

UUCNH Board of Trustees  
March 13, 2014

Meeting called to order at 7:07 pm

Present: Ed Rockman, Greta Porter, Susan Powers, Midge Miles, Mark Draa, Bob Delaney, Lynn Richards, Scott Rudolph, Amy Wilks, Rachel Smart, and Andrew Zadnik (Secretary)

1. Welcome and Chalice Lighting – Mission Statement

- a. Brief announcement: Susan Powers is not able to take on a full 3-yr term on the Board due to personal obligations.
- b. Opening Question: What do you think the effect of the mission statement has been on the church? How has the mission been incorporated into the church?

2. Consent Agenda

- a. Minutes from previous meeting: Corrections to the draft minutes were noted.
- b. Committee reports from liaisons:  
It was noted that there was no report from Sunday Services. **There should be follow-up to get a report or check-in from that committee.** Also, Sunday Services is one of the few committees that has not submitted a budget.

As an update to Scott's report, Greta will be attending a conference with him on Saturday.

- c. Approval: Noting above matters, the consent agenda was approved.

3. Threshold Congregation - Chris Hill

Chris provided a summary of comments/responses sorted into the UUCNH Dream areas. Over 500 comments were received. Many of the comments regarding where congregants wish the church to be in 2020 were for activities we actually do now. We want to keep those. The comments were placed into the following categories: Community Building, Pastoral Care, Sunday Services, Church Administration, Professional Ministry, Spritual Growth and Faith Development, Outreach, Denominational Relations, Social Action, Welcoming Connections, and UU General.

The Threshold Congregation Team will further refine the categorization. In addition, the team is looking at current growth, and what the result will be in 5 years. There are some concerns about this growth resulting in a loss of the sense of community. Others really want to see growth. There may be a challenge to balance those two, such as by having two services while retaining the many small groups. The team also is looking into databases in order to compile demographic information for the local area. Eventual products that will come out of these efforts, with Board input, will include the development of a vision statement and a strategic plan to accompany it.

4. Update on fundraising: The May 4th Goods and Services auction is to include BYOB. This seems to fit with the church's Alcohol Policy. Also, small games of chance raffles will be

considered. Trustees were asked if there were any concerns with proceeding and advertising as such. There were no objections, and general consensus for both.

#### 5. Intercom Project – Scott

Scott updated the group on his discussion about a variety of communications issues, including the website and the Intercom transformation to an electronic format. A computer will be acquired that can be used to publish the Intercom. The current editor has agreed to continue.

The Board needs to be clear on its end goals for the Communications Task Force. Members are encouraged to present ideas for the transformation of the Intercom to an electronic format. A few members expressed support for developing a high quality electronic format, understanding the continued need for a paper copy for some members and visitors. Overall, there was a preference for the primary format to be electronic.

Scott also announced that Jen, the Office Assistant, is planning to resign in May. This is due to personal reasons as well as the stress of the job. She is willing to help with the transition to a new person, as well as help with refining the job description. The group acknowledged the continued increase in job responsibilities for the office assistant. A suggestion was made to find one main assistant and someone else to do a job-share. Another suggestion was to make the position four days/week (32 hours).

#### 6. Update on Charge, Authority, and Responsibility (CAR) documents – Midge

Midge reminded the Board that the CAR documents are meant to be working documents that reflect what the various church groups do, as well as to guide new group members. The CAR Task Force (Midge, Lynn, Rachel, and Rob) has been in contact with each group to clarify the draft documents. There also has been discussion of the process for review and adoption. Since this is too big a task for the Board to do all at once, a few will be reviewed at a time. It was proposed to start the process at this time, see how time consuming it is, and then decide how to proceed.

a. Adult Faith Development Team CAR document: The group discussed and was generally comfortable with that document. It was suggested that the Board not approve it, but wait until various documents are reviewed. However, pending review of the others, there was general consensus on this document.

(It was noted that the CAR Task Force and the appropriate committees have consensus for all the documents presented.)

b. Stewardship Committee CAR: The group discussed and edits were suggested. One suggestion was to add a charge to implement the annual and ongoing stewardship campaign (e.g., solicit pledges from new members). However, it was decided that a change like that should go back to the committee for their clarification and response. There also was the question of who follows up on the collection of pledges. That responsibility needs to be clarified. Currently, the Treasurer notifies the Finance Committee as to delinquencies, and the Stewardship Committee is not responsible for

following up on pledges. It was decided to send the draft CAR document back to the Committee for their response and clarification.

c. Kitchen Coordinator: Upon the group's review, a few revisions were suggested. It was recommended that some of the responsibilities are too detailed, and not necessary to list in the CAR document. Instead, those responsibilities should be added to a master list of tasks. Other than those changes, there was general consensus for the document.

d. Leadership Development Team: Upon discussion, revisions were suggested and made to the document. With those changes made, there was consensus.

A general comment was that the word "charge" should be included in the Charge section of each document. Also, there should be less detail in the Responsibilities section.

Based on that exercise, it was decided to review as many documents as possible during subsequent Board meetings. There are about 20 to review in all. In case the regular meetings are not enough, **Ed will send out a request to tentatively set a special evening meeting in early May.**

7. Policy Task Force - postponed

8. Special Events Coordinator – postponed

9. Delegates to District Assembly and UUA General Assembly

A motion was made to approve Doug Ickert, Midge Miles, and David Miles as delegates to the District Assembly. Motion by Ed; second by Lynn; approved.

A motion was made to approve John Balance as the delegate to General Assembly. Motion by Midge; second by Mark; approved.

10. Discussion of Board input to Leadership Development Team – Midge

Midge invited the Trustees to talk to her or directly to Matt Ferry if there are any ideas for people or qualities to consider for LDT.

11. Strategic Goals updates – postponed

12. Food for StewardSHIP event – Lynn

The group discussed bringing food to the Stewardship "Thank-you" event on Sunday. There was a concern that some members who also are guests are being asked to bring food. It was requested that food be brought plated and ready to serve. Carpooling is encouraged. There is no preference for what is brought.

A motion was made to adjourn to the Board Huddle. Motion by Midge; second by Amy; approved.

Meeting adjourned at 9:10 pm

Action items:

- **There should be follow-up to get a report or check-in from the Sunday Services Committee.**
- **Ed will send out a request to tentatively set a special evening meeting in early May for the purpose of reviewing the CAR documents.**

Respectfully submitted by Andrew Zadnik

Approved 4/10/2014