

10/20/15

UUCNH Board Meeting

Board Members in attendance:

Dennis Doubleday

John Brobst

Dawn Lindsay

Joyce Kepner

Mark Draa

Randy Minnich

Rachael Smart

Ex Officio in attendance: Ellen Saksen, Greta Porter, Scott Rudolph

Ivan Baumwell

Absent: Bob Delaney

1. Consent Agenda

- Previous Month's Meeting Minutes
 - i. Everyone likes the memorial stones for under the pergolas and around chalice in garden. Will still offer name plates and stones, no live plants, no benches
 - ii. Vegan festival issues need to be discussed
 - iii. E.Erbrecht wants to do a rummage sale – what is next step for Spring sale? Checkin with craft group – Irene Denning
 - iv. The committee fair generally favorable – with sense that we could do better next year with more prep and direction – attendance was great though – the week after InGathering was great! Committee of Chairs mtg in December (no agenda/focus yet)
 - v. Concern about drop in enrollment at RE classes – DD put this on next meeting to checkup on attendance figures, get clarity on how ushers count attendees
- Committee reports from liaisons (note Share the Plate schedule) – nice list
- Approval – RS moves to approve, MD second, all in favor

2. Action Item Review

- JB followed up with Moreth but has no contract to review, JB thought we were doing aux parking area, DD to look in email or in groups. Moreth under impression that he is fixing lower part of entrance. We need clarity on this. Where is itemized, documented agreement?
- DD gave feedback for info planning – and met with DL to create survey which board will review and give feedback. Keep it short.
- ES and DD to email about what the actual 2015-6 board goals are so we can get a poster up
- Chris wants to close out threshold, SR working with him

3. Facilities use and vegan festival problems

- In the past there was a lot of trash, and this time too – we may not be large enough anymore to host them, esp if parking lot is too full to get a firetruck in here. What is

occupancy rating and are we monitoring it? Do we need more parking spaces at UUCNH? May need to have extra trash taken with renters if doesn't fit in bins. Can we rent a second dumpster? Amend contract that all trash must fit in dumpster otherwise needs to take with. Create adhoc committee to evaluate occupancy, parking lot, rental policies? Start with gatekeepers – Katherine? Maybe increase gatekeeper fee as \$12 is low. No facilities use committee and we need one

4. Church blog

- Alex Landefeld introducing content plan for blog and asking board to contribute to Barn Blog
- Enable email notifications for when new blog are posted/RSS feeds
- Make sure blog appears as facebook post also
- SR will mention blog in Sunday address
- Concern that we open ourselves up to crazy comments and criticism
- Make blog more mobile friendly

5. Safety Policy

- People working hard to comply. Consider state ratios as guide. What about groups renting? JB write new language and then communicate to Katherine that we should include statement in rental that if you provide childcare it should follow guidelines per state, conform to the law, provide link.
- Worth asking rental groups if they have their own clearances and policies and if they don't then they can't rent the facility.
- Take down old safety policy on web and replace with new. Motion to approve RM, IB second, all in favor.
- RS will email new policy for Spiral Scouts.

6. B&G Maintenance Fund

- Would like to introduce the idea of a building fund – a formal contingency fund, as a share the plate or a percentage of pledge to go to fund. Will be challenging to do with canvas and also no need to wait. What is best way to do it? Could Wed night service target the building reserve fund? (that offering needs to be used to pay for service). MD to ask BD for stewardship committee feedback. Get thermometer showing what we could do with different levels of support. Need an account to put money in when we get it.

7. Should we revise share the plate?

- SR concerned that STP is flawed because we take half – maybe consider separating collections? Second basket could be purple or gold or whatever to differentiate. With a clear label saying all \$\$ goes to the cause. An external collection and an internal collection makes sense (we do try to transform ourselves AND the world!). DD look at policy and language and propose change and vote next month.

