

## **UCM Board Meeting Minutes**

**Tuesday January 24, 2017 6:00-8:00pm at Church**

Present:

Jo Romano, Board President  
Melinda Moz-Knight, Vice President  
Will White, Secretary  
Joan Javier-Duval, Minister (ET)  
Jennifer Payne, Board Member at Large  
Paul Hartmann, Board Member at Large  
Peter Thoms, Planned Giving  
Brenda Bean, Planned Giving  
Paul Ohlson, Planned Giving  
Mary Jane Ohlson, Planned Giving  
Bill Doleger, Nominating Committee

Absent:

Nancy Read, Financial Officer  
Priscilla Fox, Board Member at Large

### **Chalice Lighting and Reading - Melinda**

*Hope* by Emily Dickinson

### **December minutes approval – Will**

The minutes were approved by consensus as submitted.

### **Minister Report – Joan**

Summary from the Ministers report “Right after Christmas Eve, I took a couple weeks of leave (vacation and study leave). It was a quick transition into church activities with a meeting to discuss short-term solutions to Sunday morning crowding, an RE Transition Process meeting, Committee of Chairs, and a Worship & Arts Committee mini-retreat in the same week. I have been more engaged in prophetic outreach/public witness activities as we begin a new legislative season in Vermont and prepare for a new presidential administration. And, growth seems to be a hot topic around church these days.”

Joan tracked what she was spending time on from 1/1 through 1/23 and found that 23% of her time was spend in Worship (including prep and actual worship time), 21% on prophetic outreach, 20% on admin/management, with the rest of her time spread across 8 other tasks.

The board agreed by consensus with the RE committee's recommendation to continue the acting DRE position for an additional year.

The membership committee is having a visitor's brunch on February 19<sup>th</sup> at 11:30 and requested that board members will attend. Will and Melinda offered to go.

### **Board Training in Spring - Jennifer**

Jennifer is working on identifying a training through the Vermont School Board Association which works heavily with policy governance.

### **Meet with Planned Giving Committee**

#### **Peter Thoms, Paul Ohlson, Brenda Bean, Mary Jane Ohlson**

The planned giving committee presented a revision to the planned giving policy which updated language emphasizing that UCM's planned giving policy is to foster a deep and abiding sense of generosity among members and friends. This updates a management policy which doesn't need board approval and the ET has already approved the new language.

Peter reported finding a document that lists all planned gifts from the founding of the church through 1991.

The planned giving committee has updated the planned giving gift form.

The board approved the changes to the planned giving policy and the form by consensus.

Paul and Mary Jane Ohlson signed the new planned giving gift form during the board meeting and explained that the process was very easy and encouraged others to think about planned giving.

### **Nominating Committee- Bill Doleger**

Will and Melinda will be ending their term on the board and Nancy and Pricilla would like to run for another term. The board agreed that it would be helpful to recruit people who represent the younger generation of members.

The nominating committee consists of Bill Doleger and Sue Stuke, Judith is working on finding at least one other person to help with the nominating process.

Currently there is no written process for nominating board members. In the past the ET has recommended names and the nominating committee has done interviews with those candidates. During the interviews they explain the board roll and responsibilities. Bill suggested creating (or updating) a board job description which can be given to candidates along with governing policies and by laws. Bill requested that the board draft a process for nominating new board members to drive the process in the future. He suggested we continue the practice started last year of not nominating people directly to a specific board position but to decide who will fill the named positions amongst the board. Jo, Joan, and Bill will propose a written process for nominations with timelines, job description, and documents related to governance.

### **Growth Study update**

Jo has compiled the information collected by the board survey and presented the results to the board. Paul and Pricilla will continue working on the growth study. Joan is continuing discussions with the ET and a committee who's studying overcrowding in Sunday services and both short term and long term ways to deal with that issue.

### **Board Fireside Chat Report**

Attending:

Paul Smith  
Steve Finner  
Norma Raymond  
Elizabeth Peebles  
Robert Youngberg  
Nancy Reid, Financial Officer  
Jo Romano, Chair

Discussion topics:

Growth

Concerns:

Insufficient Parking

Insufficient RE space

Insufficient Sunday Worship Space

Insufficient welcoming due to lack of space to sit at Sunday Service

The church is packed to the brim. What UAA shares are that people perceive the church as full when 75% of their seats taken.

We are not welcoming to all newcomers and friends who want to come to service. We know of people who do not attend, because when they did, there was no space for them. A packed church translates into "There's no space for me here."

Ideas for consideration include:

Rent or buy the funeral home building and parking lot across the street.  
Will alleviate the Parking problem, and some of our space problems.

Live stream video Sunday worship service so people can listen to service at home.

Live stream in-church vestry. Set up an inviting space for 30 people to be together as they listen and watch the service upstairs.

Have 2 services.

One on Wednesday evening and one on Sunday. There are members and friend that would enjoy a smaller environment.

2 services is favored by some and not favored by others.

There are four considerations when planning 2 services.

1. RE – religious education for children
2. Choir needs and functions
3. Minister's Contract
4. Volunteer staffing

### **Vision Statement read and reflections**

Vision statement discussion will be added to the February agenda.

### **Annual Calendar**

The board discussed and updated the annual calendar. Will will continue to update the calendar, removing old items and separating out tasks that repeat each year and tasks that are specific to the current year.

### **Governance Policies review – Will**

The most current version has been distributed and will be taken up again at the next meeting.

### **Other Business**

Jo will notify Paul Wallace-Brouder that the board would like a budget of \$2,500 for next year to be used for things like training.

Jo and Paul will be out of town for the February meeting. Melinda and Joan will set the agenda for that meeting. Will won't be at the March meeting. The issue of board attendance was raised and it was suggested that it be added to the board covenant.

### **8:00 Reading and Adjourn**

*Faith* by Emily Dickinson