

APPROVED BY BOT

2/19/1013

Cedar Lane Unitarian Universalist Church

Board of Trustees

Minutes

January 15, 2013

ATTENDANCE:

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

Absent: Stew Grubman (Assistant Treasurer)

Others present: Dian Belanger; Harvey Lerner; Bill Zelmer

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

Staff Absent: Rev. Heather Janules (on sabbatical)

Opening: The meeting convened at 7:29 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.

Board members briefly discussed the third chapter, “No is as Sacred as Yes”, 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 Board members would read a chapter each month, and so all should read the fourth chapter, “Mindful Meetings”, beginning on page 33, for discussion at the March meeting.

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

1. Minutes of December 18, 2012, Board meeting
2. Interim Senior Minister’s monthly report
3. Interim DRE’s monthly report
4. Church Administrator’s monthly report
5. Liaison reports for Adult Programs, Facilities Committee, Member Services Committee, Music Committee, Music Committee Charter Change, Partner Church Committee, Personnel Committee, Religious Education Council, 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.

Governance Task Force (GTF) report:

Governance Philosophy Statement: Vicky Strella distributed “Cedar Lane UU Church Philosophy of Governance 1/15/13” (**Appendix A**), noting that the draft outlines a broad vision for governance by policy at Cedar Lane; she requested that the Board affirm it. After discussion and clarification of the philosophy statement,

Rick Offner moved, and Ariel Mora seconded, the affirmation of the Cedar Lane UU Church Philosophy of Governance; the motion passed by a unanimous voice vote.

Sandy Shaw explained that the development of the philosophy of governance is an iterative process. The next step is to present it to the congregation for feedback. It is likely that changes will be made to the draft before it is returned to the BOT for final approval. Sandy encouraged Board liaisons to discuss the draft with their committees. Communications to the congregation will also be made through the newsletter, on the Web site and at town hall meetings. Any questions that arise should be given to the GTF for consideration. Michael Murray commended the GTF for its excellent work developing the philosophy in a short period of time.

Bill Zelmer pointed out that the GTF, following the guidelines outlined in *Governance and Ministry: Rethinking Board Leadership* by Dan Hotchkiss, is moving forward with delegating authority to the senior minister as head of staff. The GTF will determine, with the Board’s approval, the specific tasks to be delegated as well as a method for oversight.

Bill Zelmer distributed “GTF Next Steps” that outlines the 5-step process that will be followed as the GTF and the BOT continue to develop policy governance: 1) GTF identifies open questions related to policy area; 2) BOT discussion; 3) GTF drafts policy; 4) BOT affirms policy; 5) Congregational communication/discussion.

Governance Task Force Workshop: Board members expressed appreciation for the workshop, mentioning that Dan Hotchkiss explained his ideas clearly and was knowledgeable about Cedar Lane’s history and its present situation.

Interim RE Workshop, RE Council:

Karen Lee Scrivo reported that the RE Workshop was well attended, with 29 present on the evening of Friday, Jan. 4 and 32 in attendance on Sat., Jan. 5. With the assistance of a facilitator, the group reviewed the history of RE at Cedar Lane and generated a long list of ideas, hopes and dreams for the RE program going forward.

At the workshop, there was a lengthy discussion about whether to hire an MRE (Minister of Religious Education) or a DRE (Director of Religious Education). This conversation continued at the Religious Education Council meeting on Jan. 9. The Council urged that the Board keep the search open to all categories of candidates, MRE, DRE and Minister with RE

focus, in order to find the best match for Cedar Lane; In addition, questions arose regarding to whom the RE professional would report, the BOT or senior minister. Tim Persons will host a meeting of representatives from RE, the Board and GTF at his home on Jan. 17 to continue this exchange of ideas.

The Transition Coordinating Committee plans to consult with the Senior Minister Search Committee for their suggestions regarding the search process and congregational survey prior to setting up a search committee for selecting a new RE Leader.

Congregational Conversation: Feb. 10

The next Congregational Conversation, scheduled for Feb. 10 following the worship services, will focus on the Governance Philosophy Statement. It was mentioned that the term “Congregational Conversation” would be preferable for these discussions, since the term “Town Hall Meeting” implies that any and all topics can be discussed and these gatherings will be focused on particular topics.

Treasurer’s Report:

Rick Offner distributed the “Treasurer’s Financial Report for January 2013” (**Appendix B**) and noted that the 2012-2013 pledge drive yielded 519 pledges totaling \$863,330; this was short of the goal by 4% (\$38,670). He explained that this shortfall could rise to \$60,000 because typically not all pledges are collected. He stated that the Finance Committee will watch this closely and hopes for savings. In addition, he mentioned that income and expenses are on target except for Facilities and Grounds that incurred high expenses for tree removal. This may be balanced by lower costs for utilities due to a warm winter.

