

**FIRST UNITARIAN CHURCH**  
**Board of Trustees – Meeting Minutes**  
**Date: October 11, 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 Gebhart (2020), Rev. Benjamin Maucere (ex-officio).

**Board Members Absent:** Dick Miltner (ex-officio)

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

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

**Information Sharing:** Beth McGrew shared a revised Committee Handbook and a copy of the committee liaison list.

**Consent Agenda: Minutes of previous meeting, Agenda for current meeting, Staff, Interim Minister and President's Reports:** Amy moved and Patricia seconded that the minutes, agenda and reports be accepted. Unanimous approval. Shelly pointed out that Administrator Susan West is now providing a monthly report.

**Financial Report:** Carrie provided the report. Through the end of the first quarter of the fiscal year (September 30), we have received 32% of pledges for the year. Based on historical data from the past few years, pledge receipts are tracking above normal. We have spent 25% of the fiscal year's budgeted expenses, which tracks as normal. In January, we will begin offering employee health insurance based on the calendar year. Human Resources is looking at options, including moving to a Unitarian Universalist Association (UUA) plan. The UUA does research for congregations, eliminating a time-consuming task, and they offer a competitive rate. Human Resources will have a recommendation for board approval at the November 8 meeting.

**Board Goals:** Concerning goal #1, Sarah Estes and Beth McGrew reported that the Bylaws revision would be voted on at the January 21 congregational meeting. The proposed revision will be available on the church web site in the Members area, under Documents in the folder titled Constitution, Bylaws and Policies.

Concerning goal #2, Gary, Amy, Dick, Patricia and Shelly are working on the draft of a contract for the new minister. Shelly presented an overview, recognizing that further adjustments are anticipated following reviews by our UUA Ministerial Search Committee and the Director of the Transitions Office. The board will review the final draft and will vote on the final contract during the visitation week for the selected candidate. The contract would be signed following the special meeting for the call if the vote is positive and if the candidate agrees to accept the call from the congregation. Shelly shared an organizational chart. Patricia moved and Beth Whelan seconded approval of the

overview and organizational chart. Unanimous approval. Shelly thanked the Board members who are working with her on the contract.

Concerning goal #3, Beth McGrew and Beth Whelan are developing plans for a Committee on Shared Ministry, which would replace the Ministerial Relations Committee and would evaluate the ministry of the whole church. The committee would focus on leadership development for the congregation and would meet as necessary. Rev. Keith Kron, ministerial search consultant, estimates that two-thirds of Unitarian Universalist congregations of our size have such a committee. It would not be a support group for the minister and would not make decisions. The committee would model healthy and deepening ministry to keep the church moving forward. Benjamin said it could serve as a collaborative link between the minister and other committees.

Concerning goal #4 on examining our mission and vision in relation to First Church programming, Benjamin stated that there would be nothing to report until spring.

Beth McGrew presented share the plate recommendations from the Social Justice Committee. Gary moved and Amy seconded the following 2017-2018 share the plate schedule:

October, Shiloh Food Pantry

November, Unitarian Universalist Service Committee (UUSC)

December, Cincinnati Interfaith Workers Center

January, Interfaith Hospitality Network (IHN)

February, Carter Fund

March, Cease Fire

April, Venice on Vine

May, Casa de Paz 5

Unanimous approval.

**Fundraising Update:** Gary provided information on a variety of fundraising suggestions that Chris Dendy, Carrie and he are considering. Gary and Chris will make decisions and keep the Board informed.

**Service Animal Policy:** Meredith presented information on a Service Animal Policy that comes from Equal Access and that she was involved in writing. The policy is based on the Americans with Disabilities Act. Service animals are to be welcome everywhere and not segregated. If they become disruptive, the handler can be asked to remove the animal and return without it. Sarah moved and Brian seconded that First Church adopt the guidelines presented in the policy (<http://www.equalaccess.org/wp-content/uploads/2017/03/WHEN-A-SERVICE-DOG-COMES-TO-CHURCH-USA.pdf>). Carrie suggested the policy be placed on the church web site.

**Alice the Chalice:** Meredith presented the award to Shelly for her steady leadership during critical times.

At 8:04 pm Brian moved and Gary seconded that the meeting be adjourned. Unanimous approval.

