

AUUC Board Meeting Minutes

March 7, 2018

Meeting called to order at approximately 7:05 pm.

Present: Judy Usherson, Jan Forsyth, Bruce Griffon, Rev. Linda Olson Peebles, Connie Diamant, Kristina Watts, Dick Robison, Vanessa Hall, Nancy Melito, Michele Andersen, Ken Heller, JoAnn Flanagan.

Rev. Olson Peebles gave an opening reading.

February Meeting Minutes: Accepted unanimously as written

Members Time: no comments received

FYI Time: Connie introduced a new part of agenda. This will be a time to list activities that are going on in the church community that all Board members may be aware. For example, the Rock Creek Singers concert on April 21 and the Church Clean-up on April 10 were mentioned.

Pledge Update: An update was provided through a note from John Hall. So far, \$193,900, has been pledged by 63 pledge units. Many people increased their pledges. There are still potentially many more pledges that could come in, including at least three substantial pledges (\$5,000 or more). On Sunday John will bring flowers in honor of those who pledged and will cite statistics. John is not worried about meeting pledge goal, we appear to be doing better than last year at this point. Connie noted that John is doing excellent job as Pledge Chair.

Safety and Security (see plan document draft): Vanessa Hall and Nancy Melito have spent 40 hours or more so far working on updating church policy and procedures related to Safety and Security. Nancy has been doing investigatory work, with help from Judy Usherson. Vanessa is working on the written documents. The policy and procedures document will have more information, including that from Worship Watch. Their objective is to provide security without interrupting services: to integrate safety and security into everything. Their document will address specific jobs and training (including training for new leaders), with the intent that it will become second nature to enforce. In response to questions, Vanessa mentioned that they are addressing the roles of facility renters, and the location of emergency gear (fire extinguisher, first aid kits, defibrillator, instruction notebook, etc.) She emphasized that the most likely emergencies to happen in our congregation are medical emergencies and/or fire. Fire drill training will be conducted for RE teachers separately in addition to practice for the whole congregation.

It was decided that The BOD will need to approve the policy document. Implementation will be worked through Council. A "Response Team" will need to be set up (different from the team who is developing the plan, i.e., Vanessa and Nancy). There needs to be a person on Council setting up drills, etc. How the team/group responsible for implementing procedures will be named/comprised is currently unresolved ("committee"? "team"? "Officers"?). The idea is for committees/groups to have safety procedures embedded in all activities; e.g. the Auction would have a designated security person.

The procedures part of the document, which was mainly developed by an earlier committee a few years ago, is almost ready. The rest of document needs more work to complete – they expect it might be ready by May. It was decided that procedures to add include: Missing Person; Sick Clean-Up (they can start with what was already developed for Children's RE), and Chemical Spill (i.e., gasoline).

Action Items:

- Set up another CPR training for congregation. Ask Jenn Carlson if she can do another training.
- Have Vanessa and Nancy discuss Safety and Security at the Board Retreat in the fall. Hold a fire drill.

Covenant (see draft document): The Covenant Task Force (JoAnn Flanagan, Michele Andersen, and Ken Heller) discussed their progress: the information gathering is done; a draft was presented to the congregation and suggestions received. A final draft was developed. Board notes that this version flows better, is more streamlined. There was some discussion about whether to flip the order of the sentences in the last paragraph

The next step is to hold a congregational vote on whether to accept this covenant. It had been suggested earlier that a single-agenda meeting could be convened for this purpose, but the timing is such that participants agreed it can be part of the regular Annual Meeting in June.

At the meeting, there will be no debating the content of the covenant, it will be a simple yes or no vote, The Task Force suggested requiring more than simple majority of people present. It was decided to require a 2/3 vote. Voting will not be anonymous – members will hold up hands the same as all voting at meetings.

It was moved to accept the draft, as written, for presentation for vote at Congregational meeting. Motion was accepted unanimously.

As for review of the covenant, Board decided to give it three years to let it settle out, with the new minister. It was moved that the covenant be reaffirmed not later than the 2021 annual meeting. Motion passed unanimously.

Next Steps:

- Task Force will work with Connie to get materials out (including a draft of the needed bylaw changes) for the May newsletter – deadline in April.
- Task Force will draft version to use in service, other documents. Work with worship team, minister, poetry group. No vote needed for that.
- Membership policy may need to be changed once covenant is approved by congregation, to determine how best to convey the covenant to new members.
- Link covenant to Safety and Security Policies (point to covenant as expectation of behavior).
- Link covenant to process for settling grievances. This process is currently addressed in HR manual; maybe need to move it to more accessible location.
- Need to determine extent to which the covenant will apply - to anyone who uses building? SpringMar?

GA Delegates. Pete Fontneau, Dean Wanderer, and Juliejohn Knott (remotely) have offered to be the AUUC delegates for the 2018 General Assembly. It was moved to approve these members as our AUUC delegates. The motion passed unanimously.

DSD Report: Lara wants approval to apply for grant for help to cover costs for OWL. It was moved to approve Lara's request to apply for Chalice Lighters Grant. The motion passed unanimously.

Auction Software: Ken Heller and Dick Robison discussed the software chosen: Auctria. The cost is \$200 annually. It provides capabilities that we have not had before, including some publicity options (e.g., email reminders). Dick will order software, begin to train auction volunteers. This year, they will be keeping appearances as similar as possible to what was done before, but the workflow will be different, and the kind of volunteers needed will be different. For example registration, packets will be prepared ahead of time (bidder number, stickers, etc.) Bid sheets come out of the new system. They still need to determine how to enter data from live auction, etc.

Date for auction – it was decided to hold it the week before Halloween. Ken will get it on the calendar ASAP.

Action item:

- Hold an Auction discussion meeting (e.g, town hall) to organize a committee with new work processes/roles.

Minister's Report (see report):

Action item:

- Examine method of counting Sunday attendance numbers.

Finance: Need to have understudy for Ed Cochrane, for position redundancy (a second person who is able to sign checks.) Need procedure related to check-signing for change of Board. (Need to check with Ed to see what procedure is.)

Rental possibility: a company wanted to rent the building for an afterschool program but went with someone else because of cost. Will make new lower offer. This would be a great source of income if it happens.

Closing: by Rev. Olson Peebles

Meeting adjourned at 9:05 pm

Respectfully submitted,

Kristina Watts, Vice President