

FIRST UNITARIAN CHURCH
Board of Trustees – Meeting Minutes
Date: August 9, 2017

Board Members Present: Shelly Wallace (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).

Board Members Absent: Brian MacConnell (2018)

Staff Present: Carrie Spiess, Meredith Plummer

Guests: Lee Koehler

Call to Order: Shelly called the meeting to order at 6:31 pm, and Sarah Estes provided an opening reading.

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

Endowment Fund: Lee Koehler provided an overview of the Endowment Fund, which is separate from the church and governed by a separate Endowment Fund Board whose members are nominated by the First Church Board of Trustees. The fund began in 1983 with a \$2,000 check and now has more than \$1 million in assets. The fund was rewritten in 2007. Changes included allowing the fund to back up church loan agreements and to be used for other uses besides building expenses. Most (93%) of the fund is located in two building accounts. The Legacy Society was started in 2011. The Endowment Fund is the church's second largest source of income, next to member pledges.

Project Updates: Carrie reported on the boiler and associated improvements approved at the July meeting. The boiler has been ordered, and the other improvements (asbestos abatement, radiator fins and wireless thermostats) should be completed in the near future and within the \$50,000 budget approved by the board. We have a new fence around the playground area.

Capital Project Request Form: Dick reported that the form has been approved and will be presented at the September 16 Church Council meeting. The form will also be introduced in the newsletter and on the Announcements listserve. Dick suggested that each board meeting could include an update on capital projects, and Shelly discussed the possibility of appointing a committee of the board to make recommendations.

Governance and Constitution and Bylaws Congregational Conversations. Beth McGrew reported that she and members of the committee have listened to questions, but no significant concerns have been expressed. She and the committee are making a list of possible changes for the future. The intent is to combine the current Constitution and Bylaws into one Bylaws document. Three conversations have taken place, and one more is scheduled for August 20.

Church Council Meeting September 16: Beth McGrew led a discussion of possible topics for the meeting. Possibilities included a presentation by Administrator Susan West on her duties and how she works with committee chairs, an introduction of the Capital Project Request Form, a presentation by Dick and Carrie on a recent survey of best practices of other UU churches of similar size, and a Search Committee update.

Board Retreat August 12: Beth Whelan discussed plans for the retreat, which will focus on updating board goals for 2017-2018.

Family Programming Position Updates: Meredith provided an update on progress toward filling two vacancies, one for an infant/toddler position and one for a senior high position. The positions have been widely advertised. Meredith expects that interviews will be conducted the week of August 21.

Interim Minister's Contract Revision: Gary moved and Amy seconded that the board approve a revision to add ten days of sick time for the year to conform to language recommended by the Unitarian Universalist Association. Unanimous approval.

Congregational Meeting September 24: Shelly presented a draft agenda. There were no suggestions for changes.

Alice the Chalice Presentation: Patricia presented Alice the Chalice to Beth Whelan in recognition of her role in preparing for the board retreat.

Executive Session: The board went into executive session to consider Shelly's recommended compensation package for the settled minister. Patricia moved and Amy seconded that the board approve the recommended package. Unanimous approval.

Adjournment: Sarah moved and Patricia seconded that the meeting be adjourned. Unanimous approval. Shelly adjourned the meeting at 7:51 pm.

Dan Schneider
Secretary

President's Report to the Board for August 9, 2017 Board Meeting

1. Development Activity a. None known to report.
2. Board Activity a. Executive Committee decided to be a sponsor for the Gabriel's Place 2nd Annual Harvest Festival for \$75. As a sponsor, First Church will have an ad in the information about the festival. This fundraiser takes place on October 21 from 12:00pm-5pm at 3618 Reading Road, Cincinnati, Ohio 45229. Last year they made over 300 hundred touches with their first festival. This year they anticipate doubling the number touches of community residents. This is an exciting event for the entire Community of Avondale!
 - b. With a 2 day turnaround time requested, I was contacted by Paulette Meier about the possibility of listing First Unitarian Church as a sponsor of a concert happening Thursday evening, August 17 at the Quaker meeting House. Peter Blood and Annie Patterson, the editors of the songbooks *Rise Up Singing* and *Rise Again*, have arranged to do a sing-along concert when they come through Cincinnati in August. They frequently sing at Unitarian churches around the country. There is no cost or obligation to be listed as a sponsor.... It's just a way to involve community organizations and to provide a bit of publicity for them. I reached out to Ray Sinclair, Communications Chair, for his opinion. Ray felt this would be a good opportunity for publicity. The flyer for the concert is attached.
 - c. 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*.
 - d. There is one more session of the Congregational Conversations regarding Governance and proposed governing document changes. It will take place in the Fisher room on 8/13, 9:00 – 9:50 AM. If you've not yet attended a session, please plan to attend.
 - e. The Operations Manager, Finance Chair, Treasurer, and Board President have been meeting to determine financial inputs for the Settled Minister's contract.
 - f. On Saturday, August 12 the board will have their retreat at Transfiguration Spirituality Center. The retreat will be from 9AM – 3PM.
 - g. Board Handbook Update – Patricia and Shelly have finished gathering documents for the board handbooks, and Susan West has printed updated documents for the board members' binders, as well as copies for the Interim Minister, Operations Manager, Treasurer, and a master copy. Additionally, Patricia renamed all the documents by section, order they go in the binder, and what the document is. The documents have all been uploaded to the board web site. This organization will be extremely helpful for this and future boards. Thank you Patricia and Susan for your effort on this!
3. Committee Activity a. None to report.
4. Member Activity a. None to report.