## **President's Report to the Board for October 11, 2017 Board Meeting**

1. Development Activity – Fundraising Taskforce
  - a. Will be reported on in October board meeting.
  
2. Board Activity
  - a. Executive Committee has asked Carrie to explore with the HR Committee, the possibility of changing the timing of staff performance evaluations to February each year. This change will allow the use of actual data from the performance evaluations when planning for increases to staff compensation when developing the operating budget for the coming year. In the past, performance evaluations have been performed in May.
  
3. Committee Activity
  - a. Dick Miltner, Treasurer, and Dennis Finney, Finance Committee Chair, with assistance from Carrie Spiess, Operations Manager, put countless hours into developing a financial table and narrative for the Ministerial Search Committee (MSC) to include in the congregational record that MSC must submit to the UUA as a part of our settled minister search. Linnea Lose, MSC Chair, reacted to the final product with, “Totally AWESOME. Exceedingly strategic, well planned, comprehensive, comprehensible. Budget complexity is made simple and understandable, and ultimately builds trust in our democratic process. In all my years, I’ve never seen our finances explained so well.”

We greatly appreciate the time, attention to detail and thoughtful approach that went in to developing this final product!
  
  - b. As the Transition Team began their work on workshops for the coming year, they went in search of products that were previously completed by the Right Relations Committee. Linda reached out to me about a Disruptive Behavior policy that was mentioned in a past All Aboard newsletter article. The policy that is not listed in our current policies. Somehow, that policy was unknown to the current board and was not in the board handbooks. Now that the policy\* has been discovered, we’re working on adding it to our master policies document. Thank you to Linda for making us aware of this policy, and to Patricia for her past work to make sure our board documents are organized and up to date with a central location for future boards to access them!
  
4. Member Activity

a. None to report.

5. Community Activity

a. None to report.

Shelly Wallace  
Board President

\* Disruptive Behavior policy follows.

## POLICY REGARDING DISRUPTIVE BEHAVIOR

### First Unitarian Church of Cincinnati

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure and healthy atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

There have been times when disruptive behavior of an individual has led members to voice their concerns about one or more of the following:

- Perceived threats to the safety of any adult or child;
- The disruption of church activities;
- Diminishing appeal of the congregation to its potential and existing membership.

Therefore the following shall be the policy of the Board of Trustees with regard to disruptive behavior by an individual or individuals.

1. If an immediate response is required, this will be undertaken by the Minister(s), if available, and/or the leader of the group involved. This may include asking the offending person(s) to leave, or suspending the meeting or activity until such time that it may be safely resumed. If further assistance is required, the Police Department may be called. A follow-up letter detailing the offense and the action taken because of the offense shall be distributed to the Sr. Minister and the Board President. They, in turn, will then consult with at least one additional

Trustee to determine what steps must be taken before the offending person may be allowed to return to the activities involved. A letter detailing these steps will be sent to the offending person.

2. Situations not requiring immediate response will be referred to an ad hoc committee appointed by the Board. The committee will respond in terms of its own judgment observing the following:
  - a. The committee will respond to problems as they arise. There will be no attempt to define *acceptable* behavior in advance.
  - b. Persons identified as disruptive will be dealt with as individuals. Stereotypes will be avoided.
  - c. The committee will collect all necessary information.
  
3. To aid in evaluating the problem, these points will be considered:
  - DANGEROUSNESS - Is the individual the source of a threat or perceived threat to person(s) or property?
  - DISRUPTIVENESS - How much interference with church functions is going on?
  - OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?
  
4. To determine the necessary response, these points will be considered:
  - CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
  - HISTORY - What is the extent, if any, of disruption caused in the past?
  - PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?
  
5. The committee will determine the necessary response on a case by case basis.

However, three levels of action/response are recommended:

- LEVEL ONE - The committee will meet with the person or persons and other related parties to communicate the concern. If the disruptive behavior cannot be resolved, it shall proceed to Level Two and the Executive Committee of the Board will intervene.
- LEVEL TWO - It may be that the offending actions of the individual(s)

need to be referred to the Executive Committee of the Board of Trustees. If the disruptive behavior continues, the Executive Committee of the Board of Trustees may vote to exclude the offending individual(s) from specific church activities for a limited period of time, with reasons and conditions of return written and made clear.

- LEVEL ONE may be appealed to the Executive Committee of the Board and LEVEL TWO action may be appealed to the full Board.
- LEVEL THREE - The Board of Trustees, after careful consideration, may determine that the offending individual may be removed from membership and excluded from the church premises and all church activities. Notification of such a decision will be made in writing to the individual and will explain the expulsion.

