

Approved by BOT

1-25-14

Cedar Lane Unitarian Universalist Church

Board of Trustees

Minutes

December 17, 2013

Action Items:

1. Report on acceptance by additional task force members for Social Justice Project and Community Outreach Project and Selection of Lay Project Leaders and Board Liaisons- Jan.- **Abhi, Heather, Lyn, Kate, Susanna, Michael M**
2. Completion of Social Justice and Community Outreach Task Force Work and Report to the Bot on Implementation of Recommendations, April--**Abhi, Heather, Lay Leaders**
3. Request for Proposal (for updating/improving the HVAC systems) to be revised, approved, and issued by Abhi and staff- **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.**
4. Financial Task Force, Finance Committee and GTF- restructure financial policy committee and staff teams and make recommendations to the Board in Jan.- **Paul/John**
5. Budget Cycle- Develop goals and priorities in time for Stewardship Drive and Annual Meeting- Jan. -**FTF/John/Stew/Paul**
6. Sign up for Desk Duty- now- **All Board members**
7. UUA Organizations Retirement Plan- summarize and propose motion for Jan. BOT mtg. **Abhi, Sara Deshler, Stew, Paul**
8. Communicate ideas about Vision Statement, Goals and Priorities via email in preparation for mini retreat- Jan.- **All**
9. GTF to meet with Sara Deshler and Stew to revise Care for Resources Policy to present to Board for affirmation in Jan. – **GTF, Sara Deshler, Stew, John**
10. Nominations for Multicultural Task Force presented to BOT in Jan.- **Ariel**

11. Blumenthal Futures Fund- update BoT each month- **Maryann**
12. Blumenthal Futures Fund- develop Phase I work plan/budget- April '14- **Maryann and Harvey Lerner**
13. Congregational survey regarding Study Action Issues- email to congregation, Done- **Sara Deshler**
14. Denominational Committee Recommendation to the Board on Selection of Study Action Issues for BoT Vote, Jan, **Abhi, Nancy Jansen**
15. Confirm location of Jan. 25 mini-retreat (River Road UU); plan continental breakfast and lunch, assign tasks, prepare agenda- **Abhi, Sara Deshler, Don Bliss, Tim Persons, Anne Fretz**
16. 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 and GTF to work with Member Services Committee, Heather and staff**
17. Congregational Conversations- Ongoing- **Don, Tim and Michael**
 - Update chart listing dates, topics and leads
 - Prior to Cong. Conversations, leads review Promotion Plans, including questions listed and discuss tactics with Michael Murray- monthly
18. Determine BoT participation, date and location of Jan. Congregational Conversation focusing on Stewardship, ASAP- **Sara Deshler, Michael M., Bob Harrison**
19. Communications Committee will suggest ways to communicate BOT's Nov. and Dec. Board decisions to the congregation and affected groups, including putting info on webpage. Jan- **Michael M**
20. SJC working with staff to report results of Share the Plate policy by Mar. BoT meeting- **Sara Deshler, Kate**
21. Share ideas for involving children and youth in stewardship campaign- ASAP – **Karen**

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; Rev. Heather Janules, Karen Lee Scrivo (Interim DRE); Sara Deshler (Church Administrator)

Staff Absent: None

Others Present: Bob Harrison, Nancy Janssen, Sandy Shaw

Opening: The meeting convened at 7:35 p.m. with the lighting of the chalice. The Rev. Abhi Janamanchi provided opening words, a blessing by Rebecca Parker, President of Starr King School. 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:

- November 19th Minutes
- Rev. Abhi Janamanchi Report
- Rev. Heather Janules Report
- IDRE Karen Scrivo Report
- Church Administrator Sara Deshler Report
- Liaison reports: Worship, Facilities, REC, SJC

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

Task Follow-up: Anne Fretz reviewed the Action Items from the November Board meeting to determine the status of tasks not yet completed.

Special Items:

- **Intern Minister** – The Board expressed enthusiasm for the appointment of Zora Emerson Hamsa as Intern Minister next year and thinks that she will have much to offer Cedar Lane. Abhi and Heather recommended that budgeting her compensation be part of the spring stewardship drive.
- **Board-sponsored Community Lunch**-- Anne circulated a sign-up sheet requesting food contributions and assistance with serving the lunch on Sunday, January 5, 2014.
- **HVAC Request For Proposal**—Michael Murray reported that the Facilities Committee has decided to focus only on the AC components rather than the entire HVAC system. Maryann Dillon urged the Facilities Committee to develop an RFP for the full HVAC system as all

components are intertwined. She agreed to meet with Michael Murray, Peter Lowenthal and Sara Deshler to draft the RFP.

- **Board Desk Duty**-- Susannah Vesey urged Board members to sign up on Doodle for two times in the coming weeks.

- **January Congregational Conversation**— The topic will be stewardship. Sara Deshler, Michael Murray and Bob Harrison will decide the date, time and place for the discussion. It was noted that Board members should be active participants in all Congregational Conversations.

