

The Unitarian Universalist Church of Annapolis
Minutes of the Board of Trustees Regular Meeting
June 10, 2007

Present: Tod Geimer, Peter Lamb, Fred Muir, Pat Simons, Olivia Stewart, Phil Tawes

Staff: Amber Beland, Theresa Novak

ACTION ITEMS

Tod will update the Board's Policy Review Calendar.

Definitions of categories of people (church members, friends, and so on) need to be clarified in Board Policies. Consult Susan.

Pat will bring the final draft of Policy 1.14 for adoption at the July meeting.

Bryan will post the addition to Policy 2.9.

Olivia will plan and advertise the July Town Meeting on Policy 1.10.

Call to Order

President Peter Lamb called the meeting to order at 12:10 pm with opening words and chalice lighting.

Board Procedures

Pat volunteered to be timekeeper; Tod, process observer.

Agenda Review and Approval of Minutes

The BOT minutes for May 13, 2007, were approved.

Policy 1.9 Life Span Faith Development

Amber reported that 200 people participated in 17 courses offered in the Pathwork Program last year. She explained the Pathwork brochure, gave an overview of the program, and assessed that the program provided "experiences through which members can better ground their faith, personal ethics, and actions." Future brochures will include the Anti-Racism program and the Membership program. Long range plans and assessment goals address Ends Policy 1.9. A new Pathwork brochure will be published in the coming weeks.

Discussion revolved around such questions as:

Should participants be church members?

Should there be a fee structure? Costs are presently defrayed by each group.

Should there be outreach to the wider community?

Should the word "members" in Policy 1.9 be changed? If so, to what?

Who are the policies written for? What are the categories of people named in church policies? (members, friends, visitors, the wider community)

Susan Eckert can help with definitions and matching policy terms to the database.

Should there be a policy for spreading the faith?

Fran and Amber are working on evaluation of the curriculum for youth and below. They have formed a Curriculum Review Committee; a new curriculum will be ready by 2009.

Policy 1.14 Communications

Pat will bring the final wording of Ends Policy 1.14 to the July Board meeting for final approval. (See BOT minutes for May 13, 2007.)

Policy 2.9 Communication and Counsel to the Board

Tod moved and the Board voted to adopt Policy 2.9.6 to read:

“ensure that members of the congregation are adequately informed of all events, programs and activities at the church in a timely manner as called for by Governing Policy 1.14. The Senior Minister will restrict the use of mass e-mail (blasts) to the entire church membership to the calling of congregational meetings; congregational events, programs or meetings that shape the direction, mission and vision of the congregation, such as Welcoming Congregation, UUCA Statements of Conscience, Strategic/Long-range Planning and the annual stewardship campaign; memorial service announcements for long-time active members when there is insufficient time to use other means of church communication.”

The motion passed. Bryan will post the policy addition.

Policy 4.0 Board of Trustees / Senior Minister Relationship

The Board awaits Bryan’s draft of the Succession Policy.

Town Meetings

Tod will update on the CD and send to everyone the “Board of Trustees Calendar for Policy Review” with Policy numbers and titles. Olivia volunteered to be moderator of the Board Yahoo group and to get current docs uploaded. Peter will add Town Meetings to next month’s agenda. Discussion included:

Make Town Meetings more effective with better communication and focus.

Improve attendance with better advertisement.

Make dates and locations more consistent. Use office space.

Olivia volunteered to be the “permanent” Board member at all Town Meetings for the next six months. She will coordinate topics with advertisement, generate better attendance, and generally facilitate improvement in Town Meetings. The topic for the July Town Meeting will be Ends Policy 1.10 Fellowship. Olivia will invite Susan, ARTT, and Staying on the Side of Love to attend.

Policy 2.10 Staff / Volunteer Treatment

The Board entertained discussion about the following items:

Policy 2.10.2 “The Senior Minister shall ensure that all staff positions have up-to-date job descriptions, and that staff evaluation processes are followed.”

Policy 2.10.4 “The Senior Minister shall prepare, implement, and share with the Board an annual professional development plan that aids staff in meeting annual performance standards.”

Bryan (in an e-mail) raised the following three questions:

1. Does UUCA have a process in place that feeds back members’ views on staff performance to the Senior Minister to assist in his staff evaluation?
2. Should not the Board take a role in helping provide the Senior Minister with inputs from the membership into his evaluation process?

3. When can the Board expect the "... annual professional development plan that aids staff in meeting annual performance standards" from the Senior Minister?

Fred provided some notes to help shape and direct the discussion raised by Bryan's questions. Discussion included these questions:

Does the Board have any oversight? What is the process?

Do church members have input into staff evaluations?

Should complaints be in writing?

What is the response to aging staff?

How do space restrictions affect a large staff?

Fred will attend a meeting with several area UU churches about evaluation of staff.

Board Decision-making Process

A clear process is needed for enacting new Policies and changing existing Policies. A spread sheet – perhaps color coded -- of Policies drafted, reviewed, and approved with dates and the person responsible for shepherding the Policy would be very helpful. Steps for decision-making might include:

- a. Placing the topic/policy on the meeting agenda.
- b. Discussion.
- c. Taking a straw poll to move the policy forward.
- d. Accepting a draft for discussion.
- e. Voting to adopt the policy.

The congregation should be informed of new and changed Board Policies. Fred has directed Christol to post these Policies on the website.

Audit Committee Chairperson

The Board voted to confirm Russell Morris as Chairperson of the Audit Committee.

Minister's Update

Fred addressed budget concerns and shared a draft letter to the congregation. He discussed the progress of SPARC: UUCA could raise 4-5 million for construction; a \$900 preliminary assessment for expansion and building will be done in September. An architect will then be hired to do several possible designs to provide a church vision. The Senior Minister's Report and Management Team Notes were sent to Board members by e-mail.

Meeting Evaluation

Good participation by all members, especially the new members. There is too much on the agenda; topics are rushed. Take more time on fewer topics. Committees of the Board could do some work between meetings. There is a need for more vision and less detail.

Adjournment

Peter adjourned the meeting at 2:55 pm with closing words.

Respectfully submitted,

Philip Tawes, Secretary