

FIRST UNITARIAN CHURCH
Board of Trustees – Meeting Minutes
Date: April 11, 2018

Board Members Present: Shelly Wallace (2018), Brian MacConnell (2018), Beth McGrew (2018), Sarah Estes (2019), Amy Hunt (2019), Beth Whelan (2019), Dan Schneider (2020), Patricia Rohrer (2020), Gary Gebhart (2020), Rev. Benjamin Maucere (ex-officio), Dick Miltner (ex-officio).

Staff Present: Meredith Plummer

Guests: Ginny Casey-Leininger

Call to Order: Shelly called the meeting to order at 6:27 pm, and Beth McGrew provided an opening reading. Shelly welcomed Ginny, who is a board nominee.

Consent Agenda: Minutes of previous meeting, Agenda for current meeting, Interim Minister, Staff and President's Reports: Patricia moved and Amy seconded that the minutes, agenda and reports be accepted. Unanimous approval.

Financial Report: Dick reported that the Capital Budget shows a projected carryover of \$33,676 at the end of the fiscal year (June 30, 2018). The Treasury was at \$286,819 at the end of the third quarter (March 31, 2018). We have 4.36 months in reserve. The Religious Education Fund was used to pay for the VIP Lounge (\$841). The Carter Fund has \$5,344, and that money will be distributed. The Ministerial Search Committee has spent less than the \$16,000 that was budgeted, with \$11,110 remaining at the end of the third quarter. The board spent \$3,000 from the general fund to pay for an appraisal requested by the Property Task Force.

Leadership Development Updates: Rebecca and Phillip Schaeffer have registered for General Assembly and will serve as delegates. Denys Steele has registered for the MidAmerica Leadership Assembly. Priya Klocek will facilitate a workshop for the congregation on Saturday, June 2, focusing on dealing with change, especially when diversity and inclusion issues are involved. Dan, Tim Kraus and Jo Ellen will also be going to General Assembly. Dan will send a message to the announcements listserve to find out whether any other members plan to attend.

Leadership and Other Positions: Shelly has had discussions with Susan Christy concerning Heart and Hand. Justin Ellis has agreed to serve on the Nominating Committee, and Shelly will continue contacting potential committee members. We anticipate a need for an onboarding team to help the new minister become a part of our congregation and a need for an installation service team to plan and implement an installation service. Both teams would form following the April 29 vote, and the installation service has been tentatively scheduled for Sunday, October 28.

April 29 Special Congregational Meeting: Shelly will serve as worship welcomer for the worship service, and members will be asked to remain in the Sanctuary following the service while our candidate will go to wait in Carrie's office until the votes have been counted. Board members will assist with obtaining signatures and passing out and collecting ballots. Dan (Secretary) and Linda Miltner (Registrar) will count the ballots, and Gaut Ragsdale (Parliamentarian) will observe. A 75% yes vote is required for approval of the call, and our candidate is asking for at least a 90% yes vote. A coffee hour reception will follow the meeting.

Board Goals: Concerning goal #1 on Bylaws revision, we are waiting on the arrival of our new minister before taking any further action. Concerning goal #2 on supporting the ministerial search, the contract for the new minister is in its final form and is being reviewed by Steve Olden. Concerning goal #3 on a Committee on Shared Ministry, we are waiting on the arrival of our new minister before taking any further action. Concerning goal #4 on questioning and examining our mission and vision in relation to church programming, Benjamin will lead a workshop at the May 5 Church Council meeting.

Church Council Draft Agenda: Meredith agreed to report on an article on "The Death of Sunday School and the Future of Faith Formation." Benjamin will lead a mission workshop. Dick will report on the budget for 2018-2019. Beth McGrew will lead a discussion on how to describe Church Council to our new minister and will ask for any suggested changes and reflections.

Policy Review: Dick reviewed for the board members the history of the Endowment Fund, especially since 2006, and explained the outlines of the 2007 agreement between the congregation and the Endowment Fund Board that was approved by the congregation and by both boards.

