

## CLUUC BOT MEETING MINUTES – 12/18/12

### ATTENDANCE:

Present: Don Bliss (Chair-Elect); Kate Curtis; Betsy Devlin-Foltz; Anne Fretz (Asst Secretary); Debbie Scott Goodwin (Secretary); Stew Grubman (Assistant Treasurer); Michael Murray; Ariel Mora; Rick Offner (Treasurer); Tim Persons, Sandy Shaw (Chair); John Wing

Absent: Vicky Strella;

Others present: Nancy Janssen, Michael Lentz, Dino Drudi

Staff Present: Rev. Evan Keely; Rev. Heather Janules, Karen Lee Scrivo (Interim DRE); Sara Deshler (Church Administrator)

**Opening:** The meeting convened at 7:32 pm. Board members each offered a brief “check in” on recent events in his or her life and then read the BOT Covenant together out loud.

**Approval of Consent Agenda:** The Consent Agenda contained the following items:

1. Minutes of November 20, 2012, Board meeting
2. Interim Senior Minister’s monthly report
3. Associate Minister’s monthly report
4. Church Administrator’s monthly report
5. Liaison reports for Adult Programs, Denominational Affairs Committee, Endowment Committee, Facilities Committee, Music Committee, Partner Church Committee, Social Justice Council, Stewardship Committee, and Worship Committee.

**Debbie Goodwin moved, and Michael Murray seconded, the approval of the Consent Agenda; it was approved by unanimous voice vote.**

### **Treasurer’s Report:**

Rick Offner distributed the Treasurer’s Financial Report for December 2012 (**Appendix A**) and noted that the 2012-2013 pledge drive yielded 512 pledges totaling \$857,000; this was short of the goal by 5% (\$44,745) and probably will not change. He stated that the Finance Committee will be looking at how to deal with this short fall and will also be discussing the \$677,000 Blumenthal bequest and what to do with it.

Rick further stated that there is a need to have a serious discussion about stewardship and the future ability of the church to exist on pledge income. He reported that the membership number is approximately 741 with an effort being made to contact non-pledging members. The certification of our membership number to the UUA will be done in January and will probably show a 15% decrease in membership. Rick noted that the Sunday attendance figures indicate a declining trend for the past two months; we are not attracting people to worship as we have in the past. A question was raised as to whether attendance has declined over a longer period of time, e.g. five years; this will need to be researched.

With 41% of the fiscal year gone, income and expenses are right about where they should be. The social justice split-plate offerings are already bringing in more money than projected for the entire year.

**Financial Task Force report:**

John Wing reported that the Financial Task Force (FTF) is working on a policy on budget preparation for a balanced budget. In regards to the Blumenthal bequest, he stated that Board Policy #13 prescribed how to handle this: it is left to the Board to decide and does not automatically go into the endowment; the Finance Committee will make recommendations to the Board. The Finance Committee has asked the FTF to make suggestions and the FTF has asked past Board chairs and past Treasurers for ideas which are being compiled. He stated there is no set schedule for this.

**Finance Committee report:**

Michael Lentz, chair of the Finance Committee (FC), reported on their activities since neither the Treasurer nor the Assistant Treasurer were able to attend the FC meeting this month. He stated that the FC discussed the tree removal but has made no change to the budget yet. In regards to the Blumenthal bequest, the FC recommendation is to follow church policy which is that, for gifts greater than \$10,000, the FC makes recommendations to the Board for their use. He stated that, in the meantime, the funds are in the care of the Endowment Committee. He further stated that the FTF has received fourteen recommendations so far. Michael expressed concern about the tone of the request for suggestions and also relayed the FC's concerns about asking members of the congregation to make suggestions in an open forum because of the competition this might spark. Stew Grubman pointed out that Cedar Lane has a history of deferring leadership on the use of large amounts of money.

**Leadership Development & Nominations Committee report:**

Don Bliss reported that the LDNC has identified two nominees for Board positions and they are still looking for an assistant secretary nominee. One person has been identified as a potential auction co-chair and has suggested someone who will be asked to co-chair with that person. The Rummage sale co-chairs have not yet been addressed by the LDNC. The committee has identified a potential Planned Giving chair who may be asked after completion of his current intensive committee work in the spring. Don asked Board liaisons to be alert to people on committees who might be candidates for leadership positions. Heather pointed out that this might help bridge the gap between long-time members and newer members in leadership positions.

