

Minutes of the UUCA Board of Trustees

April 26, 2016

Attending

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

Staff: Senior Minister Rev. Anthony Makar

Absent: Erin Stanfill

Amelia called the meeting to order at 6:30 p.m.

Spirit & Community

Chalice lighting: Mike lit the chalice with words of thanks from various authors.

Introductions and Welcoming Guests: Bailey Pope was welcomed as a representative of the Facilities Study Team.

Announcements: Amelia shared announcements as presented on the agenda. She added a reminder that we will need a 20% quorum to vote on the Congregational Resolution at the May 15 Congregational Meeting. Also, registration for this year's GA is open. Anyone interested in being a delegate should let Jessica Seales know.

Thank you messages: No thank you cards were sent out this month.

Circle of connection: All members were asked to share one thing that has been fulfilling about Board service this year.

Board Education

Facilities Study Team Report: Bailey Pope presented his report from the Facilities Study Team. Their process started with research and engagement with the Congregation. Their starting questions were about our location and the growth of the Congregation. Their work revealed interest in growing our influence and growing the UU denomination but less interest in more than a modest growth of our congregation. There was an interest in our supporting satellite congregations/fellowships in areas of Atlanta that are underserved by liberal religious churches. Although we do identify some problems with our location, the Congregation does not feel that it is keeping us from fulfilling our ministry. It does not limit our social justice work. There is great attachment to our location and our building. Most of our members live within 5 miles of the building. There is concern that we are not on a public transit route. We might be able to address this with rideshare or shuttle to and from a MARTA station. Another concern about the building is that it was built before ADA standards were in place. The team did a walkthrough with an accessibility expert and established a list of upgrades that we can make although we will not be able to make the current building totally compliant. The Facilities Team recommendation is that we stay in our current location and that we invest in where we are. They recommend that we include a \$50,000 line item in each annual budget for capital improvements. We need to create a habit of generosity around investing in our property. A list of small, medium and large projects had been established. It is recommended that we select a range of projects to fund each year. We will have to develop a project management capacity and possibly a standing committee on capital improvements. The report will be posted

to our website with links from the Weekly Update. We will have community conversations to discuss the 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:

- We have completed one quarter of our fiscal year and remain cautiously optimistic about our overall pledge income which is currently at 30.31% of the budget.
- A Transition Team has been established to support our transition to Super-charged Sundays.
- Rev. Rogers has received his RE Credentialing from the UUA.
- The ARAOMC Resolution will be voted on at the May 15 Congregational Meeting. There has been good conversation about the resolution on The City.
- Rev. Makar is adjusting the structure of the Worship Team to add more diversity. John Clum will be stepping back and he may ask Dayna Wolhart to step forward as lead liturgist.
- The structure of EnterCulture is going to change.
- There will be a Stewardship Breakfast for the March, April and May pledgers on May 15.
- The Weekly Update has a link to the Communications Survey.

A Board member suggested that we create a display to “advertise” upcoming improvement projects. It was also suggested that we might need to go back to putting some announcements in the Orders of Service because not everyone is getting their information online.

Report on Status of AVOM items: see above

Attendance Data: Attendance data was sent to the Board via email. Overall attendance is up 2.2% if you compare the average of January-March of 2016 to the average of all of 2015 and Children’s RE attendance is down about 12%.

Financial Health of the Congregation: see report from Finance Committee

Decisive Action 1

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

The Work of the Board Part 1

Open Question: Long Range Plan : Christian presented a proposed plan for executing our next Long Range Plan based on the Board’s reading and discussion of *Holy Conversations* by Gil Rendle and Alice Mann. Steps include:

- Congregational Life Committee will conduct a Congregational Survey
- Dan Hotchkiss will be brought in as a consultant to guide our LRP process

- Teams will be established to look at our Mission Statement and Ends Statements. The team will serve January–March 2017.
- In the Spring of 2017, the Board will appoint a Long Range Planning Committee. This will be a one year appointment.
- New LRP will be due in January 2018.

