

AUUC Board Meeting Minutes

August 8, 2018

Meeting called to order at 7:00 pm.

Present: Rev. Linda Olson Peebles, Peter Campbell, Kristina Watts (via phone), Bruce Griffin, Joe Tuggle. Lindsey Muirhead, Sarah Pevner, Elizabeth C.

Rev Linda gave opening readings.

Members Time: None present

June Meeting Minutes: **Approval tabled.**

Board Thanks: Dean and Kate Wanderer for their donation enabling the front door rails; Peggy Eckerman for her quilt now on display; Joe Tuggle for sound and setup reorganization.

Accessibility Issues: Rev Peebles noted that this Social Justice Committee initiative arises from her noting strong congregational interest in inclusivity and special needs responsiveness. Here is a summary of the email from Claire Brown:

Since the Board of Trustees is responsible for overall policy, with delegation to appropriate church committees for implementation, we request that the Board mandate the following changes:

- 1) Include a disruptive behavior policy applying to all and a Covenant of Right Relations.*
- 2) Church policies such as emergency evacuation policies should provide for the special needs of people with disabilities.*
- 3) Create a nondiscrimination policy as part of the bylaws and other official documents affecting congregational life which is implemented fully, with clear remedies when discrimination happens.*

Considering these items and other possible items you [the BOD] may think of that are not listed, we would like you to break down the Board's actions into 3 categories:

- Existing things we already do regarding accessibility for those with disabilities of any kind, even if they are not on this list (so we can advertise these)*
- Planned actions for the coming year*
- Future actions we would like to do but cannot do now.*

Discussion: Point one: It was agreed clear behavioral boundaries are of benefit and noted that the UUA has a helpful template. **Kristina will contact Vanessa and Nancy of the Security Committee to write a policy, in consultation with the Covenant and RE groups.**

Meanwhile, all committees and the Board are considering this issue. Rev Peebles suggested a possible expansion to community advocacy, such as advising police on dealing with autism.

Point Two: Evacuation polices adapted for special needs. **This was referred to the Security Committee**

Point Three: Updating policies to include nondiscrimination. The Board needs to welcome disabled members who may be elected, with assistance such as rides. Lindsay's expertise in HR was noted. **Rev Peebles will ask Ed Kringer to work with Lindsay on reviewing personnel policies for this issue and in general in preparation for the new minister. Bruce Griffin will join them to find, assemble and review all bylaws.**

It was noted that the Bard is currently reviewing policy, and planning for the future. An elevator, rocking chairs and a quiet room are improvements that, if desired, could result from a Capital Campaign (not immediately). It was also noted that publicity describing our welcoming of disabilities would be useful. Also, conferring with new families regarding needs is helpful.

Board Retreat: See Kristina's draft agenda. Discussion: Handouts were recommended to save time. Chalice readings to open and close suggested. It needs to be emphasized that the role of the Board is naming priorities, setting direction, and defining strategic goals. The committees, with support from the minister, implement. The necessity of performance measurement was indicated. The function of the membership committee was touched on, with the need to measure net growth and define trends. Stewardship and resourcing is also a Board responsibility, including monitoring of needs and directing revenue raising.

Treasurer's Report: Joe presented his first update since election. He noted there are red numbers at the end of this year due to the enclosure and the office AC repair. This will be resolved through Depreciation Fund withdrawals to the amount of \$16K. **Joe will finish preparing the budget for the next fiscal year for a vote at the September BOD meeting.** Much depends on whether Chalice Grant comes through. A 5-year revenue increasing plan is necessary. Brief monthly finance summaries were requested for the Board and membership.

OWL Training: Just completed last weekend. Joe reported an excellent and instructive program, if concentrated. He asked members to talk to him for more details.

Minister's Report: See report. Rev Peebles mentioned the great success of this year's children's summer camp.

DSD report: Not submitted

Council Report: See notes from June meeting

Action Items: See bold print.

Closing Reading: Rev Peebles

There being no further business the meeting was adjourned at 8:30pm.

Respectfully submitted,

Peter Campbell, Secretary

Attachment:

DRAFT Agenda for AUUC Leadership Retreat

September 8, 2018

1. **Welcome - chalice lighting / Introductions** [Kristina facilitate] (15 minutes)
2. **Icebreaker** / Get-to-know-each-other game [Rev Linda ideas?] (20 minutes)
3. **Covenant** [Covenant Task Force] - review of new church covenant, develop covenant for this meeting (30 minutes)

4. **AUUC Governance Structure & Roles (Accotink 101)** [Kristina] (20 minutes) (10:25)

PURPOSE OF DISCUSSION: To review (or teach the newbies) the distinction of roles (what a Board member does vs what a committee member does) and acknowledge that many people change hats. Include updating, maintaining, and following policies and procedures here.

Org chart- accountability, info flow

Break - 10 minutes

5. **Interim Ministry Update: Areas the Congregation Needs to Consider** [Rev Linda] (30 minutes)

PURPOSE: Rev. Linda to present the status of the Interim and to provide some points to consider during the remaining meeting and year

1. Appropriate structures & behaviors for the size you want to be [point being that some of the things we do are because we are stuck in "Pastoral" mode. Need to switch to "Program" behavior if we expect to get there]
2. Being a public organization [ways we may seem exclusive to newcomers, link to Communication efforts]
3. Culture of relationship building [link to Membership role]

6. **Board Goals/Priorities for the Year** [Kristina] (40 minutes)

PURPOSE OF DISCUSSION: to get agreement on goals, determine any others

1. Support Ministerial Search Team for successful search
2. Complete Long-range Plan development & start implementation. Main focuses to work on this year:

1. Continue to improve Communications
2. Membership
3. Continue to strengthen the integration of all areas of church (e.g., committees work together, no “siloes”)
4. OTHER?
5. Policy & bylaw review
6. Stewardship - inc revenue - on our own agenda

LUNCH 12-12:30

activity

7. Our new website / database [Debbie Cohen] (30 mins)

1. Use of member data
2. Use of the website for committees

8. Safety Team [Vanessa Hall and Nancy Melito] (30 minutes)

7. Whole Church Approach (Vanessa)
8. Review Safety Policy & Procedures (Vanessa & Nancy)
9. Fire and Medical Emergency Drill (Nancy)

BREAK

9. Ministerial Search Committee - update? Request for input / feedback? (?? minutes)

10. Accessibility Issues - update from SJC?

highlights of SD, SJ

Announcing major dates - (handout) themes for year

Extinguishing of Chalice