8. Goals Progress Review – move to next month

9. Adjournment – IB motion to adjourn, JB second, all in favor 9:03

Adjourn JK motion, IB second, all in favor!

Next meeting: November 17, 7:00 pm

Action Item	Responsible Party
check on falling enrollement in RE, find out how ushers count adults v kids	DD
Find Moreth contract or SOW	DD
Get board goals on poster -confirm what they are	DD ES
A - Facilities use issues - amend rental contract to stipulate that all trash must fit in bin, additional must be taken with	Unsure
B - Facilities use issues – create ad hoc committee to eval rental policy, occupancy limits, parking, gatekeeper fee (too low)	Unsure
C- Facilities use issues/safety – amend rental agreement to say that if renter provides childcare it must conform to state law	JB
Looking for bloggers – announce on Sunday	SR (ES made poster for lobby also)
Take down old safety policy on web and replace with new	GP
Email new safety policy to Spiral Scouts	RS
Get feedback from stewardship committee on possibility of setting up B&G reserve fund	MD
Propose change to Share-the-Plate policy for next board meeting for vote	DD

UUCNH Board Agenda

October 20, 2015

7:00 PM

1. Welcome & Chalice Lighting - Mission Statement 7:00
2. Consent Agenda 7:05
 - a. Previous Month's Meeting Minutes
 - b. Committee reports from liaisons (note Share the Plate schedule)
 - c. Approval
3. Action Item Review 7:15

Action Item	Responsible Party
Followup with Moreth – what is happening and when, time is running out!	DD
Give DD feedback on information management plan on strategic goals	DL, JK
Make poster with 2015-2016 goals and put on wall for board meetings	ES
Get summary from threshold team and Chris, encourage one final meeting to close out project	SR
Add review of safety policy on agenda for next meeting	DD

4. Facilities Use and Vegan Festival Problems (John Brobst) 7:45
5. Church Blog (Alex Landefeld) 8:00
6. Safety Policy Review/Approval 8:10
7. B & G Maintenance Reserve Funding Discussion (Mark Draa) 8:20
8. Should we revise the Share the Plate Policy? (Scott) 8:35
9. Goals Progress Review (Dennis) 8:45

10. Adjournment

9:00

Board Huddle

Packet Contents:

Minister's Report (separate e-mail)

DLFD's report

Liaison Reports

Minister and DLFD Reports

Minister - Minister's Report to the Board – October 2015

To Be Sent

Director of Lifespan Faith Development

Lifespan Faith Development

Report to the Board

October 16, 2015

Adult Faith Development

Covenant Circles are about to begin for the second year, and it has been challenging to put them together. We have 50 people signed up, and 5 groups are in place and 9 of the ten facilitators are lined-up. Scott and I led one facilitator training this week, and plan to have another this coming week. We have many people who want to participate who are very new to the church, and it is wonderful that this program will offer the opportunity for people to make meaningful connections.

Our Adult Faith Development Committee had a meeting for facilitators, which was great. Doug Ickert invited Alex Landefeld as chair of the Communications Team. Facilitators were eager to learn from Alex how they could better promote their programs.

Anti-racism offerings are at the forefront of concern for adult faith development. Several members have expressed interest. BEACON has opened their meetings to all. Beacon will also offer a 4th Sunday video series about race, where people can grab a cup of coffee, enjoy a short viewing and engage in discussion. Scott and I have been in conversation about doing a larger program, such as the Beloved Conversations program out of Meadville-Lombard.

Michelle Broge-Connor continues to do a fantastic job displaying all the church offerings on our bulletin boards.

Children and Youth Faith Development

Robyn Travers convened the first meeting of the year for the Adult Faith Development team. It is always fantastic to see what dedicated volunteers we have working with our children and youth.

Our volunteers have begun the year with great enthusiasm. Take a peek in the classrooms to see how well they have decorated them, using bulletin boards and bookcases donated by the Craft Group and Randy Minnich.

I held a Coming of Age information session and we have five youth participating. All adults asked to serve as mentors readily said yes.