**Governance Task Force report:**

Debbie Goodwin reported that invitations for the workshop with Dan Hotchkiss on Saturday, January 12, 2013, were sent electronically to 73 church leaders with an RSVP date of yesterday. Only 13 people have responded that they will attend; two have said they cannot attend. A reminder email was sent this afternoon to those who have not responded. Additional publicity about this workshop will be sent electronically to the entire congregation soon.

Meanwhile, the GTF met on December 11<sup>th</sup> to plan for the workshop and to begin to discuss research they have been doing on the executive function and committee structure aspects of governance by policy. There is much information to be found on the Internet by looking at websites of individual UU churches who are using some form of governance by policy. It is clear that each congregation has come up with their own executive function structure that ranges from the senior minister as CEO to an executive team that includes multiple ministers and multiple lay members. The GTF has not yet reached the point where they are ready to recommend a particular executive function structure for Cedar Lane, but there was a good discussion on the topic! There was so much to say, in fact, that they barely

scratched the surface on the topic of committee structures. The next meeting of the GTF will be on Sunday, January 6, after the Community lunch. The GTF has decided to meet twice a month, on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays.

**Personnel Committee report:**

Michael Murray reported that the Personnel Committee (PC) is still trying to determine their role. There is confusion about their role on signing off on contracts for ministers. The Charter of the PC states that they do this (the chair signs) but the PC members feel this is not appropriate. They feel that their role is advisory to the Board and they would like to change their charter to reflect this. Discussion revealed that there is confusion about who generates the ministers contracts each year; it was suggested that the annual contract could be replaced by an annual letter about salary, housing allowance, and leave. The sense of the Board was that the PC should continue to review contracts and that the PC should bring this to the Board as a change to their charter.

In regards to sabbatical support, Evan and Heather reported that the amount needed has increased from \$6,000 to \$8,000. This will come out of the PC budget. Michael Lentz stated that there is enough in the deductible reimbursement line item of the PC budget to cover this. It was noted that the professional expenses for Alison Cox, membership coordinator can be handled in the current budget also.

Michael Murray stated that the additional \$4,000 for professional expenses for Evan and Heather approved by the Board at the November 20, 2012 meeting cannot be funded in the current PC budget. The sense of the Board was that the chair of the PC should discuss with the chair of the FC how this can be funded.

**Ministerial Evaluation process:**

Michael Murray reported that he, Ariel Mora, and John Wing came up with a new process (**Appendix B**) for evaluating ministers' performance; the PC does not feel this is their responsibility. The process was reviewed by the Board and discussed; Heather indicated her agreement with the proposed process. The process will be revised based on Board input and will be brought back to the Board at a later date.

**Facilities upkeep:**

Debbie Goodwin indicated that the Facilities Committee continues to compile a list of major projects that need to be done on the church facilities, including roof replacement, work on the apron around the main building, and re-grading around the Chalice House.

**Debbie Goodwin moved, and Rick Offner seconded, that the Board of Trustees charge the Facilities Committee, in conjunction with the Finance Committee and appropriate church staff, with producing a written list of short-term and long-term capital needs with cost estimates, such list to be provided to the Board by March 10, 2013; the motion passed by unanimous voice vote.**

This list will be an item for discussion at the Board meeting on March 19, 2013.

**Morales for President:**

Peter Morales, current President of the Unitarian Universalist Association, is planning to run for re-election to a second four-year term. Cedar Lane has been asked to nominate him by the Morales for UUA President Nominations Coordinator. CLUUC did this for Rev. Morales four years ago; nomination

does not constitute endorsement of his candidacy and congregations are free to nominate any number of candidates.

**Rick Offner moved, and Ariel Mora seconded, the nomination of Peter Morales for re-election as the UUA President; the motion passed by a unanimous voice vote.**

Sandy Shaw will take care of submitting the appropriate nomination form in a timely manner.

