

UCM Board Meeting Minutes

Tuesday September 27, 2016, 6:00-8:00pm at Church

Convened: 6:00

Present:

Jo Romano, Board President
Melinda Moz-Knight, Vice President
Will White, Secretary
Joan Javier-Duval, Minister (ET)
Nancy Reed, Financial Officer
Jennifer Payne, Board Member at Large
Peter Thoms, Response Team

Absent:

Priscilla Fox, Board Member at Large
Paul Hartmann, Board Member at Large

Chalice Lighting and Reading – Jennifer

Book of Qualities by J. Ruth Gendler– Excitement & Service

August minutes Approval

The Board discussed ways to improve the minutes in the future including adding more detail and being specific about next steps when appropriate. The Board approved the minutes of the August 23rd meeting.

Minister Report – Joan

Joan had a busy September with the beginning of the church year. She has been working closely with the Lay Pastoral Care Coordinator and the rest of the team to provide care to members/friends on Sunday mornings and also through in-person visits.

Joan's main focus in the Administrative/Management area for September was the hiring of a new Office Assistant/Rental Coordinator which was completed with the help of the hiring committee. Joan has also held regular meetings with the staff including the new RE director. The Management Team is currently drafting a list of priorities for the 2016-2017 year which will be finalized at their upcoming meeting. The MT requested two things from the Board: 1) direction regarding reporting and how the Board would like to monitor progress with the strategic plan, and 2) a schedule for a few joint meetings with the Board during the church year.

Joan's Priorities/Goals for the Year:

- Support/guide UCM staff in achieving their individual goals.
- Further solidify and deepen Worship Associates program and theme-based ministry, introduced last church year.

- Lead congregation in religious education transition work to determine next steps for next church year (and beyond).
- Support/guide Board and Executive Team in developing deeper trust with congregation and providing transparent and engaged congregational leadership.

Joan has been working on prophetic outreach on several fronts including working on a number of initiatives associated with Vermont Interfaith Action.

Announcements:

Jo distributed flash drives of Church documents to all Board members present. The drives included all bylaws, policies, the vision & strategic plan, past board minutes, and the annual report all of which are available to the congregation on the UCM web site.

Joan, Jo, and Dan Groberg met to discuss the successes and challenges with stewardship last year. They discussed the stewardship report done by the Task Force for the Future and what ideas could be used from that to increase the effectiveness of stewardship in the future. The Board discussed how to acknowledge people who pledge without causing friction among the congregation. Jo will distribute a copy of the Task Force for the Future report to the Board.

Sexual Abuse, Prevention, Education and Response Policy – Peter Thoms

Peter Thoms reported that the Response Team has met several times since their last report to the Board in June. The Response Team met with the ET and discussed and approved the changes recommended by the Board at their June meeting **as well as suggested changes to the Personnel Policy**

The Board unanimously approved the policy with two changes:

The Board agreed that the term Youth should be added to the definitions and that transportation of children requires age appropriate child restraint.

It was noted that the Response Team has a number of outstanding issues regarding the policy that need to be addressed (including the board's suggestion of adding provisions for occasional RE volunteers). This will likely not happen until later this church year or next year. The Response Team will return to the Board once it is ready to suggest additional changes to the policy.

The Board approved a change to the Personal Policy that includes "Church employees may resign at any time, and the Board may suspend or terminate the employment of any individual at any time for any reason, and on terms it may specify." Jennifer will update the Personal Policy with the new amendment.

Board Growth Study

The Board read and briefly discussed research done by Paul and Priscilla on what statistics are available to analyze trends in church growth. They found that there are a lot

of reports and data available. Paul and Priscilla compiled all of the available documents into one list which was very helpful. Joan suggested looking into reports generated by the Governance Task Force and the Task Force that looked at long term staffing needs. Joan will ask the ET and Gail Falk if they know what reports were generated by these task forces.

Board Monitoring

The ET has asked **if the board has** specific ways **it wants to** monitor the strategic plan outcomes. The Board discussed different options like conducting surveys, getting reports from individual committees, incorporate reporting into the Committee of Chairs meetings, include questions about outcomes in the monthly meet the Board time in the fireside room, comment boxes for each indicator in the Church where people can submit comments, include indicators in committee reports in the annual meeting report, and reports from the ET/Minister to the Board. When the ET meets with the Board during their quarterly meeting the ET will **provide an oral** report to the Board on progress regarding the strategic plan **action steps**.

The Board agreed to review the Strategic Plan and identify ways to monitor the indicators **of success** for the next Board meeting where they will decide on which monitoring techniques to use.

Board Calendar

The Board briefly discussed ways to update the Board calendar so each year they will know what recurring tasks must be accomplished each month. During the October meeting the Board will pick a date for the December meeting which would have fallen on Dec 27th.

Board Communication

The Board approved the first letter from the Board for the year. Joan will post the letter to the web site and distribute it through email. Jo and Will will attend the first Fireside meeting next Sunday Oct 2nd.

Board Roles

Discussion was rescheduled for the next meeting. The roles outlined below were submitted by email and compiled here.

