

## Minutes of the UUCA Board of Trustees February 24, 2015

### **Attending**

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

Staff: Interim Associate Minister Jane Thickstun, Director of Administration Karen Roy

Guests: Jessica Seales, Director of Congregational Life

Absent: Karen Martin

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

### **Spirit & Community**

Chalice lighting: June lit the chalice with words from Betty Jo Middleton.

Introductions and Welcoming Guests: Director of Congregational Life Jessica Seales was introduced and welcomed.

Announcements: June made announcements as listed in the agenda.

Circle of connection: What is the easiest/hardest part of observing our Board covenant? Responses included:

#### **Hard**

- Keeping eye on the Ends statements after we leave the Board meeting
- Not interrupting; only using I-statements
- Managing email in timely fashion
- Being a positive public voice (not complaining about how much work Board does, so don't discourage future membership)
- Limit feedback so can keep conversation moving forward.
- Encouraging all people to participate in life of UUCA (I'm private and have a hard time broaching topic)
- Remembering to have fun – it's a lot of work

#### **Easy**

- Attending the meetings
- Being prepared (June does a good job sending info ahead)
- Assuming the best intentions
- Using I-statements
- Respecting confidentiality; people ask things I know but I am not able to answer.

This month's *Thank You* cards were written to the Hope-Hill volunteers and the EnterCulture Team.

## **Board Education**

The City: Jessica introduced the City (software platform) and how it will be used to help UUCA:

- Centralized volunteer system – see all opportunities available
- Leaders can see skill set of volunteers
- Syncs with ACS database already in use
- Many groups at UUCA will be pre-defined while members can also form new networking groups on the platform
- Service/volunteer opportunities will be there for people to see how to get involved.
- Marketplace can replace defunct networking Yahoo group.
- Online pledge payments

City is more of a communication/social network arrangement, more than a database. People create their own logins and profiles. It will automatically sync to our database also, so members will not need to use both Access UUCA and City.

Timeline for implementation is soft launch in summer, big marketing/log in push in September.

Questions:

- Who owns the data/where is it hosted? Especially concerned about photos.
- At what age are youngsters able to make their own member profile?
- Are we certain that we can get data OUT if we decide to quit City?
- Can church be changed to congregation in the heading?
- Who can create a login? Only members? Pledging friends? Newcomers straight off website?
- Does this have voting/polling option?

The Board will be asked to help lead congregational adoption of this platform once it is launched.

## **Decisive Action 1**

Approval of Minutes of January 2015 Meeting: June confirmed that approval of the minutes of the January 2015 meeting came via email.

## **Need to Know**

Executive Report: Rev. Makar was not in attendance due to a conflict with interviewing a candidate for the Associate Minister of Lifelong Learning and Growth position; the report was distributed by email and presented by Rev. Thickstun. She added today:

- Don Milton has been asked and accepted to lead the music for a portion of General Assembly in Portland.
- On February 15, we hosted a panel of UUCA Congregants speaking about Doing Justice to Mental Illness.
- Theater Arts – no concrete plan yet, but meetings have begun.

## **The Work of the Board**

Board's role in promoting anti-racism, anti-oppression & multiculturalism as a core value at UUCA:

We have been trying to introduce anti-racism/anti-oppression/multiculturalism (AR/AO/MC) language into Executive Limitations. What other things can Board be doing to support EnterCulture ministry?

- Attend EnterCulture trainings – set example for congregation
- Suggest to add income/education inequality into program mix
- Be able to explain the difference between EnterCulture – working IN the congregation to transform the internal culture; and the Racial & Ethnic Concerns group – working OUT of the congregation for racial/ethnic justice
- Following advice from Hotchkiss, could we help to set short-term goals that would include EnterCulture’s work?
- Use a Board circle of connection to express why ARAOMC is important to each person, and why it matters for UUCA.

June will locate the EnterCulture mission statement or other info regarding how the team is working and provide to Board – this will help us to identify how we can assist.

#### **COMMITTEES:**

Congregational Life: Bill reported that Congregational Life Committee is continuing to work with Jessica Seales and Tiffany Kindred to explore ways to improve communications.

Planning, Evaluation, and Monitoring: PEM is working on the Fair Compensation Plan as part of the EL C review this month. PEM will be a first set of eyes and provide feedback to the Board in March for vote/approval before the end of the Board year. PEM is working with Rev. Makar and Karen Roy on a plan for the rest of the year. We need a realistic assessment of what’s possible to complete – a feasible work effort--prioritizing completion of the EL review schedule so that gaps in EL compliance can all be identified by the end of the Board year. The Board will need to work with Anthony and Karen at the beginning of next year to prioritize addressing those gaps in the context of all the other things we want the Executive to do next year.

