

CLUUC BoT MEETING MINUTES

March 15, 2016

Agenda

Consent Agenda
State of the Church
Presentation of slate of nominees for Board and Nominating Committee (Betsy Devlin-Foltz)
Election of Chair and Chair-Elect
Approval of JPD and GA Delegates
HVAC Recommendations and Resolution (Maryann)
Financial Update (Jack R.)
Vision 20/20 update (Gwen)

ATTENDANCE:

Board Members Present: Jim Anderson; Maryann Dillon; Maureen Donnelly, Dave Hawver (Chair Elect); Emily Mellgren (Assistant Secretary); Ariel Mora, Lyn Peters (Chair); Jack Rodgers (Treasurer); Michael Thoryn (Communications); Gwen Warman.

Board Members Absent: Kate Simon (Secretary); Jack Welch (Assistant Treasurer); Melissa Reichley;

Staff Present: Rev. Abhi Janamanchi; Rev. Greg Stewart, Rev. Michelle Collins, Sara Deshler, Jazmine Steele

Others Present: Betsy Devlin-Foltz, Chair of Nominating Committee

Opening: The meeting convened at 7:35 p.m. with centering words, chalice lighting, covenant reading and check in.

Approval of Consent Agenda:

1. Appendix A Minutes of 2-16-16 Board Meeting
2. Appendix B Minutes of May 19, 2015 Board Meeting
3. Appendix C 2/2016 Report on Internal Communications from short-term committee
4. Appendix D Report from the Senior Staff

MaryAnn moved, and Maureen seconded, the approval of the Consent Agenda; it was approved by unanimous voice vote.

Other Reports received by the Board:

1. Vision 20/20 Report to the Board
2. CLUUC Master Budget updated 3-07-16, Artisan Partners
3. Income and Spending Scenarios for FY 2017
4. Alternative Scenarios for Spending and Deficits, 2017- 2021

Senior Staff Updates: "State of the Church"

Jazmine Steele, Welcoming and Membership Director
Major Updates:

- Class Beginning, Belonging, Becoming has been revamped. There are plans to offer more classes in the future.
- Strategies to welcome visitors on Sundays (gifts, clipboards to encourage visitors to provide contact information, volunteers, “three-part harmony” includes one person just inside the doors, one in the library and one floating.) are working fairly well. A new Visitors Board is being developed.
- Some challenges remain, especially coordinating the volunteers, roles, “moving parts”, and increasing new member signings.
- Attention is being given to people who have been coming for a while but have not yet joined. Member signing ceremonies are a regular reminder that often spurs people to inquire about joining.
- Some youth are considering joining the church. They need specific education about what “joining” would mean for them.
- Help is needed on Sunday mornings. Board members could help to usher people into the library or the lounge. Sometimes there are more visitors than Jazmine can guide.
- There is a new email sequence to interact with newcomers.
- Rev. Michelle is working with Jazmine.

Rev. Greg Stewart, Minister of Lifespan Religious Education

Major Updates:

- Greg has incorporated a “3-legged stool model for youth ministry. The three legs (fun, justice, spiritual development) hold up the mission of the youth program.
- Refer to Appendix F for joys and concerns involved in Adult Programs, Forum, RE, and RE Ministry Team (REMT)
- Teacher recruitment for some classes has been an issue (e.g. Senior High Our Whole Lives).
- Volunteer recruitment: The point system used in past years has been eliminated. We still need to engage more parents to volunteer throughout our religious education program.
- RE Attendance issues: Greg has explored reasons why children miss RE. Our program is competing with sports and other “resume builders.” We need to get the message out to parents that spiritual depth can be a life-saver in college and beyond.
- The Forum is looking towards broadening its audience. This is a possible portal to church memberships. How can it be more integrated into the church overall?

Rev. Michelle Collins, Interim Minister for Congregational Life and Social Justice

Major Updates:

- Michelle has been working with Jazmine Steele regarding membership.
- Michelle has developed a booklet regarding end of life choices. This booklet is for sale in the lounge.
- Soul Matters: This program has transitioned to lay leadership. The program continues to expand and serve as a major source of personal growth.
- Refer to Appendix G for additional information on the work of Rev. Michelle.

Sara Deshler, Church Administrator

Major Updates:

- Pledge drive: 64 members have pledged with no change in gift from last year. 22 members have pledged a decreased amount. 119 members have increased their pledge. There are 13 new pledges.

