

CLUUC BOT MEETING MINUTES – 2/19/13

ATTENDANCE:

Present: Don Bliss (Chair-Elect); Kate Curtis (arrived at 8 pm); Betsy Devlin-Foltz; Anne Fretz (Asst Secretary); Debbie Scott Goodwin (Secretary); Stew Grubman (Asst Treasurer); Michael Murray; Ariel Mora (arrived at 8 pm); Rick Offner (Treasurer); Tim Persons, Sandy Shaw (Chair); Vicky Strella; John Wing

Others present: Teresa Eyet and Barbara Mazur (RE Council co-chairs); Kathleen Reedy (Adult Programs co-chair); Carolyn Morrissey (Senior Minister Search Committee chair); Michael Thoryn

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

Staff Absent: Rev. Heather Janules (on sabbatical)

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

Board members briefly discussed the fourth chapter, “Mindful Meetings”, of the book, Serving with Grace, Lay Leadership as a Spiritual Practice, by Erik W. Wikstrom, which was previously provided to all Board members. It was agreed that all should read the fifth chapter, “Mission and Community”, beginning on page 53, for discussion at the March meeting.

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

1. Minutes of January 15, 2013, Board meeting
2. Minutes of the January 30, 2013, special Board meeting
3. Interim Senior Minister’s monthly report
4. Interim DRE’s monthly report
5. Church Administrator’s monthly report
6. Liaison reports for Adult Programs, Alliance, Facilities Committee, Member Services Committee, Music Committee, Partner Church Committee, Personnel Committee, Religious Education Council, Social Justice Council, Stewardship Committee, and Worship Committee.
7. Request from staff for approval of a Communications Survey

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

**Interim RE Task Force:** Vicky Strella reviewed the workplan and timeline for an RE task force (**Appendix A**) which is being proposed by the Transition Coordinating Committee to support the interim RE process and to begin the pre-search committee tasks. The role of the Leadership Development and Nominations Committee in the search committee process needs to be worked out. Karen Scrivo talked about the need for this Board task force to do work in advance of the selection of the RE leader search committee which won’t be formed until Fall 2013. Representatives of the RE Council and Adult Programs who were

present indicated that their committees are too busy to do this work. The RE Council supports the formation of this task force and is concerned about time that would be lost in the summer months without such a group. They would like a teacher, a parent, and a teen or young adult representative on the task force. Kathleen Reedy, on behalf of Adult Programs, expressed the desire that the congregation's input be heard. It was noted that involvement of the Personnel Committee in the development of the RE leader job description would be helpful. The number of people to be on the task force and the stakeholder groups to be represented on it were discussed. It was noted that, because of workplan time urgency, the task force could begin preliminary work before all members are formally approved.

**Rick Offner moved, and Don Bliss seconded a motion to approve that the BOT appoint a task force of seven (7) members to (1) support the interim process and (2) begin the pre-search committee tasks. Membership on the task force will include representation from the RE Council, Adult Programs, at least one member of the BOT, a teacher, a parent, and a teen or young adult member; the group will be staffed by Karen Lee Scrivo. The motion was approved by unanimous voice vote.**

Names of the RE Task Force members will be submitted to the BOT for approval at the March meeting.

**Senior Minister Search Committee (SMSC):** Carolyn Morrissey reported that the SMSC has three very strong candidates. All three have significant experience with religious education. All three want a clear reporting structure, and all three have experience with governance by policy. Concerns of the search committee about candidating week and the annual meeting were shared with the BOT. An offer can be made to the final candidate by the SMSC at noon on March 21. The name of the candidate cannot be released until after a background check is done, a contract has been signed, and the candidate has informed their current employer.

**Governance Task Force (GTF):** Members discussed a document previously sent to them by the GTF on delegation to the Senior Minister to work through an executive group of senior staff. After discussion,

**Michael Murray moved, and Vicky Strella seconded, that the following statement be affirmed by the BOT:**

**The senior minister shall serve as head of staff and be responsible for maintaining a productive and effective staff team, for ensuring that its efforts are directed toward fulfilling the congregation's mission and vision of ministry, and for staff compliance with all Board policies.**

**The Board shall designate certain staff positions as "senior" (currently the Associate Minister, the Religious Education leader, the church Administrator, and the Music Director). The senior staff team shall share responsibility with the head of staff for the operational leadership.**

**The statement was affirmed by a unanimous voice vote.**

The GTF explained that open questions remain about whether there should be a lay person on the senior staff group and what should the senior staff group be called. There was brief discussion of these open questions.

Vicky Strella reported that a number of items in the GTF Communication Plan have been done, and that Michael Murray is working on a graphic timeline to help the congregation understand the many important things that are going on.

