

Minutes of the UUCA Board of Trustees November 17, 2015

Attending

Board Members: Amelia Shenstone (presiding), Karen Martin (recording), Howard Lewis, Marie Palena, Christian Harden, Erin Stanfill, Jon Johnson, Mike Kuhar, Jane Mengel, Grier Page, Cindy Hoffner

Staff: Senior Minister Rev. Anthony Makar, Director of Administration Karen Roy

Absent: Melissa Marion-Landais

Amelia called the meeting to order at 6:33 p.m.

Spirit & Community

Chalice lighting: Christian lit the chalice with words from Richard M. Fewkes.

Introductions and Welcoming Guests: Terry Beale and Roger Easley were welcomed as guests and representatives of the Nominating Committee.

Announcements: Christian made announcements as listed in the agenda.

- UUCA Leadership worship service Jan 31
- Next Board meeting Dec 15 (EARLY this month)
- Congregational meeting Dec 13
- Pre-Congregational Meeting Town Halls: Wednesdays & Sundays, Nov 30-Dec 9
- Moravian Love Feast Dec 11 (advance tickets)
- Your Weekly Touchstone: every Wednesday
- Thursday 11/19 and 12/17 Third Thursday Cinema 7:00pm to 9:30pm Location: 209/210
- Saturday 11/21 Underground Coffeehouse 7:30pm to 9:30pm Location: Theatre (\$10.00 donation)

Also

- Sign-up Genius is coming out for Board Members to sign up to attend the upcoming Town Hall Meetings. We ask that one person volunteer to take notes at each meeting.
- Amelia thanked the Board Members for responding to the request regarding raising pledges that she put out on The City.

Thank you messages: This month's *Thank You* cards were written to Barbara Begner and Mark Honeycutt for leading the Coming of Age class and retreat, and to Bill Kramer and Dayna Wolhart for coordinating the October 24 Worship service.

Circle of connection: All members were asked to name one thing for which they are thankful.

Mid-Year Progress Check: Erin led the Board in an exercise to identify activities that we believe we should start, stop or continue. It was determined that we need more conversation about the Board's role in Stewardship and Generosity and the size of the Board. In discussions about the Open Questions some members felt that we should study one topic at a time; that it would be good to include Congregants in the discussion of the Open Questions; and that there is some integration and synergy between the topics. Members also want more discussion of adding measurable goals as part of the Executive Report.

Need to Know

Executive Report:

Update on Year 4 implementation plan: Rev. Makar reviewed the Executive Report sent to the Board via email. He highlighted the following:

- A plan has been developed for using part of the library to create RE office space that integrates with our other office space. This frees space for the nursery to be moved and the current nursery space to become the new Family Room.
- A Taking a Stand Resolution Writing Team composed of Tony Stringer, Joetta Prost, Candy Reddick and Rev. Rogers has been established. A Beloved Conversations Retreat has been scheduled for March. We are also starting 4 Beloved Conversations Covenant Groups.
- The Stewardship Team continues to do a great job. They are having weekly meetings with the Generosity Team and are keeping track of data points.
- We have a new Alcohol Policy that is in line with Aspiration 1, Goal B and our End of being a Safe and Welcoming Community as well as EL A. Treatment of Congregants and F. Asset Protection. Groups are expected to monitor alcohol on UUCA property per the policy.

Board Members comments included:

- We should look into whether selling alcohol (versus providing without charge) exposes us to liability.
- Why are the Chalice Lighting Words being changed? (It is part of the marking of our 50th year at the Cliff Valley location. It is an opportunity for our Lay Ministers to collaborate with our children and youth.)
- Are we currently a congregation of families and small children? (Yes)
- What happened to the plan for a Parlor? (The Family Room has become a priority but a parlor is still being planned.)
- Have we looked into whether we need any kind of permitting for the work being done on the parking lot especially in regard to its proximity to Fern Creek? We may need a silt fence. (Karen Roy will look into this.)

Report on Status of AVOM items: see above

Attendance Data: Attendance data was sent to the Board via email. Overall attendance is good but Children's RE attendance is down.

Financial Health of the Congregation: Plate collections are up but payment on pledges is down. We are currently about \$36,000 behind on payment on pledges, though overall we are on track with our budget. The Finance Committee looked at the list and identified 17 people who are at least \$1000 behind on pledges. The committee will make calls. Some people do wait until the end of the year to pay their full pledge.

Decisive Action 1

Approval of Minutes of October 2015 Meeting: The minutes from the October Board Meeting were approved via email.

The Work of the Board Part 1

Open Question- Generosity and Engagement: Rev. Makar led the group in a discussion of Chapters 4-7 of the book *The Other 80%* by Scott Thumma and Warren Bird. Members discussed what moved them to go from spectator to active participant at UUCA. We brainstormed new words for Membership. We brainstormed ideas to increase engagement for 2-4 year members.

Congregational Life Committee:

- Christian attended a meeting of the New Jim Crow Group which included a presentation by the Solution Not Punishment Pre-Arrest Diversion Program. The program representatives have asked him to share UUCA's work on ARAOMC concerns with their group.
- The Congregational Life Committee is going to create a survey for UUCA Groups and Teams to share their thoughts on our Ends Statements and how their work impacts our Ends.
- Amelia attended an Interweave lunch. The group is discussing ways that they might help the Pride School.

