



## Minutes of Meeting of the Board of Directors

**Tuesday, October 14 , 2014**

- ✓ Dan Masini, VP Administrative Council
- ✓ Debbie Leoni, VP Program Council
- ✓ Pat Ward, Treasurer
- ✓ John Towell, Secretary
- ✓ Cindy Vacek, Director
- ✓ Jennifer Klein, Director
- ✓ David de Coriolis, Director
- ✓ Lindsay Bates, Senior Minister, *ex officio*

Also in attendance: Hal Schulman

### 1. Regular Reports

- **Secretary:** Minutes from August Board Meeting received. [Note: In regards to the discrepancy noted in the September Board Meeting Minutes, Dick communicated the reason to John before tonight's meeting as Dick was not present. The reason for the discrepancy was the difference between starting values of the amount pledged. Dick was using a value of \$240,000 and Katie was using a value of \$206,000; the former being what was hoped to be eventually pledged and the later being what was actually pledged.]
- **Finance (Treasurer):** Pat indicated that we're doing OK with Assistant Minister receipts improving. Cindy asked how the PayPal Giving Fund system was progressing. Pat said that it was in place and needed further testing. Deb indicated she was working with it as we spoke and had just given a \$1 and it appeared to be working. Jennifer questioned the Assistant Minister Fund thermometer that's currently in the Common Room. She thought that the yearly goal should be displayed more prominently, perhaps with hash marks. She also questioned the location of the thermometer. Discussion ensued regarding the most effective location of the thermometer.



•**Councils:**

- Dan indicated they were getting good feedback about the effort to improve communication, specifically the effort being made for communicating the Board's agenda before the actual meeting.
- Close to completing packets for New UUs program

•**Senior Minister:** Lindsay has been acquiring more information about staffing for growth and cited an online article indicating that churches that are growing have professionals on staff averaging twenty hours per week. More information was provided at the conclusion of the meeting.

•**Congregational Administrator** – NTA (not present at meeting)

2. Emergency Response Team Update

- Hal indicated that their review of phase I would be delayed and presented next month. He distributed a hand-out (see appendix) and argued for our participation with Geneva Police Department in a “people safety” program which would entail a delegation from UUSG attending training session in December and then later on training sessions by the police at UUSG. Our participation in this program was unanimously approved.

3. Q1 Report Card

- Due to absences and incomplete metrics, not all categories in the goals and priorities of the report card (see appendix) could be discussed. For example, under Goal #4 (Average Number of People Attending Services), the numbers of people attending services so far was questioned but Katie was not present to help resolve the number presented. Most of the discussion was centered on Goal #5 (Have A Long Range Extension of Building Plan) with an update planned for next Board Meeting. The was discussion about scheduling software to help with mapping timetables which Jeff Stibal is taking the lead on. A meeting with the City of Geneva is necessary to discuss relevant issues such as parking, moving Pioneer House, etc. Pat emphasized the need to knowing the current City of Geneva political scene before having this meeting. Also, we need to meet with an architect and com back to the board with the plan before meeting with the city. In this context it was discussed how several years ago the City of Geneva wanted to extend the alley through to James Street and use the eighteen feet owned by UUSG for parking. UUSG saw nothing advantageous in the deal and rejected the proposal. Nevertheless, there are city officials who remember this.
- Goal #6: Staffing To Support Our Vision
  - Assistant Minister on board: still organizing paperwork



- Succession Plan for Senior Minister in Place: This needs to go on the agenda for next month – Lindsay indicated there are issues that need to be clarified
  - Staff To Congregation Ratio: Meet UUA Guidelines – Katie?
  - Meet UUA Fair Compensation Guidelines: Lindsay indicated we're not even close with regard to Senior Minister Compensation.
  - Framework for Employee Support and Supervision in Place: There is now a Personnel Committee to deal with this
4. Insurance Coverage
- Before the board meeting, a “heads-up” was brought to the attention of Pat Ward (Treasurer) and Bill Scown (President) about whether UUSG had insurance coverage for employee claims for discrimination and other such employment-related claims. Bill Scown queried Bill Pokorny and learned that the Board had put that coverage in place at least one year ago. David de Coriolis confirmed that we are as fully covered as possible for this risk.
5. Building Task Force Update – to be presented later on
6. Canvass Team Update
- This is a work in progress with update to be presented to Board next month by George Tattersfield.
7. Assistant Minister Team Update
- Dick not present - tabled
8. New Business – none offered
9. Future Agenda Items
- Further discussion ensued regarding professional staff for increasing membership. Deb asked what the salary of this professional would be and Lindsay indicated that it would be a minimum of \$32,000 per year again assuming an average of twenty hours per week (UUA Guidelines).

