

CLUUC BOT MEETING MINUTES

September 15, 2015

ATTENDANCE:

Board Members Present: Jim Anderson; Rebecca Bond; Maryann Dillon; Maureen Donnelly, Dave Hawver (Chair Elect); Lyn Peters (Chair); Melissa Reichley; Jack Rodgers (Treasurer); Kate Simon (Secretary); Gwen Warman; Jack Welch (Assistant Treasurer)

Board Members Absent: Michael Thoryn (Communications) Emily Mellgren (Assistant Secretary)

Staff Present: Rev. Abhi Janamanchi; Rev. Greg Stewart, Rev. Michelle Collins, Sara Deshler
Staff Absent:

Others Present: Harvey Lerner, Co-Chair Blumenthal Futures Fund Task Force, Bernie Bloom

Opening: The meeting convened at 7:30 p.m. with centering words, the chalice lighting, and covenant reading.

Approval of Consent Agenda:

Appendix A Minutes from August 18 2015 meeting

Appendix B Minutes from June 16, 2015 meeting

Appendix C Report from Senior Minister and Senior Staff

Appendix D Report from Minister of Lifespan Religious Education

Maryann Dillon moved, and Maureen Donnelly seconded, the approval of the Consent Agenda; it was approved by unanimous voice vote.

Other Reports received by the Board:

1. Blumenthal Futures Fund Task Force (BFFTF) Phase 1 Needs Assessment Report (Appendix E)
2. HVAC Schedule
3. Simplified Narrative of BFFTF
4. BFF Task Force Actions Taken
5. DRAFT Public Relations Task Force Charter
6. Request for Congregational Sponsorship

Senior Staff Updates:

- Start of year updates from Senior Staff
- Highlights of start of interim process (including forming a small transition team)
- Conversation about Michelle's interim tasks

Board Activities:

Item 1 - Presentation and Discussion with the Blumenthal Futures Fund Task Force

Background: As a result of a generous bequest from Frank and Benny Blumenthal, the Board had created three Blumenthal task forces (Outreach, Social Justice and Futures Fund).

The Blumenthal Futures Fund Task Force, represented by Maryann Dillon, Co-Chair, Harvey Lerner, Co-Chair and Bernie Bloom presented the Phase 1 Needs Assessment (Appendix E) as well as a detailed update of the HVAC project timeline--the HVAC project is on the Immediate Needs List (in addition to the roof replacement and repair of the concrete apron outside the Chapel), which will be presented to the Board under separate cover. Recommendations for Phase 2 of this effort, engaging an architect to explore various options to address the most consistently cited concerns, were briefly discussed.

Major Points :

- The Task Force examined previous studies of the physical needs as well as engaged in a visioning of the “big picture” to determine the most important needs. They concluded that the congregation needs to upgrade the existing building to meet our current mission.
- The Task Force also met with Senior Staff, committees, and the congregation; conducted an online survey; reported to congregation at annual meetings; talked with nearby UU churches (e.g., Fairfax, River Road); and reviewed previous studies done here.
- Review of the background studies confirm the high priority needs based on our aging building and infrastructure as well as the heavy use of our space.
- Critical concerns were noted, including the lack of sacred space in sanctuary, lack of accessibility, lack of dedicated choir rehearsal space, inadequate space to greet visitors, inadequate lounge space, meeting areas, parking (p. 3 Appendix E). The inadequate size of the lounge is the biggest issue, based on feedback from stakeholders.
- The Task Force outlined potential ideas for consideration (p.7 Appendix E). However, none of these have been vetted with an architect as of this time. Some ideas will generate other concerns, for example, changing the use of, or adding, additional building space may trigger code issues that would need to be resolved. There are many pros and cons to each idea.
- The Task Force outlined many “lessons learned” from their work, as well as previous renovation projects completed at Cedar Lane. There have been great successes (e.g., Chalice House and Memory Garden project) and failures/mistakes. Appendix D of the Phase 1 Needs Assessment highlights these “lessons learned.” The Task Force suggests that the planning and execution of major improvements at CL need to be intentional and closely linked (i.e., execution should quickly follow design phase). The Task Force also suggests that the Board of Trustees maintain oversight over those it hires to provide vision and expertise. The Board may want to consider utilizing people within this congregation who have relevant professional knowledge to conduct pre-feasibility studies if they have the time and specific expertise, or contract with qualified professionals to conduct required studies.
- The Task Force does recommend that the HVAC project needs to get started immediately. An extended discussion took place on the plan for a new HVAC system. Task Force member Bernie Bloom urged the Board to learn about the various technical options and take responsibility for the final plan.
- The Task Force does not recommend Phase 2 (architectural designs and implementation), with the exception of the HVAC project and other Immediate Needs, until the congregation is ready to proceed and make major commitments to the projects (e.g., participate in a major capital campaign following two years of stable financial operations).
- Regarding communications with the congregation: The Phase One Needs Assessment will be posted on the website as an Appendix to these meeting Minutes. The Board will also create an article to be published in the “eNews.” Hard copies of the article and report will be available at the church.
- The Board is very grateful for the hard work of the Blumenthal Task Force!