First Unitarian Church strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and emotional well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree that the disruptive behavior compromises the health of this congregation, our actions as a community must reflect this emphasis on security and well-being.

Adopted unanimously by the Board of Trustees on September 13 & 18, 2011

Interim Minister  
Report to the Board  
October 2017

The Transition Team and I will offer a workshop on Saturday, December 2, from 9 a.m.-noon (with optional potluck lunch afterwards).

The workshop will begin with how we talk to each other (based on *Taking the War Out of Words*.) Next we will consider the idea of Behavioral Covents/Covenants of Right Relations (based on Gil Rendel's *Behavioral Covenants in Congregations*.) At the end, we will ask for a volunteer task force of people who would like to work on the first draft of the covenant for presentation to the congregation.

Over the winter months, this group would create a first draft and then hold feedback sessions after church to get congregational input.

In late winter or early spring, we would hold a workshop to finalize the covenant.

The congregation would vote on the new covenant at May 6 Congregational Meeting.

I am also gathering information on Mission/Vision review. Would it be a good use of an hour of Church Council time? Basically I see the exercise as folks considering how their programs relate to the M/V.

Yours in faith,  
Benjamin

Operations Manager Report to the Board  
October 11, 2017 Board Meeting

## **A. Top Accomplishments September**

### **a. Facilities**

- i. Continue coordination of boiler replacement and related projects
- ii. Coordination of parking lot maintenance performed by Houck Asphalt for the sealcoating and striping including working with our business neighbors, Addiction Services Council and Children's for Children, who will provide parking
- iii. Approval of CCJO alcohol request
- iv. Coordinate janitorial service for carpet cleaning
- v. Manage logistics for rentals including May Festival
- vi. Secure The Center for Independent Living Options (CILO) job fair, <https://www.cilo.net/>

- vii. Support Faith Maynard and Community Connections with LADD (Living Arrangements for the Developmentally Disabled) <http://www.laddinc.org/> rent our space 4-5 times per month for lunch outings
- viii. Provide chairs for Lawn Life and their annual open house <http://www.lawnlife.org/>. Lawn Life is our current yardwork service provider.
- ix. Handle logistics of sanctuary chair plaque program
- x. Secure Tanglewood auditions for Cincinnati area - <https://www.bso.org/Home>
- xi. Work with Sallie Barringer and Rolf Wiegand to get sound events setup in Signup Genius

**b. Finance**

- i. Review end of fiscal year data and facilitate closing out the books
- ii. Meeting with PNC to discuss new financial system options to reduce costs and improve timeliness of monthly reports
- iii. Enter budget into financial system, QuickBooks, for FY18

**c. HR**

- i. Partake in Family Programming search teams
- ii. Prepare for hiring of Sr. High Advisor and Infant/Toddler leader, as well as input into payroll system, and creating digital timesheets for new hires
- iii. Begin review of healthcare plans for the upcoming enrollment period
- iv. Review workers' comp risk management option to improve service and reduce costs

**d. Other**

- i. Survey of churches presentation to Church Council
- ii. Provide time to support MSC with video spot for website
- iii. PTO days September 28, October 1
- iv. Schedule and lead monthly staff meeting
- v. Monthly meeting with Office Administrator and Custodian
- vi. Continue to receive youth Cuba trip updates

**B. Priorities for Months ahead**

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



## **Office Administrator's Report to the Board**

**September 2017**

### **A. Top Accomplishments from the Month**

Let me start off by noting with the usual monthly accomplishments – two newsletters and four orders of service! The OOS became a little more complex as we began the Time for All Ages again – with the Wonder Questions, which regularly means an extra insert.

September had accomplishments as well that are particular to September. I attended the Church Council meeting on Sept. 16 and gave a presentation. I also completed the Annual Reports and Directories in time for the Annual Meeting on September 24. A big thank-you to Janet Schneider, Patricia Rohrer and Jo Ellen for their invaluable help in assembling the Directory.

Other monthly accomplishments include changing the newsletter clippings on the bulletin board twice a month (when the newsletter comes out) and posting photos of the new members (two families) that joined in September. I also attended the Staff Meeting on Sept. 13.