Administrative tasks abound, with the new laws, obtaining clearances from volunteers, on-line registrations for the first time. Stacy Conlin is volunteering her time a couple of hours each week to help me with this task.

Attendance

	9/20	9/27	10/4	10/11
Nursery	7	6	4	4
Preschool	11	8	9	9
K-2	11	13	9	9
3-4	6	7	5	5
5-6	8	7	5	5
7-12	7	3	2	4

	48	44	34	36
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Childcare

We are so fortunate to have Allyson Zadnik serving as childcare coordinator for all the activities that go on in the church. We have not had enough providers for every need so I placed an ad in Craig's list and have found Jae Cho-Zillinger as an addition to the provider list, after I successfully interviewed, checked references and obtained clearances.

Young Families Group

After much prodding, the young families group will have a Halloween gathering on October 25 followed by a potluck dinner for all and a youth haunted house. I am encouraging Abby Vaughn to partner with another to make activities for the group happen in a regular way.

Professional

I leave for my annual Liberal Religious Educators Conference on Wed. I will be facilitating an all day new DRE workshop and I am very much looking forward to that. The theme of this year's conference is technology, theme-based ministry and full week faith.

I continue to serve as a LREDA Good Officer for my colleagues and have received many calls in this role of late.

I am taking an on-line class called *Hard Conversations: Racism* and am finding it very well done.

Respectfully submitted,

Greta

Liaison Reports

Dawn Lindsay

No report received.

Communications team

Fundraising team

Bellwood

Bob Delaney

Connections Team

1. New member events are scheduled through year end
2. Preparing for the annual roster review and cleanup per the membership by-law
3. The team hopes to be able to begin focusing on integration and retention activities in addition to new member events) once additional members can be recruited onto the team.

Helping Hands (formerly Caring Team)

1. Lois Madden is acting as an interim coordinator

2. Scott is working to recruit a new coordinator from within the existing group of helpers

Stewardship

1. The team had a kickoff meeting for the new church year, welcoming several members from the "old guard" of stewardship back to the committee - Joe Meier and Susie Wood.
2. Lou is looking to change things up this year - instead of continuing the single "Stewardship Sunday" event. Several ideas were brainstormed and discussed, but more brainstorming and discussion will happen at the next meeting. Ideas ranged from stewardship house parties, receiving pledges at multiple Sunday Services during stewardship season instead of a single event, a traditional house-to-house canvas, as well as hybrids of these different types of approaches. The team acknowledged that some people just want to pledge and be done, but some people want a personal discussion about their pledge.
3. Lou raised awareness of the stewardship challenge that will be required in order to be able to offer employee healthcare in the coming church year.

Mark Draa

10/2 B&G Discussion – John Brobst

1. 10/11 – Ron & John will make a presentation to the mens group asking for members.
2. Ron has a few folks who have already expressed interest
3. Once these two things happen, we should have a core group to begin our process
4. Rob Willig's 5/13 report is still way forward. (attach to board submission)
5. Per Willig's report, a B&G contingency fund for emergency expenditures needs to be established, as well as a significant increase in our maintenance budget.
6. We suggest that this year's canvass is the perfect place to introduce the ability to contribute extra monies to a B&G contingency fund.
 - a. It can be explained along the lines of "If a B&G contribution will reduce your regular pledge, then we don't want your money for that, this has to be an extra contribution over and above your regular pledge amount.
 - b. This will finally (overdue, in our opinion) establish a starting fund and provide an avenue for those who WANT to contribute towards this purpose

- c. In our opinion, Just like we announce on Sunday to write the word “Pledge” on your check, we should add the ability to write the words “Building Fund” on your check to target plate donations to that end.
7. We need to establish a timeline for razing the little house.
8. It now looks like the parking lot is not going to be done. What is the status? We need to lean on Moreth to get going. John & Ron will undertake this effort.
9. The driveway will need attention next year – cannot delay beyond that.

