

**UUF CO Board Meeting**

April 14, 2016

Location: Conference Room

**Attending:** Wendy Howard, Larry Price, Mark Hickman, Kathy Day, Dick Barber, Judy Hurlburt, Greg Holmberg, Antonia Won, Sue Clarke

**Absent:** none **Guest:** Paul Bennett

**Called to Order:** 6:00 PM

**Minutes written by:** Sue Clarke, Recording Secretary

<b>Agenda</b>	<b>Discussion</b>	<b>Actions</b>
Treasurer's Report	Credit card with \$5000 limit approved for Jenn Egan's administrative use.	Accepted
Consent Agenda	Minutes, EOM Report,	Accepted
Minister's Report	See Minister's Contract below	Accepted
<b>OLD BUSINESS:</b>	Endowment Policy changes made	Motion to approve Endowment Policy: Price; seconded, Clarke; unanimously approved
<b>NEW BUSINESS:</b>	1) Governance Task Force formed, task force members named: Howard, Hickman, Hurlburt, Jan Lindeman, John Rhetts 2) Charge for Governance Task Force presented 3) Information Access Policy- Hickman: 1st reading of policy for new software management system 4) Facilities- Holmberg: Motion to authorize up to \$11000 needed to address Green Room heating and maintenance door surface pad snow melt	1) Motion to approve: Howard; seconded, Day; unanimously approved 2) Motion to approve charge to Governance Policy Task Force: approved unanimously 3) No action 4) Motion to approve: Holmberg; seconded, Hickman; unanimously approved
Executive Session	1) Discussion of nominees for open board positions 2) Proposal to support Executive Team & Rev Antonia's final choices	1) No action 2) Agreement with proposal
Minister's contract	1) Accept Rev Antonia's plan for the last 16 months of her UUF CO developmental ministry 2) Begin search process to have settled minister in place by fall of 2017	1) Motion to approve Rev Antonia's plan: Howard; seconded, Price; approved with 1 abstention 2) Motion to approve search for settled minister: Hurlburt; seconded, Hickman; approved with 7 yes and 1 no vote.
Attachments	1) Governance Task Force 2) Minister's proposal	

Adjourn: 9:00 PM

**Next Board meeting:** May 12, 2016, 6:00 PM Conference Room

## Minister's Report and Statement on Ministry

April 14, 2016

Dear Board Members,

As we look to the year ahead and, I would ask the Board's endorsement of these commitments by me and by others for the last year of our development ministry. This plan is the result of a meeting of representatives from three groups: the Board, Shared Ministries Committee, and Leadership Development Committee – that I have come to call an Ad Hoc group.

The things I am committed to do differently this year are to:

- Dedicate more time to planning and preparing for meetings
- Dedicate more time to building relationships with lay leaders, consulting with them, and in expressing my appreciation

And so I can continue to learn, I am committed to:

- Getting professional support for learning how to communicate effectively with leaders
- Asking the Shared Ministries Committee to work with me in deepening our partnership and understanding of shared ministry at UUFCO

The Ad Hoc group has committed to see that, in the near term:

- The current divisive and blaming behavior be addressed and ended
- A Disruptive Behavior Policy be adopted and/or enacted by the Board and Shared Ministries Committee
- A Healthy Congregations Team be created
- Problems are brought to me as Minister directly and kindly. No anonymity or confidentiality of feedback or complaints

And over this next year, that:

- Representatives of the Board, Shared Ministries and Leadership Development committees meet monthly as an Ad Hoc group for minimum 6 months
- A non-UUFCO consultant be hired to support the Ad Hoc group and all interested leaders in developing 'needs and values' based dialogue

I am grateful for this group's willingness to work with me in achieving these plans.

In addition to the above, I also suggest that it would very helpful for:

- The Board to get a non-UUFCO church consultant to assist in transitioning into a new role and responsibilities (i.e. UU Rev. Mark Gallagher, Vancouver, WA)
- Shared Ministries committee to get non-UUFCO assistance to develop capacity in its new role (i.e. UU Rev. Carol McKinley)

The support of the Ad Hoc group was affirming of the work we as congregation and minister have been doing and can yet do. I'm hopeful that the path ahead can be creative, constructive and enriching for both UUFCO and me; and that we find ourselves at the end of it, deeply satisfied with what we have achieved together.

Reverently yours,

*Rev. Antonia Won*

## Charge To Governance Task Force

The Task force is requested to develop a set of policies to be recommended to the UUFCO Board as the initial step toward the articulation and implementation of governing by policy at UUFCO.

The Task force is asked to use the book Governance and Ministry by Dan Hotchkiss as a reference to and a framework to guide the development of the policies. This resource is recommended by the UUA. The Task Force will use the UUFCO Mission Statement as the overarching reference point for the Congregation.

The Task Force will first develop a statement of Governing Philosophy or Governing style to be reviewed and approved by the Board. This will guide the direction and tone of the governing policies. The initial set of policies is expected to deal with the Governance Process to include:

- 1) Board Responsibilities
  - a. Board Job Descriptions
  - b. Board Operations
  - c. Board Monitoring
  - d. Etc.
  
- 2) Board Relationship to Minister and Staff to include
  - a. Delegation of Authority
  - b. Job Descriptions
  - c. Accountability
  - d. Staff Treatment
  - e. Relationship of lay leadership to Congregational Operations
  - f. Etc.
  
- 3) Board Committees
  - a. Form and Structure
  - b. Committee Charge
  - c. Chair Role
  - d. Accountability
  
- 4) Board Relationship to Congregational Committees

The Task Force is expected after research and discussion to recommend the range of policies and a policy framework, e.g., Hotchkiss-Appendix B, Fig. B.1

The Task Force is asked to articulate the difference between policy and procedures. Boards normally deal with policy and the Minister or Committees recommend procedures for policy implementation. The Task Force is also asked to review and organize current policies as part of this process.