It was also my pleasure to meet with the Ministerial Search Committee for an Input Session on September 13.

As the program year for First Church ramps up, there is much more content available – photos, activity announcements, etc. that make for great content on Facebook. I've been able to step up our presence on Facebook for the month of September. According to our receipts, we've reached over 5800 people for the month using this forum.

I continue to update the calendar on the web page – as well as keep the worship service information up-to-date.

### **B. Priority for Months Ahead**

1. To work more directly with committees – especially Membership – to keep information flowing smoothly to facilitate communication.
2. To reach out to Worship to help facilitate the sharing of information for the order of service in a timely and clear manner.
3. To continue to improve our presence on Facebook.

### **C. Help Needed**

Continued assistance in making sure all are aware of deadlines and policies with both the newsletter and order of service are very helpful!

Susan West, Office Administrator

Top accomplishments this month:

- On boarded new Infant / Toddler classroom leader.
- End of Summer Celebration (Sept. 3)
- Administrative work for Sr. High Lake House Trip (Sept. 9) (see 'Other')
- Water Communion (Sept. 10)
- Attended Church Council (Sept. 16)
- Facilitated Round 2 of Interviews for Sr. High Youth Advisor (Sept. 17)
- Coordinated FP Open House (Sept. 17)
- Facilitated Cuba Trip Meeting (Sept. 19)
- Administrative work for Youth Outing to Niederman farm (Sept. 23).
- Attended Congregational Meeting (Sept. 24)
- 2 additional Time for All Ages
- Chalice Lighter Administration
- Finalized 1<sup>st</sup> – 3<sup>rd</sup> volunteer teams.
- Continued recruiting Classroom Ambassador Families.
- Sent Email notifications to parents about upcoming events (see 'Other').
- Composed and mailed K – 1<sup>st</sup> OWL parent letters.
- Updated registrations
- Updated New Member Welcome Packets
- Met with Jo Ellen to continue Summer Camp Ideation
- Finalized my goals (see 'Other')
- Began planning for Intergenerational Dia de los Muertos Service (Oct. 29).
- EqUUal Access work

Priorities for the months ahead

- Lead K – 1<sup>st</sup> OWL Planning Meeting (Oct. 1)
- Facilitate K – 1<sup>st</sup> Parent/Child Orientations (Oct. 21 and Oct. 25)
- Oversee Sr. High OWL (Oct. 8 and Oct. 22)
- Facilitate Mandatory Informational Meeting on Cuba (Oct. 15)
- Finish Hiring and Onboard new Sr. High Youth Advisor
- Finish recruiting Classroom Ambassador Families and facilitate meeting.
- Continue Summer Camp Ideation.
- Infant / Toddler and PreK – K Classroom Recognition
- Host first Volunteer Breakout Breakfast.
- Continue collecting and updating Registrations
- Dia de los Muertos (Oct. 29)
- Begin planning for the Holidays.

Other

- **Lake House Trip:** The lake house trip was cancelled due to low interest.
- **Upcoming Events:** One of the events I advertised in my email this month was Parents' Night Out. That also ended up being cancelled due to low interest. We

will see what interest there is in spring's PNO, and then reevaluate the program for 2018 – 2019.

- **DFP Goals:** My 3 goals are as follows...
  - In preparation for our new minister, consider the future of Family Programming and First Church.
  - In conjunction with FPC, revamp Volunteer Recruitment
  - Improve one-on-one communication.
- **Numbers:** See below for September's numbers...
  - **Total Registrations:** 40 children and youth from 22 families.
  - **Average Attendance this Month:** 23.25 children and youth (1 low attendance holiday Sunday, and 1 Intergenerational Sunday counted in those numbers).

## October 2017 Music Director Board Report

### Accomplishments:

- Coordinated and performed for 5 worship services
- Held 4 choir rehearsals
- Held 4 handbell rehearsals, and included a new member on October 22
- Consulted with Rozy Park about including more youth in services
- Confirmed upcoming performances by youth for 10/29, 11/19
- Hired Danny Groh for percussion on 10/22
- Hired Noriko to accompany and play a piano/organ duet on 11/8
- Hired Sally and Joe Lukasik for trumpet and clarinet on 10/22
- Confirmed first handbell performance date of 11/12

### Goals:

- Continue the use of guest and youth musicians

### Help needed:

- Continued support

Submitted by,

Jera Cox

Music Director/keyboardist