregation, playing a lead in social justice ministry, including speaking and acting prophetically on behalf of the Congregation, and policy monitoring under Governance by Policy."
2. "...that the Board of Trustees approve a change in the title of the Interim Associate Minister of Congregational Life and Social Justice to Interim Associate Minister and the proposed changes to the job description to include added responsibilities for coordinating pastoral care, membership services, and assisting with activities designed to strengthen and expand the Congregation."
3. "...to approve the proposed job description of the Director of Lifespan Religious Education, which was revised to delete the formal ministerial responsibilities included in the job description of the Minister of Lifespan Religious Education."
4. "...that the Board of Trustees approve a waiver to allow Jay Schneider to serve a third consecutive 3-year term as a member of the Endowment Committee, as recommended by the Committee."
5. "...that the Board of Trustees approve the following appointments to Board Committees:
 - Jack Rodgers to a 1-year term as Chair of the Financial Policy Committee
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 - Michael Lentz to a 3-year term on the Endowment Committee
 - Jack Welch, Judy Hautala, and Debbie Trent to 1-year renewable terms on the Human Resources Committee
 - Jay Schneider to a 3-year term on the Endowment Committee
6. "...that the Board direct the Development Committee to create a task force to explore conducting a capital campaign."
7. The governance committee should update the policy manual and create a policy for future changes (with the goal of harmony).
8. "...that the Board of Trustees approve the establishment of an Executive Director position and the appointment of Sara Deshler to that position. The Executive Director will be delegated responsibility and authority by the Senior Minister for the administrative and operational aspects of the Church and will report to the Senior Minister. The Executive Director will attend all Board meetings in a Staff Support role. This new position will replace the Church Administrator position held by Ms. Deshler for the last 10 years."

GBP Process Check: Ariel Mora

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Excellent focus, participation, thoughtful discussion	Went over time on growth, lingering questions on parliamentary procedures
	Ran over end time

Closing words read by: Ariel Mora

Adjournment at 10:05 P.M.

Calendar Items:

- September 24 Leadership Development workshop with Rev. Jean Pupke
- October 4, 7:30 p.m. Exec Com Meeting, Abhi's Office
- October 14 Start-up Workshop for Hillary Collins-Gilpatrick, DLRE
- October 18, 7:30 p.m. Board Meeting, Rm 1-2
- October 23, 12:30 p.m. Congregational Conversation on Changes in Job Descriptions
- October 29, 6:00 - 8 p.m. Diwali Celebration -- Hindu Festival of Lights!
- October 29, 8:30 a.m.- 4 p.m. Trustee Day, River Road UUC
- November 12, 4-7:30 p.m. Cedar Lane Auction!
- February 11, 2017 7 - 9 p.m. Board Game Night
- February 25, 2017 7 - 9 p.m. Board Game Night (snow date)

ADDENDUM TO BOARD MINUTES

On September 2, via email, the Board unanimously voted in favor of a motion to approve a loan of \$15,000 from Cedar Lane Unitarian Universalist Church (specifically, from the Blumenthal Future's Fund) to Reverend Abhi Janamanchi, with interest (at the current rate we are getting on bonds), to be repaid in full by September 30, 2017. The motion was made by Jack Welch, and seconded by Gail Riley. The purpose of the loan is to assist Rev. Janamanchi in dealing with the significant financial challenges arising from an auto accident in which he was involved.