Rachael Smart

Compassionate Service Team

The Compassionate Service Team continues to be without a chair. The team met in September to discuss the status of current activities and to get volunteers for additional activities. The team will continue to meet every few months with a different team member leading the meeting each time until a chair has been found. Recent events included an adopt-a-highway cleanup on October 10 and Bellwood Harvest on October 17. Upcoming events include Winter Coats collection, Pumpkins for Unicef (being done by the 3/4 RE class), Christmas on Every Table (being organized by the RE classes), and Christmas gifts for kids (tags will be made by 3/4 RE class). The Hunger Garden and Farm Stand are winding down for the season. The Farm Stand had a very successful season. The team prepared a recommended list of Share the Plate recipients for the year – which follows.

CAR Progress – Preparation of the Master List has been started.

Systemic Change Team

The Bead for Life Sale and Share the Plate were this past weekend. There was a fairly large turnout for the sale. The SCT will be focusing on the PIIN public action meeting this next month.

CAR Progress – The Master List has not yet been started.

Children’s Memorial Fund

The CMF had one request for money which was denied due to the request being for too much money and being too much out of line with the goal of the fund.

CAR Progress –They are supposed to provide us with a copy of their Charter as a starting point for their CAR. (No further progress on this to date)

Here are Share-the-Plate Recommendations from the Compassionate Service Team and the Systemic Change Team to the Board of Trustees for 2015-2016 UUCNH calendar year. The final decision as to which entities share our plate and when they are scheduled belong with the Board.

- Sept. 2015 UUSC Refugee Crisis Fund – money will go directly to our partners operating on the ground in countries receiving refugees.
- Oct. 2015 BeadforLife - Help for women in Uganda to develop and own a business, to exit poverty and support themselves and their families. (There will be a BeadforLife fundraiser in October, being organized by Becky Ridgeway)
- Nov. 2015 UUPLAN – SA initiatives in immigration/gay rights/reproduction & more
- Dec. 2015 Heifer International
- Jan. 2016 UU Service Committee (This is the conclusion of Guest at Your Table, which begins in November with boxes being returned in January)
- Feb. 2016 Northside Common Ministries
- March 2016 Hearth - Help with housing and education for Homeless women & children.
- April 2016 PIIN
- May 2016 Crises Center North (Sandy Faulkner would like to do a five minute talk preceding the STP that day)
- June 2016 to be determined (preferably an LGBTQ organization)
- July 2016 North Hills Community Outreach
- August 2016 TBD

- Optional alternates:

- Pittsburgh Cluster to help fund cluster activities (if we need to fill a gap somewhere)
- Hope Haven Farm Animal Sanctuary (waiting to review financials) – local farm animal sanctuary
- Proud Haven (waiting to review financials) – this is a new organization that is opening an LGBT youth shelter in Pittsburgh
- Art House (Vanessa German) – would need to review financials

Randy Minnich

No report received

Joyce Kepner

2015-2016 Governance Task Force Draft Definitions

Leadership Roles

Governance – board work, trusteeship, policymaking or oversight. Governance includes top-level tasks of articulating the mission, selecting strategy, ensuring people and property are protected against harm and broad oversight of Church operations.

Ministry – Executive or program leadership, staff work, or administration. Daily practical work of the congregation – Everything not governance

Staff: Ministry Leaders – for this purpose, staff includes clergy, paid staff and unpaid volunteers doing ministry work

Organizational Groups

Committee: A group of people appointed or approved to perform a specific function on behalf of the board.

Amplification: Works for the board, under the authority of the board, with the idea that its work product would come back to the board (results on paper)

Task force: A small group of people brought together by the Board to accomplish a specific objective, with the expectation that the group will disband when the objective has been completed. Task forces are created on an “as needed” basis. Taskforce work products are collective and address the specific charge to the group.

Amplification: Produce recommendations with some data, research behind them.

Team: A group of people who are committed to the accomplishment of specific ministry goals within our mission.

