

## **FIRST UNITARIAN CHURCH**

### **Board of Trustees – Meeting Minutes**

**Date: May 10, 2017**

**Board Members Present:** Shelly Wallace (2018), Sarah Estes (2019), Chris Dendy (2017), Brian MacConnell (2018) Beth McGrew (2018), Carly Wise (2017), Beth Whelan (2019) Rev. Benjamin Maucere (ex-officio).

**Absent:** Cynthia Heinrich (2017), Amy Hunt (2019), Dick Miltner, Treasurer (ex-officio).

**Staff Present:** Carrie Spiess, Meredith Plummer.

**Guests:** Dan Schneider and Gary Gephardt, board candidates; Dennis Finney, Finance Committee chair.

**Call to Order:** Shelly called the meeting to order at 6:34, and Chris shared an opening quote.

**Consent Agenda, Staff and President's Reports, and Minutes from both Regular April Board Meeting and Special Meeting:** Beth M. moved and Chris seconded that the agenda, reports, and minutes be approved. The motion carried.

**Finance/Treasury Report:** Carrie provided a limited report, we're at 92% of budgeted revenue through the end of April. If everyone were to pay their pledges by June 30, we would not end with a shortfall. Expenses are stable and as expected overall, but Building & Grounds had some unexpected capital expenses. Gas and electric is coming in \$4,000 under budget. We've received \$45,000 in pre-payments for 2018 pledges.

**Signing Authority:** Operations Manager, Carrie Spiess shared that it has been recommended that we have another signatory authorized for our PNC Bank account. Dennis Finney, the Finance Committee chair has been identified as the appropriate individual to add to the account, and the board agreed. No vote is necessary, it just needs to be reflected in our minutes.

**Review of First Church Governance Model:** The governance documents group is meeting May 11<sup>th</sup>, and congregational conversations have been scheduled for July 9<sup>th</sup>, July 16<sup>th</sup>, August 6<sup>th</sup>, and August 13<sup>th</sup>. We're hoping to have a draft of the single document condensed from the current by-laws and constitution to share by end of summer. The goal is to share it at the September congregational meeting and then vote on it at the January 2018 meeting. We would like to be able to show that we have our governance documents in order while we're searching for a new minister. Additionally, research has shown that ministerial candidates will expect this position to have more oversight of staff operations functions that are currently reporting to the board chair. Members of an ad hoc advisory committee to the board from several years ago, which included two members of the current search committee, met to discuss the roles and responsibilities of a minister in our congregation and how we might evolve our model, if a

candidate had the right skill set for chief of staff type role, as well as head of ministry. They feel there is room for compromise in our model, although it's not anticipated that clearly mapped out roles and responsibilities will be addressed in the governance documents.

**Update on Church Council Meeting:** Beth M. reported that the meeting went well and was well-attended. Everyone was engaged in the topics presented, but Beth is often surprised that committee chairs don't bring additional agenda items. Shelly recognized how well Beth runs those meetings.

**Social Justice Donations Clarification:** Potential change in how donations to J-RAB are handled; whether they go through the church or directly to the organization. If the donations are to the church so that members can receive a tax deduction and then the church makes the donation, the board should approve this and Carrie should be notified because it is work for her and she needs to know what to do with the donations. During the meeting the SJ Committee suggested individual donations to J-RAB but after the meeting the idea changed to have the church receive donations.

**Congregational Meeting Agenda:** Shelly presented the agenda for board input, and let us know that she sends these to Gaut Ragsdale in advance to get his advice and feedback, as he is a parliamentarian, and he has always made good suggestions. Chris suggested adding, at Gaut's recommendation, an agenda item to inform the congregation of our intent to combine governance documents to bring us into UUA best practices. We'll plan on adding that.

**Budget Forum Discussion – Update:** Finance Chair, Dennis Finney joined us to talk about the two congregational budget forum presentations, as well as a presentation to Church Council on the new budget format. The new format has the budget expenses distilled down to 3 overall categories, Ministry, Outreach, and Support, to have it be more reflective of our mission, and to simplify it down to approximately 20 lines. The Finance Committee added an introductory section that talks about the money raised that doesn't get counted in our budget, but is part of our outreach – share the plate collections, volunteers, food for Shiloh Food Pantry, book donations, etc. People were very positive about the new format, although a couple of people asked if the full budget would be available, and they were assured that they could set up an appointment with the Operations Manager to review the full budget. Lisa and Ray were commended on the fantastic job on the canvass this year, which really helps in balancing our budget.

**Appreciation for our off-going board members Carly and Chris:** The board shared their love and appreciation for Carly and Chris, as this is their last board meeting.

