

Minutes of the UUCA Board of Trustees October 28, 2014

Attending

Board Members: June Lester (presiding), Amelia Shenstone, Karen Martin (recording), Grier Page (joined by phone for finance section only), Marie Palena, Erin Stanfill, Cindy Hoffner, Bill Mengel, Howard Lewis, Laura Murvartian

Staff: Senior Minister Anthony Makar, Director of Congregational Life Jessica Seales, Business Administrator Clark Thomas

Guests: None

Absent: Melissa Marion-Landais, Christian Harden

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

Spirit & Community

Chalice lighting: Laura lit the Chalice with words from George Brooks.

Introductions and Welcoming Guests: Members and staff were welcomed.

Announcements: June made announcements as listed in the agenda.

Circle of connection: What Social Justice activities have you participated in at UUCA? Responses include:

- Pride Marches
- Hope-Hill School
- Marriage Equality
- Holiday Food Boxes, Food Barrel
- Rally against police brutality and racial profiling
- Social Justice Coordinating Team
- IRC Giving Tree
- Mitten Tree
- Immigrant Rights Marches
- MLK Marches
- Fiesta de Libros

Thank you cards went to Kim Green and Roger Easley for their work on the *I Am UU* photo project.

Board Education

Social Justice Coordinating Team: Jessica Seales gave a report on the recent work of the Social Justice Coordinating Team. Jessica took oversight of SJ Coordinating Team from Jane in September. The team has met twice since then. The team was founded in March 2014 with five members. They have recently added two members. At their refresh meeting on October 27, they addressed vision, mission, roles and portfolios for the group. They are creating a long range plan. Plans include multiple simple, social justice activities for families, a voter registration drive, and a food drive. They want to build relationships with organizations that receive Give Away the Plate donations. They want to strengthen our Give Away the Space program, beginning our work toward establishing UUCA as a Center for Social Justice. The team is also considering what we might do as an

All Congregation Social Justice Project for which they hope to have at least 20% congregational participation. They will soon begin to work on policies, procedures and an action plan. There was a suggestion from a Board member that we begin to ask organizations what they will do or have done with GATP donations in order to strengthen the connection with donors.

Decisive Action 1

Approval of Minutes of September 2014 Meeting: June confirmed that approval of the minutes of the September 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 spoke to a second candidate for our Associate Minister position and will be setting up a phone meeting with the MLLG Task Force.
- Rev. Makar has spoken to Bill Clontz about providing consultation on generosity and stewardship.
- He is also exploring additional consultation with Dan Hotchkiss for Board and staff development.
- He is closely monitoring the Stewardship Campaign and wants to see 80% of pledges turned in by November 16 in order for the Board to be able to approve the proposed 2015 budget. We are now at about 43%.
- Clark is working with Stacey Kottman to analyze pledges for projections.
- Rev. Makar is considering new leadership for Covenant Groups. Currently they are in Jessica's portfolio and she is studying our present system.
- Rev. Makar is working on getting attendance records "on a firmer footing." He questions the accuracy of our current system. Laura suggested that we attempt to have some kind of exit interview when we are able.
- Clark reported that we have 225 pledges in, which equates to about 42%, totaling about \$464,000. Last year's pledge total was \$778,000. We are probably past the half way mark for dollar amount because many of our larger donors have already pledged.

The Work of the Board

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

Howard presented a draft of changes to Executive Limitations C, Compensation and Benefits. These proposed changes are designed to promote ARAOMC values by adding:

3. Allow staffing patterns, compensation, and benefits that cause an adverse impact on various underrepresented groups.

Following Board discussion this was changed to read, "3. Allow patterns in compensation and benefits that reflect unfairness toward members of various underrepresented groups."

Howard presented the Committee's draft language for changes to EL B. Draft language was discussed and revised by the Board.

Proposed changes were:

B. Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Executive shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful, unprofessional, or unwelcoming.

Accordingly, the Executive shall not:

1. Fail to implement best practices for inclusive and unbiased hiring.
2. Fail to maintain an inclusive and welcoming work environment.

Following Board discussion, “or unwelcoming” was deleted, so that the language remained, “unsafe, unclear, disrespectful, or unprofessional,” and the word “welcoming” in item 2 was changed to “respectful.”

A staff member wanted to be sure that this EL addressed treatment of the staff by members of the Congregation, not just the Executive. The Board and Executive acknowledged the concern and felt that the EL does cover this area and is addressed through the Congregational Covenant. We have a policy to call Congregants back into Covenant and revoke membership if necessary.