Rick then distributed three graphs depicting attendance at Cedar Lane: CLUUC Worship Service Monthly Average Attendance Trends (September 2000 to December 2012); CLUUC RE Sunday Attendance 1994 to 2012; CLUUC Sunday Forum Attendance 2006 to 2012 (**Appendix C**). Rick pointed out that attendance at church services has dropped by one third since Sept. 2000. RE Sunday attendance has also declined 52% since 1994. He mentioned that until this year the Sunday School program was directed by Ministers of Religious Education. The Forum, on the other hand, has experienced a steady increase in participation since its inception in 2006. Rick noted that we aren’t the same church we were ten years ago; challenges lie ahead as well as opportunities.

Sara Deshler reported that the membership number is approximately 769 with a continuing effort being made to contact non-pledging members. According to UUA guidelines, with a membership above 750, Cedar Lane is classified as a Large 2 church. This leads to expectations for higher staff salaries, though the church’s income and pledge drive more closely resemble a Large 1 church. The dues to JPD are based on the actual number of members.

Rick reported that the Financial Task Force has solicited ideas from past Board chairs and others regarding the use of the Blumenthal bequest. The FTF is developing guidelines that will be presented to the Finance Committee and then to the Board for approval.

In response to a question regarding the budget for the next fiscal year, Rick suggested that he, Stew Grubman and Michael Lentz, chair of the Finance Committee, lead a discussion at the February Board meeting to educate members about the process and to begin to determine priorities; he will invite Michael Lentz, chair of the Finance Committee, to attend.

Ministerial Evaluation Process:

Michael Murray distributed a revised version of “Ministerial Evaluation Revision Task” outlining the process for evaluating the performance of the Associate Minister (**Appendix D**).

John Wing moved, and Rick Offner seconded, that the Board of Trustees accept the Ministerial Evaluation Process. The motion was passed by unanimous voice vote.

Pancake Supper:

Vicky Strella suggested that the Board sponsor a Pancake Supper as an auction item since this was such a success last year. She recommended that the supper be held in the fall when the new senior minister will be in place. The Board agreed with her proposal and recommended that she submit this item to the auction committee.

Facilities:

Debbie Goodwin reported that at the Jan. 14 meeting of the Facilities Committee they: 1) Learned that work has begun on the installation of an electronic locking system. 2) Discussed the roofing and gutter needs of both buildings. It appears that total replacement of the roof can be put off for 2-5 years by spending some money now to replace ridge vents and repair about 10-12 leaks in the roof of the main building. The gutter systems on both buildings need to be replaced. Gerry Castillo, Building and Grounds Manager, will be getting estimates for the roof repair (about 10% of cost of replacing the roof) and for installation of new leaf-protection gutters. The Finance Committee will then be notified, as these are maintenance items that will take the Finance committee over its allotted budget. 3) Discussed the need for additional lighting in the lower parking lot off Cedar Lane. Gerry recommended a 2nd light post with three lights and repositioning of the existing lights. The committee agreed with his recommendation and he will get estimates for this also (probably \$7-8K). 4) Regarding the Chalice House mold issues, Gerry will get estimates for digging out the foundation around two sides of the building, waterproofing, and re-grading. This work could be extensive and expensive. 5). The committee formed a subcommittee to work on the Board’s charge of coming up with a list of short and long term capital needs.

Leadership Development and Nominating Committee (LDNC):

Don Bliss reported that Kathie Bryant and Kate Harrison have agreed to serve as this year’s auction co-chairs; the auction will be held on May 4, 2013. Tim Persons will be the Board Liaison. Chairs for the Rummage Sale are yet to be determined. The LDNC has several possible names and hopes that two or three of them will agree to co-chair this event. Don also informed the Board that Mary Belle Feltenstien would chair the Planned Giving Committee.

Outstanding Issues:

Debbie Goodwin distributed a list of outstanding issues with each item either resolved or assigned to a committee or individual. There are no items on the “Outstanding Issues” list at this time.

Closing Words: Anne Fretz shared a reading by Albert Einstein, which she obtained from the daily online meditation posted by All Souls Church, UU, in New York City.

Meeting concluded at 9:30 pm.

Respectfully submitted,

Anne Fretz
Assistant Secretary

Appendix A – Cedar Lane UU Church Philosophy of Governance- 1/15/13

Appendix B – Treasurer’s Financial Report for January 2013

Appendix C - CLUUC Worship Service Monthly Average Attendance Trends (September 2000 to December 2012); CLUUC RE Sunday Attendance 1994-2012; CLUUC Sunday Forum Attendance 2006-2012

Appendix D - Ministerial Evaluation Revision Task

Outstanding Issues: None

Dates to Remember:

- Next BOT Meeting: Tuesday, Feb. 19 -(closing words- Tim Persons)
- Committees Roundtable (TBD)
- Senior Minister Candidating Week: Sunday, April 7 – Sunday, April 14
- Annual Meeting and Vote to Call New Senior Minister: Sunday, April 14
- Pledge Drive Dinner: April 26
- Auction: May 4
- Nancy Pelegrini Ordination: May 19