Finance Committee: Despite being under on pledges and over on plates, we are still in the black for October. The Finance Committee is following up with people who are behind on pledges. The cement pad in the parking lot is in place. The new chairs are in the sanctuary. About 50% of the surplus money will be spent this year. There is a review audit scheduled in 2016 as a financial check-up. The committee is developing a job description for Financial Trustee. They are working to develop a standard process of outreach for members behind on pledges which may include Lay Ministers or the Generosity Committee. They are working to make the quarterly letters less onerous for the office staff. An end of the year "ask" is coming and Rev. Makar welcomes any suggestions on this from Board Members.

PEM: Marie reported that signatures are being gathered for the Volunteer Manual. The October monitoring went well. More EL reports are due in December.

Bylaws and Governance: See Work of the Board Part 2

The Work of the Board Part 2

Open Question: Hotchkiss recommendations: Exercise: What questions should committees address to prepare for a smaller Board? Each committee was asked to think about how its work would be done with a smaller Board and bring responses back to the next Board meeting. Questions include:

- What benefits and/or shortcomings do you get from having a standing committee versus an ad hoc committee?
- What work is non-essential?
- What work can be done by non-Board Members?
- What work should be done only by someone elected?
- What work does the Board need to do that is not currently done?
- What committee work could/should be done by the whole Board?

- What meeting pattern or frequency is most helpful?

Continued discussion included:

- Erin read the parts of both consultant reports dealing with the size of the Board.
- There is concern that PEM sometimes gives the Executive a directive regarding an EL when directives to the Executive can appropriately be given only by the whole Board.
- Grier shared the role of the Financial Trustee.
- Committee members can train the Ad Hoc members.
- Will all committee members be asked to follow the Board Covenant?
- Will all committee members be asked to participate in Stewardship calling and increased pledging?
- Almost everyone on the Board will have to serve as President, President Elect or Financial Trustee with fewer At Large members.
- The President would become more of a facilitator and delegate work; our current model is top-heavy with responsibility on the President and President-Elect.
- What size is the Board in other large, policy governance congregations? (Unsure)
- Was any thought given to going to 7 members? (Not at this time. We would have to ask people to step down.)
- The job would be easier on the Nominating Committee. There might be more chance that they recruit their friends. There might be more chance of a clique.
- It may be harder to get a representative group and meet the affirmative action vision of the Board.
- It also might allow the Nominating Committee to be more discerning.

Decisive Action II

Erin made a motion to bring the proposed Bylaw change to the Congregation at the December Congregational Meeting. Marie seconded the motion. The text of the proposed change is as follows.

ARTICLE X. BOARD OF TRUSTEES

Section A. Composition

1. The Board of Trustees (also referred to as the Board) shall consist of ~~nine twelve~~ members, including the President of the Congregation, the President-Elect of the Congregation, the Trustee of Finance, and ~~six nine~~ at-large members. All trustees shall be voting members of the Congregation.

Section B. Term

1. The President-Elect shall be elected by the Congregation for a two-year term, the first year to be served as President-Elect and the second year as President. The Trustee of Finance shall be elected by the Congregation for a two-year term. Subject to the provisions of Article X, Section B3 of these bylaws, all at-large trustees shall be elected by the Congregation for three-year terms. In the event of a mid-term vacancy, the President, the President-Elect, the Trustee of Finance, or an at-large trustee may be appointed by the Board of Trustees for the interim period until the next congregational meeting, at which point the congregation shall elect a person to serve for the remainder of the vacated term. The Board shall make this appointment after consultation with the Nominating Committee pursuant to Article VIII, Section A2 (e) of these By-Laws.

2. Terms of at-large trustees shall be staggered such that the terms of ~~two three~~ at-large members shall expire each year.

3. If the terms of less or more than ~~two~~ ~~three~~ at-large trustees are expiring in any one year, the Congregation may elect one or more at-large trustees for terms other than three years, so as to comply with the requirement of Article X, Section B2 of these bylaws.

4. When vacancies are created in any Board of Trustees positions due to the election of Board of Trustees officers, the Congregation shall, at that annual meeting, elect a person to fill the remainder of the vacated term.

The vote was 8 for, 2 against and 1 abstention. The motion passed.

Members were asked to get all materials necessary for the Congregational mailing to Karen Roy by Monday, November 23.

Huddle Update: The UUA fiscal year is July through June. UUCA's fiscal year is January through December. Because this is our first year using the year-round stewardship model, it was decided that it would not be prudent to make a lump sum GIFT payment even though we have budgeted for the full amount. We are therefore planning to use a monthly payment plan. This means that we will not finish paying our 2016 pledge before the end of the UUA fiscal year. This scenario is only in effect for one year. We want to create a timeline to explain this to the congregation.

Closing

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

Extinguishing the Chalice: Christian extinguished the chalice with words from Gordon B. McKeeman.

Amelia adjourned the meeting at 9:05 p.m.

Next Meeting: November 15, 2015

Meeting Host: Jon Johnson

Process Observer: Marie Palena

Chalice Lighter: Howard Lewis

Above Board [*due January 10 at 5pm*]: Jane Mengel

Upcoming Committee Meetings:

- Bylaws and Governance:
- PEM Committee: 3rd Tuesdays
- Finance Committee: 3rd Mondays
- Congregational Life: December 6, 9:40am
- Signup Genius for meeting roles:

<http://www.signupgenius.com/go/30e0948abae2ca75-uuca>