Item 2 Strategic Directions Team Update

Major Points:

- A congregation-wide process is being planned to examine the priorities and direction for the church's vision. Events will include a Strategic Visioning Program in October ("Vision 20/20"), "cottage meetings" in late September and October, on-line feedback opportunities, "sensemaking process" in December and a final report, which will be presented to the congregation for approval in mid/late January.
- Results from the visioning process will help inform the Board's priorities, help build a stewardship campaign, and inform the staff about programming priorities and needs.
- The implementation process will follow the visioning process. Board member, Gwen Warman, shared details and immediate needs for the October event.

Item 3 Update on Interim Associate Minister's Tasks and Roles

Major Points:

- Our Interim Associate Minister for Congregational Life and Social Justice (The Rev. Michelle Collins) has detailed her role and tasks in Appendix C. Interim ministers can help imagine and begin new ministries in a congregation. She can help facilitate conversations of when to have "place holding and when and where to shift things." An interim minister's role is "finding the balance, while being strategic and intentional."
- Michelle's role will likely be altered based on the results of the staffing analysis and her role will become more crucial as Cedar Lane changes to a possible different configuration. Michelle will work alongside staff and an implementation team (yet to be appointed) to figure out how some tasks that had previously been the responsibility of the Associate Minister will be attended to. This is a significant role that will take up the latter part of her time with us.
- The on-going support in various ministries (Social Justice, Membership, Pastoral Care) are also important. She is currently focusing on Pastoral Care-- strengthening the Pastoral Visitors team, working on support groups-- reenergize them or "sunset" them. Michelle is co-leading the upcoming Social Justice team retreat with Andrew Batcher. She is helping to reorganize the Social Justice team based on our church's mission.
- Michelle will be focussing on communicating her observations and suggestions by writing an Interim Blog. Any shifts in responsibilities will also need to be communicated by the Board, then implemented by the staff. It will take a true partnership between interim, senior leadership and Board.

Other Discussion:

- The Board briefly discussed the history at Cedar Lane of Sponsorship for Cedar Lane students of the ministry and interns (e.g., a previous Ministerial Formation Committee), and then discussed the letter from Cedar Lane member, Chaplain Pratima Dharm, requesting Sponsorship.
- The report from the staffing analysis has been delayed. The report is now expected in October 2015.

Board Decisions (include motions passed):

The Board approved a motion for Congregational Sponsorship for Cedar Lane member, Chaplain Pratima Dharm, by unanimous voice vote.

Closing words read by Maureen Donnelly

Adjournment at 10:20 PM

Calendar Items

- September 19-Social Justice Retreat, 9-3, Chalice House, RSVP to abatcher@cedarlane.org
- September 20- RE Begins
- September 25-Earth Celebration, 6:30-9:30 PM, CLUUC Sanctuary. Great music and snacks.
- September 27-Vision 20/20 cottage meeting, 12:30, Chapel
- October 3-Lay Leadership Workshop, 10-2, River Road UUC, sign up at RRUUC.org
- October 4-Vision 20/20 cottage meeting, 12:30, Chapel
- October 7- Executive Committee Meeting
- October 17- Vision 20/20 Kick Off Event
- October 15- All edits, materials, agenda items and reports due to Kate for inclusion in Board Packet
- October 20- Board of Trustees Meeting-- "Governance"

Action Items:

Share congregational sponsorship with Pratima Dharma	Lyn	Sept. 18
Look over PR TF charter, provide Jim feedback	Board members	
Resend Outreach TF Exec Report to the Board	Melissa	
Write an article for the Enews and the October newsletter summarizing the BFFTF report.	Lyn	Sept 23
Meet to discuss how to move forward with HVAC project	Exec Committee or Board members email Lyn	
Talk up Visioning Workshop on October 17	All Board members	Oct 17
Send Board FAQs about Visioning workshop	Gwen	Sept 18
Agenda item not addressed: Communication with Sara Davison from Board- "take-away from each board meeting , or something from that meeting that they are particularly excited about."	Lyn, Kate	Sept 29
Agenda items not addressed: Group photo	Lyn, Board members	next meeting
Appoint Implementation Team to support Rev. Michelle's ministry	Rev. Abhi, consult with Lyn	