- **Worship Associates**—Don Bliss will email important documents regarding Worship Associates so that Board members will be informed. The Board does not need to approve the Worship Associates' charter.

- **Personnel Committee**—Don reported that the former Personnel Committee has been dissolved and is in the process of restructuring into two groups: 1. Human Relations Advisory Group-- to consult on staff employment issues on as as-needed basis 2. Staff Appreciation Team—to spearhead efforts to express appreciation to the staff during the year. In consultation with Sara Deshler, it was decided to give holiday monetary gifts to the “junior” staff: \$100 to full-time employees, \$50 to part-time employees. Senior staff—Abhi Janamanchi, Heather Janules, Karen Scrivo and Sara Deshler—will each receive a thank you card signed by the Board.

Treasurer's Report: Stew Grubman distributed the Treasurer's Financial Report for December 2013 (**Appendix A**). He reported that the Bridge the Gap Campaign resulted in 166 one-time gifts totaling \$64,486; in addition, 20 members increased their pledges during the campaign, totaling \$6,940. He pointed out that membership is holding steady, while November worship attendance increased 54% over last November. At this halfway point in the fiscal year, expenses are at 41% of the total projected for the year, with 70% of the Facilities budget spent to date on needed repairs and upkeep. The church is still operating with a deficit, although the Bridge the Gap Campaign helped to reduce the amount.

- **UUA Organizations Retirement Plan**- Abhi reported that the UUA Retirement Committee has recommended changes to the existing retirement plan; these changes need to be approved by participating congregations. Abhi, Sara Deshler, Stew, and Paul Strella will review the documents, summarize the proposed changes and formulate a motion to be voted on at the January Board meeting.

Blumenthal Funds

Blumenthal Futures Fund - Maryann announced that Nancy Bliss and Betty May Cleary have agreed to serve on the Task Force.

John Wing moved, and Stew Grubman seconded, that these nominees join the Blumenthal Futures Fund Task Force: Nancy Bliss and Betty May Cleary; it was approved by unanimous voice vote.

Don Bliss, who as chair votes only if there is a tie, noted for the record that he abstained from this vote.

Maryann outlined the tasks that the Blumenthal Futures Fund Task Force views as being the goals for Phase 1 of the Blumenthal Futures Fund: 1) Recommend facilities issues requiring immediate attention and bring these to the Board for approval; 2) Recommend facilities needs that should be done; 3) Recommend projects that would enhance the church's mission overall. In discussion, the Board concurred with the Task Force's plan. Abhi emphasized that the committee's recommendations should be integrated with the overall strategic plan of the church. Don said that the Board and staff would work to do this at the mini-retreat on January 25. Maryann will update the Board each month on the progress of the Task Force.

- Social Justice Project and Community Outreach Project Task Force Nominees: Abhi reported that Susannah Vesey, Kate Curtis and Lyn Peters assisted with recruiting nominees. He stated that the groups would begin to meet in January and complete their work in approximately four months. Abhi asked the Board to determine what his and Heather's roles should be with respect to the two task forces. It was recommended that they help launch the groups and thereafter consult with them to be sure they are developing realistic goals. There should be a Board liaison on each one to inform the Board of their progress.

Don Bliss moved, and it was seconded, that the Board approve these nominees to the Social Justice Project Task Force: Anne Kasper, Gene Rich, Betty Smith, Ai-Ling Louie, Kazz Felix-Hawver; and these nominees to the Outreach Project Task Force: Betsy Devlin-Foltz, Amanda Garzon, Rich Lohmeyer, John Gubbings, Melissa Reichley, Marlene Berg, Kate Harrison, Dianne Seiffert, Scott Butterworth and consultant Michael Murray; it was approved by unanimous voice vote.

Report of Denominational Affairs Committee: Nancy Janssen, co-chair of the Denominational Affairs Committee, asked the Board to approve a congregation-wide survey to select five proposed 2014-2018 Congregational Study/Action Issues (CSAIs) out of the six offered: 1) Empowerment: Age & Ability Reconsidered; 2) Ending the War on Terror; 3) Escalating Inequality; 4) Gun Violence: A Public Health Issue; 5) Renewing and Securing Our American Democracy; 6) UU Values and the Pursuit of a Just Peace for Israelis & Palestinians.

Michael Murray moved, and Susannah Vesey seconded, that the Board approve the congregational survey to select five out of six 2014-2018 Congregational Study/Action issues; it was approved by unanimous voice vote.

Break for Group Photo- Don recessed the meeting so that a photo of the Board could be taken.

Preparation for January Mini Retreat—Logistics: Don reported that the Mini Retreat will be held on Saturday, January 25 from 8:30 a.m. – 2:00 p.m. Volunteers will be needed to arrange for a continental breakfast and a light lunch. The venue is still to be determined.

