

Minutes of the UUCA Board of Trustees September 23, 2014

Attending

Board Members: June Lester (presiding), Melissa Marion-Landais, Karen Martin (recording), Grier Page, Marie Palena, Amelia Shenstone, Christian Harden, Erin Stanfill, Cindy Hoffner, Bill Mengel, Howard Lewis, Laura Murvartian

Staff: Senior Minister Anthony Makar, Interim Associate Minister Jane Thickstun

Guests: Nancy Bartlett and Tony Stringer representing EnterCulture.

Absent: None

June called the meeting to order at 7 p.m.

Spirit & Community

Chalice lighting: Amelia lit the chalice with words from Aboriginal Women Organizers.

Introductions and Welcoming Guests: Members, staff and guests Nancy Bartlett and Tony Stringer were welcomed.

Announcements: June made announcements as listed in the agenda.

Circle of connection: This month's *Thank You* card was written to Joetta Prost for all her work on the Congregational Survey Report to the Congregation.

Board Education

EnterCulture: Tony Stringer and Nancy Bartlett presented and reviewed a written report on the work of EnterCulture. The team has completed a "diversity audit" and has made recommendations which are being implemented by the UUCA communications staff. They completed the "I Am UU" poster series now on display in the Sanctuary. Additional pictures are available on the UUCA website and on Facebook. Tony is serving as a liaison to the MLLG Task Force. They are advising Rev. Makar on ways to incorporate greater diversity. They have plans to facilitate conversations with the congregation throughout the year in association with selected sermon topics. They are considering a diversity curriculum to recommend to the congregation.

Additional points of conversation included:

- EnterCulture is interested in imagining many different access points for people to explore diverse cultures.
- They may plan multigenerational excursions.
- EnterCulture's ministry is a high priority for Rev. Makar.
- Hispanic Heritage month is from September 15 to October 15.
- We need to establish a way to disseminate information about cultural events and have conversations afterward.
- We might want to sponsor a multicultural film series that could initiate community conversations.
- Do we have plans for activities related to disability?
- No member of EnterCulture currently identifies as having a different ability pattern. We may need additional members.

- Laura Murvartian can provide data on changing demographics in Georgia.
- The Board is strongly encouraged to attend the Beyond Categorical Thinking workshop on Nov. 15.

Decisive Action 1

Approval of Minutes of August 2014 Meeting: June confirmed that approval of the minutes of the August 2014 meeting came via email.

Need to Know

Executive Report: Rev. Makar reviewed the Executive Report sent to the Board via email. The report includes:

- Rev. Makar and Don Milton are rethinking the proposed position of Musician in Residence.
- Rev. Makar has already spoken to two candidates for the Associate Minister position. He is excited about the possibility of adding diversity to the Ministry.
- Rev. Makar conducted a direct audit of the worship attendance data collection practices and found that data is recorded inconsistently. Staff is working on a better system for recording attendance data.
- The Facilities Study Team has met with Modern Mind, the Community Conversation about Theater at UUCA and the Men's Group. They are collecting data. They will add Town Hall, Wonderful Wednesday and Playground events. They are fine tuning question prompts and developing a standard set of questions for each session. They are determining ways to make information about their progress available and transparent. They are considering hiring someone to do a space usage audit using the Growth Initiative Fund.
- Rev. Makar is planning to hire a consultant to advise the Generosity Team, which is conducting telephone interviews of two recommended consultants. They have met with Carol Ann Arvan regarding the Stewardship Campaign.

The Work of the Board

Board's role in promoting anti-racism, anti-oppression & multiculturalism as a core value at UUCA: The Bylaws and Governance Committee is reviewing our Executive Limitations to add language that promotes ARAOMC values. Howard presented the Bylaws and Governance Committee's suggested edit to the Executive Limitation in Board Policies section II.A. June explained that the committee is trying to use an inclusive phrase rather than a list of marginalized groups. The Board suggested minor edits to the presented language. The final version reads:

A. Treatment of Congregants (members, friends, and visitors)

With respect to interactions with congregants, the Executive shall not cause or allow continuation of any practices that fail to promote the full participation of all congregants in all of its activities.

Accordingly, the Executive shall not:

1. cause or allow conditions or practices that are unsafe or disrespectful.
2. fail to encourage, intentionally create, and maintain community that is inclusive and welcoming across various boundaries of exclusion.

