

Unitarian Universalist Congregation of Atlanta Board of Trustees
May 27, 2010 Meeting Minutes
Room 209-10

Call to Order/Welcome/Organizational Matters - Marshall called the meeting to order at 7:05pm. In attendance were Marshall Orson, President, Ellen Beattie, President-Elect, Cyndi McFarland, Secretary, Beth Valentine, Clarke Weeks, Conrado Marion-Landais, Eric Pohl, Jerry Moore, Joetta Prost, Kristen Indermark, Pam Kilmer and Rev. Anthony David, Executive, Scott Howell, Executive Director.

Chalice Lighting – Ellen Beattie

Finalize Agenda – No changes were made to the Meeting’s agenda.

Elect Secretary – Cyndi McFarland was elected Secretary and Beth Valentine volunteered to fill in as needed. Marshall asked Scott about the process for updating the website since the website was under the purview of the Executive.

Board Covenant – The current Board Covenant was reviewed with some discussion about ensuring accountability and interpretation with regard to the way the Covenant states we are to treat each other. The Board will use e-mail to discuss suggested revisions and plan to sign the Covenant at the June 28th meeting.

Review Minutes from April 2010 – The minutes were not available.

Review of May 2010 Congregational Meeting Minutes – The minutes from the meeting will be put on the UUCA website in draft form after the Board has reviewed them for errors, content, and clarity. The minutes are up for review, not approval, as per Robert’s Rules of Order because the minutes reflect a meeting of the congregation and the congregation needs to approve them. The minutes for the December 2009 and May 2010 Congregational Meetings will be submitted at the December 2010 Congregational Meeting.

Review of May 2010 Congregational Meeting – The meeting was well attended and we had positive comments about how well it was run. The question was raised regarding whether the ministerial staff would consider arranging worship schedules to so that all Congregational Meetings could occur on Sundays with one worship service. The Board recognized that this decision is solely within the purview of the ministerial staff. Other comments were made regarding opportunities for Congregants to speak, recognition of various groups and the visibility of nominees and board members.

Board Greeter Role (Board Sundays) – With regard to increasing the visibility of the Board, the Board discussed the merits of having the Board serve as greeters a few times a year as a group and the Board will continue to seek ways to increase its visibility and access by the Congregation.

Overview of Focus for Year – Marshall presented an overview of the way our meetings will be structured this Board year. A primary goal is to have time to discuss issues that are currently affecting the congregation. These discussions are intended to enable us to report “how we are doing” to the Congregation and to feel confident speaking about congregational issues when brought to our attention. Anthony also mentioned the Executive’s interest in using Unity Unitarian’s dashboard report model as a tool for gauging our progress with regard to specific data points and indicators.

Marshall encouraged the Board to feel comfortable raising issues in our meetings. If the meeting is not the proper channel for discussion, the topic will be routed to the right person for discussion/resolution.

Overview of Committee Structure and Expectations – The Board meetings will be planned for 90 minutes. Committees will report the work they did outside the Board meeting, instead of doing work during the

meeting. Committees will meet once a month, whether in person or on the phone, and will solicit non-Board members to serve on the Committees. The Board will seek non-Board members to serve as process observers or will dispense with the practice. Committee assignments are listed in parentheses below and committee chairs are the first name listed.

By-Laws and Policies Committee (Kristen, Penni, Jerry and Cyndi) – Kristen reported that a recommended Resolution on Resolutions was drafted and submitted by Anthony to the By-Laws Committee and the Committee will soon begin to review and compare it to the current By-Law. The Survey Monkey regarding Absentee Voting is almost up and the By-Laws Committee will report its results when voting has closed.

Congregational Life Committee (Eric, Conrado, Pam and Beth)– Eric reported that the Congregational Life Committee is getting started but most of the work has been Long Range Planning work with the staff.

Finance Committee (Clarke, Marshall, Ellen and Joetta) – Budget: Scott reported that we are in line with last year's budget as well as the budget for April. Our income is \$8,500 greater than our expenses YTD and the Building Maintenance and Repair budget will be watched closely as it has been incurring significant payouts recently. We have some expenses that appear to be high as in comparison to 2009, but are simply a reflection of earlier payments on UUA dues and other key expenses.

Reporting: Scott is trying to get seasonality in our MTD and YTD projections, to make them better reflect expected patterns of income and expenses. He wants to develop a common uniform and comprehensive budget for discussion and reporting.

Misc: Roberto Fernandez has agreed to do an operational audit for us. Concerns about the efficacy of the automatic bank withdrawal process for pledges were raised and Scott said he would look into potential alternative vendors for this service.

Executive Report – The Board received Anthony's report as submitted with some discussion on the maintenance of membership numbers and the progress of the Emergency Preparedness Plan. Anthony mentioned that Executive Reports will be a little different from last year's in that they will cover general issues as well as current issues.

Wisdom Conversations – Marshall explained that Wisdom Conversations will comprise about a half hour of our regular monthly meeting and will be big picture items that have an impact on the life of the congregation. We will talk more in depth about this at our June 5th retreat and the first Wisdom Conversation topic will be the Meaning of Membership. These conversations could possibly provide ideas for the Long Range Planning Committee.

Board Retreat –June 5th at UUCA from 8am – 4pm. Beth volunteered to coordinate breakfast and Clarke volunteered to coordinate lunch.

Adjourn – 9:05pm

Next Meeting – June 28th, 7pm