**Committees Roundtable:** Tim Persons reported that the annual Committees Roundtable will become the March Congregational Conversation and will be held on March 10 or March 17. Richard Speck, JPD Executive Director will be invited to speak and Rick Offner will present information on the CLUUC trends in membership, attendance, and RE enrollment. It was noted that the time that each committee spends on planning vs. time spent actually doing should be a topic of discussion at this event. The LDNC would also like to solicit future leaders at the event.

**Communication Coordinator Proposal:** Michael Murray introduced his proposal that a Board member be designated as the Communication Coordinator (**Appendix B**). It was acknowledged that there is a considerable amount of work for this Coordinator. Michael indicated that he sees this as a facilitation role rather than this person doing all the work. A team approach to this work might be helpful since Board task forces have been productive; perhaps this could be a shared responsibility of a task force. Individual members indicated they will give Michael their feedback on his proposal.

**Treasurer's Report:** Rick distributed the Treasurer's Financial Report for January 2013 (**Appendix C**) and noted that the pledge drive is still \$36,000 short of its goal for the current year. It is not clear how large the deficit budget will be by the end of this church year. He reminded the Board that historically the church collects 98% of pledged income and noted that we have **754 members** recently reported in our membership certification to the UUA. Rick further noted that church attendance is down, as has been previously discussed, and that the Social Justice Council is bringing in more money on split-plate offerings. Rental rates will increase July 1<sup>st</sup> to fund additional facilities staffing.

Rick drew the Board's attention to the Financial Task Force's proposal on a **Policy Concerning Development of the Annual Operating Budget (Appendix D)**. He reported that the Finance Committee affirmed this policy and that the Senior Minister and Administrator have agreed to do a test run on this year's budget. After discussion,

**Rick Offner moved, and Stew Grubman seconded, that this draft policy be used as a pilot process for developing the FY2014 operating budget; motion passed with unanimous voice vote.**

Rick stated that the Finance Committee will present the Total Operating Income figure for Board approval in March. He noted that this budget process will be quite different this year in that it will start with a Projected Total Operating Income figure that will not include endowment distributions or balance sheet account transfers and it will be a balanced budget. Committee chairs will be informed of this change via letter from the Finance Committee; BOT members will be copied on the letter so they will know when it has gone out and can be prepared to discuss its implications with their committees in their liaison roles.

**Denominational Affairs Committee nominations:** The names of **Dino Drudi, John Gubbings, and Nancy Janssen for delegates to the Joseph Priestly District Assembly on April 12-13, 2013 and Dino Drudi, John Gubbings, Nancy Janssen, Cathy Knapper, and Mildred Reynolds for delegates to the UUA General Assembly in Louisville, KY, June 19-23, 2013,** were submitted for Board approval. (**Motion to approve made by Tim Persons, seconded by Ariel Mora; approved by unanimous voice vote.**)

**“How to be Welcoming”** – Vicky Strella brought the attention of Board members to this document prepared by Allison Cox, Membership Coordinator, that was previously distributed to Board members. There were a number of positive comments about it, and

**Vicky Strella moved, and Betsy Devlin-Foltz seconded, that Board committee liaisons take this document and share it with their committees; the motion passed with one abstention.**

**Proposal for Deep Chair Discussion** – Rev. Evan Keely discussed his proposal for a Deep Chair Discussion by the Board, noting that his sermon on February 3, 2013, entitled “Taking Care of Ourselves”, seemed to have struck a chord with some congregants concerning trust issues. The Board agreed they would like to discuss and examine trust issues in the congregation further. The Deep Chair session was then scheduled for Friday, March 8, at 7 pm at the church. Anne Fretz agreed to organize a potluck supper for that evening.

**Closing Words:** In the interest of time, **Tim Persons** deferred his planned reading and shared a saying by Ben Franklin and another well-known saying, “When you’re up to your ass in alligators, it’s often difficult to remember that the objective was to drain the swamp.”

Meeting concluded at 9:40 pm.

Respectfully submitted,

Debbie Scott Goodwin  
Secretary

Appendix A – RE Leader Search Process

Appendix B – Communications Coordinator proposal

Appendix C - Treasurer’s Financial Report for February 2013

Appendix D - Proposed Policy Concerning Development of the Annual Operating Budget

**Dates to Remember:**

- Next BOT Meeting: Tuesday, March 19 (closing words – Kate Curtis)
- All Ages Potluck: Saturday, March 2
- Community Lunch: Sunday, March 3
- Candidating Week: Sunday, April 7 – Sunday, April 14
- Annual Meeting: Sunday, April 14 at 12:45 pm (light lunch will be served)
- Pledge Drive Dinner: Friday, April 26
- Auction: Saturday, May 4
- Ordination of Nancy Pellegrini: Sunday, May 19