Congregational Life Committee: Bill reported that the report on the Congregational Survey is now on the website. Availability of the report has been advertised in the Weekly Update. There has not been much response from the Congregation to the Congregational Life Committee. The Committee is now beginning to study our Ends Statements and is researching Ends Statements of other UU Congregations.

Planning, Evaluation, and Monitoring: Amelia reported that this month PEM monitored EL J, Communication and Support to the Board. They found that some budget reports are late due to staff turnover. This will be resolved as new staff settle in. Next month they will look at EL L, Executive Well Being. PEM reports are posted on the Google Drive for Board access.

Bylaws and Governance: The Board returned to the discussion of proposed revisions to Executive Limitation C, Fair Compensation. Aspects of the April 2013 Fair Compensation Standard Board Policy document, which is included in the existing Fair Compensation Plan, have been translated into the proposed EL C language. The proposed revised EL requires the Executive to cover the same matters as the 2013 policy, but allows for changes such as revised staff position configuration to be made while monitored by PEM and the Board.

The Board discussed and made changes to the draft language for EL C. Discussion brought up a concern about the language “financial capacity”. Laura will craft suggested new language and send it to Bylaws and Governance. These revisions to Board Policy will be brought back to the Board in November or December. The current draft language is below.

Executive Limitation C. Compensation and Benefits

The Executive shall not provide compensation and benefits to employees, consultants, and contract workers that are neither inconsistent with fair compensation standards nor beyond the financial capacity of the congregation.

Accordingly, the Executive shall not:

1. Set compensation and benefits below fair compensation without a plan to reach fair compensation that is updated annually prior to the development of the next year’s budget, is within the financial means of the congregation, is approved by the Board of Trustees, and includes the following information:

- a. the fair compensation standards to which UUCA aspires, including comparison to the current UUA Fair Compensation Guidelines;
 - b. a list of current UUCA employees with position titles that are congruent with UUA terminology;
 - c. description of the current benefit package for employees, including
 - i. any recommended changes for the upcoming year and
 - ii. budgetary impact of any recommended changes;
 - d. status of current salary and other compensation for each employee with reference to position in UUA guidelines (at or distance from minimum, mid-point, or maximum salary; at or distance from other recommended aspects of compensation package);
 - e. any gap between current compensation (including both salary and other benefits) and the fair compensation standards to which UUCA aspires;
 - f. steps to achieve fair compensation standards to which UUCA aspires:
 - i. long range steps and timeframe for achieving;
 - ii. steps for upcoming budget year.
2. Establish compensation and benefits that create obligations beyond one year. All obligations shall be subject to change in the event of losses of revenue.
 3. Allow patterns in compensation and benefits that reflect unfairness toward members of various underrepresented groups.

Decisive Actions II

Because changes to Executive Limitation C were not yet ready for vote, the Board did not vote on rescinding the April 2013 policy.

Howard moved that the Board pass the changes to EL B, Treatment of Staff, as amended earlier. The new language below passed unanimously.

B. Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Executive shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful, or unprofessional.

Accordingly, the Executive shall not:

1. Fail to implement best practices for inclusive and unbiased hiring.
2. Fail to maintain an inclusive and respectful work environment.

Finance Committee: Grier reviewed documents previously emailed to Board members and explained our present financial status. Pledge payments are high. Expenses are under control. Both pledge payments and plate are ahead of last year. Fundraisers are behind but Fun 4 Funds Auction is upcoming. Salaries and FICA are up to date. We are in the black for October. Pledgers who have paid 100% of their pledges have also given an additional \$40,000.

Clark reviewed the details of the proposed 2015 Budget and Budget Assumptions. The Finance Committee is considering going back to budgeting at 95% of expected income. The proposed budget increases payments to Denominational dues by 25%, increases Social Justice funds by 20% and increases Worship funds by 34% to pay

for Honorariums. Other categories stay the same or increase between 2% and 6%. The Personnel budget increases by about 4%. We may have a surplus for 2014. Clark is working directly with the UUA to calculate dues. Board members had questions about the calculations for prior years on the Proposed Personnel Costs spreadsheet and about Pledge Income. Clark is addressing the concerns. The proposed 2015 Budget will be brought back to the Board for approval in November.

Closing

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

Extinguishing the Chalice: Laura extinguished the chalice with words from WEB Dubois.

Next Meeting: November 18, 2014

Meeting Host: Bill Mengel

Chalice Lighter: Melissa Marion-Landais

Process Observer: Erin Stanfill

Above Board [*due Nov. 9*]: Howard Lewis

Upcoming Committee Meetings:

- Bylaws and Governance: Nov. 9, 12:30 p.m.
- PEM Committee: Nov. 12, 7:00 p.m.
- Finance Committee: Nov. 17, 7:00 p.m.
- Congregational Life:

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