

11/20/12

CLUUC BOT MEETING MINUTES – 9/18/12

ATTENDANCE:

Present: Don Bliss (Chair-Elect); Kate Curtis; Betsy Devlin-Foltz (left at 8:30 pm); Anne Fretz (Asst Secretary); Debbie Scott Goodwin (Secretary); Stewart Grubman (Asst Treasurer); Michael Murray; Ariel Mora (arrived at 8:30 pm); Rick Offner (Treasurer); Tim Persons, Sandy Shaw (Chair); Vicky Strella; John Wing

Others present: Carolyn Morrissey, Lyn Peters, & John Gubbings from the Senior Minister Search Committee

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

Staff Absent: Sara Deshler (Church Administrator)

Opening: Prior to the official meeting, the Senior Minister Search Committee conducted a “cottage meeting” with the Board to obtain Board members’ input on church issues and qualities desired in our new senior minister. The official meeting convened at 7:30 pm. Board members read the BOT Covenant out loud and welcomed Karen Lee Scrivo to the church. The usual “check-in” was dispensed with due to the full agenda.

Sandy Shaw suggested that Board members be prepared, at the October meeting, to discuss the Introduction and first chapter of the book, Serving with Grace, Lay Leadership as a Spiritual Practice, by Erik W. Wikstrom, which was previously provided to all Board members.

Senior Minister Search Committee: Carolyn Morrissey, chair of the search committee, reported on the number of responses to their survey (406) and the concerns the committee has about the demographics of those responding. She reported that neutral pulpits for candidates have been scheduled for January and February 2013, and that the “Beyond Categorical Thinking” workshop has not yet been scheduled. Cottage meetings are continuing at least through 9/30. The draft congregational record has been turned in and is being reviewed by the UUA; the notebook (packet) will be “unveiled” on 10/31/12. The committee is working on the profile which will be online 11/1/12; they expect a number of applications for the position, beginning in November.

Approval of Minutes: The minutes of the August 21, 2012 meeting were drafted by Debbie Goodwin and were approved with edits provided by Betsy Devlin-Foltz (Motion seconded by Rick Offner; approved by unanimous voice vote.)

Ministers’ and Staff Reports: Reports from Evan Keely, Heather Janules, and Sara Deshler had been received in advance of the meeting by the Board. Karen Lee Scrivo distributed her report at the meeting and reported on teacher and parent orientation, teacher recruitment, and the opening of the RE program on 9/16. She anticipates having registration and attendance figures next month.

Heather's report included a request for approval of one week of study leave in October that she was unable to take in August as previously planned, due to unexpected church events. (Rick Offner moved, Michael Murray seconded; approved by unanimous voice vote.)

Evan's report reminded the Board that the Board's part of the Interim Senior Minister Progress report needs to be drafted for approval at the Board's October meeting. Michael Murray will chair the ministerial staff performance evaluation group to make sure this gets done. He will send Board members an email soliciting their comments.

Evan also indicated that he will have a proposal in October for the Board regarding coverage for Heather's upcoming sabbatical.

Chair's Report: Sandy Shaw advised the Board that, starting in October, there will be a consent portion of the agenda. Items on the consent agenda will be voted on all together without discussion; any member may ask that an item on the consent agenda be removed so that it can be discussed.

Sandy also asked that all liaison reports be completed by the Wednesday prior to each Board meeting.

Membership Issues: Betsy (last year's liaison to Member Services Committee) and Vicky Strella (this year's liaison to MSC) raised two issues that were discussed at last month's BOT meeting:

- How to communicate with continuing members regarding their need to contribute the minimum \$100 to CLUUC prior to the annual meeting and/or meeting to vote to call a new senior minister in order to be able to vote, and
- Who will prepare the list of members eligible to vote at these meetings?

Carolyn Morrissey shared that the search committee survey revealed a number of members who have been identified as non-members by the church and vice versa. She identified three categories of people: (1) new members; (2) continuing members; and (3) people who think they are members but are not. The SMSC is concerned about having a "clean election" and they are prepared to send a letter jointly with the Member Services Committee to continuing members who have not contributed the minimum \$100 since 4/12.

Carolyn reported that the SMSC was given a list by church staff of 816 people who were identified as members. Of this group, the SMSC determined through their survey that 4 said they were not members, 2 were deceased, 51 had made no monetary contribution to the church since 1/2011 (20 months), and 44 were youth when they signed the membership book, have not been pledging & many signed a number of years ago. Carolyn stated that the SMSC needs an accurate membership number to report to the UUA **by the end of this month.**

Rick Offner then gave background information on UUA-recommended salary ranges for church staff; these are based on geography and church size. CLUUC is located in the Geo 5 area. Size ranges from Small to Large 2; a Large 1 church has between 500 and 749 members, and a Large 2 church has over 750 members. He pointed out that, for a number of years, CLUUC has identified itself as a Large 2 church. The median salary recommended for a senior minister of a Large 2 church is \$30,000 more than the median salary for a senior minister of a Large 1 church. He reported that salaries of most CLUUC staff are near the midpoint of the recommended range for a Large 1 church. Rick recommended that we need to acknowledge that we are now a Large 1 size church.