Alice the Chalice: Brian presented Alice the Chalice to Patricia and Amy in appreciation for their service on the Ministerial Search Committee.

Board Dinner with Rev. Connie Simon: Patricia and Amy explained plans for the April 21 dinner. Connie plans to rotate among the tables so that everyone will have an opportunity to have conversations with her.

April 30 Budget Meeting: The board will meet on Monday, April 30, at 6:30 pm, to vote on approval of the fiscal year 2019 budget that the congregation will vote on at the May 20 meeting.

Adjournment: At 7:46 pm Brian moved and Beth Whelan seconded that the meeting be adjourned. Unanimous approval.

President's Report to the Board for April 11, 2018 Board Meeting

1. Development Activity – Fundraising Taskforce
 - a. None to report.

2. Board Activity
 - a. MSC is providing many opportunities for our church members to meet the minister candidate during candidating week. I appreciate all of their effort, and I look forward to interacting with the candidate! I hope our church members will take advantage of the opportunities so they are prepared to vote on April 29th.
 - b. In the DFP report, there was a request for the board's support with an Accessibility Team. Executive Committee has requested a description and will make a decision on the Accessibility Team moving forward.

3. Committee Activity – none to report

4. Member Activity and Community Activity – none to report

Shelly Wallace
Board President

Interim Minister
Report to the Board
April 2018

On April 8 I'll be sharing the sermon with the MSC. They will introduce the candidate. I will talk about what to expect.

I am trying to coordinate a lunch during candidating week for the candidate to meet colleagues in the area.

In support of the candidating process, Interim ministers are not present during candidating week. I will be praying for you.

I'm beginning the process of packing up the office—trying to make some space.

Patricia Rohrer has been extremely helpful in providing information on the development of the Vision statement. There's still not much on the Mission statement. If any of you have ideas of people who might know how that statement came about, please ask them to talk to me, Dan and/or Brian.

Yours in faith,

Benjamin

Top accomplishments this month:

- Facilitated FP meeting (Mar. 4).
- Attended Committee on Shared Ministry meeting (Mar. 4).
- Sr. High OWL Administration (Mar. 4 and 11).
- K – 1st Grade OWL Administration (Mar. 4, 11, 18).
- Prepped Parents' Night Out (Mar. 23).
- Summer Camp Administration, Planning and Communication.
- Chalice Lighter Administration.
- Volunteer Recruitment.
- Jr. High Classroom Recognition (Mar. 11).
- Delivered two Times for All Ages.
- Reached out to parents about upcoming events.
- EqUUal Access work.
- Other Administrative work (attendance, registrations, etc.) (See 'Other').
- Updated FP Kiosk for March and April.
- Planned and Prepped for Easter.
- Continued planning for Summer.
- Wrote and sent Rite of Passage Letters to parents.
- Made a few arrangements for GA 2018.
- Spoke with staff and members about accessibility needs in the congregation (see 'other').

Priorities for the months ahead

- Finish writing Summer Camp Curriculum.
- Finalize Summer Programming.
- EqUUal Access work.
- Continue other administrative work.
- Continue making arrangements for GA 2018.
- Complete Performance Appraisals.
- Vacation (Mar. 23 – 31).
- Easter Sunday (Apr. 1).
- New Family Classes (Apr. 15, 22, 29).
- Candidating Week (Apr. 22 – 29).

Other

- **Accessibility:** I've been in communication with Linda Miltner and Carrie about handicap seating in the sanctuary. I've recommended we put together an accessibility team that can consult on these types of issues. With the Board's blessing, I would be happy to assemble such a team (though I will not head it).
- **Numbers:** As I am sending this early, I do not have numbers for you. I will report March's numbers in my next Board Report.

