

Approved by BOT

3/18/14

Cedar Lane Unitarian Universalist Church

Board of Trustees

Minutes

February 18, 2014

Action Items:

1. Completion of Social Justice and Community Outreach Task Force Work and Report to the Bot on Implementation of Recommendations, May--**Abhi, Heather, Lay Leaders**

2. Proposal for updating/improving the HVAC systems- **Maryann Dillon, Michael Murray, Sara Deshler, Peter Lowenthal will work on this; Michael Murray to report to Board via email when this is done. Not subject to BOT approval.**

3. Budget Cycle- Develop Annual Vision Statement for FY 2015, providing budget guidance to the Senior Staff- Mar. - **Tim, John, Lyn, Maryann, Paul, Stew, Susannah** and the entire Board

4. Sign up for two Desk Duty openings- now- **All Board members**

5. UUA Organizations Retirement Plan- Prepare motion for Mar. BOT mtg. **Abhi, Sara Deshler, Paul**

6. Blumenthal Futures Fund- develop Phase I work plan/budget- Mar- **Maryann and Harvey Lerner**

7. Draft amendment to Section III of the By-laws that eliminates requirement for specific dollar amount for CL membership and develop a policy on becoming a new member and for maintaining membership eligibility to vote at congregational meetings - to be approved by BOT so that congregation can vote on By-Law Amendment at the April Annual Meeting- **Don to work with Heather and Allison**

8. Congregational Conversations- Ongoing- **Michael Murray and Communications Subcommittee** Update chart listing dates, topics and leads- Prior to Cong. Conversations, leads review Promotion Plans, including questions listed and discuss tactics

9. Communications Committee will suggest ways to communicate BOT's GBP Transition Plans to the congregation and affected groups, including putting info on webpage. March- **Michael M, Michael Thoryn, Susannah Vesey, Lyn Peters, Vicky Strella**

10. Draft one-pager describing new committee structure for Feb. 27 BOT mtg. – **Vicky**

11. Communications Team prepare a strategy with Vicky for explaining the new GBP structure to the congregation- Feb. 27 BOT Mtg.- **Communications Team, Vicky**

12. Communications to committees – ongoing- March/April- **Board Liaison Clusters, Vicky**

13. SJC working with staff to report results of Share the Plate policy by Mar. BoT meeting- **Sara Deshler, Kate, Marilyn Hathaway**

14. Share ideas for involving children and youth in stewardship campaign- ASAP – **Karen**

15. Determine if the investment of funds other than Endowment need to be delegated to the Board Endowment Committee; if so, draft a policy – **FPC**

16. Draft Bylaw amendments for BOT review in April- **GTF**

17. Create Staff Organization Chart by March – **Abhi**

18. Draft GBP report for presentation at Special Congregational Meeting on June 1, 2014 – **GTF**

20. Draft Executive Limitation Policies – **GTF**

21. Prepare Board governance policies- March BOT- Task force: **Don, Anne, Tim, Michael M.**

22. Draft Human Resources Advisory Committee Policy- March BOT- Don, **Judy Hautala, Elsie Durland**

23. Schedule next Hotchkiss visit for March – **Abhi, Don, Tim, Bill Zellmer**
24. Form Wisdom Circle to focus on all aspects of growth – March BOT- Don, Tim
25. Notify congregation of April 6 Annual Meeting by Mar. 6- **Anne**
26. Notify congregation of June 1 Special Congregational Meeting on GBP and budget- by May 1- **Anne**
27. Approve sabbatical leave policy- March- **Executive Committee, Paul, Linda G., Abhi**
28. Board Pancake Supper- BOT Auction Item- determine date ASAP- **Sara Deshler, Lyn, Paul, Susannah and the entire Board**
29. Draft a proposed Vision statement or recommend a process of congregational engagement to develop a Vision Statement, April- **Ariel, John, Susannah, Kate**
30. Board Governance Policy- Mar- **Don, Anne, Michael M., Tim, (Vicky, Abhi)**
31. Senior Minister Evaluation- April- **Kate, Anne, Lyn (Ariel, Tim, Michael M, Elsie Durland)**
32. Draft Endowment Committee Charter-Mar- **Michael T, John (Jay, Stew, Paul, Abhi)**
33. Develop communications strategies- Feb 27th -- **Michael M, Michael T, Tim, Lyn, Susannah (Vicky)**
34. Draft charter for Governance Committee- April- **Don and Board**

35. Create Board Policy Book, By-Law amendments- April, **GTF**

36. Plan Leadership Roundtable- May, **Tim**

Attendance:

Board Members Present: Don Bliss (Chair); Kate Curtis; Maryann Dillon; Anne Fretz (Secretary); Stew Grubman (Treasurer); Ariel Mora; Michael Murray (Communications); Tim Persons (Chair Elect); Lyn Peters; Paul Strella (Asst. Treasurer); Michael Thoryn; Susannah Vesey (Asst. Secretary); John Wing

