

FIRST UNITARIAN CHURCH

Board of Trustees – Meeting Minutes

Date: June 14, 2017

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 Gephardt (2020), Dick Miltner (ex-officio)

Board Members Absent: Rev. Benjamin Maucere (ex-officio)

Staff Present: Carrie Spiess, Meredith Plummer

Guests: Chris Dendy (2017), Cynthia Heinrich (2017), Carly Wise (2017)

Call to Order: Shelly Wallace called the meeting to order at 6:35 pm, and Shelly provided an opening reading, “The Power of One,” author unknown.

Consent Agenda: Minutes of May 10 meeting, Agenda for current meeting, Staff and President’s Reports: Brian MacConnell moved and Beth Whelan seconded that the agenda and reports be accepted. Unanimous approval.

Shelly confirmed that all board members are linked to the Board Google site.

Learnings from the Past Year and Thoughts for the Coming Year: All members of the 2016-2017 Board of Trustees and staff members present shared key learnings and thoughts for the coming year. Shelly recorded key points, which will be considered at the board retreat in August.

Treasurer’s Report: Dick Miltner provided the report. There are no significant changes since the last meeting. The final report for the fiscal year will be available at the July 12 meeting. The treasury and reserves are a little lower than last month, but we have more than 3.5 months in reserve in the operating budget (\$120,868), which is good.

Financial Report: Carrie Spiess provided the report. We are slightly under budget on plate collections and over budget on building rentals. Our bookkeeping service is behind by two months, but that will change. Dick and Carrie are reviewing our bookkeeping needs, and they have communicated with PNC Bank concerning new software that would streamline the process. Once a decision is made to adopt the new software, Dick plans to learn it so that we will not be too dependent on Carrie.

All Aboard Article Writing and Snack and Reading Sign-ups: Dan Schneider passed around sign-up sheets, one for All Aboard newsletter articles that are written by different board members each month, and the second for providing snacks and readings for each meeting. Dan will put the completed lists on the board site so that all will have access to them.

Board Liaisons: The board liaisons for 2017-2018 were announced. **Adult Religious Education:** Beth Whelan, **Building and Grounds:** Gary Gebhart, **Communications:** Brian MacConnell, **Community Builders:** Dan Schneider, **Development Committee:** Sarah Estes, Brian MacConnell and Gary Gebhart, **Endowment Board:** Beth McGrew, **Extended Ministry:** Dan Schneider, **Human Resources:** Sarah Estes, **Huumanists:** Dan Schneider, **Family Programming:** Shelly Wallace, **Small Group Ministry:** Dan Schneider, **Social Justice:** Beth McGrew, **Welcoming and Membership:** Patricia Rohrer, **Worship and Music:** Beth Whelan.

Board Handbook: Shelly asked for a volunteer to help her update the Board Handbook, and Patricia Rohrer agreed to help.

General Assembly Updates: Dan Schneider discussed the issues facing the church's six delegates, including electing a new President of the Unitarian Universalist Association. That vote will take place through rank order voting so that no runoff will be necessary. There will be a vote on beginning a two-year discussion on changing the first Unitarian Universalist principle to "the inherent worth and dignity of every being." Amy Hunt reported that most of the members of the Search Committee will be attending General Assembly and that a survey of the entire congregation will be coming out soon.

Ohio House Bill 27: Dan reported that we were asked by the Cincinnati Interfaith Workers Center to express opposition to this bill that would deny workers compensation to most undocumented workers in Ohio. However, there was no longer a need to take action because voting was expected to take place at the same time as the board meeting.

Governance Congregational Conversations: Beth McGrew announced a series of four congregational conversations on a revision that would combine the constitution and bylaws into a bylaws document. Members of the committee who have been working on the revision (Sarah Estes, Chris Dendy, Beth McGrew, Gaut Ragsdale, and Barb Rider) will take turns leading the meetings, and Beth encouraged board members to participate if they are able. The meeting will take place at the following times: Sunday, July 9, 8:30-9:30 am, Sunday, July 16, 11:15 am-12:15 pm, Sunday, August 6, 11:15 am-12:15 pm, and Sunday August 13, 8:30-9:30 am. Congregational comments will be considered before a final draft will be presented at the September 24 congregational meeting. The revision will be voted on at the January 21 congregational meeting.

Committee Update: Shelly gave an update from Adult Religious Education, which will partner with Black Lives Matter for a film series at our church, beginning in the fall.

Board Liaisons: Shelly reminded board liaisons to find out if the committee chairs have changed for the coming year and to remind the chairs to tell Susan West who is on their committee and who is chair and to turn in an annual report.

Other Business: Beth McGrew passed out an updated Project Request Form that she and Dick developed. Once approved, it should be used by individuals who develop ideas that require funding. The form would be sent to Carrie Spiess, Operations Manager, and a

response will be guaranteed within two months. Dan mentioned a request from a member to purchase Standing on the Side of Love tee shirts with a First Church logo on the back in time for the Pride Parade in ten days. Dan agreed to respond that such requests should come from committees and should occur in a timely manner so that they can be properly considered. Beth McGrew passed out copies of a First Church event rating sheet denoting activities as being appropriate for different age groups. All committees are encouraged to use the ratings.

At 8:43 pm Patricia Rohrer moved and Amy Hunt seconded that the meeting be adjourned. Unanimous approval.

