

CLUUC Board of Trustees Meeting Minutes**Jan 17, 2017****Action Items:**

WHO	WHAT	WHEN
Sara	Send reminder about the Denominational Affairs Survey for SoC deadline on Jan 25	Shortly before the Jan 25
Sara, Jack	Sara and Jack will determine the source of the initial reservation payment to Klote, which will be an outlay with no agreement that the capital campaign will repay it.	Feb 1
Jack, Linda	Polish draft of Mission for Congregational Growth Task Force for vote on 21 FEB, recruit additional members	Feb 16 (for Packet)
Abhi	Recruit members for Search Committee for Assistant Minister Position for appointment by the Board. Contact Keith Kron, UUA Transitions Director.	ASAP, with deadline of Feb 16 (for Packet)
Dave	Circulate by email a draft short non-binding straw poll on "Is it time for Cedar Lane to Consider Changing Our Name?" to follow Abhi's 12 FEB sermon on "Identity"	Jan 25

ATTENDANCE:

Board Members Present: Jim Anderson (Chair Elect), Greg Falcigno (Secretary), Linda Gianessi, Dave Hawver (Chair), Ariel Mora, Gail Riley, Jack Welch (Treasurer), Carol Bertaut (Assistant Treasurer).

Board Members Absent: Brent Garland, Melissa Reichley (Communications), Gwen Warman, Emily Mellgren.

Staff Present: Rev. Abhi Janamanchi, Sara Deshler, Rev. Michelle Collins

Others Present: Lyn Peters, Denominational Affairs (John Gubbings, Dino Drudi), Suzanne Pineau, Maryann Dillon

Opening: The meeting convened at 7:31 p.m. with centering words, chalice lighting, covenant reading and check-in.

Approval of Consent Agenda:

- Appendix A: Senior Staff Report Jan 2017
- Appendix B: Minutes from previous Board meeting
- Appendix C: Interim Associate Minister's Report 20 DEC 2016

NOTE: The DLRE Report for Jan 2017 was not received in time for the packet, it will be included in the Feb 2017 Consent Agenda.

Ariel moved, and Jim seconded, the approval of the Consent Agenda; it was approved by unanimous vote.

Other Reports received by the Board:

- Appendix D - Capital Campaign Exploratory TF Recommendations
- Appendix E - Draft Escalating Inequality Statement of Conscience
- Appendix F - UUSJ DC area members' comments on Draft SoC ver 2
- Appendix G - CL Name Change Research
- Appendix H - Names of UU Congregations Pie Chart
- Appendix I - Membership Processes at Cedar Lane

Board Business:

UUA CSW Draft Statement of Conscience on Escalating Inequality

Discussion included a summary of Statements of Conscience: the UUA selects a subject for a Statement of Conscience for the GA agenda. Traditionally the procedural step in which we are currently engaged (should the SoC be on the agenda at GA?) is approved. The comments that are collected at this step typically have an impact on the final version presented at GA. 52 congregants responded so far: 4 submitted comments on wording, and a clear majority say yes, put it on the agenda.

Our church has more often than not Abstained. Denominational Affairs recommends to us that we continue to observe the survey results for another week. Sara will let them know the survey results on Jan 25, and the Committee will submit a recommendation to the Board via email.

The CSAI response form that is due back to the UUA March 1 is similar, in that it is a position of the congregation. So Denominational Affairs plans to discuss the response form on Jan 30, and should make a recommendation to the Board.

In other news, they are starting to get responses to the request for GA Delegates. It is not yet too many, our membership entitles us to 15. The list of Delegates should be sent to the Board for approval the first week of February.

Associate/Assistant Minister Search - Job Description

Discussion covered that the search will advertise in February for a full-time Assistant Minister. Should a partnership with Davies or other such event make progress in time, the position could be adjusted to the alternatives previously discussed. It is time to form a diverse search team (in the next week or so, target size 7 plus Abhi as a non-voting member with veto power), and Abhi plans to present the search team members to the Board for approval. The UUA would assign a Settlement Representative to coach the search team, and Abhi plans to make use of that by contacting Keith Kron, the UUA Transitions Director.

Congregational Growth Task Force

Discussion started with the boundaries of this task force and other established teams (membership & welcoming team, CedarLinked, communications/website development, etc). The goals for this task force are:

- Develop a comprehensive outreach strategy for attracting visitors
- Encourage visitors to make the transition to membership
- Promote volunteering and increase depth of volunteering

This is designed to focus on the other parts of the spectrum than the membership & welcoming team.