One gap that must be addressed immediately is the Executive’s proposal to change the sabbatical policy. PEM had previously asked for revision to this policy as part of compliance with EL B, Treatment of Staff. The proposed Sabbatical Policy must be reviewed by the Board because it is a change in staff benefits, and therefore must be approved as part of the Fair Compensation Plan the Board approves under EL C.

#### **Sabbatical Policy**

A Proposed Sabbatical Policy was presented to the Board via email with a “cover letter” explaining the executive’s justification for the change prior to the Board meeting, due to Rev. Makar’s planned absence from the Board meeting. The purpose of the Board discussion was to provide initial feedback on this policy, as we expect to discuss the larger Fair Compensation Plan of which this is a part at the March meeting and vote on approval in April.

The Sabbatical Policy represents a proposed change to UUCA’s personnel manual; Rev. Makar’s intention is to now include the Director of Music position as eligible for sabbaticals. The change is proposed to take effect for the 2016 budget year and to be retroactive in terms of establishing eligibility.

## Conversation

### SUPPORT:

- In favor in general, but could label “Music Director” apply to a future tenant of the position who is less qualified than our current Music Director, allowing for a sabbatical for a more junior staff person? Recommend that wording limits sabbaticals only to Credentialed Music Director except in special circumstances (some assessment that person in position has equivalent credentialing).

### CONCERNS:

- Have witnessed 3 sabbaticals happen at UU congregations I’ve been a part of (2 here, 1 elsewhere) and all have been very damaging re: lack of leadership during absence. Six months is extremely disruptive in terms of leadership in general. Is there an option to provide shorter breaks more frequently?
- Retroactively applying this benefit. Why? This is giving credit for time of employment BEFORE there was an actual policy providing the benefit.
- How do we measure the level of work that happens when someone returns from a sabbatical? It’s a benefit meant to produce increased productivity, etc. – shouldn’t be used for a “vacation.”
- Feels like we are writing a policy for a specific person and not as a policy that would apply to anyone.
- The Director of Music isn’t required to produce any original content. Rev. Makar’s rationale (from his email “cover letter”) could be applied to any employee as everyone can use more refreshment. Why does this position require such a long period of “re-charging” if the position is not one that requires creation of original content?
- Akin to an increase of 8% in salary if accruing 1 month/year.
- Should remove from the Director of Religious Education and not extend to the Director of Music.
- Employees should be required to use vacation time before taking a Sabbatical, i.e. not be accruing unused vacation that UUCA might have to pay off if the employee leaves (PEM committee members shared that vacation rollover from year to year is slated to be limited by other upcoming changes to the personnel manual).

Comments were recorded and reported to Rev. Makar after the meeting so he can revise the policy accordingly for the March Board meeting.

Bylaws and Governance: Howard introduced several proposed changes, as follows.

### ***Proposed change in Bylaws Article V. Membership Section 6. Removal from Membership***

#### **Current language:**

#### 6. Removal from Membership

a. The names of all members who did not make a contribution of record in the previous fiscal year and who have not recorded a pledge for the current fiscal year shall be removed from the

membership list prior to the annual membership report to the UUA. This removal shall occur only after two good faith attempts to contact the member have failed to result in a contribution.

**Proposed language (shown in italics):**

6. Removal from Membership.

*a. The names of all members who did not make a contribution of record in the previous fiscal year shall be removed from the membership list prior to the annual membership report to the UUA. This removal shall occur only after two good faith attempts to contact the member have failed to result in a contribution.*

After discussion the proposed language was changed to read as follows:

**Proposed language (shown in italics):**

6. Removal from Membership

*a. The names of all members who did not make a contribution of record in the **current or** previous fiscal year shall be removed from the membership list prior to the annual membership report to the UUA. This removal shall occur only after two good faith attempts to contact the member have failed to result in a contribution.*

**Note:** For consideration on membership count changes: decreasing our membership roll for UUA counting impacts our size classification, which has ramifications for budgeting, fair compensation, etc. due to calculations from UUA based on size. The purpose of this change is to increase clarity and reconcile the Bylaws with UUCA's actual practice.

***Proposed changes in Board Policies***

**Addition to II. Executive Limitations**

**G. Asset Utilization**

The Executive shall not devote congregational assets to endeavors that are incongruent with Ends policies or Unitarian Universalist principles.