Dan Schneider, Secretary

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1. Development Activity a. None known to report.
2. Board Activity a. August 27 at 11:30 AM in the sanctuary, 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. Dates for Congregational Conversations Regarding Proposed Governing Document Changes are scheduled in the Fisher room on:

7/9, 8:30 – 9:30 AM

7/16, 11:15 – 12:15 PM

8/6, 11:15 – 12:15 PM

8/13, 8:30 – 9:30 AM

- c. The Operations Manager, Finance Chair, Treasurer, Board President and Legal Counsel have been working on the interim minister's contract. The board will vote on the contract during the July board meeting.
- d. The Operations Manager, Finance Chair, Treasurer, Board President and a representative of the Ministerial Search Committee will meet with a UUA Compensation Consultant this month in preparation for hiring a Settled Minister.
- e. There will be a post-GA report-out from our GA delegates. Details will follow.

3. Committee Activity a. None known 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

June 2017

I will miss the upcoming board meeting. I'll be taking vacation days from June 12-14 to explore the New Orleans area prior to GA. (Ministry Days June 18-20, GA 21-25.) I'll be back on the 28, and on vacation for the month of July. I'll see you in August!

Below are highlights of the interim year.

I worked with the Transition Team was to create a church history timeline on a long sheet of butcher paper. We then had a workshop that invited the congregation to add to the timeline their experiences at First Church, both positive and negative. There were around 50 participants. We posted the timeline through the month of November so others could read and add to it.

From the information from that workshop and from interviews with over a dozen church leaders I preached a sermon on what I've learned. It is still available and I urge you to read it.

The gist is that you have a pattern of growth, resulting in conflict, resulting in your slipping back to your former size. The challenge you face is to learn to have respectful dialogue and honor your differences and make decisions on how to move forward based on clarity as to who you are and what difference you are here to make in the world.

In February we held an Appreciative Inquiry workshop, "First Church at Its Best," with 70 attendees.

In March the congregation was challenged to develop their own personal definition of what it means to be a Unitarian Universalist. Eighty-seven people participated in one-hour workshops called "What Do You Say After You Say UU."

Four of five Sundays in April Dot Christenson led discussion groups exploring size transition issues based on Robert Latham's Moving on From Church Folly Lane.

The series was designed as an opportunity to gain insight and provide input to the Ministerial Search Committee about our congregation's preferences for ministerial skills and interests.

Next year we plan to lead a process for creating a behavioral covenant, an agreement as to how we are going to be with one another, and workshops on de-escalating verbal conflict. We will also continue to interrogate the mission/vision statements.

Yours in faith,

Benjamin

Top accomplishments this month:

- Prepared 2 classrooms for 4 Sundays.
- Prepared and presented 2 TFAA.
- Facilitated Family Programming Committee meeting (see 'Other')
- Facilitated the last New Family Classes (May 7).
- Met with staff to review end of the year evals.
- Attended Board gatherings (Budget Discussion).
- Oversaw FP's White Supremacy Teach-in (May 7)
- Attend Pre-Training webinar for UUA Innovation Training.
- Facilitated FP's End of the Year Party on the Playground (May 28).
- Prepared TFAA and Power Point for Flower Communion (June 4).

Priorities for the months ahead

- Attend UUA Innovation Training (May 31 – June 3).
- Present Flower Communion (June 4).
- Prepare FP kiosk for summer.
- Read Section 3 of Connect
- Meet with FP Committee.
- 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:** The FPC has chosen the following curriculum for the 2017 – 2018 church year:
 - *PreK – K:* Chalice Children
 - *1st – 3rd Grade:* Love Surrounds Us & Love Will Guide Us
 - *4th – 5th Grade:* Picture Book World Religions & Picture Book Bible Stories
 - *6th – 7th Grade:* Living in UUville & How Can I Know What to Believe
 - *8th – 12th Grade:* Brining the Web to Live (A Youth Leadership Curriculum)
- **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:** 103 children and youth from 59 families
 - **Average Attendance this Month:** 26 (Memorial Day Sunday not counted).

Operations Manager Report to the Board
June 14, 2017 Board Meeting

A. Top Accomplishments May

a. Facilities

- i. Update capital list for FY2018
- ii. Provide facility tours for potential renters, as well as, negotiate rental contracts including ACLU of Ohio, Phi Mu Sorority
- iii. Coordinate setup requests with renters and members
- iv. Temporary room number signs placed on 2nd floor to help identify each room

b. Finance

- i. Assist in post canvass analysis with key stakeholders
- ii. Attend several meetings to assist in budget revisions to present a final budget for congregational meeting

c. HR

- i. Manage collection of staff performance appraisals for HR Committee to review for merit pool
- ii. Guide medical benefits renewal
- iii. Provide support for IM contract renewal

d. Other

- i. PTO days June 4 – 5, 11-12, June 25 – July 4
- ii. Support to MSC and congregation including providing requested reports as well as directing the congregation to the best place or person to find answers for the congregational record
- iii. After a system rebuild for OA computer, assisted Joe Busby in updating computer by installing Microsoft Office

B. Priorities for Months ahead

- a. Employment letters revised and mailed on July 1
- b. Safe congregation policy
- c. Financial systems review

June 2017 music director Board report

Accomplishments:

- Completed choir performances until August
- Registered for UUMN conference, with plane and hotel reservations
- Met with search committee members to discuss musical preferences for collaboration with new minister
- Hired Tracy Walker for July 9 service
- Completed 2017 Board Report

Goals:

- Attend UUMN conference
- Begin tentative fall choir calendar

Help needed:

- continued support

Submitted by

Jera Cox

Music Director/keyboardist