

## **James Reeb Unitarian Universalist Congregation**

### **Board of Trustees Meeting**

**November 19, 2014**

Present: Karen Quinlan (minister), Virginia Harrison, Kelly Kearns, Marla McFadden, Kim Reain (president), Holly Anderson, Peggy Haack, Charlie McNulty, Barb Whitney, Art Hackett (late)

#### **Welcome, chalice lighting, and opening words by Kelly**

Check-in question, "What are your favorite winter activities?"

1. Reviewing roles and adopting the agenda: Approved.
2. Group photo, copy licenses and list SS#s for BOT members to be able to sign checks.
3. The October Minutes were approved.
4. The BOT covenant was approved after minor modifications. It reads as follows:

As members of the 2014/15 Board of Trustees we covenant to:

- Uphold the Congregational Covenant of Right Relations
- Maintain a supportive and positive attitude, mutual appreciation and a "can do" spirit
- Assume best intentions
- Listen and respect different points of view
- Speak with one voice about board decisions
- Attend regularly with attentiveness and participation while knowing our own limits
- Respond timely to communications and follow through on commitments
- Respect confidentiality
- Be transparent about the work of the board
- Do our best to start and stop on time
- Have fun - food and humor required

Charlie will print out a copy for everyone.

5. Religious Education (RE) Committee
  - a. DRE update (Karen): Sara Goodman started as Directory of Religious Education (DRE) 11/18. The contract goes through Jan. Sara is willing to extend that to mid-March. She's had RE experience in three different large U-U congregations. She is also a candidate for the ministry. She met with the RE committee yesterday and is helping to plan this Sunday's multi-generational service. She will work 5 hours per week (and a little more in the first two weeks). The task force, consisting of Kelly Kearns, Mary Anglim, Virginia Harrison, and

Karen Quinlan, is meeting tomorrow to start the search process. The task force will determine the process for selecting the search committee and doing the job search.

b. OWL update (Kelly). The \$500 cost for training the instructors was paid for by the finance committee out of the utility budget. The RE committee will poll members to determine dates and other needs for presenting the OWL program.

c. During this coming Sunday service, we will create a covenant of right relations for members to children and youth and vice versa.

#### 6. Finance Update

a. Elizabeth's hours (Karen): Elizabeth has more work to do than she is paid for. We will give Elizabeth an additional 19 hours in November to allow her to catch up on her work. The executive committee will study the possibility of increasing her hours above the 19 per week currently. She is getting software updates that require an initial learning curve but should make her tasks more efficient in the future.

b. We had a brief discussion about music leaders and supplies. This will be revisited at the next finance committee.

b. Please send questions or concerns about staffing needs to Karen

#### 7. Reeb Rave

a. We raised a record \$6000 (approximately). We do not know the amount spent.

b. The committee will have a debriefing meeting soon, and a more evaluative meeting in the future. The board reaction to the event was very positive.

c. Please send questions/concerns/comments to Karen.

#### 8. Minister's Updates (Karen)

a. Renewal Evaluation Form: Look at it now and take notes as things come to mind. Each of us will fill out the form to the best of our ability and then combine our answers in the draft review in April 2015. Karen will submit the form by early June.

b. Minister and BOT Leadership Retreat on January 24, 2015 from 9 -12. We will look back to evaluate and forward to plan the rest of the year. We will finalize our covenant between the BOT and the minister (going both ways). A subcommittee consisting of Peggy, Barb and Charlie will develop a draft ahead of time.

c. To establish a Pastoral Care Team, Karen has organized a brainstorming meeting Sat. Dec 6 at 1 pm and invited people on the Pastoral Care Action Team that met during the development of the Provocative Statements last year. Karen would like a board member present. Barb volunteered.

d. Priority List/ Reconciling our priorities – Areas the minister feels need her attention:

i. Structure/governance

ii. Pastoral care

iii. Worship—creating a more collaborative approach.

iv. Chalice Circles

- v. Staff issues, including DRE and later Music Director Searches (for next Sept.) and Administrator's job description and hours
- vi. Broadening our volunteer base—need to prevent burnout. This ties in with pastoral care model. Is it time for another time and talent survey?
- e. Ordination Installation
  - i. A congregational vote on ordaining Karen needs to be planned now:
    1. To hold a special congregational meeting in December (12/14/14) for the purpose of voting to ordain Karen, announced in OOS, Newsletter, website, and weekly email. Direct questions to Kim or Virginia.
    2. To form an Ordination/Installation Committee in December – Karen will write a draft.
    3. What our By Laws require: 10 days written notice. Quorum is ¼ of current members (~30) but not more than 50.
    4. The BOT moved and voted to call a meeting on 12/14/14 to vote on ordaining Karen.

#### 9. Safety Task Force Update (Virginia)

a. The task force consists of Virginia Harrison, Mark Lydon, and Bev Buhr. They met last week and talked about 1) Safe congregations (e.g., sexual assault, boundaries), 2) Building safety, and 3) Intruders. Virginia is working on a draft charge which they will bring to the December meeting.

#### 10. Nominating Committee (Kim/ Virginia)

a. Who are the two people the BOT wants to ask to be on the Nominating Committee? We chose two plus backups.

#### 11. BOT Binder and By Laws

a. We need a Task Force to educate the congregation about By Law Changes and rationale, and to rework the BOT binder. They will:

- i. review By Laws and recommended any changes needed for the February BOT Meeting.
- ii. review the BOT binder indicating what updates/removals/additions are needed.
- iii. Current thoughts: Endowment added to By Laws, Committee on Ministry change, Nominating Cmt name change, Change who is in charge of staff (minister not BOT), Section on calling a congregational meeting/clarify the number of members required.
- iv. Marla, Holly, Peggy are on the task force. Marla will convene meeting.

#### 12. Next Meeting 12/17 630-830 pm.

Time Keeper: Art; Observer: Kelly; Opening Words: Charlie; Closing Words: Virginia; Check-In: Holly; Minister of Delight: Peggy

Check Out: Process Observer, Closing Words, Adjournment

Parking Lot Items/ Unfinished Business

<i>BOT Liaisons</i>	<i>BOT Highlights for Newsletter</i>	<i>Plaque for members that have died</i>
<i>AI Process &amp; Follow-up</i>	<i>Alcohol &amp; Tobacco Policy</i>	<i>Suggestion Box</i>
<i>CRR/conflict resolution/ Health Communications Team</i>	<i>Budget for Childcare during church-wide events</i>	