- ACS transition: We are continuing to shift information from the old system to this new one. ACS includes a smartphone app and easier online access to giving history. The transition is going well, but is taking a lot of time.
- The financial review is ongoing.
- Staff policy book: We are developing a three-part policy book to cover operational, financial and human resources (HR) policies.
- Website: The website continue to be updated. Although there are long-term goals for a major overhaul, Sara Davidson is making small changes as needed to improve the user experience, including helpful links.
 - 360* tour:
<https://www.google.com/maps/place/Cedar+Lane+Unitarian+Universalist+Church/@39.0131503,-77.0893411,3a,63.6y,233.52h,68.34t/data=!3m7!1e1!3m5!1srEMxpMrgwwQAAAQvOb0rqQ!2e0!3e2!7i13312!8i6656!4m2!3m1!1s0x0:0x53ce05d8dbdc10f6!6m1!1e1>
 - PDF tour (click link on this page)
<https://www.google.com/maps/place/Cedar+Lane+Unitarian+Universalist+Church/@39.0131503,-77.0893411,3a,63.6y,233.52h,68.34t/data=!3m7!1e1!3m5!1srEMxpMrgwwQAAAQvOb0rqQ!2e0!3e2!7i13312!8i6656!4m2!3m1!1s0x0:0x53ce05d8dbdc10f6!6m1!1e1>
 - Worship service streaming:
<http://cedarlane.org/worship/live-stream.html>
 - A Board member inquired if the enews could be available via a link on the website? Confidential information could be removed (e.g. Community Cares and directory)
- Personnel: Terry is working 6 days per week and does not have time to make all repairs himself (e.g. the balcony near the kitchen. William has left; this position will be advertised soon.
- Memorial Services: There have been many member and nonmember services lately. Michelle's new booklet resource is very helpful in planning, especially for non-members who don't want to meet with ministers.

Rev. Abhi Janamanchi, Senior Minister

Major Updates-

- Music Ministry: The adult choir has had wonderful growth. Nearly 50 members, many younger than average. The benefit concert was exceptional and drew in new people. We will re-assess the music program in regards to youth, whether we include blended children and youth choirs or keep them separate. The numbers in each of these groups have been low. Little Voices has blossomed, due to Jenny Crane's energy. Henry may want to put more energy there.
- Worship: Creating worship is done with a team approach. Even those not directly involved meet every week to give input and work for cohesion. The team considers the whole experience and not just one aspect. Planning involves looking back at the previous week's service before moving forward, as well as looking ahead to the upcoming month. The average attendance has increased. About 164 per service. Less than 50% of the congregation. Need to send the message that it is important to come to church and be together in that space, not to just come depending on the sermon topic. We need to shift the church culture. We need people talking to their friends who are not here regularly. It's the way we develop the spiritual vitality of the church.

- Worship Team is working really well together. We have a strong relationship and work to manage some very complex things at the same time.
- Staff: Being at staff meetings is a source of joy which has not always been the case. Staff is happy and appreciated, as seen the the staffing analysis report. Hopefully that will allow us to invest in the areas we need to invest in: compensation and facilities. We don't want to burn out very capable staff.
- Governance- We've made good progress in understanding and applying Governance by Policy (GBP). We've seen improvement on the Board side and the staff side but we still have progress to make. A problem is that we don't have time to tackle things and it is starting to affect our ability to function. It is daunting to expect our staff to do the implementation and the daily work. There is already way too much on our plates. This has been a huge challenge. If we don't do this well, there may be pressure to go back to the old way. That's not the solution. How do we create the space to do this better? The quality of conversations in ministry teams has greatly improved. Looking at more big picture, less details. Staff is playing a leadership role in work that they are involved in. The state of the church is good and strong.

Financial Update from Jack Rodgers

Major Updates:

- Handout 1, titled "Income and Spending Scenarios for FY 2017," shows the income and spending finals for FY 2015, my best guess for FY 2016 and our projections for FY 2017 under different scenarios. The deficit this year is likely to be less than the \$120,000, which we budgeted, our best guess is about \$81,000. This would be good news for FY 2017 except that much of the improvement came from one-time only gifts, which were much larger than we usually budget. For that reason, we estimate that the deficit will rise to \$150,000 in FY 2017 if pledge income grows at the usual 2.5%.
- We'll have to do some budget cutting to get below \$150,000. The last three columns show the 3 levels of spending that produce a \$120,000 deficit under three different pledge levels--1.5% increase over 2016, 3.0% increase, and 4.5% increase. Sadly, spending would have to be more than frozen to keep the deficit at \$120,000 if pledged amount (and pledge income) grow at only 1.5%. More likely, we'll have growth high enough to keep spending at levels near this year or slightly higher.
- Handout 2, titled "Alternative Scenarios for Spending and Deficits, 2017-2021," shows how the \$120,000 deficit in FY 2017 fits into a program of budget reduction, which leads to a balanced budget in five years, specifically FY 2021. Just what is required to stay on this path depends on how fast income grows. At typical growth rate in income of 2.5%, we would have to live with a budget freeze until FY 2021, or a cut in our real provision of services of roughly 15%. With a 3.5% growth in income over the next 5 years, we could have 1% annual increases in spending over the next 5 years and reach our target.
- Abhi received these targets from the Financial Policy Committee and has been thinking about how to budget for the \$120,000 deficit under each of the three scenarios: 1.5% growth in amount pledged between FY 2016 and FY 2017, 3.0% growth, and 4.5% growth.

