

Minutes of Meeting of the Board of Directors Tuesday, August 11, 2015

Bill Scown, President
Hal Schulman, VP Admin Council
Debbie Leoni, VP Program Council
Bob Swanson, Treasurer
Jim O'Malley, Assistant Treasurer
Cindy Vacek, Director
David Moore, Director
Patricia Burch, Director
Katie Phillips, Congregational Administrator, ex officio

Absent:
Pat Vary, Secretary
Jennifer Klein, Director
Lindsay Bates, Senior Minister, ex officio

Also present: David Tomell, Jim Frazier, Jan Miller (Acting Secretary)

Regular Reports

Prior Meeting Minutes: Regarding the meeting minutes, Bill said that going forward, the review and correction process will be for one week, and all input must be received within that time period. He said that the core elements of the minutes should be: the issues discussed, votes, decisions, and assignments for future work. In addition, the Secretary is empowered to interrupt and ask for clarification, whenever necessary, during the meeting.

Finance: Bob reported that funding for a choir has been secured, and that the month is starting out positive, with income exceeding expenses. Katie announced that the Book Sale took in just over \$2,400, with \$500 of that being donated to Literacy Volunteers. Bill extended a big thanks to everyone who helped with the Book Sale.

David Tomell said that since Board members have recently changed, he needs a resolution authorizing Bill, Bob and Jim to act on behalf of the church regarding the brokerage account. The Board approved the resolution. David will proceed with completing the necessary forms.

Councils: Debbie noted that the Assistant Minister Giving Chart has been removed from the Common Room. A concern was raised that those still needing to fulfill their pledges may need to be reminded; Katie suggested that pledge reminders be sent out. Hal said that there is an ongoing need to recruit new team members. A discussion followed regarding the Time and Talents Survey, which should help with team recruitment. Hal indicated that there are three phases to the TTS: 1) Revising/finalizing the form (that is now finished -- it will be debuted at the picnic in September); 2) Organizing/reporting the data so it is useful (the Technology Team has begun researching this phase); and 3) A plan to get more congregants to complete the TTS, beyond the picnic.

As a follow-up to the debut of the TTS at the picnic, it was suggested that teams hold a Ministry Team Fair where they set up stations explaining their team's charges and hopefully generating interest for new team members.

Congregational Administrator: Katie reminded everyone that she won't be in the office next week.

2015 Report Card Review

In preparation for the Board retreat, Bill reviewed the report card, which spells out the six main Priorities/Goals and their Metrics. Some categories met or exceeded their goals, some under-performed, and others need better defined criteria for measurement. Hal suggested that a point for discussion at the retreat might be whether all six Priorities/Goals should be retained and/or tweaked. Bill indicated that everyone should be thinking about these points and come prepared to discuss at the retreat.

Board Retreat Agenda

Debbie talked through the proposed agenda, and several areas were edited to allow ample time to discuss topics. Of particular concern was the Entrepreneurship Program, which does not have a leader from the Board. Bill said he would take that responsibility for the time being. Regarding the Stewardship, Membership, and Entrepreneurship Programs, Bill said the retreat will be the time to define each program and outline the goals.

Dave Moore observed that an important element in attracting and retaining membership -- which is not reflected in the Goals -- is the Sunday morning experience. A discussion followed, regarding how to measure whether we're delivering our best product every Sunday. It was decided that quality control of the Sunday experience would be discussed at the retreat.

Personnel Committee

Bill proposed that Neill Shanahan be appointed as leader of the Personnel Committee; which was approved by the Board. Bill said that there is at least one, possibly two, additional committee members needed, and asked the Board to research possible candidates.

Permission to Use Photographs

Katie indicated that we are increasingly posting photos of congregants in various media, and we don't have a determination on whether we need permission or a policy on usage. Bill Pokorny submitted an overview of the topic, which was discussed. Jim Frazier said that written permission is needed before photographs can be used for any fundraising or promotional activities, but not for publicity. It was decided that Katie would talk to Bill Pokorny about devising a written opt-out policy for adults and children, and get a distinction between fundraising and publicity.

New Business

Debbie reported that a new group, "UUSG Women's Circle," is forming, and asked whether any type of Board permission or oversight is needed. The consensus was that flexibility is important, that Katie does a good job acting as a monitor in this area, and that while the Board doesn't need to approve a group's formation, they retain the power to eliminate it should it not conform to the church's principles/ideals.

This portion of the meeting concluded at 9:00 p.m.; a closed session on the Third Street Property followed.