

Unitarian Universalist Church of the North Hills
Board of Trustees meeting
01-09-2014

Meeting called to order at 7:06 pm

Present: Ed Rockman, Midge Miles, Lynn Richards, Amy Wilks, Rachel Smart, Bob Delaney, Rob Willig, Scott Rudolph, Mark Draa, Andrew Zadnik (secretary)

Absent: Greta Porter, Susan Powers

1. Welcome and chalice lighting - Mission statement

2. Consent agenda

Update to agenda: Approval of the Director of Lifespan Faith Development (DLFD) job description was removed from the consent agenda

Consent agenda approved

3. Info. Updates

a. Status of Personnel Committee:

Mark provided an update on the members of committee. The committee will meet soon. One issue to address is the staff pension plan. The group discussed the need for that committee to have a CAR document. It was decided that a CAR document is needed, since the committee is a task force of the Board.

3. Gift Acceptance Policy

Mary Ellen Johnson gave a presentation on the new Gift Acceptance Policy. The policy has been reviewed by the Finance Committee. The goal was to create a policy and process for how to handle the acceptance of gifts. Most potential types of gifts are addressed in the policy, and the intent is to provide flexibility for the Board and the donor to make adjustments. There also is a section on tax matters.

The group discussed the matter of restricted vs unrestricted gifts. Also, there was caution expressed regarding the potential situation of allowing the donor to participate in decisions on how to spend their gift. In response, the following language was added to the policy: "It should be understood that the expenditures of restricted funds are at the discretion of the church so long as those restrictions are met."

It was proposed that a statement be added that the Board has the ability to waive the requirement for a donor of real estate to provide an environmental assessment.

*A motion was made to approve the Gift Acceptance Policy with revisions. Motion by Mark; second by Lynn. No discussion. Approved without objection.

Amy, Mary Ellen, and Andy will make final revisions to the Gift Acceptance Policy, and present it to Ed for his signature. The final policy will be posted for congregation to see.

4. Discussion question

The group had an open discussion about money and the church.

Some thought that the church is not as upfront about the importance of money and pledging as it should be. In particular, new members should have some understanding of what the expectations for pledging are. However, there needs to be a balance between raising awareness of what it costs to operate the church, while maintaining the philosophy of motivating people to give based on what they value. The Stewardship Committee plans to work on that.

As a major fundraiser and social event, it was proposed that the church hold a goods and services auction. There was general support by the group, and the proposal will be passed on to Sybil, who is chair of the Fundraising Committee.

With a growing congregation, from 150 members to 200/250, expectations also will grow, and increased funding will be needed. The congregation needs to be aware of that.

It was proposed that having a consultant help with Stewardship planning next year may be helpful.

5. DLFD job description discussion

It was suggested that DLFD qualifications should include having knowledge of or experience in education, working with children, child development, etc. Also, under “congregational responsibilities,” it was suggested that the main emphasis should be guiding children in faith development. Also, there should be some indication of primary responsibilities vs secondary responsibilities. There was general consensus by the group for these changes.

1/11/2014 update: There was a further suggestion of revising the qualifications to, “knowledge of or experience in education, and knowledge of human and faith development.” Under “congregational responsibilities,” it was suggested to revise the qualification to “guiding people throughout the lifespan in faith development.”

Scott will revise the DLFD job description and bring it back to the Board next month. The responsibility section will be divided into primary and secondary responsibilities. Also, the

qualifications section will be revised. The document will be presented for review prior to the meeting.

6. Report on re-structuring efforts

Rob provided an update on the process of re-structuring the Buildings and Grounds Committee.

The process will be as follows:

1. Info gathering/brainstorming
2. Group involvement
3. Courses of Action (COAS) – the group will develop courses of action, and make recommendations to the Board.

As part of Step 1, Rob plans to meet with selected individuals. He will then formulate COAS accordingly for individuals and small groups. Recommendations will be developed for presentation to the Board. The goal for completion is the end of the church year (the Annual Meeting will be May 18)

7. Green Fund discussion

The Board was approached by Barbara Brock, who wanted to donate funds to start a “Green Fund” for the church in order to meet the goals of the UUA’s Green Sanctuary Program. The intent is for the church to do as much as possible without going for official certification.

The Board was asked to consider (1) approving the restriction language of the donation (see below), and (2) how to encourage further giving into the fund. There was consensus that the program should have a plan to describe its goals and vision. Also, an individual is needed to lead the effort. One person was named who the Board felt would do an exceptional job. That person will be approached.

The draft language for the “Green Fund” is as follows:

“It is my wish to make a “qualified distribution” to UUCNH, in the amount of \$5,000, directly from my IRA, by December 27, 2013. The funds provided by this gift are intended to provide “seed” funding to encourage UUCNH to pursue goals in support of the UUA’s Green Sanctuary Program by:

- Building congregational awareness of/engagement in the significance and complexity of environmental issues; and
- Supporting UUCNH green facility improvements.”

*A motion was made to accept the restriction language of the donation. Motion by Rachel; second by Midge. No further discussion. Approved without objection.

Rachel will be in contact with the individual about leading the Green Fund effort.

8. Gender neutral bathroom discussion

Scott proposed that, as part of our Welcoming Congregation initiative, the upstairs bathrooms be made gender neutral. This would not involve making physical changes to the bathrooms, other than replacing the signs.

*A motion was made to make the two upstairs bathrooms gender neutral. Motion by Midge; second by Rachel. No further discussion. Approved without objection.

9. Mid-year congregational meeting

There was a review of agenda items for the mid-year congregation meeting that will occur Sunday, January 19, at noon.

- i. State of church (Ed)
- ii. Threshold Congregation report – 20 minutes
- iii. Compassionate Service update (Jennifer Behune)
- iv. Reports from each Strategic Task Force: Congregational Communication, Policies, Congregational Covenant, CAR Task Force
- v. Peace Pole Project (Doug Ickert) – for the congregation to vote on. A voice vote will be proposed, but paper ballots should be available just in case.

The group reviewed publicity for the meeting.

Meeting logistics: Rachel, Amy, and Lynn will help Andy with signing people in. Paper ballots should be prepared.

Bob will send Andy the list of voting members for the congregational meeting.

10. Strategic Goals

There were brief updates from each of the chairs.

11. Update on the little house

Rob provided an update on the status of the little house. Many repairs/renovations are needed before the house can be occupied. This includes electric, plumbing, carpeting, and insulation. There was general support for renovating the house and renting it out.

Ed reported that he has been in communication with Kathryn Flower and Pete Lundquist. At Ed's request, Kathryn and Pete are working together on plans for renovations to make the building rentable.

There was a general reminder to continue thanking people on Sunday mornings.

A motion was made to adjourn. Motion by Mark; second by Midge. Approved.

Meeting adjourned to Board Huddle at 9:02 pm.

Action items:

- **Amy, Mary Ellen, and Andy will make final revisions to the Gift Acceptance Policy, and present it to Ed for his signature. The final policy will be posted for the congregation to see.**
- **Scott will revise the DLFD job description and bring it back to the Board next month. The responsibility section will be divided into primary and secondary responsibilities. Also, the qualifications section will be revised. The document will be presented for review prior to the meeting.**
- **Rachel will be in contact with the individual about leading the Green Fund effort.**
- **Bob will send Andy the list of voting members for the upcoming congregational meeting.**

Respectively submitted by Andrew Zadnik

Approved 2/13/2014