Board Activities, Including Decisions and Motions Passed:

Item 1 Presentation of slate of nominees for Board and Nominating Committee (Betsy Devlin-Foltz)

The process to present the slate of nominees involved solicitation of names recommended by committee and team leaders, Board members, ministers and through the one on one process. There was an open call to the membership through the eNews and eBlast. There was a consideration of and commitment to diversity and the mission of Cedar Lane, among other factors. There is consideration of adding a youth Board member. There is also consideration for developing an advisory board, potentially with the elected leaders in our community.

The following individuals were recommended by the Nominating Committee to serve on the Board of Trustees

3 year term (beginning 2016): Brent Garland, Linda Gianessi, Gail Riley

2 year term (beginning 2016): Ariel Mora (serving out remainder of Rebecca Bond's term)

Assistant Secretary (2016), Secretary (2017): Greg Falcigno

Assistant Treasurer (2016), Treasurer (2017): Carol Bertaut

The Nominating Committee is looking for one more member, ideally with young children. The Nominating Committee is also looking to have an outgoing member of the Board join this group.

The Board endorsed this slate of nominees.

Item 2 Election of Chair and Chair-Elect

Maureen moved, Gwen seconded that Dave Hawver be elected as Chair of the Board for FY 17, and Jim Anderson be elected as Chair-Elect of the Board for FY 17. PASSED by unanimous voice vote.

Item 3 Approval of JPD and GA Delegates

Jack Rodgers moved, Jim seconded that the Board approve the following delegates to GA and JPD for the 2016 session GA and JPD delegate nominations: *John Gubbings, J. Terrell Hoffeld, Cathy Knapper (GA only), Michael Benefiel (may instead be GA volunteer), Zac Larew (youth), Dino Drudi (JPD alternate, GA delegate), Mike Harris. Dave Hawver (GA only) Gwen Warman (GA Only)* PASSED by unanimous voice vote.

Item 4 HVAC Recommendations and Resolution (Maryann)

Maryann moved, Gwen seconded that the BOT accept the recommendations of the Blumenthal Futures Fund Task Force Subcommittee to authorize Hoffman Borowski to complete design development of Option 2A as detailed in their February 10, 2016 Building Systems Narrative using packaged equipment of VRF and Supplemental Electric Heat Resistance and including the addition of a gas furnace to provide back-up heating. PASSED by unanimous voice vote.

Item 5 Vision 20/20 Update (Gwen)

A link was sent in the packet. Most important info: Mary and Archene have been setting up meetings with various ministry teams to discuss how Vision-Mission will affect them being effective

ministry teams. Have met with worship team, pastoral team, RE team, setting up to meet with social justice as well as RE teachers and parents and the facilities and grounds teams and the combined financial teams. Big question: What does Love Works mean? What is already in alignment?

Item 6 Nominations for UUA President

Dave moved, Ariel seconded that in order to nurture a democratic process by fostering a competitive election for President of the UUA, the Board of Trustees supports the nominations of two outstanding candidates with excellent qualities and valuable life experiences, the Rev. Jeanne Pupke of the First UU Church, Richmond, VA and Rev. Susan Frederick-Gray of the UU Congregation of Phoenix, AZ. The Board does not promise to support either of these candidates, just to agree to them being nominated. PASSED by unanimous voice vote.

GBP Process Check

Pro	Con
	Ran over time
	Forgot to discuss motions more than once
	Shuffled agenda items
	Some overtalk/talking over each other

Closing words read by Dave Hawver

Adjournment at 9:52

Calendar Items

- Saturday April 23rd All Congregational Ministry Team Leadership Gathering**
- May 22nd Annual Meeting including approval of Vision statement**
- June 3-4 Board Retreat (Friday night Chalice House; Saturday, UUC of Rockville)**

Action Items:

Lyn	Mail forms to UUA Presidential candidates	
Dave and Jim A	Ends Subcommittee	(from last month)

Lyn and Dave	Staffing Assessment Subcommittee	(from last month)
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