Mini Retreat Substance and Preparation: Abhi reported that the Mini Retreat would be a time to review the year so far and set priorities for the rest of the year, including planning for the upcoming stewardship drive and considering senior staff proposals. In addition, the Board should plan to take on a strong leadership role to ensure passage of the transition to

Governance by Policy at the Annual Meeting, which is scheduled for April but because time is short, perhaps should be moved to a later date. Abhi also mentioned that under Ariel Mora's leadership, the Multicultural Initiative has already been doing exciting work but needs further input from the Board. In addition, the meeting will be valuable for Tim Persons as he begins to prepare for becoming Board chair next July.

Don mentioned that it would be important to review the Start-up Notes from the Board retreat last September and the document Abhi previously emailed that outlines the different kinds of growth in churches.

- Governance By Policy – Tim Persons reminded the Board that the transition to GBP is an iterative process that will take time, though some are eager to move faster. He stated that the Board will operate according to GBP beginning in July and so should begin to act accordingly and not be as involved in the minor details of operating the church. He thanked members who assisted with the writing of a one-page statement, "Cedar Lane UU Church, Governance-by-Policy, and the Road Ahead," (**Appendix B**) that will be used as a guide when discussing Governance by Policy with members of the congregation. Tim also reported that the meeting with the Fairfax UU Church Board was informative. He noted that the Fairfax congregation has developed a strong community of trust. In addition, their Board meets twice a month and seems to run efficiently.

Don made several points regarding GBP: 1) The Board needs to work with committees and senior staff to arrive at a structure that works for Cedar Lane; 2) The size of the Board may change as smaller boards often can be more efficient and cohesive; any change in Board size at Cedar Lane would be phased in over time; 3) Bylaw changes need to be developed and presented to the congregation prior to voting on them at the Annual Meeting.

- Multicultural Initiative—Establishment of Task Force -- Ariel Mora reviewed the draft Multicultural Task Force Charter (**Appendix C**). Karen Scrivo recommended that RE and Adult Programs be represented on the Task Force.

Tim Persons moved, and John Wing seconded, approval of the Multicultural Task Force Charter as amended to include representation from RE and Adult Programs; the motion was approved by unanimous voice vote.

Ariel requested that the Board suggest members for the Task Force and asked that at least two Board members also join the group. Nominations to the Task Force will be presented at the January Board meeting. In addition, she urged Board members to attend the Interfaith "Renewing the Dream" celebration honoring Martin Luther King on January 19 at 3:00 p.m. in the sanctuary, sponsored by Cedar Lane's "Together" diversity team.

- Stewardship Theme and Calendar-- Sandy Shaw and Bob Harrison reported that the Stewardship Team is pleased with the results of the Bridge the Gap campaign. The group has been meeting every two weeks to plan the upcoming pledge drive campaign, titled Mission Possible; the goal is to raise \$990,000. Bob explained that this theme highlights the Cedar Lane mission statement, the center of all church life. Raising the money will make it possible to for the church to accomplish its mission in FY 15. During the campaign, stewardship visiting teams will visit some members of the congregation to have a conversation about church programs and to become better acquainted. The campaign,

scheduled to begin in January, will feature two-minute testimonials at several church services and three events designed to generate enthusiasm:

Saturday, January 18 – Leadership Reception in the late afternoon to thank larger donors, elders and the Board

Saturday, February 8 – Congregational Appreciation Dinner for all members

Sunday, February 9 – Stewardship Sunday

Karen Scrivo offered to share ideas for involving the children and youth in the stewardship campaign.

- Vision Statement—Goals and Priorities, Implementation of Growth Plan—Don explained that this would be discussed in depth at the Mini Retreat. In preparation for the retreat, John Wing will email his suggested draft vision statement outlining goals for the coming year. Board members are encouraged to participate in an email conversation regarding a vision statement and goals and priorities for the coming year.

Appreciation: Abhi expressed his appreciation for the Board’s level of dedication and commitment to working together with energy and joy to bring about change at Cedar Lane.

Closing Words: John Wing shared Thanksgiving words from an article by Barton Goldsmith in “Psychology Today.”

Adjournment: The meeting concluded at 9:50 p.m.

Respectfully submitted,
Anne J. Fretz
Secretary, Board of Trustees

Appendix A- Treasurer’s Financial Report for December 2013

Appendix B- Cedar Lane UU Church, Governance-by-Policy, and the Road Ahead

Appendix C- Multicultural Task Force Charter—Draft

Dates for Your Calendar:

- January 5, 2014 - BOT Community Lunch
- January 18 – Mission Possible Stewardship Event – Late afternoon
- January 19 – MLK Celebration “Renewing the Dream” in sanctuary – 3:00 p.m.
- January 21 - BOT Meeting: Closing Words—Stew Grubman
- January 25 – Board of Trustees Mini-Retreat - 8:30 a.m.-2:00 p.m. at River Road
- January 25- Benefit Concert
- February 2 – Super Bowl Party – Sanctuary
- February 8 – Congregational Appreciation Dinner
- February 9 – Stewardship Sunday
- February 15 – Beatles Sing-a-long Coffee House
- March 1 – Emma’s Revolution Concert
- March 8-9 – Rev. Janamanchi’s Installation
- March 29 – Auction
- April 6 – Charles Mokotoff Concert
- April 13 – Annual Meeting