Board Members Absent: None

Staff Present: Rev. Abhi Janamanchi; Karen Lee Scrivo (Interim DRE); Sara Deshler (Church Administrator)

Staff Absent: Rev. Heather Janules

Others Present: Linda Gianessi, Bob Harrison, Nancy Janssen, Carolyn Morrissey

Opening: The meeting convened at 7:32 p.m. with the lighting of the chalice. The Rev. Abhi Janamanchi provided opening words, "A Prayer for Unfinished Business" by Kelly Asprooth-Jackson. Board members read the BOT Covenant together out loud. Board and staff responded to a question raised in *Governance and Ministry* by Dan Hotchkiss: **How has this church moved your spirit in the last month?**

Approval of Consent Agenda:

The Consent Agenda contained the following items:

- January 25 Minutes
- Rev. Abhi Janamanchi Report
- Rev. Heather Janules Report
- IDRE Karen Scrivo Report
- Church Administrator Sara Deshler Report
- Liaison reports: Financial Task Force Notes, Worship, Partnership Church, Alliance, REC, SJC, Denominational Affairs Committee, Endowment Committee

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

Task Follow-up: Review of the Action Items from the January Board meeting was dispensed with because many of the items would be discussed during the meeting. Board members and staff should refer to the list for responsibilities that are due in future months.

Special Items:

-Board Desk Doodle-- Susannah Vesey reported that there are two open Desk Duty slots at the end of March and requested that Board members sign up.

-Board Auction Offering-- It was determined that the Board auction offering would be a Pancake Supper. After checking the church calendar, Sara Deshler will suggest possible dates for a Sunday evening this spring. Lyn Peters, Paul Strella and Susannah Vesey will organize the event.

-HVAC Status-- Maryann Dillon reported that it is her impression that the Facilities Committee, along with Sara Deshler, will seek estimates to repair the system.

-Staff Appreciation Lunch-- The lunch will be held on February 26 at 12:30 in the Lounge. Board members are encouraged to attend.

Report of the RE Search Committee: Linda Gianessi reported that the RE Search Committee has identified three top candidates for RE leader and is now in the “neutral pulpit” phase of the search. The committee will complete their selection process by mid-March so that the final candidate can be presented to the Board for approval at the March 18 meeting.

Linda recommended that the Board develop a sabbatical leave policy for a permanent DRE, as recommended by the UUA. Stew, Paul, Linda, and Abhi agreed to serve on the negotiating team for the final candidate; this group will draft a sabbatical plan for Board approval in March.

John Wing moved, and Anne Fretz seconded, approval of these nominees to the RE Leader Negotiating Team: Rev. Abhi Janamanchi, Stew Grubman, Paul Strella and Linda Gianessi. The motion was approved by unanimous voice vote.

Abhi also requested that the Board consider adopting a sabbatical leave plan for the church administrator; the Board will take up this matter at a later date.

Treasurer’s Report:

-2013-14 Budget Status-- Referring to the Treasurer’s Financial Report for February 2014 (**Appendix A**), Stew Grubman reported that the total pledge amount stands at \$955,399, higher than at any time previously in Cedar Lane’s history. He pointed out that membership is slowly increasing and attendance at Sunday services and RE is up compared with the same month last year. While the income side of the financial picture is positive, Stew cautioned that the increase in revenues would largely go to paying for facilities and grounds expenses and perhaps some Bridge the Gap money would be needed as well to pay for cost overruns.

-Stewardship Report-- Bob Harrison and Carolyn Morrissey reported that at this point in the pledge campaign for FY2014-15, 34% of pledges are in with 170 units pledging for a total so far of \$424,517 or 43% of the goal. Compared with last year’s pledging units, 17 decreased their pledges, 70 pledged the same amount and 83 increased their pledges.

Bob and Carolyn further reported that the Stewardship Team is striving to run a positive, warm campaign. Testimonials by church members have been well received. The Team has sponsored two church events: 65 members attended the wine and cheese reception while 180 people gathered for the congregational dinner. The Stewardship Team will continue to send reminder emails and will visit several individual church members. Follow up phone calls will be made as well.

Bob reminded Board members of the Congregational Conversation scheduled for Sunday, February 23 at 12:15 pm: Stewardship 101 A Mini-Tutorial and a Light Romp through a Serious Subject. He requested that Board members attend and participate in the conversation. Stew will make the introductions.

Stew raised the issue of pledges not yet received for the current fiscal year. It was decided that attention would be given to these unrealized pledges following the new pledge drive, which is over at the end of March.

Don expressed the need to encourage members to consider the church when making planned gifts or bequests; Bob said this should be done in a thoughtful manner all year.

