

## **CLUUC BoT MEETING MINUTES**

**May 17, 2016**

### **Agenda**

Approval of Consent Agenda- Emily  
Development/Fundraising- Melissa  
Annual Meeting Agenda- Lyn  
Vision-Mission Board Outcomes- Jim  
Senior Minister and Board Evaluation- Lyn, Abhi  
Wrap up discussion of budget for FY17, vote to approve.

### **ATTENDANCE:**

*Board Members Present:* Maryann Dillon; Maureen Donnelly, Dave Hawver (Chair Elect); Emily Mellgren (Assistant Secretary); Lyn Peters (Chair); Melissa Reichley; Jack Rodgers (Treasurer); Michael Thoryn (Communications); Gwen Warman; Jack Welch (Assistant Treasurer)

*Board Members Absent:* Kate Simon (Secretary); Ariel Mora; Jim Anderson

*Staff Present:* Rev. Abhi Janamanchi; Sara Deshler  
*Staff Absent:* Rev. Greg Stewart, Rev. Michelle Collins

*Others Present:* none

**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 April 19 Board meeting
2. Appendix B Minutes of May 10 Board meeting
3. Appendix C Report from the Senior Minister
4. Appendix D Endowment Committee Notes

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

### **Board Activities:**

#### **Item 1 Development and Fundraising**

Melissa --

Some committees or groups ask members of their committee for money and the larger church doesn't really know what's going on. We need to have representation from all groups on the development committee. Pat Infante (Faith Development Consultant, Central East Regional Group) sent sample policies from other congregations including River Road, including who can fundraise and for what, and when permission must be requested. We need realistic numbers for budgeting.

The board needs to decide if we want to begin working toward a capital campaign. There is momentum and excitement about improving our building. It would be about six months between bringing someone in and having plans presented. There is much work to be done. There was concern as to whether clarifying where responsibility for development and fundraising lies may require bylaw changes, but most thought needed changes can be accomplished under board policies, rather than bylaws.

Melissa will take lead on a letter to remind members to get their pledges paid up by the end of the FY. Gwen made a motion and Michael seconded to approve the mission statement of the Development Committee amended to “add auction and membership to the Dev Committee make-up.” New wording: (under Organization) “Comprised of 5-7 members of Cedar Lane, including at least one board member and one member of the Stewardship Team, the Auction Team, and the Membership Team.”

The motion was approved by unanimous voice vote.

**Annual Meeting -**

Board assignments were made for the meeting.

**Other Reports received by the Board: None**

**Senior Staff Updates: None**

**Financial Update: None**

**Other Discussion:**

Annual Meeting Agenda- Lyn

**Vision-Mission Board Outcomes- Dave (for Jim)**

Outcomes Statement - HANDOUT titled VISION/MISSION

Jack W, Maryann, Jim, and Dave met and created proposed outcomes for each of the strategic directions. If we are to achieve our vision/mission, these would be our outcomes. These are measurable/trackable outcomes. Some outcomes are best addressed by staff, some by the board, and some may be for the staff and the board. For staff-related outcomes, the staff will come up ways to measure progress toward the outcomes, with approval by the board. The goal is to have an annual time where we revisit and rework the outcomes and agree on annual goals BEFORE the budget decisions each year. This will be discussed further at the Board retreat on June 4.

**Senior Minister and Board Evaluation- Lyn, Abhi**

Dave would like outgoing members to give advice to incoming and continuing board members at June 3rd gathering. Melissa will give Dave access to Survey Monkey in order to complete Senior Minister and Board evaluations.

A more thorough three-year evaluation of the Senior Minister will be done in FY 17 during this next year.

The Board discussed the budget for FY17.

**Board Decisions (include motions passed):**

The Board of Trustees recommends the Congregation to adopt the budget for FY 2017 as presented.

Michael moved, and Jack Welsh seconded, the approval of the budget; it was approved by unanimous voice vote.

**GBP Process Check (Jack W.)**

<b>Pro</b>	<b>Con</b>
Covered many difficult and complex issues	Went over time but unavoidable

**Closing words read by Jack W.**

**Adjournment at 9:57**

**Calendar Items**

1. Congregational Conversations as part of Spring B (May 1, 8, 15)
2. May 10- Special Board meeting regarding the budget
3. May 1-22 Spring B
4. May 17- Board Meeting
5. May 22nd Annual Meeting including approval of Vision statement and Vision 20/20
6. June 3-4 Board Retreat (Friday night Chalice House; Saturday, UUC of Rockville)
7. June 5- All church picnic- Celebration of Greg's Ministry

**Action Items:**

Post the Development Committee's Report on website	Melissa	
Create eNews blurb about report	Michael	
Adopt procedures for Annual Meeting	Lyn	And plan for Melissa to speak
Add budget wording	Jack	
Survey Monkey tool for June evaluation	Melissa, Dave	
Add development mission statement to policy manual	Lyn	

8.