Additional discussion included:

- Rev. Makar added that he plans to hire Dan Hotchkiss as a consultant to lead us through the Long Range Plan process.
- Amelia shared that we want to include a financial component in the next plan to estimate the cost of proposals and to suggest funding sources. We also want to include markers of success or measurables that we can use to assess our progress.
- We did a SWOT analysis with members of the previous LRP Team. The biggest finding there was that we did not have good enough communication with the team leaders especially regarding what would happen after the LRP had been written.
- The Board should decide on any changes to the Ends with input from the Congregational Survey. The Ends are owned by the Board. We currently do not have an End Statement regarding generosity.
- We might need to add a question to the survey asking for suggested changes to the Ends Statements.

The Board informally approved the plan for the process of creating our next Long Range Plan.

Open Question: Hotchkiss Recommendations: Wrapping Up the Open Question Process

Amelia led a discussion of the Open Question process that we used this year. Comments included:

- Having a question to focus on gave us something more meaningful to dig into.
- Having a focus is good but we need a tighter focus, fewer than 3 topics.
- We would prefer to have one book to read and each member read the whole book.
- One member felt the amount of time spent on the Open Questions wasn't worth it. Focus on one topic would be better.
- We will need a new Open Question leadership structure given a smaller Board next year.
- It may be appropriate to link an Open Question to the work of the committee studying it.
- The original idea was for there to be a cycle where an Open Question leads to an Annual Vision of Ministry which leads to another Open Question etc.
- An Open Question should be rich enough to generate multiple Annual Visions of Ministry for the following year.

Congregational Life Committee: Christian presented a proposed Charge for next year's Congregational Life Committee on the template provided by Board Leadership. The main thrust of their work next year will be to repeat the Congregational Survey, conduct an analysis and provide a report to inform the Long Range Plan process. The actual Charge will be approved by next year's committee.

Bylaws and Governance : Cindy reported that the committee believes that Bylaws and Governance might not need to be a standing committee of the board. Instead we could create an ad hoc committee as needs arise. One item that is still being considered is a change to the bylaw to allow for an additional minister who does not previously have UU Fellowship.

We may want to consider an ARAOMC Committee to oversee implementation of the actions outlined in the Congregational Resolution if it passes

PEM: Melissa presented a proposed Charge for next year's PEM Committee. New items for the committee include adding non-Board member(s) to the PEM Committee and working with Finance to define measurables to be used as part of the Executive Evaluation.

Cindy reported on her analysis of the Board Self-Evaluation. A finding of interest is that the Board ranked the statement, "The Board helps UUCA moved toward important goals." as the most important aspect of Board work but it was also rated as the thing we are least successful at doing.

Finance Committee: The Finance Committee did not present a Charge for next year's committee. Greer presented his report on the monthly Finance meeting. Right now our cash flow is good. It is doing better than our pledge projections. Pledging needs continued monitoring. Grier is doing a deep dive into past years of pledging to see if we have missed any people. We don't have a good way of knowing when people leave the Congregation. The Board may be asked to make calls to people who are behind on pledges.

Decisive Action 2

Approval of 2016-2017 Committee Charges : Board Leadership decided that we would wait to let next year's committees vote to approve their charges.

Executive Session

Annual Evaluation of the Senior Minister as Executive of UUCA

Closing

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

Extinguishing the Chalice: Mike extinguished the chalice with words from Peter Morales.

Amelia adjourned the meeting at 9:18 p.m.

Next Meeting: Congregational Meeting May 15, 2016

Meeting Host:

Process Observer:

Chalice Lighter:

Above Board [*due at 5pm*]:

Upcoming Committee Meetings:

- Bylaws and Governance:
- PEM Committee:

- Finance Committee:
- Congregational Life:
- Signup Genius for meeting roles:

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