

## **UCM Board Meeting Agenda**

### **Tuesday October 25, 2016 6-8pm at Church**

**Convened: 6:00**

Present:

Jo Romano, Board President  
Will White, Secretary  
Joan Javier-Duval, Minister (ET)  
Jennifer Payne, Board Member at Large  
Priscilla Fox, Board Member at Large  
Paul Hartmann, Board Member at Large

Absent:

Melinda Moz-Knight, Vice President  
Nancy Reed, Financial Officer

### **Chalice Lighting and Reading**

“Who is more humble? The scientist who looks at the universe with an open mind and accepts whatever the universe has to teach us, or somebody who says everything in this book must be considered the literal truth and never mind the fallibility of all the human beings involved?”

— Carl Sagan

### **September minutes Approval**

The September minutes were unanimously approved.

### **Minister Report**

Joan reported that she felt like the congregation settled into a more regular rhythm in October. The month began with a consultant-led workshop to begin our transition work for religious education. Our new Office Assistant/Rental Coordinator also started her position at the beginning of the month.

Joan led a commissioning ceremony for the Lay Pastoral Care Team on October 3<sup>rd</sup> with the intention of educating the congregation about lay pastoral care. She noticed a slight uptick in requests for pastoral care after the commissioning.

The first Committee of Chairs meeting was held and a major focus was sharing how committees are beginning to implement the strategic plan.

Joan reported that she continues to spend the majority of her time planning worship services and working on administrative/managerial tasks. This means that other ministry areas, e.g. Adult RE and social justice don't get as much of her time, although there is

increased interest in expanding these programs and activities. In the future as we get more into the strategic plan we'll need to consider how to best structure our staffing to support the congregation's ministries.

In November, we begin to head towards the holiday season and worship planning will turn towards that. Joan hopes that in November we will also plan out more concrete steps for the RE transition process and have a better sense of the timeline for making staffing decisions as we get towards the end of the calendar year and begin budget preparations for next church year. November will also hopefully be a time to connect with the stewardship committee to begin our plans to more intentionally focus on the pledge drive and other fundraising initiatives.

### **Fireside Chat report**

Jo and Priscilla attended the first fireside chat which was attended by about three people and they discussed operation of the board, what the board was currently working on, and some issues on accessibility as it related to the strategic plan.

The next fireside chat will be on Sunday November 6<sup>th</sup>. Jo and Paul will attend.

### **Board Growth Study proposed plan – Paul and Priscilla**

Priscilla and Paul distributed a table of Sunday worship average attendance per year from 2007 to 2016. The number includes adults and children. Priscilla agreed to break out adults and children into separate categories.

Priscilla obtained census data of Vermont of population based on age in 2010 and projected for 2020 and numbers of births per year from 1980 through 2015.

They found that Washington County lost 1.5% of the population between 2010 and 2015. They also reached out to a contact at the UUA to seek help projecting growth for the next 10 years. The response they received is that the UUA doesn't really do demographic projection anymore but they would see if they could find someone to help.

Joan pointed out that UCM doesn't have a census of age range of current members which would be helpful when projecting growth/decline for the future. Paul will reach out to Dave Peters from the Membership Committee on ways to do a census of age groups of the congregation. One suggestion was a very small form in the order of service that would be filled out and collected with the offering or at the end of service. Joan suggested doing the survey the first three Sundays of December to allow enough time to process the data and compile it for the growth study. All agreed on this course of action. One additional data source could be data trends in other dominations and also other UU churches in Vermont. Joan will reach out to her contacts at other churches to see if she can get average weekly attendance and total membership. She will also identify some studies that have been done about growth of religious organizations and forward them to Paul and Priscilla.

### **Strategic Plan Indicator Monitoring.**

The board is responsible for evaluating and monitoring whether the indicators listed in the strategic plan are being achieved.

The board agreed that the Action steps in the Strategic plan would be monitored by the ET and the Indicators of Success would be monitored by the board.

In the November notes from the board email Jo will include information about how the board needs data to track the success of the strategic plan to set the congregation's expectation that regular surveys will be conducted. The first survey would need to be completed in early April and the results will be included in the annual report.

It was suggested that the board wear some type of "uniform" while collecting surveys to raise their visibility.

The board discussed having a discussion with the congregation to review the strategic plan progress in the first year. It was agreed that this meeting would be held at the beginning of the next church year.

Board members will listen for signs that the indicators of success throughout the church year are being met and will record them.

Jo will collect the 7 indicators that are perception oriented and apply to all congregants to post in the vestry.

Outcomes

#1:1

#2: 1, 2, 4

#3: 1

#4: 1,2

Ways to collect data, discussed at Sept and Oct Board Meeting

1. Ask members at Sunday Fireside Chats
2. ET reporting
3. COC reporting
4. Minister including indicators during sermons.
5. Ask new members as a group.
6. 17 indicators of success and a scale of 1 to 5 - how are we doing?
7. Hold a discussion at the end of a church service.
8. In the annual report – each committee reports on action steps
9. At end of 5 years do a survey
10. Have feedback boxes available.
11. Have you witnessed or been a part of an indicator of success – share your story
12. Post the indicators of success in the vestry for people to review

### **Other Business**

The ET requested clarification on whether the board needs to approve changes to Church policies. The board discussed the issue and agreed that Joan will share suggested policy changes with the board for approval.

The board will read chapters 9 and 10 from Governance and Ministry and be prepared to share what you learned from each chapter. It's a good idea to at least skim the prior chapters.

Agenda for November meeting:

Meeting includes ET, and Chair of the Finance Committee will provide a report.

Final approval of survey for December.

Discuss Governance and Ministry chapters 9 and 10.

**Closing Reading**

“There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self.”

— Ernest Hemingway

**Adjourned at 8:06**