Finance Committee: Grier reviewed documents previously emailed to Board members and explained our present financial status. Giving has been strong and is ahead of expectations. Expenses are under control. We are currently \$72,000 in the black. We had a very good month in June, possibly due to the letters that went out. There is some concern as to how this might affect December, which is typically our highest month. Some people have paid 100% of their pledge and are continuing to pay over the pledged amount. About 50 pledge statements went out with incorrect information. Our new administrative staff are working to make corrections and fill in gaps. Clark has a conservative approach to hiring maintenance and repair and is keeping cost down. The Building and Grounds Team is helping in this area. We have about \$10,000 in outstanding expenses (insurance and pensions) that the administrative staff is working to address. The agreement to rent part of our parking lot has ended. We have about \$12,000 from the parking lot fund that will go to Building and Grounds for parking lot repairs. Clark and Travis have set aside two weeks for intensive catching up, making changes and corrections and then will prepare the draft 2015 budget. The budget is expected to be brought to the Board in October, any revisions brought in November and the approved budget brought to the Congregation in December. We will be using a zero-basis budget where income is expected to equal payout and there is no carryover. Grier explained our Reserve accounts.

Congregational Life Committee: Bill thanked everyone who contributed to the final report on the Congregational Survey. The report is complete and ready to be posted on the website if approved.

Planning, Evaluation, and Monitoring: PEM has reviewed EL B, Treatment of Staff. They are in agreement with the Executive that this EL is close to compliance. The personnel manual needs additional updating and the volunteer manual is a high priority for the new Director Congregational Life. PEM is calling for an archive of staff annual reviews, more documentation of safety trainings and more substance to staff work plans. Rev. Makar is considering a change to the sabbatical policy which would require a change in the definition of religious professional, but PEM cautioned that such a change would violate current Board Policy. PEM will work with Bylaws and Governance to propose changes to EL C regarding Fair Compensation that should allow for appropriate flexibility for the Executive and oversight from the Board on this matter and others in the Compensation Standard policy approved by the board in April 2013.

PEM is going to set up a Google drive to house reports between PEM and the Executive and provide access to the Board.

EL A, Treatment of Congregants, is also close to compliance. PEM did not agree with the Executive's interpretation of this EL because they identified an additional item to add to the interpretation, regarding ensuring access to UUCA's communications vehicles for all congregants. Adding this interpretation will improve access to communications, including clear, up to date policies and procedures for the Congregation to share information.

PEM has requested a report on follow-up items for ELs A and B by mid-January.

Bylaws and Governance: Howard presented suggested edits to Article X, Section D.1. , that would allow the Board to hold virtual meetings if needed. The committee suggests the addition of the following language.

If the President determines that it is necessary because of extenuating circumstances, a regular Board meeting may be held virtually or Board members may be permitted to participate virtually.

The Board will select software which will permit open Board meetings. Our current Bylaws do not require open Board meetings.

Decisive Actions II

Vote on Proposed Bylaws Changes: Howard moved that the Board approve the addition of language to Article X, Section D.1, allowing for virtual Board meetings. The motion passed unanimously.

Howard moved that the Board approve the change to Board Policies section II. A, as presented earlier, which would promote anti-racism, anti-oppression and multi-culturalism. The motion passed unanimously.

Appointment of Ad Hoc Rev. Makar Letter of Agreement Review Committee: June explained that Rev. Makar's Letter of Agreement is supposed to be reviewed every two years. An ad hoc committee has been recruited consisting of Hildegard Gray, Joetta Prost, Travis Vaughn and Christian Harden as chair. Amelia moved that the Board approve the appointment of the Ad Hoc Committee to Review Rev. Makar's Letter of Agreement. Karen seconded the motion. The motion passed unanimously.

Vote to accept Survey Report for Distribution to the Congregation: Bill moved that the Board accept the report of the Congregational Survey and distribute it to the Congregation via the website. The motion passed unanimously.

Closing

Observer's Insights: June shared observer's insights.

Extinguishing the Chalice: Amelia extinguished the chalice with words from Theresa Gustilo Gallardo.

Next Meeting: October 28, 2014

Meeting Host: Christian Harden

Chalice Lighter: Laura Murvartian

Process Observer: Marie Palena

Above Board [*due October 12*]: Christian Harden

Upcoming Committee Meetings:

- Bylaws and Governance: October 19, 12:30 p.m.
- PEM Committee: October 20, 7:00 p.m.
- Finance Committee: October 18, 7:00 p.m.
- Congregational Life: October 12, 10:00 a.m.

June adjourned the meeting at 8:41 p.m.