Board Roles and Responsibilities:

- Serves as Visionary Leaders
- Sets and monitors church policies
- Sets goals and establishes priorities
- Monitors and evaluates programs
- Evaluates Strategic Plan Outcomes
- Projects Growth as set forth in the UCM Strategic Plan
- Provides fiscal oversight and directly supports the Stewardship Committee

- Provides personnel committee oversight??

Board President Roles and Responsibilities – Jo Romano

- Serves as Chair of the Board
- Keeps Vice President closely advised
- Works with Minister and board to write an agenda for monthly meetings
- Facilitates monthly meetings
- Calls for a timekeeper at meetings
- Keeps an eye on full board activities

Board Vice President – Melinda Moz-Knight

- Follow Board covenant
- Become a referral source to the congregation-If the Board wouldn't handle something who would?
- Facilitate meetings that Jo cannot attend-includes meeting with Joan and soliciting feedback from other Board members to set agenda if needed.
- Be prepared for all meetings and do follow-up work in a timely manner.
- Have a solid understanding of church policies but don't be afraid to admit if you do not know the answer to something. Find out the answer and follow up with questioner in a timely manner.
- Be visible so that folks can talk if needed-coffee hour, community lunch, monthly fireside chats
- Check e-mail at least once a day and stay in touch with the other members of the Board.
- Know what is going on within the church as much as possible-what activities are coming up-any challenges that will need a Board response?
- Look at the strategic plan and really learn the different action steps-monitor what is being done and where encouragement may be needed.
- Serve as President in the absence of the president.

Joan, Minister, Ex-officio Board Member

- actively participate in discussions and share insights and opinions from my perspective as minister
- keep board abreast of significant activities in ministry areas
- act as liaison with Executive Team and staff
- provide spiritual leadership in meetings

UCM Board Financial Officer – Nancy Reed

The primary role of the Financial Officer is to communicate church financial matters to the Board.

The Financial Officer will:

- provide Board training regarding church financial policies to ensure appropriate financial oversight by its members within established policies;
- discuss the church's financial position with the Treasurer, Executive Team, Finance Committee and any other necessary church officials, and report to the congregation at the Annual Meeting;
- update the Board on the church's overall financial stability, presenting any immediate concerns or changes in church procedures;
- ensure that the Board meets its financial monitoring schedule;
- forward any relevant financial reports or materials to the Board and advise on any actions necessary to protect the financial integrity of the church;
- ensure that church investment policies are in alignment with the UCM mission;
- in limited circumstances, may also facilitate communication with outside parties (e.g. lawyer representing a bequest to the church).

UCM Board Secretary – Will White

Track terms of Board Officers (2 year terms, limited to 3 consecutive terms)

Nomination of Officers:

- Notify Congregation (from the pulpit, posted, and by website) of vacancies by February 1 each year
- Names of Candidates submitted to Secretary by April 15
- Leadership Development takes the lead on recruitment
- Need Bios/Photos for posting with the Warning for the Annual Meeting and to be included in the Annual Report

Meeting Warnings:

- Posted 6 days before meeting (Church building, from Pulpit, on website, via electronic announcements)
- See By laws for what needs posting for Annual Meeting and check out previous Warnings for usual style

Annual Meeting:

- Draft budget approval needed in time to include in Report. NOTE: There was concern from the floor in the 2016 annual meeting that the budget was difficult to read. You are given this document and it may be difficult to format differently.
- ET gets the Committee and professional staff reports together. May need to remind minister (as head of ET)
- Review previous reports to see content
- Files on thumb drive for content of each year's packet

- Nominated Officers info
- Agenda from Board
- Compile Report (pdf) and print/post electronic version
- Copies available a week before for congregation to review
- Taking notes at Annual Meeting is difficult. Have someone emphasize that the microphone must be used by all and the person speaking should state their name. I made a recording of the 2016 meeting.

Monitoring Reports:

- Determine rotation of reports (??)

Minutes of Board Meetings/Congregational Meetings:

- Send draft for review to Board members
- Send reviewed draft to ET (ASAP)
- Post to Website under “Board”
- Formal approval at next meeting

Membership List

- Keep updated list (receive from ET/Membership)
- Determine quorum for official meetings where votes are required (By laws determine % for decisions)

Archive all documents from the year

Board Member at Large – Jennifer Payne

- To support the mission and covenant of the church by reminding myself of these statements when decisions are being made and ideas are being presented.
- To support the minister and staff in the execution of running a safe and fiscally responsible organization.
- To attend monthly meetings fully prepared and familiar with the agenda and materials, and be fully present.
- To attend other church meetings and events that support the ends and other specific Board work.

Other Business

Cindy Beal will be providing consulting services for the RE program and will be doing a workshop on Saturday the 1st from 9 to 3 and Joan encouraged Board members to attend.

Jennifer, Jo, and Melinda will participate.

Jo and Jennifer will represent the board at the Committee of Chairs meeting on Tuesday Oct 11th.

During the October meeting the Board would like to have more discussion on policy governance and the Board's role.

Closing reading and Adjourned at 8:05