**Divesture of church funds from Wells Fargo:**

Ariel Mora introduced a proposal to boycott Wells Fargo Bank related to their investments in The Geo Group, a for-profit company involved in ownership and management of prisons in the US. A number of Board members felt that they needed more information; it was pointed out that the church has no policy on socially responsible investing. John Wing and Michael Lentz reported that the church endowment is invested in mutual funds and that the Endowment Committee historically has had difficulty finding places for investments. The sense of the Board was that further information, reflection, and discussion is needed on this topic.

**Future Town Hall Meetings:**

Sandy Shaw reported that the Town Hall meetings held on December 9 after each service and focused on governance by policy went well. He would like to hold future Town Hall meetings and asked the Board for feedback. Suggestions included doing a governance town hall for the RE community, focusing each town hall on a specific topic, focus on the church's mission (what are we doing well to live our mission and what could we do better), and holding monthly meetings with the congregation. It was pointed out that the term "Town Hall" implies that the meeting is open to any topic; perhaps a different name such as "Congregational Conversation" would be more appropriate. It was noted that the topic of fair compensation for church staff is to be reported on at the next annual meeting, and can be discussed then rather than at a town hall.

**Outstanding Issues:**

Debbie Goodwin pointed out that the list of Outstanding Issues at the end of the monthly minutes contains some issues going back six months. A discussion of when these issues can be dropped from the list ensued; it was decided that ownership of some of the issues was lacking, and that each issue listed should be delegated to a responsible person or committee before it can be removed from the list. Debbie and Sandy will review the list and recommend such delegation at the next Board meeting. It was pointed out that an additional item should be added to the list: A 50/50 policy with statistics on the effect of the 50/50 collections on the amount of money collected in offerings needs to be obtained from the Social Justice Council.

**Announcements:**

Debbie Goodwin provided additional information on the Board holiday party to be held on January 5, 2013. Evan Keely announced that the sabbatical minister will be the Rev. Louise Green, who will work 15 hours per week while Heather is on sabbatical in January, February, and March.

**Closing Words:** Rick Offner shared a reading from a 1992 poem by singer Michael Jackson.

**Executive Session:** The Board went into Executive Session at 9:42 pm to discuss personnel matters.

Meeting concluded at 10:35 pm.

Respectfully submitted,

Debbie Scott Goodwin  
Secretary

Appendix A – Treasurer’s Financial Report for December 2012

Appendix B – Ministerial Evaluation Revision Task

**Outstanding Issues:**

From 6/19/12:

- It was suggested that the Board manual should be an electronic document and not in hard copy format in binders.
- A resolution on Congregational Surveys Procedure was withdrawn in the interest of time; it should be taken up at a future meeting. Sandy Shaw will check with Bonnie Beavers, former BOT chair, to determine where a copy of the resolution is available.

From 8/21/12:

- Before July 1, 2013, the congregation should be notified of the increase in the minimum contribution from \$100 to \$125, which will be effective July 1, 2013.
- A list of members, noting their eligibility to vote, should be produced in advance of the congregational meeting when the vote on a new senior minister will be taken.

From 9/18/12:

- The Committees Roundtable should be used to discuss governance by policy. Committee chairs could submit a brief summary of what their committee is doing in advance in writing to be shared at the Roundtable, but the majority of the time would be used to educate chairs about GBP and solicit their feedback.

From 12/18/12:

- A 50/50 policy with statistics on the effect of the 50/50 collections on the amount of money collected in offerings needs to be obtained from the Social Justice Council.

**Dates to Remember:**

- Committees Roundtable (TBD)
- Next BOT Meeting: Tuesday, January 15, 2013, 7:30 pm (closing words: Anne Fretz)
- Interim DRE workshop: January 4 & 5, 2013
- Board holiday party: Saturday, January 5, 2013, 5 to 8 pm
- Governance by Policy workshop w/ Dan Hotchkiss: Saturday, January 12, 2013, 8:30 am – 2:30 pm
- Senior Minister Candidating Week: Sunday, April 7 – Sunday, April 14
- Annual Meeting and Vote to Call new Senior Minister & Vote on Ordination of Nancy Pelligrini – Sunday, April 14
- Ordination of Nancy Pelligrini – Sunday, May 19, 4 pm