Operations Manager Report to the Board
April 11, 2018 Board Meeting

A. Top Accomplishments March

a. Facilities

- i. Change out lock box to replace a difficult, hard to maneuver lock box to a simple push button design
- ii. Update lock box combination and create lock box combination form
- iii. After B&G, Finance, and Board approval moved forward with signing a preventative maintenance agreement for HVAC systems with Peck, Hannaford, & Briggs
- iv. Work with our security provider to be sure they provide a security officer, so there is a presence on Sunday before, during, and after our worship services
- v. Continue to schedule Wi-Fi thermostats for 2nd floor, Sanctuary, and staff office corridor weekly
- vi. Available to meet with outside rental for a short lesson on operating the projector for upcoming event
- vii. Coordinated services for troubleshooting the exterior chalice sign, which stopped lighting up at night
- viii. Schedule overflow parking for April 8 and candidating Sundays
- ix. Coordinate logistics for some conflicting church events

b. Finance

- i. Support canvass, as needed
- ii. Continue to provide support in the transition to transfer from QuickBooks to Xero

c. HR

- i. Review updated job descriptions proposed by the Board as part of supporting the Search Committee by developing a proposed Settled Minister contract, job description, and organizational chart
- ii. Provide guidance and receive input from staff for compensation review, as part of budget planning

d. Other

- i. Provide MSC Human Resources support for ministerial candidates
- ii. Schedule and lead monthly staff meeting
- iii. Monthly meeting with Office Administrator and Custodian

B. Priorities for Months ahead

- a. Budget planning
- b. Performance appraisals

March 2018 Music director board report

Accomplishments:

Rehearsed singers 5 times

Rehearsed bells 3 times

Sponsored Hal Walker for 3/16 concert

Hired Noriko for 4/15 Music Sunday

Acquired Bruce Bowdon to sub on 3/25

Hired Colleen Cambron to sub on 4/29

Met with Benjamin and Beth Whelan regarding UUA employee practices

Hired percussionist 2 times

Coordinated with Rozy Park and Jeff Hildebrand for youth participation on 3/4 and 3/25

Inquired UUMN MLCC committee regarding completion of the program

Goals:

Perform flawlessly on April 15

Consult Pat Kahn from UUMN Music Leadership Credentialing Committee

Help needed:

Continued support

Submitted by,

Jera Cox

Music Director/keyboardist

Office Administrator's Report to the Board

March 2018

A. Top Accomplishments from the Month:

The last thing on my calendar for February was to do the mail merge for Canvass. I expect the next couple of days had issues that needed to be addressed as well. It did get done, and it was a good thing!

March also started out with a massive amount of calendar items for the Search Committee. As the time gets closer, I feel the excitement!

Conversations about "MeetUp" – a new social media platform – have been going on for a while. In March, we finally went live. There is a learning curve, and while I've started posting things there, I find it's not as intuitive as I'd like.

As usual there were the newsletters and orders of service to do. Nothing new or unusual this month, though. There were new members that joined. That means a little extra Church DB work. Watch for the new photos on the bulletin board.

There are always the day-to-day things – the doorbells that ring, LLAD, Linton and other outside rentals. This month there was a challenge in dealing with a disruptive member, and dealing with the issue in the right way.

I had conversations with the Search Committee early in the month about producing a Photo Directory of the new members that had joined since the photo directory was produced in 2016. I believe there are about 35 of them. This has been done (in Publisher) and looks great! It took most of my time for three days at the end of the month.

B. Priority for Months Ahead

The main priority in the months ahead is the transition to the new minister! I expect that this will hold a lot of excitement as well as some challenges.

It's also come to my attention that it is getting time for Board Handbook updates.

C. Help Needed

Occasionally “rogue” items get posted on both bulletin boards. It’s helpful to reinforce the guidelines at least with the committee chairs! The lobby bulletin board is focused on new members, and anything that goes there must be OK’d by me (or the Membership Committee. Anything on the bulletin board in the Ellen Hall Room must be initialed and dated.

We have purchased new binders and dividers for the Board Handbooks. Thanks ahead of time for any information you can pass on in terms of what you need and when.

Susan West, Office Administrator