

Unitarian Universalist Church of Annapolis
Minutes of the Regular Meeting of the Board of Trustees
February 10, 2008

Present: Peter Lamb, Bryan Barrett, Phil Tawes, Dick Roop, Fred Muir, Tod Geimer,
Marlene Browne, Pat Simons, Olivia Stewart
Staff: Amber Beland, Eric Kaminetzky

ACTION ITEMS

Bryan volunteered to run a Board committee to look at improving congregational meetings on big issues.

Peter should add Policy Governance workshop results to the next Board meeting. Eric and Pat can share their notes.

Board members should attend the UUCA Revisioning Meetings to listen to the congregation and better understand the mission.

Pat will organize a Board workshop from 11:30-2:00 (including lunch) following the March 1 Revisioning Meeting.

Dick will announce the Lawrence Street purchase in the newsletter.

Eric will draft a "Thank You" letter to Steve Orton and send to Fred and Peter.

Bryan will check current Policies & Limitations on sexual misconduct and suggest needed expansion or specificity.

Peter agreed to contact Steve Orton to obtain a two-year option for the right of first refusal on the second property on Lawrence Street.

Call to Order

The meeting began at 12:40 pm. Phil offered opening words.

Dick volunteered as timekeeper; Tod as process observer.

Agenda Review

Policy governance was added to the agenda.

Approval of the January Minutes

Tod will send out corrected minutes for e-mail approval.

Old Business

1. January Congregational Meeting

Peter invited discussion of lessons learned. Suggestions included

- Get a district person to provide counsel about the search and the congregational meeting for election
- Use several neutral microphones instead of a "Pro" and "Con" to avoid an unhealthy atmosphere

- Engage the congregation more effectively on vital issues to avoid bad feelings after the meeting
 - Fred could speak from a pastoral care point-of-view
 - The moderator might be a disinterested outside observer who is prepared for the difficulties of meeting
 - Standing Rules should be well publicized and used to hold the meeting together
 - Should the Board or staff speak as one voice?
 - Congregational clarity was needed on two issues at odds: Calling Amber as Associate -- Or -- The direction the church is going.
 - Because the use of secret ballots seems to reveal what people really think, using surveys and polls might help to assess what the congregation believes
 - Is active lobbying and applause acceptable during the meeting?
 - Revisioning workshops may provide the Board with a direction for the church
- Bryan volunteered to run a Board committee to look at improving congregational meetings on big issues. Past presidents could be included on the committee.

2. Policy Governance Meeting

Several Board members attended a workshop on policy governance led by Mary Higgins. Helpful information included:

- Relationship and two-way communication should flow between minister, board, and congregation
- The important question is: What difference do you want our justice-making activities to make in the world?
- Changes conversation from doing into meaning
- Ends Policies should be specific – What are we going to do? What difference will it make?
- Ends Policies should take 3 -5 years to accomplish
- Prioritize the Ends Policies
- How the Ends translate into the budget
- Leaving room for prophesy
- Although the Ends Policies are only one of four policies, the Board should focus on the Ends Statements. The other Policies are “boiler plate” -- tweak as necessary.
- The executive limitation piece and Board piece is a dialogue. The Policies are a covenant between Board and Staff.
- There are three things to promote:
 - Making a difference in the world – the congregation is the owner
 - Altering policies
 - Writing policies
- Vision mission -- how we are to get there through ends policies.

Questions:

Does the Board want to rewrite a new set of Ends Policies which are more specific?
 How to train new Board members? Pooling resources between several area churches may pool resources for training.

Action:

Peter should add workshop results to the next Board meeting. Eric and Pat can share their notes.

Board members should attend the UUCA Revisioning Meetings to listen to the congregation and better understand the mission.

3. Board Retreat

The Board should attend the UUCA Revisioning workshops twice: once as a Board member to listen and again as an individual to participate. Pat will organize a Board workshop following the March 1 Revisioning Meeting from 11:30 – 2:00, including lunch. A subsequent Board workshop will be scheduled for a day-long retreat led by Rhonda Malone.

4. Personnel Job Descriptions and Reviews

Dick reported that the Triennial Ministerial Review and Metrics Committee needs a chairperson. The Committee on Professional Ministry could provide support:

Jan Sprinkle Mark Rose, Marie Gomba, Kristina Korona, Mike Willis.

Dick will bring together people on two committees.

Need imprecise measurement of the right things, rather than precise measures of the wrong things. Information comes from staff.

Management measures accomplishment of policies and reports how they do it.

Surveys in and surveys out at various events. Measurements may be made over a time of years. Important to have numbers as well as anecdotal evidence.

Use Mary Higgins as a resource.

New Business

1. Lawrence St. Land Acquisition

The church is now the new owner of 1915 Lawrence. Fred suggested that we survey the property and put up a fence with a gate to keep Tony's stuff out. Property records should be turned over to the architect for advice on the second property.

The second property would need fundraising. We cannot borrow the money because we don't have an audited financial statement to take to the bank. Tony has a renter. The property is being fixed up. Talk to Tony or Mike Lewis about option on the second property.

A motion to pursue an option on the second property for the right of first refusal was followed by a discussion of the length of the option. Peter agreed to contact Steve Orton. A maximum of two years was suggested.

The Board voted to approve the motion to obtain a two-year option on the second property on Lawrence Street for the right of first refusal.

A "Thank You" is due to Steve Orton for his services. Dick will announce the purchase in the newsletter. Eric will draft the "Thank You" letter and send to Fred and Peter.

2. Board Portfolios

Review of member duties:

President: Attendance and Support for Board Members (Peter)

Vice-president: Congregational Meetings (Bryan)

Policy Czar (Bryan)

Secretary: Opening/Closing Words and Food/Drink *

Finance Officer: (Dick)

Nominating Chairperson: (Tod)

Trustee: Education and Orientation of New Members (Pat)

Trustee: Metrics (Olivia)

Trustee: Communication (Marlene)

Words & Food Sign-up 2008

March - Olivia

April - Pat

May - Peter

June -

July - Marlene

August - Olivia

September -

3. Accusations of Misconduct

Peter led a discussion about a case concerning serious accusations of misconduct in the church. Discussion included:

- Background of the case
- Current Policies addressing the issue of sexual harassment
- Possible new Ends Statements needed about right relations (see handout)
- The leadership of church programs conducted by non-members
- Executive limitations
- Personnel Handbook guidelines
- Documentation of the case
- Pastoral care issues
- Formal complaint process

Bryan will check current Policies & Limitations and suggest needed expansion or specificity.

Budget Concerns

Dick reported that commitment income is worrisome for 2008. We have a consultant for an effective new stewardship drive for next year. Discussion of a recognized Board sub-committee/Finance Committee to support Dick. The management team reviews the budget every month.

New Policy Review

Placed on hold.

Meeting Evaluation

Sharing Mary Higgins Policy Governance Workshop information drew us off
topic

Attempt to resolve issues in less time

Designate Board members to efficiently handle/present specific issues at meetings

Adjournment

Phil offered closing words. The meeting ended at 3:50 pm.

Respectfully submitted,

Philip Tawes, Secretary to the UUCA Board of Trustees