Task Force will report to minister in charge of membership. 4 month duration.

Q: what timeline for the website development, in case the strategy has impact on the website?

A: some website design details were already given to the contractor, but will be done before the task force is finished.

Q: basis for 4 months?

A: to not let it drag indefinitely.

Q: why a task force instead of the Board itself?

A: desired size 5-6 people. Linda will join. Better to have a group that can dedicate more time than the Board can do, better to have a membership team member.

Q: how will this task force build upon the work of the former Outreach Task Force?

A: Important idea. Melissa was on the Outreach task force, Dave already sent her a reminder to convey those learnings to the new task force.

Since the Board already created a Task Force, no need to vote on that. The draft charter/mission was not prepared early enough to give Board members time to consider, so no vote on that yet.

Discussion on Membership: Michelle summarized her recent work to tighten processes related to newcomers and new members to draw them in and enhance their bond. Also for Exit Interviews with people leaving membership. Each Board member should consider volunteering as an on-call Welcomer for large events, e.g. Spirit Experience, and as Exit Interviewer, since the current team membership is busy handling regular Sundays.

Capital Campaign Exploratory Task Force Report Out

Jim and MaryAnn reported on the activities of the Task Force. The recommendation to use James D. Klote and Associates comes with a higher price tag (~\$200k instead of ~\$50k) because that firm does the labor that others expect the staff to pick up.

Building on the learnings of the Blumenthal Futures Fund Task Force effort to learn how the congregation wanted to transform the space, a new Task Force could fairly quickly discern, compile and prioritize congregational ideas.

Timeline:

- Spring - gather ideas from the congregation, and begin with architect on overall limitations and code issues..
- Summer - architect creates first-round work product, artistic renderings.
- Fall - engage Klote to organize campaign
- January - open the campaign. Other congregations also timed to coincide the operating budget stewardship campaign. Feedback from them is complicated: the operating budget fell short for some of them.

Mary Means and Maryann Dillon are willing to co-chair the recommended new Capital Asset Planning Task Force.

Recommendation is to create a Task Force that will lead and manage the Spring and Summer tasks above

Q: Where would money to cover the costs of this campaign come from?

A: Blumenthal Futures Fund. Up front \$7000 deposit for Klote, \$50000 for architect, and \$42000 for Klote's readiness assessment.

Q: What is the potential for a capital campaign?

A: Klote would help answer that for us.

Q: Which other congregations mentioned that they were raising money for programming?

A: Fairfax included \$100,000 for a Social Justice fund in their campaign message, and thinks it helped raise money.

Q: Maryann also recommends listing the needs of the existing building as well.

A: The Board is supposed to create a Capital Needs fund for maintaining the existing building, so yes it should be listed, but the money to do it should come from outside the capital campaign, with the exception of the major needs that “make the list” of the congregations highest priorities for the Capital Campaign.

The Board plans to vote on the larger mission and details in February. This month the Board voted as described below to engage Klote as a consultant. Sara and Jack will determine the source of the initial reservation payment to Klote, which will be an outlay with no agreement that the capital campaign will repay it.

Plan for Survey to Follow up on Abhi’s “Identity” Sermon on February 12

Discussion about drafting a short poll to follow on the February 12 sermon, including the pie chart. Dave will circulate email.

Board Decisions (include motions passed):

1. “I move that the Board form a Capital Asset Planning committee with a charter to be presented to the Board in February and that the initial members of that committee hire James D. Klote Inc, including payment of the required Initial Reservation Payment, with the intent to perform a Readiness Assessment in September 2017.”
Jim moved, Gail seconded. The vote was unanimous.

GBP Process Check: skipped

Pro	Con

Closing words by Dave

Adjournment at 9:33 p.m.

Calendar Items:

- Feb 4, 9-12 Leadership Council, Chalice House
- Feb 10, 7-9p Visiting Steward Training
- Feb 11, 9-11a Visiting Steward Training
- Feb 18, 9 am - 4 pm Seminary for a Day (think of this as a Board retreat)
- Feb 19, 9 & 11 am Annual pledge campaign kickoff
- Feb 21, 7:30 - 9:30 pm Board Meeting (Closing: Greg)
- Feb 25, 7 - 9 pm Stewardship Event
- March 4, 9 am - 3 pm Mid-Year Board Retreat: Chalice House
- March 11, 7 - 9 pm Board Game Night
- March 19 Celebration Sermon by UUA President, Rev. Peter Morales
- March Abhi's first save-the-date announcement for 2-week trip to India.
- May 21, 12:45 - 2:30 pm Annual Meeting