

## Minutes of the UUCA Board of Trustees January 26, 2016

### Attending

Board Members: Melissa Marion-Landais (presiding), Karen Martin (recording), Marie Palena, Christian Harden, Erin Stanfill, Jane Mengel, Grier Page, Cindy Hoffner

Staff: Senior Minister Rev. Anthony Makar, Interim Associate Minister Jonathan Rogers, Director of Administration Karen Roy

Absent: Howard Lewis, Amelia Shenstone, Jon Johnson, Mike Kuhar

Melissa called the meeting to order at 6:35 p.m.

### Spirit & Community

Chalice lighting: Erin lit the chalice with words from Starhawk.

Introductions and Welcoming Guests: Lynn Conley was welcomed as a guest representing the Task Force advising Rev. Makar on hiring a new Associate Minister for Lifelong Learning and Growth. Dayna Wolhart was welcomed as a representative from Adult Religious Education.

### Announcements:

Thank you messages: This month a *Thank You* card was written to Joetta Prost, Tony Stringer and Rev. Jonathan Rogers for their work crafting the language for our Congregational Resolution supporting AR/AO/MC values and the Black Lives Matter Movement. Additionally, a thank you card was written to the team that changed all of the lights in our sanctuary to new LED bulbs. The team includes John Vasher, Bill Mengel, Bentley Jones, and Bruce Herr.

Circle of connection: All members were asked to share one thing that they've done or that's happened to them at UUCA, that made them feel at home, and that they wish had happened sooner.

Board Education/Discussion: The Board went into Executive Session to discuss a report from Lyn Conley on progress in the search for our new Associate Minister for Lifelong Learning and Growth.

### The Work of the Board Part 1

The order of our agenda was slightly modified to accommodate our guests.

#### Open Question- Long Range Plan: Generosity & Engagement

Erin led the Board in a discussion of the Faith Forward program used at First Unitarian Church of Dallas.

- Faith Forward article <http://growinguu.blogspot.com/2015/07/organizational-maturity/faith-forward/>
- Faith Forward website <http://www.dallasuu.org/faithforward>

We were also asked to envision what we would like Adult RE to look like in five years. Responses included:

- a moving away from religious terms
- a defined progression/template for an Adult RE program

- a model for building RE teachers
- measurably greater number of visitors who become members
- system for acquiring credits/achievements
- leadership shows up
- respect time constraints, user friendly
- congregants feel a commitment and desire to take at least one class per year
- staff capacity to make all of these changes feasible

We then discussed actions that we think we need to take right now. Ideas were collected by Erin.

## **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:

- Rev. Makar preached a sermon on AR/AO/MC on January 17. On the same day a Congregational Resolution to promote AR/AO/MC and Black Lives Matter was announced and signatures were collected to send the resolution to the Board. We have collected more than the required number of signatures and the resolution is proceeding according to our policy for Taking a Public Stand.
- Five UU Ministers have expressed interest in the Associate Minister position. The Task Force conducted phone interviews on January 25.
- Rev. Makar will hold a community conversation about the plan for Super Charged Sundays on February 14.
- We are in the process of looking for new members for our Generosity Team. The Stewardship Team is monitoring pledges and projections and working with the Finance Committee. They are discussing ideas for how we might adjust the budget if it is needed.
- Our contract with the Pride School is moving forward. They hope to start in July or August. *UU World* is planning an article about them. They will be a recipient of a Give Away the Plate.

Rev. Makar was asked whether someone with experience in accessibility issues was a part of the Aesthetics Team. There is a concern about difficulty for people with hearing impairment using the new parlor in room 212. It was suggested that there might be some process or set of questions or contacts that would help guide the Aesthetics Team on accessibility concerns. Erin agreed to follow up with Pam Kilmer. It was also suggested that attention be given to contrast on slides projected in the sanctuary to make them more easily readable.

*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:* see report from Finance Committee

## **Decisive Action 1**

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

Finance Committee: Grier reported that we ended 2015 with an \$18,000 surplus. We will hold that money in reserve until at least May as we monitor our year-round stewardship process. The committee reviewed spending of last year's surplus. Money that is not spent by May might be reallocated. They are working to develop a process for annually monitoring year-round pledging. The committee has submitted questions to our auditor to determine whether our policy for executive compensation meets IRS guidelines for 501c3 non-profits. The committee is considering issuing Bonds to congregants to cover future growth.

Bylaws and Governance: Erin reported that the committee will meet this month to consider a possible change to the bylaw requiring that additional ministers already be in Fellowship with the UUA when hired. This bylaw is limiting the pool of candidates, especially candidates of color, in the current hiring process.

Congregational Life Committee: Christian reported that the committee is considering repeating the Congregational Survey this year for the following reasons.

- Support the development of the Long Range Plan
- Comparison between 2013 and present results
- Put survey on a schedule to be given a year prior to the development of the Long Range Plan
- Provide insight on our current End Statements
- Provide detail of progress towards the Ends
- Gathering feedback from congregants in achieving the Ends
- Engage the congregation through the City
- Conduct small group discussion to monitor the completion of the survey
- Provide data to support the work of the new associate minister
- Data can support the Annual Vision of Ministry

Members who worked on the survey last time brought up some concerns. The committee invited members to share concerns by email or attend our next meeting on February 21. Former members who worked on the survey such as Joetta Prost and Bill Mengel will also be invited.

## **The Work of the Board Part 2**

Open Question: Hotchkiss recommendations:

PEM met to answer the questions put to each committee last month.

What PEM work could be done by non-Board members?

- A BOT member remains Chair of committee
- Non-BOT members could function as Iris Frank on Finance team – gather/review data, discuss, report/assessment prep
- Executive annual review may be exception to this?

Done only by elected BOT member?

- Chair of the committee
- Presentation of results to full BOT/Executive
- Handling of confidential information
- non-BOT sign confidentiality/non-disclosure?

Could/Should be done by whole BOT?

- Executive annual review
- Recommend 'easing', simplification of ELs or monitoring schedule

Meeting pattern?

- Monthly with current EL load; could be reduced if EL schedule modified or grouped
- Flexible depending on timing, EL monitoring – group “in compliance” during Q3 for example

PEM is also working on:

- Digging in on the format for monitoring progress towards ends and compliance with executive limitations
- How should the board monitor next year?
- How is the work currently done by PEM configured next year?

PEM is discussing how, when and why PEM or the Board should change ELs or change how they monitor ELs. Members felt that PEM should suggest and draft any changes and bring them to the full board for a vote. PEM plans to develop recommendations for how the monitoring process could be streamlined before the charge for next year’s PEM Committee is written.

## Closing

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

Extinguishing the Chalice: Erin extinguished the chalice with words from Eric Williams.

Melissa adjourned the meeting at 9:00 p.m.

## Next Meeting: February 23, 2016

Meeting Host: Erin Stanfil

Process Observer: Cindy Hoffner

Chalice Lighter: Amelia Shenstone

Above Board [*due March 13 at 5pm*]: Mike Kuhar

Upcoming Committee Meetings:

- Bylaws and Governance:
- PEM Committee: 3<sup>rd</sup> Tuesdays
- Finance Committee: 3<sup>rd</sup> Mondays
- Congregational Life: 3<sup>rd</sup> Sundays
- Signup Genius for meeting roles:

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