

UUCNH Board of Trustees Meeting Minutes

9/20/16

Board Members in attendance:

Ivan Baumwell
Dennis Doubleday
Jan Hoeter (JWH)
Dawn Lindsay
Randy Minnich
Ellen Saksen
Robyn Travers
Michelena Wolf

Ex Officio in attendance: Kristen Clarke,
Jennifer Halperin, Scott Rudolph

Absent: Joyce Kepner

1. Consent Agenda

- Previous Month's Meeting Minutes (8/16/16) – Comments: KC will send the minutes to the board for their review as soon as possible; minutes will not be posted to the web until approved by the board. RM motioned; DD seconded - unanimous approval
- Retreat minutes - DD motioned; MW seconded – unanimous approval
- Consent agenda - SR motioned; RT seconded – unanimous approval

2. Little house demolition update (DD): IB – We missed the window to get the demolition done. Is there another window during a holiday? DD – Xmas break, but that is dependent on weather. Demolition should take about a week. Contractors are not calling me back. ES – Bellwood not out for Thanksgiving holiday long enough. IB – Summer would be good. ES – March Spring break might be an option.

3. Follow-up with Stephen Fuegi regarding Chaplin show requesting he reach out to Fundraising committee and JH if necessary (RT): RT – Sent an email to talk with Jen and fundraising team, but did not hear back, and he did not mention in the reports.

4. Timeline roll-out for our two years of interim DLFD work, including the search process for a settled DLFD (JH): JH – Sent a proposed timeline. Ran this by SR. DD – What we have done with search committees in the past is the leadership development team comes up with the group, then presents to the congregation. IB – Utilize Jen and the advisory committee. Work with LDT to come up with the initial group. RT – If we want to form it in June, then we need to form before April. Annual meeting is May. IB – For ministerial search, the nominating committee selected the candidates; there can be nominations from the floor. JWH – I will ask the LDT to prepare a slate of candidates for the DLFD search committee. Plan to vote on the search committee candidates at the congregational meeting in May 2017. We trust that the LDT will decide how to best handle the search, whether a general call to the congregation, approach specific individuals, or congregation to vote on the slate with potentially too many candidates. RM – Finance committee needs a heads up as this will have to be budgeted. IB – Nervous about January date; the sooner the better if possible. JH – I think early spring is when the packets go out and decisions are made around April or before. RT – May want to look at the ministerial

packet to make sure it is available to the new committee. IB – JH to keep us posted on timeline.

5. Safety and preparedness: JH – Wondering if you have a fire drill or evacuation plan? SR – We do not. IB – That would be something we would want to incorporate. MW – I do believe that being prepared greatly increases the outcome if a disaster ever does happen. RM – We are becoming more prominent in the Pittsburgh area as being an advocate for the LGBT community, BLM sign, PINN, but it carries risks. SR – After speaking with the police last year, it was clear that we need to think it through and have a plan. Need some systems in place to prepare for what we hope never happens. I reached out to the police last year, but I would like us to do some work first before we ask them for their time again. I think we can start with a pre-existing plan from another church, but I think this needs to be a board goal this year. RM – It sounds like we need to contact First Church, Northside Church, and see what they have done. JH – I took a course on it, and I have materials, but First Church has not created a formal plan. JWH, SR, and RM to take the lead on initial research.
6. Memorial Garden Committee in need of a chair with Irene Dining's resignation: RT – They have a CAR document: Charged with creating outdoor memorials and overseeing its maintenance. Maintain a relationship and provide updates to board. DD - 4 people on committee, but nobody wanted to be the chair. RT – See what JK has to say on this, and then regroup.
7. Contribution of \$860 towards the Bellwood fence was not to have come out of the B&G budget: DD - Approved to come out of Building reserve, not Buildings & Ground. IB – DD, Please forward to Lindsay and tell Ron from B&G that we are sorry this happened.
8. Comprehensive information management plan and procedures: IB – Develop a comprehensive management plan and procedures; seamless way to deal with documents, lists, etc. DD – The executive committee has done requirements gathering. DL – Concerned about informing liaisons about the info mgmt. issues and enforcing a new plan. IB – The way I envision the roll-out would be for the task force to come up with a systemic solution, all committees and members that are posting should use the new system and process. RT – Inform them it will make it easier for the committees. DL – Meeting minutes merit archiving, but other documents may not. DL – I think Dropbox is good for most things, but not secure, so I wouldn't use it for a storage location. DD – Google Drive was another contender. IB – Solutions arise organically, but they are all different, and now we have a mix of tools. So I don't think it's unrealistic to have an info mgmt. decision to ask all committees to use, and if they need help learning how to use it, we will have training. DL – We did a survey last year, but I think I need clarity on the next step. RT – Present the plan to the committee of chairs meeting. DL – The tendency overtime has been to put everything in Yahoo, and settings were so that they can't post directly to the site. If you email the board and attach a document, it goes into one folder in Yahoo Groups. We can't assume that everyone will automatically do this, so will need a point person or board member to maintain overtime. RM – Important to keep in mind that not everyone is tech savvy. ES – Also important to standardize with templates, etc.