5. Community Activity a. None to report.

Shelly Wallace Board President

August Board Report from Music Director

Accomplishments:

Ordered new repertoire for singers

Began choir rehearsals and will perform on September 10

Confirmed December 10 for December Music Sunday

Hired Hal Walker to facilitate a special musical service on December 3

Attended August staff meeting

Played for 3 August services, hiring Norman Whiteside for music on the 27th

Goals:

Create choir calendar

Determine repertoire for December Music Sunday

Help needed:

Continued support

Submitted by,

Jera Cox

Music Director

**Operations Manager Report to the Board
August 9, 2017 Board Meeting**

A. Top Accomplishments July

a. Facilities

- i. Obtain quote for strip and wax of RE classrooms and scheduled this service with Janiking
- ii. Available for Ladder 19 inspection for renewal of fire certificate
- iii. Coordinate logistics for rentals and negotiate rental contracts
- iv. Manage parking lot rentals
- v. Continue to schedule and coordinate maintenance services including grease trap cleaning and resealing parking lot
- vi. Schedule boiler replacement with Debra-Kuempel and affiliated work including asbestos abatement
- vii. Manage transition of new janitorial service

b. Finance

- i. Continue to consult in the data collection for the congregational record for Ministerial Search Committee
- ii. Update files for FY18, provide pledge information, as requested
- iii. Setup a Benevity.com account for member companies to donate to our organization through workplace giving and employer matching programs

c. HR

- i. Continue to work in partnership with DFP for posting Sr. High Youth Advisor position
- ii. Manage administration of benefits, including retirement changes, payroll changes
- iii. Assemble search teams for Family Programming positions
- iv. Communicate to search teams via status reports
- v. Provide required Summary of Benefits and Coverage (SBC) documents
- vi. Collect data from local church administrators' group for input on policies

d. Other

- i. PTO days August 21-22
- ii. Setup a separate guest login on Office Administrator computer
- iii. Schedule and lead monthly staff meeting
- iv. Monthly meeting with Office Administrator and Custodian
- v. Continue to receive youth Cuba trip updates

B. Priorities for Months ahead

- a. Safe congregation policy
- b. Financial systems review

Top accomplishments this month:

- Provided oversight and administrative support for the Jr. High Overnights at the Schneider's Lake House (June 16 – 17).
- Communicated with Sr. High parents about rescheduling the Sr. High Lake House Trip. Provided administrative support for Sr. High outing to Dave & Busters (June 30).
- Communicated with parents and other stakeholders about upcoming change in the worship service (see 'other').
- Met with the Sr. High Cuba Trip planning team.
- Began recruiting volunteer teachers for our 1st – 3rd and 4th – 5th grade teams.
- Began recruiting Classroom Ambassador Families.
- Prepared Infant / Toddler Job Description and Posting.
- Reviewed applications for our Infant / Toddler and Sr. High job openings.
- Updated ChurchDB for the 2017 – 2018 church year.
- Scheduled and adapted 1st – 3rd and 4th – 5th grade lessons for the 2017 – 2018 church year.
- Attended Worship Committee Meeting.
- Read section 4 of Connect (see 'Other').

Priorities for the months ahead

- Hire a Sr. High youth advisor.
- Hire an Infant / Toddler classroom leader.
- FP Retreat (Aug. 5).
- Board Retreat (Aug. 12).
- Finish recruiting volunteer teachers and facilitate training.
- Finish recruiting Classroom Ambassador Families and facilitate meeting.
- Sr. High Cuba Trip Administrative tasks (e.g. Update / Compile Forms, Send out Teaser, etc.).
- Prepare for beginning of the year events (e.g. Kindergarten Adventurers, Water Communion, FP Open House, and Volunteer Training).

Other

- **Connect:** This was the final section of Connect. Here is what he had left to say...
 - Good Experience + Defined Timeline + Challenge Volunteers to Reproduce + Accountability and Motivation + Good Network = Constant Steam of Volunteers
 - The 4 Cs of Empowerment: Clarity, Consideration, Caring and Courtesy
 - There are 6 key times a volunteer should be celebrated / thanked: First time they serve, When they reach a service milestone, When they move up the volunteer ladder, During the Service, When they are not expecting it, and Anytime.

- Finally, whenever we are ready to revamp our volunteer model, he suggests we do these things first / second...
 - First – Clarify our Theology of Ministry, Begin working towards the 30/20/50 Rule, and adopt a Celebration Mindset.
 - Second – Adopt a simple system for giving thanks, Practice the Big Ask, Sketch out your first ministry ladder.
- **Numbers:** See below for July's numbers...
 - **Total Registrations:** None (It's the beginning of the year, registrations have not been sent out yet – old registrations remain in each classroom binder until they can be updated).
 - **Average Attendance this Month:** 12 (If you count the Sundays where we were at St. John's and attendance was not taken), or 20 (if you don't count the days we were at St. John's).