-Report on UUA Organizations Retirement Plan-- Paul Strella will draft a plan for approval at the March BOT meeting.

-Nomination of Members of the Financial Policy Committee

John Wing moved, and Ariel Mora seconded, that the Board approve these members of the Financial Policy Committee in accordance with the approved charter: Stew Grubman, Treasurer (1 year term); Paul Strella, Assistant Treasurer (2 year term); Michael Lentz (2 year term); Carol Bertaut (3 year term); Yet to be named Assistant Treasurer (3 year term); John Wing, chair until June 30, 2014 (1 year term). The motion was approved by unanimous voice vote.

John Wing reported that the following individuals would serve as ex officio members of the Financial Policy Committee: Board of Trustees Chair, Senior Minister and Church Administrator. In addition, he clarified that the Treasurer and Assistant Treasurer are automatically included and that members may be reappointed at the end of their term. With Board approval of the members of the Financial Policy Committee, this new committee will now begin its work and the Financial Task Force will be phased out.

-Budget Preparation for 2014-15-- Abhi and Sara Deshler have been working to prepare the new budget and will report at a later date.

Updates on Blumenthal Funds:

-Blumenthal Futures Fund-- Maryann Dillon explained that there will be three phases to the plan for carrying out the objectives of the Blumenthal Futures Fund: Phase 1- Needs Assessment-- both short-term and long-term projects with estimates of costs; Phase 2- Feasibility Study-- to determine amount that could be raised; Phase 3- Capital Campaign.

Maryann reported that she has met with a member of the UU Congregation of Fairfax, a church that has been through a similar process recently. She learned that the Fairfax congregation spent one year completing Phase 1 and communicating the findings to the members before asking for their authorization to conduct a capital campaign. Throughout the process, they linked the needs for capital improvements to their mission and vision for the future. Maryann hopes to meet with members of All Souls Church and River Road Congregation who have also undertaken recent capital campaigns.

-Social Justice Project and Community Outreach Project-- Abhi reported that it has been difficult to find mutually agreeable dates for these groups to meet. Both task forces need to select lay leaders from their membership.

Anne Fretz moved, and Tim Persons seconded, that the Board approve the nomination of Sarah Dash to the Social Justice Task Force. The motion was approved by unanimous voice vote.

Report on Installation Planning:

-March 8 Dinner-- Lyn Peters reported that Nancy Janssen and Susannah Vesey are in charge of the reception. Food will come from Costco and other sources. Church members will be asked to make cookies. A hired wait staff will serve the food so that committee members can enjoy the reception.

-Budget Increase-- Lyn announced that \$5,000 would be needed to cover the installation expenses. Sara Deshler and Stew will determine how to provide this money. Don requested that they inform the Board of their decision in March.

Denominational Affairs Committee:

-Nomination of Delegates to the General Assembly and District Assembly (Appendix B)-- Nancy Janssen, Chair of the Denominational Affairs Committee, presented names of members interested in serving as delegates to GA in June and the District Assembly in April and asked for Board approval.

Lyn Peters moved, and Michael Murray seconded, that the Board approve these delegates to the General Assembly: Michael Benefiel, Sara Deshler, Dino Drudi, Teresa Eyet, Debbie Goodwin, John Gubbings, Mike Harris, Terry Hoffeld, Nancy Janssen, Cathy Knapper, Carolyn Morrissey, Carole Richardson; and that the Board approve these delegates to the District Assembly: Sara Deshler, Dino Drudi, John Gubbings, Mike Harris, Cathy Knapper. The motion was approved by unanimous voice vote.

Nancy further stated that it is hoped that others will agree to join the delegations, including several youth. The Denominational Affairs Committee has voted to pay the full advance registrations of the youth, up to \$1,000, and partial registrations for adult delegates to GA.

-Reproductive Justice Survey Results (Appendix C)-- Nancy distributed the results of the Reproductive Justice Survey sent to the congregation and asked that they be sent to the UUA.

Susannah Vesey moved, and Anne Fretz seconded, that Sara Deshler should submit the Reproductive Justice Survey results to the UUA by March 3. The motion was approved by unanimous voice vote.

Discussion of Vision Statement, Mission Statement, Core Values, Annual Vision Statement for 2014-15—Goals and Priorities for this Fiscal Year and Budget Guidance for 2014-15, “Wisdom Circle on Growth Strategy”:

- Vision Task Force-- Members: Ariel Mora (Chair), John Wing, Susannah Vesey, Kate Curtis. This task force has been charged with drafting a vision statement. Abhi explained

that the statement should distinguish Cedar Lane from other UU churches and emphasize the church's unique qualities. He also stated that the Board should involve the congregation in the process, perhaps meeting with small groups of members to reflect on several prepared questions designed to stimulate thinking on the topic.

