

UCM Board Meeting

Tuesday, June 02, 2015

6:38 PM

Present; (Current Board) Amy Willis, Marj Zunder, Rob Chickering, Jo Romano, Paua Gills, Stuart Russo-Savage, Bonny Steuer, (Incoming Board) : Will White, Melinda Moz-Knight, Priscilla Fox, Nancy Read, (Members of ET): Steve Edington, Judith Hinds, Tina Ruth, Joanna Meyer

Opening reading (Mary Oliver) and Chalice lighting by Stuart Russo-Savage

Strategic Planning Task Force

- Initial meeting report:
- Chairs have been determined (Gail Falk and Brenda Bean)
- Clarification between Mission and Vision discussed
- Will likely use a similar process as for the Mission Statement work - cottage meetings, and other ways to get congregational input
- Task Force is doing research on the best methods for strategic planning
- Amy Willis may step down to give space for a newly elected Board Member to participate
- 2005 Long Term Plan will be a resource
- Ends Statements may serve as a guide
- Compilation of responses from the End Statements exercise done at the Annual Meeting 2014 were shared with the group

Installation Ceremony for Rev. Joan

- Amy Willis and Rev. Joan will meet over the summer to begin discussion of the ceremony
- Donna Russo-Savage has volunteered to head the planning committee (she has experience from involvement in the last installation ceremony)

Year Round Board Task Calendar Development

- More proactive approach to accomplishment of Board anticipated annual tasks
- Small group (Stuart, Rob and Amy) will meet to pull this together and make a draft for Board approval at the retreat in August.

New Board Member Orientation/Discussion

- Documents for new members of Board given (Bylaws, Board policies, etc.)
- Paula will share a folder of documents she has kept from the year
 - Documents compiled by Paula will be organized and sent electronically by Stuart for new members
- Encouragement to read historical documents (Task Force for the Future, Policy Governance Report, Bylaws, Board and ET policy documents)
- The Board works with the Minister in her ministerial role and as the representative of the Executive Team
- Congregation may be unclear/need reminder of how our new governance structure works. Start of the new church year may be a time to define/reintroduce the Board and ET function.
- Board members shared what works for them on the Board and what doesn't:
 - Relaxed but get work done
 - Board writes policies and is responsible for visioning - big picture thinkers
 - Responsiveness to congregation needs work
 - Need to move more actively to long term planning and visioning phase
 - Work to do to coordinate work of the Board and ET - clarification of roles continues to evolve
 - Improvement in fiduciary responsibilities, clear Financial Officer role developed
 - Constant change and transitions require responsiveness to challenges - difficult to move forward with visioning. Got bogged down in necessary problem solving
 - Ministerial search, new policies written, music program transitions, donor gift program and Task Force for the Future development were primary foci of the year.

Communication with the Executive Team

- Minister gives ET report to the Board - this may not be the most timely/comprehensive way to communicate between the Board and ET
- Minutes from Board meetings needs to be sent to ET directly and more timely than website posted minutes
- Communication with the congregation started well during the year ("Notes from the Board" in e-announcements) but was discontinued due to posting word number constraints.

- Will consider resurrecting this mode of communication - investigate approval of more space allotted to Board-Congregation communication

Discussion of Monitoring Reports

End Statement monitoring "We welcome all"

- Excellent effort in description of how we meet this aspect of our mission thru programs and policy
- Difficult to produce with an expectation of measurable outcomes
- What can be measured in intangibles like feelings ("feeling welcomed")? Difficult to do but important.
- Is it enough to point to what we are doing?
- Could we do a survey that would gather information (where we are, what could be changed) that could be a tool to move us forward?
- Board and ET need to work on this further- is measuring Mission Statement accomplishment something we need to do?

Executive Team Limitation monitoring: "Treatment of Church Staff"

- Report thorough and in compliance

Executive Team Report

1. The Executive Team has been successful in bringing Church Staff on board to form a joint Management Team. All are satisfied with this increased level of communication and function.
2. Moving forward should the Minister be the one to appoint the members of the ET (have sole prerogative) as is currently inferred in the by laws or should the elected members from the congregation (the Board) have the responsibility for approving the people in charge of the day-to-day management of the church?
 - Do the by laws need to be changed for the Minister to nominate ET members for the Board's approval? (Annual Meeting vote)
 - The Board and ET will discuss this further at their joint meeting/retreat in August
3. Possible realignment of which committees report to the ET versus the Board:
 - ET raising the question because their work load is excessive and is asking the Board to consider a change.

- Financial Committee and Stewardship could be under the Board under Policy Governance. Areas of financial responsibility are often overseen by the Board in other congregations.
 - ET members and Will White will meet to discuss this further and will bring a proposal to the Board
4. Communication received from the Congregation during the Annual Meeting - how do concerns get addressed? (time frame?, who is responsible?)
- Board could respond to a motion made from the congregation for action on something
 - Sometimes it is just a question/concern that is raised
 - Proposal that the Annual Meeting minutes are completed and reviewed at the June Board meeting and items needing response are completed by the end of the church year (with delegation as needed)

Other Business:

- Paula brought to the attention of the Board the changes in the soup kitchen going thru reorganization. Manpower issue and budget cuts/reorganization. No resources to store, cook or serve food any longer. ET is aware and has delegated to the Social Responsibility committee who is planning to study ways to meet the community's needs. Question of using some of the Jackman bequest money for this in the future?

Closing reading (Mary Oliver poem)

Meeting adjourned

Respectfully submitted,
Bonny Steuer