Heather Janules gave background on the youth member status and there was agreement that the definition of a member of CLUUC needs to be clarified.

It was pointed out that the church Bylaws indicate that a staff member appointed by the Board, the ministers, and the Treasurer are supposed to review the membership rolls and drop those who do not meet the requirements for membership. (See Bylaws: III – Members)

It was moved to designate Sara Deshler, Church Administrator, as the staff member of this group, and to have the group determine the correct membership number by the end of September. (Vicky Strella moved, John Wing seconded; approved by unanimous voice vote.) The consensus of the Board was that the new Membership Coordinator should be involved in this process as a learning/orientation experience.

Senior Minister Search Negotiating Team report: Rick Offner distributed the recommendations of this group (**Appendix A**). The group is recommending to the Board a salary of \$104,700 plus or minus \$7,000; this figure is the midpoint of the Geo 5, Large 1 recommended salary scale. The housing allowance will be included in this number. Additional financial recommendations include 7.65% FICA equivalent, 10% retirement contribution, 100% individual health insurance premium, 100% individual dental insurance premium, 100% individual life insurance premium, 100% individual disability insurance premium, and 7% professional expense allowance. Therefore, the total compensation package cost at the \$104,700 salary would be \$137,774. This figure is \$15,000 above the current costs for the senior minister and would increase the FY2014 budget by \$15,000. This does not include reasonable moving expenses which should be covered by CLUUC; the term “reasonable” needs to be clearly defined. The Negotiating Team also recommends offering the senior minister candidate benefits for professional development, vacation, sabbatical, and other forms of leave in line with those that were offered to the Rev. Roger Fritts and with current personnel policies. The Board was in agreement with these recommendations but, after further discussion, decided to alter the salary range slightly to give the negotiating team more leeway:

It was moved to approve the Senior Minister salary + housing at \$104,700 plus \$7,000 or minus \$10,000. (John Wing moved, Ariel Mora seconded; approved by unanimous voice vote.)

Rick then presented a draft Senior Minister Agreement – Compensation and Conditions of Employment (**Appendix B**). He pointed out that the total cost of the senior minister’s contract (Total Cost of Ministry) is negotiated annually and the duties are defined by the Senior Minister’s job description. However, the number of Sundays the Senior Minister is required to conduct Sunday worship at CLUUC may change.

Rick drew the Board’s attention, especially, to page 4, J. Staff and Congregational Relationships: the language in italics refers to the governance change process the Board has embarked on to governance by policy. He also drew attention to page 5, P. Disputes and Termination, indicating that the language in italics is from the UUA. Tim Persons volunteered to review the dispute language to make sure it complies with Maryland law.

It was moved that the Board approve the draft, omitting the compensation numbers, subject to Tim’s review of the dispute language, and allowing for editorial changes such as “he/she”. (Rick Offner moved, Vicky Strella seconded; approved by unanimous voice vote.)

Treasurer's report: Rick distributed the Treasurer's Financial Report for September 2012 (**Appendix C**). He noted that the Pledge Drive is almost \$54,000 below goal and reported that the Finance Committee still feels more pledges will come in. Rick advised this needs to be continually monitored.

Because of the lateness of the hour, Rick will plan to report on the various church accounts at the October meeting.

Governance by Policy Task Force (GBPTF): Debbie Goodwin reported that the Task Force has met twice and is reviewing proposals from two consultants, Unity Consulting and Dan Hotchkiss, Alban Institute. Members of the GBPTF are attending the SMSC cottage meetings to hear concerns and issues raised by members of the congregation. Debbie & Bill Zellmer (vice chair of the GBPTF) spoke to the Science and Religion group last week about governance by policy. A communication strategy for sharing information with the entire congregation will be developed by the Task Force with assistance from the consultant. Future meetings of the Task Force are scheduled for 9/20, 10/9, and 10/30.

Closing Words: Vicky Strella shared a reading by Leonard Peltier which she obtained from the daily online meditation posted by All Souls Church, UU, in New York City.

Meeting concluded at 9:35 pm.

Respectfully submitted,

Debbie Scott Goodwin
Secretary

Appendix A – Senior Minister Search-Negotiating Team, Meeting on Proposed Compensation Package Recommendations, 9/5/12

Appendix B – Draft Senior Minister Agreement: Compensation and Conditions of Employment

Appendix C - Treasurer's Financial Report for September 2012

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 7/17/12:

- Rick Offner will report to the Board in September on all of the funds CLUUC has, who's responsible for them, and what they are used for.

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.

Dates to Remember:

- Tuesday, October 16, 7:30 pm: next BOT meeting (closing words – Sandy)
- Sunday, October 28, 4 pm: Ordination of Glenn Farley
- Committees Roundtable (date TBD)
- Saturday, Nov. 3, 2:00 pm: Kiplinger Lecture