Adjournment 8:54pm

Respectfully submitted,  
John Towell, Secretary



## UUSG BOD

### Status Update - 10/14/2014



- Team progress continues; however Phase I EOP review is delayed
- The Church Safety and Security Seminar highlighted many valuable considerations; now planning 3 total phases for full EOP implementation:
  - Phase I – focus on basic fundamentals of fire/evacuation, medical, facilities, and preexisting policies; commence initial training; establishing contacts
  - Phase II – focus on safety & security matters (e.g. violent events, disruptive persons,, expanded child safety, bomb threats); related policies & procedures; incident command; communications; training
  - Phase III – focus on preparedness, natural disasters, sheltering and BOW; training
- **IMMEDIATE ITEM FOR TONIGHT: Support our Partnering with the Geneva PD**
  - A unique opportunity to interact with the GPD on “people safety” planning, SOPs, training – all customized for UUSG
  - We send delegates to their scheduled Dec. training session (observation & learning)
  - We host their subsequent training and they provide us four 2 hour training sessions for our congregants
  - WE SEEK YOUR APPROVAL TO COMMIT AND PROCEED. IT IS A WIN-WIN!

Priority and Goal	Metric	Exists?	Who Collects and Reports the data	2014 Base line	Fy 2015 goal	2015 Q1 Est	2015 Q2 Est	2015 Q3 Est	2015 Q1 Est	2020 goal
<b>1 Make a positive difference in our community</b>										
	Annual \$ contributed to BOW Causes	yes	Katie	\$28,500	\$35,000	\$3,191				grow
	Annual number of community volunteer hours	yes?	Lisa	2,975	3,273	270 YTD				grow
	Annual number of local press recognitions	no	Communications team chair?	NA	TBD	0				TBD
<b>2 Improved Communication</b>										
	Council communication satisfaction	no	Council feedback to Dan and Deb ?	NA	Improved Council satisfaction	?				Clear, informed, happy
	Congregation communication satisfaction	no	Congregation survey?	NA	Improved Congregational satisfaction	Future				Clear, informed, happy
	Community perception	no	Communications team?	NA	Charter and launch a communications committee	Future				UUSG is recognized for significant contribution and deep engagement
<b>3. Align finances to meet the vision</b>										
	Reserve ratio (total expenses / total funds)	yes	Katie	12.9 months	10.2 months	12.3 months				Funds >12 months of expenses
	Pledge Revenue	yes	Katie	\$335,000	\$320,640	\$82,969				10% annual growth in Ops fund pledges
	Congregation size in pledge units	yes	Katie	181	199	183				10% annual growth
<b>4. Increased congregational engagement</b>										

Notes

	Number of LRE teacher volunteers	yes	Michelle	27	Increase in LRE teachers	27				Enough growth to support LRE growth
	% of congregation engaged in activities	no	communications team?	NA	Start measuring with an annual congregational survey	Future				Everyone volunteers to do something
	Average number of people attending services	yes	Katie	172	Growth tbd	80				10% Annual growth
	Congregation perceived engagement	no	communications team?	NA	Start measuring with an annual congregational survey	Future				Everyone knows how we are doing
	Number of LRE kids educated	yes	Michelle	121	Growth tbd	93				10% annual growth
<b>5. A facility that supports our vision</b>										
	Have a long range expansion or building plan.	no	Dan and Cindy?	NA	A Roadmap	Future				Plan in place and aligned to our vision
	Funding in place	no	TBD	NA	NA	Future				Committed pledges equal to the budget
	Congregation involvement and support	no	Dan and Cindy?	NA	Congregation approval of a roadmap	Future				Ratified plan and enthused congregation
<b>6. Staffing to support our vision</b>										
	Assistant minister on board	no	Bill	NA	Hired and Learning	in progress				Hired and performing
	Succession plan in place	no	Bill	None	Senior Minister	Future				Done for senior staff and ministers

	Staff to Congregation ratio				Meet UUA guidelines	3.25 actual meets UUA guidelines (170 active people = 1.7 minister + 1.5 admin, = 3.2)				Meet UUA guidelines
		no	Katie	?						
	Meet UUA Fair compensation Guidelines	no	Bill	?	Meet UUA guidelines	yes				Meet UUA guidelines
	Framework for employee support and supervision in place				Personnel committee and process In place					Personnel committee and process In place
		no	Bill	None		Future				
	Leadership development process in place	no	Bill	None	Future	Future				Process in place and working

see <http://www.uua.org/documents/jonassonstefan/staffinglargecong.pdf>  
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