

FIRST UNITARIAN CHURCH
Board of Trustees – Meeting Minutes
Date: July 12, 2017

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

Board Members Absent: Sarah Estes (2019), Rev. Benjamin Maucere (ex-officio).

Staff Present: Carrie Spiess, Meredith Plummer

Call to Order: Shelly called the meeting to order at 6:31, and Brian MacConnell provided an opening reading.

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

Treasurer’ Report: Dick provided reports for both the operating budget and the capital budget, with one for each for the end of fiscal year 2017 and one for each for fiscal year 2018. Reports for the end of fiscal year 2017 are subject to review and should be finalized by the time of the September congregational meeting. The capital budget report shows a carryover of \$34,288 from fiscal year 2017 to fiscal year 2018. The operating budget report shows we have 4.47 months in reserve for fiscal year 2018.

Financial Report: Carrie provided the unofficial report for the end of fiscal year 2017. Although the report shows a shortfall of \$21,039, we expect the shortfall to be much lower. Over the last year, we have paid much less than expected to Duke Energy, and we have received significant money through fundraising, such as summer camp, rentals, art wall sales and Community Builder events.

Family Programming: Meredith Plummer, Director of Family Programming, presented a slideshow illustrating a new app she is working on, titled “My Village: An application to support and empower UU parents to be the spiritual leaders of their families.” The app will provide resources and tools to enable communication and support among parents and others at First Church interested in children and youth. Meredith has worked with the Family Programming Committee and other adults, and she will contact the Communications Committee. She is looking for support in developing the application and in fundraising.

General Assembly: Dan provided a report on the General Assembly in New Orleans. Race has become a major topic of conversation and action within the Unitarian Universalist Association (UUA). Black Lives of Unitarian Universalism (BLUU) has emerged as a major voice of people of color within the UUA, which is making efforts to face up to white supremacy. There is also a shift to younger leadership. The UUA has established a study commission that will take one or two years to consider and solicit feedback on possible changes to the seven Unitarian

Universalist principles. The proposal to change the word “person” in the first principle to the word “being” will be considered by the commission, but it appears to face strong opposition. A movement to add an eighth principle to support multiculturalism and antiracism appears to have strong support. Delegates overwhelmingly approved a request for the UUA to re-imagine the Standing on the Side of Love campaign in a way that would not use language that can create barriers among people with different abilities.

Ministerial Search Committee and Board Changes. Jennifer Alvis has stepped down from the committee for personal reasons, and the committee sees a need to include someone younger with a family. Gary moved and Amy seconded a motion to appoint Patricia Rohrer as a board representative on the Ministerial Search Committee and to elect Beth McGrew as Vice President to replace Patricia. Unanimous approval. Brian agreed to replace Patricia as the board liaison to the Welcoming and Membership Committee.

Governance Conversations. Beth McGrew reported on the first of four conversations with members that took place on Sunday, July 9, to discuss proposed changes that will combine the current constitution and bylaws into one bylaws document. There were 11 people present, and it was a positive meeting. The committee working on the revision will incorporate suggestions and present a proposal for reading at the September 24 congregational meeting and approval at the January 21 congregational meeting.

Stewardship Plans: Last year Shelly and Benjamin had lunch with the top five donors and found the conversations to be beneficial. Ray Sinclair has suggested expanding this effort in the next year to include private meetings between other board members and the top 30 donors. Shelly will contact board members to request volunteers to participate in these meetings. Ray will attend the September board meeting to share thoughts on the 2018 canvass.

Project Updates. Beth McGrew reported on her work with Tom and Karen Rohrer working toward the purchase of digital signs for the outside and inside of the church. Brian agreed to serve on the committee.

After discussion on the need for a new boiler, Brian moved and Gary seconded that we authorize the expenditure of up to \$50,000 for purchase of a new boiler, asbestos abatement, fins for baseboard heaters and wireless thermostats. Unanimous approval.

Shelly requested feedback on the Project Request Form that Beth McGrew passed out to be completed by individuals who have ideas that require funding. Another draft with revisions will be shared at the August meeting.

Committee Chair Positions. Ray is working with Membership to find a new committee chair to follow him. Community Builders will meet to discuss a new chair to follow Bev Baker. Beth McGrew will send changes to Susan West.

Executive Session. The board went into executive session to consider personnel matters. Amy moved and Beth Whelan seconded a motion to accept a proposed contract for the interim minister. Unanimous approval.

Announcements. Beth McGrew announced that she has set up a First Unitarian Church team to participate in the Feet in the Street 5K fundraiser for the Avondale Comprehensive Development Corporation, Saturday, October 14. Beth Whelan discussed plans for the board retreat that will take place Saturday, August 12, at the Transfiguration Spirituality Center in Glendale.

At 8:39 Patricia moved and Gary seconded that the meeting be adjourned. Unanimous approval.