9. Approach to the Three Focus Areas: IB – I envisioned that we would split up into groups of three for each area. ES – Instead of assigning, maybe we make sure what needs to happen first to look at the tasks for each one, create a timeline, and assign tasks. MW – I remember from the board retreat, these really are intertwined. RT – It would be really hard to do them all at once as a group. I feel like we have to compartmentalize, and where they do overlap, then work with the other groups. RM – Tree Huggers asked what they can do to help benefit the church. How much direction does the board think it should give, in this example and others? SR – I think that is the question. The board is presenting three unanswered questions; the board is not the team that will do the specifics. What does it mean to the board to help weave that throughout the congregation and church culture? IB – It's not so much what the board wants the Tree Huggers to do; the board would say go for it, but do it in the name of UUCNH and not just as an individual. Then you may have an interested bystander as a result, which touches on connectedness. RM – What do we want our church to be in 10 years? RT – The question is how do we make it a cultural identity? How does the board facilitate weaving this into the church? RM – Tree Huggers in particular is planting trees out in North Park area, but it didn't have UUCNH attached to it, and most people in the church probably didn't know that we did it. RT – Did we celebrate that we did it? Do we celebrate our achievements? SR – We want to recognize that we are a church that does these three things so that it is recognized. RM – Good example is at the PINN meeting with our flag. JWH – Also implies that there is oversight there. SR – No one individual acts on behalf of the church, but it goes to the committee. RT – I personally feel that is why we have covenant. SR – We do have systems in place. IB – And the times when it's not good, it's a learning experience. I think the more we delve in, we will see that the three focus areas complement and feed one another; they are not mutually exclusive. Three focus areas: Helping to create a more just caring and sustainable world – social justice programs; Deepening our connections with one another – how we retain members and connect people; and Invite and welcome others into the community. I've mentioned it in the president's report, and SR has mentioned at the pulpit, and at congregational meeting. SR – I plan to keep talking about it all year. IB - I think the task forces will want to present monthly to the board, so that liaisons have something to take to the committees. RM – Maybe touch base with some of the major groups for their input. RT – Committee of Chairs in October, so we will make them aware and ask for them to inform the liaisons so we have more input than just the board. DD – Meet as a subgroup, brainstorm around how to support these focus areas, then come back to the board with a report for the next meeting. IB – Meet in person or online, go back to the board retreat notes. I remain impressed with the facilitator; he looked at what we are doing well and where we are falling short; start there. RT – How do we celebrate our successes, encourage each other, become a part of the system and support it even if we're not doing the work?
10. New Business: JWH – We get a lot of good ideas, but I don't see us following-up on them; such as board retreat introductions and potentially reducing the board size. RT – Should we gather the outstanding items, and then the board figures out which ones we address and add one or two items each meeting so we make it important and get things done? DL – I was never clear where the agenda comes from, but is there ever a call for agenda items? DD - Agenda items come from the liaison reports or the previous month's board meeting. IB – Would like to spend

most of board time on reports for the three focus areas, but of course other items will come up as well.

Adjourn 9:01 – RT motion to adjourn; DD seconded - unanimous

Next board meeting: October 18, 7 pm

Action Item	Responsible Party
Setup a contractor for spring break or summer for Little House demolition.	DD
Follow-up with Stephen Fuegi regarding Chaplin show and whether or not this is still happening.	RT
Give the LDT a heads up to look for candidates by April for the DLFD interim advisory committee.	JWH
Give Finance a heads up about DLFD to be budgeted.	DD
Interim advisory committee to refer to the ministerial packet.	JH
Initial research on safety and preparedness plans, including reaching out to First Church and Northside Church. SR to post on minister's FB page for help.	JWH, SR, and RM
Work on an evacuation plan for the youth.	JH
Learn more from JK about Memorial Garden Committee chair at next board meeting.	JK
Bellwood fence contribution was approved to come out of Building reserve, not Buildings & Ground. Will inform Lindsay and inform Ron from B&G that we are sorry this happened.	DD
Consider presenting the info mgmt. plan at the Committee of Chairs meeting.	DL
Inform the Committee of Chairs in October about the three focus areas for their input and so they can inform the liaisons.	RT
Meet as a subgroup, brainstorm how to support each focus area, then come back to the board with a report for the next meeting. Refer to the board retreat notes for where the facilitator thought we are doing well and where we are falling short, and start there.	Sustainable world: RM, JWH, JK Deepening our connections: RT, MW, DD Invite and welcome: IB, DL, ES