**Alice the Chalice Presentation:** Carrie presented the award to Brian last month, but thanked him again this month, as he wasn't present at last month's meeting. Brian then presented the award to Beth W., Patricia, Dan, and Gary for agreeing to serve on the board.

**Executive Session:** The board went into executive session at 8:00 to discuss the budget.

Chris made a motion we accept the budget as proposed and discussed in executive session, Beth W. seconded the motion. It passed unanimously.

Carly moved to adjourn at 9:03 pm, Brian seconded the motion, and it passed unanimously.

Sarah Estes, secretary

## President's Report to the Board for May 10, 2017 Board Meeting

1. Development Activity
  - a. Susan Christy reported that the Art Wall Art Auction went pretty well. 12 of the 14 pieces that were donated were sold, and made \$675 for First Church. Susan will provide a short article in the next newsletter sharing the total, and recognizing our donors.
  
2. Board Activity
  - a. August 27 at 11:30 is the date and time that Bill Blessing of the Blessing Law Firm will provide a seminar to the congregation on How to Avoid Becoming Scammer Prey and Getting Scammed.
  - b. Reminder: The draft minutes from the January 2017 Congregational meeting are on the board web site in the May 2017 Board Packet folder. **Board members, please review and send suggested edits to board secretary Sarah Estes ASAP.**
  - c. GA delegates this year include: Tim Kraus, Lee Meyer, Jim Powell, Barb Rider, Dan Schneider and Carol Willis.
  
3. Committee Activity
  - a. Nothing to report.
  
4. Member Activity
  - a. Nothing to report.
  
5. Community Activity
  - a. Nothing to report.

Shelly Wallace  
Board President

Interim Minister's  
Report to the Board  
May 2017

I attended the ministers' meeting last week in Chicago. There was, of course, much discussion of recent events at the UUA. These include the resignation of UUA President Peter Morales and two other top UUA staff and the appointment of Bill Sinkford and two others to finish out his term as co-presidents. I will address this as part of the upcoming "White Supremacy" service on May 7.

I have worked with the Worship Committee to plan summer services which will begin on June 18. I will be back in the pulpit on August 13.

The Transition Team and I have wrapped up our offerings of the "What Do You Say" workshops and Dot has presented the last of four sessions discussing Robert Latham's *Church Folly Lane*. We are now working on our annual report to the congregation.

We are beginning to plan for workshops for fall and winter. Our goals are to focus on the congregation's development of a statement based on Gil Rendel's *Behavioral Covenants in Congregations*. We also plan to help the congregation develop skills at conflict management based on *Taking the War Out of Our Words: The Art of Powerful Non-Defensive Communication*.

Yours in faith,  
Benjamin

Operations Manager Report to the Board  
May 10, 2017 Board Meeting

**A. Top Accomplishments April**

**a. Facilities**

- i. Request updated quotes for boiler replacement, asbestos abatement of boiler room, and obtain a third quote for boiler replacement
- ii. Negotiate contracts for rentals for upcoming 2017-18 season, including Linton Music Concert Series and CCJO with Jazz@First
- iii. Purchase replacement AED battery with help of Tom Rohrer
- iv. Annual exit sign/emergency lights service completed by Cintas; through two years of receiving service from Cintas, all batteries have been replaced with high quality, longer lasting batteries decreasing the cost of annual service
- v. Semi-annual stove suppression hood inspection and service completed to help keep FC compliant
- vi. Continue to work with contractors for Vernon Place project to lease single day and monthly parking spaces; total of 15 spaces leased

**b. Finance**

- i. Continue to support canvass and members during the pledge campaign
- ii. Meet with Committee Chairs, as requested, to provide committee reports of revenue and expenses
- iii. Church credit card account compromised, but all fraudulent charges were declined; updated all accounts with new credit card information including church domain and hosting site

**c. HR**

- i. Staff performance appraisals completed for HR Committee to review before supervisors go over with staff
- ii. Manage employee benefits
- iii. Utilize Employers Resource Association for guidance on employee issues

**d. Other**

- i. Vacation May 22 – May 29
- ii. Present report with Dick Miltner to communicate findings from Design Thinking project

**B. Priorities for Months ahead**

- a. Safe congregation policy

Top accomplishments this month:

- Prepared 2 classrooms for 4 Sundays.
- Prepared and presented 2 TFAA.
- Prepped FP Kiosk for May.
- Attended Worship and Family Programming Committee meetings (See 'Other').
- Coordinated and oversaw Jr. High OWL overnight and graduation (April 7 – 8).
- Easter Sunday (Story, Flowers, Egg Hunt, and Teacher Coverage).
- Facilitated April PNO.
- Facilitated 2 New Family Classes (April 23 and 30).
- Finished Staff Evals.
- Attended Board gatherings (Multi-Church Study, Budget Discussion).
- Crafted 2017 summer curriculum (PreK – 5<sup>th</sup> Grade).
- Set up office altar space.
- Met with the parent of a troubled teen.
- Crafted lessons for White Supremacy Teach In (May 7).
- Read Section 2 of Connect by Nelson Searcy (See 'Other')