**Current language:**

Accordingly, the Executive shall not:

1. Invest congregational funds without considering socially responsible investment opportunities
2. Allow inappropriate use of the property
3. Deny the fullest practical use of the building by persons with disabilities.
4. Grant the status of UUCA Integrated Auxiliary Organization to any group or organization without prior Board authorization, nor neglect to maintain a policy on the process of application for and review of this status.
5. Grant the status of an official UUCA group without having a Board approved operational policy that defines the purpose, criteria, rights and responsibilities of such groups.

**Proposed addition (shown in italics):**

Accordingly, the Executive shall not:

1. Invest congregational funds without considering socially responsible investment opportunities
2. Allow inappropriate use of the property
3. Deny the fullest practical use of the building by persons with disabilities.
4. *Fail to use best efforts to make the building welcoming across diverse cultures.*
5. Grant the status of UUCA Integrated Auxiliary Organization to any group or organization without prior Board authorization, nor neglect to maintain a policy on the process of application for and review of this status.
6. Grant the status of an official UUCA group without having a Board approved operational policy that defines the purpose, criteria, rights and responsibilities of such groups.

#### **H. Grants and Contracts**

The Executive shall not enter into any grant or contract on behalf of the congregation that is unrelated to achievement of Ends or that involves unacceptable means.

#### **Current language:**

Accordingly, the Executive shall not:

1. Enter into or terminate a grant or contract that is significant to program operations without timely notification to the Board.
2. Enter into a grant or contract agreement without adequately assessing the qualifications and capacity of a grantor or contractor to fulfill their responsibilities as identified in a grant or contract.
3. Administer a grant or contract in a non-businesslike manner, nor in a manner that creates a conflict of interest.

#### **Proposed addition:**

*4. Enter into a grant or contract agreement without communicating UUCA's Anti-Racist/ Anti- Oppression/Multi-Cultural values and expectations to the grantor or contractor and receiving acknowledgement.*

Finance: Grier introduced and discussed the current financials.

- P/L – netted \$44k in January, but much of this is prepaid pledges, so should be thought of as spreading over the 12 month period.
- Restricted accounts – final EOY budget reserve is \$147k plus \$77k in Growth Reserves.
- Surplus – surplus is a bit higher than we thought at \$172k (\$147k + \$25k from parking lot and Kroger), but new requests are coming in from Facilities Study and Building and Grounds Teams; it is likely that not all requests will be approved. Some requested items may be more appropriately classed as ongoing operations, some one-time asks, and should therefore be moved onto the budget as operational expenses. Finance is working with staff, Building and Grounds, and Facilities Study Team to prioritize spending of the portion of the surplus that can be spent without Congregational approval, and propose a Surplus budget for the Board to recommend to the Congregation at the May meeting.

#### **Decisive Actions II**

Vote on Bylaw regarding Removal from Membership: A motion was made to approve the change to the Bylaws regarding Removal from Membership as presented by the Bylaws and Governance Committee **and amended during discussion**. The motion passed unanimously. The change will be recommended for a vote by the Congregation at the May Congregational Meeting.

Vote on Addition to II. Executive Limitations G. Asset Utilization: A motion was made to approve the change to the Asset Utilization EL as presented by the Bylaws and Governance Committee. The wording of the change was amended to read as follows:

*4. Fail to make a good faith effort to make the building welcoming across diverse cultures.*

Vote: 3 opposed 8 in favor. The motion passed.

Vote on II. Executive Limitations H. Grants and Contracts: A motion was made to approve the change to the Grants and Contracts EL as presented by the Bylaws and Governance Committee. The wording of the change was amended to read as follows:

*4. Enter into a grant or contract agreement without communicating UUCA's Anti-Racist/ Anti- Oppression/Multi-Cultural values to the grantor or contractor and receiving acknowledgement.*

Vote: 2 opposed 9 in favor. The motion passed.

## **Closing**

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

Extinguishing the Chalice: June extinguished the chalice with words from Linda Anderson.

## **Next Meeting: March 24, 2015**

Meeting Host: Erin Stanfill

Chalice Lighter: Christian Harden

Process Observer: Grier Page

Above Board [*due March 8*]: Amelia Shenstone

Upcoming Committee Meetings:

- Bylaws and Governance:
- PEM Committee: March 19, 7 p.m.
- Finance Committee: March 16, 7 p.m.
- Congregational Life:

June adjourned the meeting at 9:15p.m.