- Annual Vision—Goals and Priorities for 2014-15 Task Force-- Members: Tim Persons (Chair), John Wing, Susannah Vesey, Lyn Peters, Maryann Dillon, Stew Grubman, Paul Strella (Advisors: Abhi Janamanchi and Heather Janules). This group should evaluate the implementation of this year's priorities: 1) Welcome Abhi 2) Call new RE leader 3) Create four-year budget plan 4) Transition to Governance by Policy. The task force should also draft the Annual Vision for next year so that budget priorities can be set. Abhi explained that the Annual Vision comes from the Board and should be drawn from the Vision Statement.

Core Values-- Abhi explained that core values are broad visionary priorities that provide the framework for the next four to five years. He added that it is often beneficial to hire a consultant to guide the process for developing the core values and recommended that the Board enlist the support of Dan Hotchkiss. Once the core values are established, the staff will generate an annual implementation plan for carrying them out. Progress should be evaluated each year.

Task Force and Subcommittee Assignments:

- Board Policy on Expectations and Responsibilities [Board Governance Policy] Task Force-- Members: Don Bliss (Chair), Anne Fretz, Michael Murray, Tim Persons; (Advisors: Abhi Janamanchi, Vicky Strella)

Don will draft the Board Governance Policy with input from members of the task force.

- Senior Minister Evaluation Task Force-- Members: Kate Curtis, Anne Fretz and Lyn Peters; (Advisors: Ariel Mora, Tim Persons, Michael Murray, Elsie Durland)

It was recommended that the task force talk with Elsie Durland regarding evaluative instruments.

- Endowment Committee Charter Task Force-- Members: Michael Thoryn, John Wing (Advisors: Abhi Janamanchi, Jay Schneider, Stew Grubman, Paul Strella)

The task force will draft the charter and inform the Board on the status of the Endowment Fund.

- Communications Subcommittee Task Force-- Members: Michael Murray, Michael Thoryn, Tim Persons, Lyn Peters, Susannah Vesey, (Advisor: Vicky Strella)

The task force needs to develop communications strategies.

- Multicultural Task Force -- Ariel Mora, Chair

Ariel Mora moved, and Tim Persons seconded, that the Board approve the nomination of Resha Anderson to the Multicultural Task Force. The motion was approved by unanimous voice vote.

- **Governance Committee**-- Don announced that a Governance Committee would be formed to assist the Board with the transition to Governance by Policy. This will be a standing committee of the Board. The Board needs to draft a charter for the committee.

Annual Meeting Preparation: April 6, 2014:

Task Force members: Anne Fretz, Susannah Vesey and Maryann Dillon (Advisor: Sara Deshler)

Abhi and Sara Deshler will draft the agenda.

Governance by Policy:

Plans for Special Board Meeting on GBP, February 27, 2014: Tim announced that the focus of the meeting would be training Board members to communicate concepts and details of Governance by Policy to the congregation. He stated that committee liaisons and senior staff would assist the committees with making the transition to ministry teams, emphasizing that the teams will work *with* the staff, not *for* the staff. He mentioned that a variety of communication strategies would be used to inform the membership of the change in governance and especially recommended the use of social media.

Tim reported that Governance Task Force is preparing its report to the Board in advance of the Special Congregational Meeting on June 1, 2014 when the congregation will vote to adopt Governance by Policy. He also said that the Board should draft a Board Policy Book and Bylaw amendments.

The date for the Leadership Roundtable is still to be determined.

Closing Words: Susannah Vesey shared a poem about snow by Emily Dickenson.

Adjournment: The meeting concluded at 9:42 pm.

Respectfully submitted,

Anne J. Fretz
Secretary, Board of Trustees

Appendix A- Treasurer's Financial Report for February 2014
Appendix B- Delegates to the General Assembly and District Assembly
Appendix C- Reproductive Justice Survey Results

Dates for Your Calendar:

- February 23, 12:15 pm: Sanctuary--Congregational Conversation on Stewardship
- February 26, 12:30 pm: Staff Appreciation Luncheon in Lounge
- February 27, 7:30 pm: Supplemental BOT meeting
- March 1, Emma's Revolution Concert
- March 8, 6:00 pm: Board Dinner with Installation Guests- Sanctuary
- March 9, Time? Meeting with Rev. Schuler of Madison, UU

- March 9, 4:00 pm: Rev. Janamanchi's Installation
- March 15, 7:00 pm Beatles Sing-Along (Free)- Sanctuary
- March 18, 7:30 pm, March Board Meeting
- March 29, Auction
- April 6, Annual Meeting
- April 6, Charles Mokotoff Concert
- April 27, Spring B starts
- May 4, Sunday at 4:00 pm- Concert: Frank Sollovan and the Dirty Kitchen Band
- June 1, Special Congregational Meeting--GBP and Budget