Priorities for the months ahead

- Facilitate New Family Class (May 7)
- Prepare classrooms for lessons.
- TFAA
- Prepare FP kiosk for summer.
- Meet with FP Committee (and choose 2017 – 2018 curricula).
- Prepare for FPs End of the Year Party on the Playground (May 28)
- Prepare for flower communion (June 4).
- Prepare for Volunteer Recognition (June 11).
- Assist Jr. High and FPC in preparing for summer events (youth service, overnights, etc.).
- Update FP Volunteer Online Training to reflect new information about Core Truths and Rites of Passage.
- Update FP Booklet for 2017 – 2018 church year.
- Adapted and assemble 2017 – 2018 curricula as needed.

Other

- **FPC Meeting:** At the last FPC meeting, the FPC worked on fleshing out Rites of Passage to accompany our Core Truths. Two things were decided:
  - September - April, I am going to take one of my TFAA each month to recognize a different class.
  - May – June will be dedicated to recognizing Rites of Passage.
- **Connect:** Some great suggestions and strategies in this section. Some ideas I believe the Board would find interesting:
  - Always put a time limit on serving.
  - Plan a shadow day and a ministry / volunteer fair.
  - Recruit the people who have just been through 'it' to lead 'it' the next time.
  - You never 'need' a volunteer; you have an opportunity for someone to serve.

- Ask not 'How few do we need?' but rather 'How many can we mobilize?'
- **Numbers:** Our congregation is growing. In an effort to put some data behind our growth, I thought I would provide you with a monthly numbers report.
  - **Total Registrations:** 100 children and youth from 58 families
  - **Average Attendance this Month:** 30 (Easter Sunday – Only Infant / Toddler and Jr. High Attendance were counted).

## April 2017 board report from the Music Director

### Accomplishments:

- Rehearsed singers weekly on Thursdays
- Rehearsed ringers 3 times
- Attended worship committee meeting
- Met with Benjamin to discuss evaluation
- Completed self-evaluation and returned to Benjamin
- Hired Noriko to accompany 3 rehearsals prior to Music Sunday
- Hired Colleen Cambron to sub for May 21 service
- Performed Vivaldi Gloria for April 23 service
- Created OOS for April 23

### Goals:

- Complete evaluation with Benjamin
- Register for UUMN conference

### Help needed:

None at this time

Submitted by,  
Jera Cox  
Director of Music

Dear First Church Board members and Reverend Maucere,

Here are some reflections on my experience with the MidWest Leadership School (MWLS):

I joined the (now defunct) Northern Kentucky UU congregation in the early 90's. It was a very small fellowship, no minister, average Sunday attendance 20-25. There was not a lot of money in their budget. Nonetheless, they made a commitment to send one congregant to the MWLS every summer. They realized the need for and value of a cadre of trained leaders. About two years after I joined, I was asked to attend MWLS.

As described in their literature, MWLS is immersive and intense. As a new UU, it was a wonderful hands-on education in what my newfound religious home meant in the larger world, and in a lived religious community. We walked the walk of community, and were carefully led through what I found to be a well-designed, well-paced, and purpose driven curriculum.

Most of the attendees were either board members or committee chairs. The focus was on leadership, not management, and specifically leadership in a UU setting. I recall two marines in my cohort, two very diverse men with strong leadership skills in the "outside" world, who by the end of the week had reframed their approach to leadership, using and sharing what their military background had given them, while making a successful transition to a leadership skill set better attuned to a voluntary, religious organization.

My roommate – everyone has a roommate, and it is not someone you knew coming in – was a Wiccan, who found herself opening up to people she would have avoided in her home church, including the two marines. I still cherish the altar totems she gave me, and the way our friendship changed me, helped me grow.

As for myself, I still am reaping the rewards of that week. I was a somewhat typical baby boomer woman, trained to be a follower or a manager but not a leader. I learned many specific leadership skills and mindsets that became a part of who I was and how I intersected with my church. I came back to NKY to chair the worship committee. I was prepared, knowing how to start, how to facilitate consensus and growth, when to ask for help, and above all, with a confidence in myself and the process of shared purpose leading to accomplishment and change. I came home with a binder full of valuable ideas and strategies, but it was the internal growth that made the biggest difference, and made it possible for me to succeed at a task I had been woefully unprepared for prior to my week at MWLS.

Susan Christy

[\(859\) 441-0171](tel:(859)441-0171)