Dan Schneider

Secretary

President's Report to the Board for July 12, 2017 Board Meeting

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. The first Congregational Conversation regarding Governance and proposed Governing document changes took place on Sunday 7/9. Dates for remaining sessions are scheduled in the Fisher room on:
7/16, 11:15 – 12:15 PM
8/6, 11:15 – 12:15 PM
8/13, 9:00 – 9:50 AM
 - c. The Finance Chair, Treasurer, Board President, and two representatives of the Ministerial Search Committee met with a UUA Compensation Consultant (CC) this month in preparation for developing the compensation package, contract and letter of acceptance for the Settled Minister. The meeting was helpful in assisting in understanding how UUA views how our minister and staff are currently compensated, and suggested areas for adjustment. Additionally, the CC shared that most ministers expect a “Minister as Chief of Staff” model.
 - d. The Operations Manager, Finance Chair, Treasurer, and Board President will be meeting in the near future to determine financial inputs for the Settled Minister’s contract. The board will be responsible for putting together the draft contract and letter of acceptance for the Settled Minister as requested by the Ministerial Search Committee by the beginning of September.
 - e. There will be a post-GA report-out from our GA delegates on Sunday, July 16 follow the worship service in the Ellen Hall room.
 - f. Board Retreat – the Executive Committee made the decision to invest \$316 to have the Saturday, August 12 Board Retreat at Transfiguration Spirituality Center,

495 Albion Ave, Glendale, OH 45246. The retreat will be from 9AM – 3PM, and breakfast and lunch are included. We will be in a cottage of our own, and will have access to the grounds as well. In addition to refining goals for the coming year, we will work on our leadership skills. Details to the board to follow by email.

- g. Board Handbook Update – Patricia and Shelly have been working on gathering all the documents that go into the board handbook and uploading them to the board Google site. In the near future, they will be engaging Susan West in making copies, and each board member will receive an updated handbook. Our objective is to keep all updated documents on the board site so that it is easy for handbooks to be created for future board members.

3. Committee Activity

- a. Family Programming has developed a job description for the Senior High Advisor and is in the process of hiring for this position. Dan Schneider is serving as the board representative during interviews for this important position. Thank you, Dan!

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:

- Attended UUA Innovation Training.
- Flower Communion (June 4).
- Volunteer Recognition (June 11).
- Church Picnic and Youth Service (June 18).
- Provided oversight and administrative support for the Jr. and Sr. High Overnights at the Schneider's Lake House (June 16 – 17 and 30 – 31, respectively)
- Prepared Sr. High Job Description and Job Posting.
- Scheduled major FP events for the 2017 – 2018 church year.
- Updated Classroom Rosters and Attendance Sheets for the 2017 – 2018 church year.
- Updated FP Booklet for 2017 – 2018 church year.
- Updated registration form for 2017 – 2018 church year.
- Updated FP Volunteer Online Training for 2017 – 2018 church year.
- Attended Worship Committee Meeting.
- Facilitated Family Programming Committee meeting.
- Prepared FP Kiosk for Summer.
- Read section 3 of Connect (see 'Other').

Priorities for the months ahead

- Continue to provide oversight and administrative support for the Jr. and Sr. High Overnights at the Schneider's Lake House (June 16 – 17 and 30 – 31, respectively).
- Hire a Sr. High youth advisor.
- Prepare for FP Retreat (Aug. 5).
- Adapted and assemble 2017 – 2018 curricula as needed.
- Recruit 12 Volunteers to serve on our 2 volunteer teams (see 'other').
- Recruit 6 Classroom ambassador families (see 'other')
- Prepare for beginning of the year events (e.g. Kindergarten Adventurers, Water Communion, FP Open House, and Volunteer Training).

Other

- **Connect:** This was the first section of the book that I felt FP could utilize independent of the rest of the church. My two take aways from this section...
 - Volunteer Ladders – Volunteers start out with a small commitment. Then, they move up the ladder, and take on more responsibility, as they meet certain criteria (e.g. Membership).
 - Covenants – Each rung of the ladder has its own covenant.
- **Volunteer Teams:** In feedback I received from our volunteer teachers this year, a few things were made clear...
 - They appreciate the adapted curriculum I supply (and do not wish to use the 'raw' curriculum).

- They enjoy volunteering, but it can be too much at times. They would like to share the burden with more people. Therefore, volunteer teams will now have 6 people (instead of 4).
- **Classroom Ambassador Families:** To help new families tap into our First Church community, I will be seeking out 6 families to act as classroom ambassadors (one family for each class). These ambassador families would welcome new families personally, answer any questions they may have, invite them to FC events (and other fun events), follow-up with absentee families, and keep me informed of pastoral needs.
- **Numbers:** See below for June's numbers...
 - **Total Registrations:** 103 children and youth from 59 families
 - **Average Attendance this Month:** 10 (Flower Communion and Church Picnic not counted).

Operations Manager Report to the Board
July 12, 2017 Board Meeting

A. Top Accomplishments June

a. Facilities

- i. Prepare security schedule through December
- ii. Schedule carpet cleaning for lower level and first floor areas
- iii. Cancel Cooperative Janitorial Services and meet with new vendor for walk-through of checklist
- iv. Draw up contracts for rentals for upcoming season

b. Finance

- i. Prepare reports to aid in the data collection for the congregational record for Ministerial Search Committee
- ii. Update records, provide pledge information, as requested

c. HR

- i. Create digital timesheets for staff for upcoming fiscal year
- ii. Work in partnership with DFP for posting Sr. High Youth Advisor position
- iii. Oversee merit pool process
- iv. Prepare employment letters to send out in timely fashion; collaborate with Board President to simplify and standardize formatting with approval from HR Committee
- v. Provide support for IM contract renewal
- vi. Finalize employee handbook revisions, print, and distribute to staff

d. Other

- i. PTO days June 25 – July 4
- ii. Monthly meeting with Office Administrator and Custodian

B. Priorities for Months ahead

- a. Safe congregation policy
- b. 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/keyboardsist