Amplification: A group with a common goal to deliver something - to make something happen, to cause results to produce something

Summary of Characteristics

Feature	Committees	Task Forces	Teams
Primary role	Governance	Ad hoc	Ministry
Function	Contribute to the Board’s work		Focused on Ministry
Leadership structure	Chair - single leader	Chair - single leader	Diverse leadership structure
Membership	Appointed or selected	Named by Board	Volunteer or recruited
Characteristics of Membership	Diverse	Varies	Specific interest in team goals
Group Life	Ongoing – Standing	Short term	Ongoing
Focus	Committees support the broader organization	Varies	Specific team purpose that the team itself delivers
Meetings	Formal, structured meetings, normally with minutes	Varies	Open-ended discussions and active problem-solving meetings
Performance Measurement	Based on Board criteria	Directly by assessing achievement of Board goals	Directly by assessing collective work products

John Brobst

Finance Committee

As of September 15 the statistics are as follows:

	YTD Actual	YTD Budget
INCOME	\$86,320.68	\$83,019.25
OUTFLOW	\$70,437.92	\$84,072.25
<u>NET INCOME</u>	<u>\$15,882.76</u>	

The finance committee is considering transfer \$20,000 of Children's Memorial Fund money to the Investment (Endowment) account. We currently have \$40,000 of the Children's Memorial funds in the account. The money is in a money market account at the bank and earning also no interest. We are waiting for recommendations from our investment advisors on how to proceed.

Mary Ellen did an update on the Personnel Committee and said they had decided not to attempt to provide health insurance for Greta and Lynne in the current fiscal year. The issue would be raised in the next stewardship campaign. The committee decided we should provide long-term disability and life insurance for Greta and Lynne in accordance with the UUA guidelines. The finance committee needed this information in order to determine the additional cost we would have in our current fiscal year. Increasing Scott's salary to adjust for health insurance on a post-tax basis will be approximately \$2,000 and the cost of disability and life for Greta and Lynne will be \$600 for the last six months of the fiscal year. We have enough leeway in the budget to cover these costs. There is an additional \$2,800 in maintenance, which was put there until we made a decision on health insurance.

Facilities Use Committee

Some problems arose during the Vegan Festival last Saturday:

- 1) The parking lot filled to the point that some cars parked on the church lawn. The parking problem led to an unknown lady becoming furious with the vegan lot attendant. She threatened to go to the police to have the festival shut down. The lot attendant calmed her down enough that she did not go to the police. However, we must be concerned about an overflow in parking, as it may prevent fire trucks from getting to the facilities.
- 2) There was an altercation between a member of our church and the vegans over their duty to relocate the chairs & hymnals in the Sanctuary.

Kathryn Flower was informed of these problems. For some time now, Kathryn has asked for a wrangler-type committee that will schedule gatekeepers, prepare and sustain the facility for rentals, and make certain that the facilities are reassembled after the rental is over. I would like to see her wishes fulfilled before she becomes discouraged about not being supported. Is there anything that the board can do to help with this? We are looking for fund raising opportunities, and Kathryn feels she could do more if she had the help she is asking for.

Memorial Garden

Replacement of Memorial Plates

The memorial plates have been installed and the effect is gratifying.

The committee has decided to stop offering tree & shrub plantings as a memorial item. There are several reasons for this:

- 1) Plants do not live forever, and what do we do about plants that have died. It is not always possible to notify loved ones of a plant's demise, so we will feel we will be obligated to replace the item at our cost.
- 2) The garden is running out of space to put plants.

We are now considering two things to do about granite stone markers:

- a) Stop offering them as a memorial item.
- b) Offer them as a walkway item, such as the example you see below.



UUCNH Memorial Garden Team

Ivan Baumwell

Committee of Chairs

The Committee Fair was held, as planned.

Personnel Committee

Life and LTD insurance for DLFD and Church Secretary to being January, 2016.