

UUFCO Board Meeting

July 14, 2016

Location: Conference Room

Attending: Mark Hickman, Wendy Howard, Dick Barber, Sue Clarke, Amy Falkenrath, Greg Byrne, Max Merrill, Paul Bennett

Absent: Antonia Won

Guests: Susie Hickman, Leslie Koc, Tom O'Brien, John Rhetts

Called to Order: 6:00 PM

Minutes written by: Sue Clarke, Recording Secretary

New Board Goals for 2016-17

Background: Every July the board identifies new goals that will be the main focus of board work for the upcoming fellowship year.

Discussion: Howard presented her five proposals which included: 1) select and support ministerial search committee, 2) revise and approve new bylaws, 3) determine and approve governance structure and review current policies, 4) improve communications and transparency of board work, 5) support the implementation of new mission statement

Action: Board took proposals under advisement.

Treasurer's Report: Barber

Background: M Hickman and Barber presented Power Point prepared with input from Eileen Andrewson on current and projected finances.

Discussion: Hickman asked the board to carefully monitor financials this year, since the budgeted operating deficit grew significantly lower pledge growth than anticipated this past spring. Although last year's operating deficit of -\$25K was \$50K better than budgeted, the FY 16/17 budgeted deficit of -\$90K is going to need to be carefully monitored. Though we have reserves to cover this deficit, we need to look at the long term plan again to make sure that we are not creating an un-sustainable level of annual deficit spending. The drop off in pledge growth this spring was factored in to the FY 16/17 budget, but we need to see how we recover in terms of pledges, and then update our 5 year plan. The board discussed how and who could have appropriate contact with members not fulfilling their pledges which could result in their becoming inactive. This is a delicate matter, and it was not clear who is currently responsible for this.

Action: Merrill and Hickman volunteered to make contacts with non-pledging members.

Consent Agenda: EOM and June minutes (as amended) were accepted.

Settled Minister Search Team:

Background: This past spring the board decided to seek a settled minister to be in place for fall 2017. Congregants were asked to submit names of those for a search team that they felt would serve the fellowship well in this role. 150 people responded and the board selected seven people to serve.

Discussion: The board asked the following people to serve and they accepted: Noreen Halberstadt, Marean Jordan, Judy Trask, Vernon Threlkeld, Tom Wykes, Robin Slocum, and Chad Leonard.

Action: Motion to approve team, Merrill; Falkenrath, seconded; unanimous approval

Additional discussion included Falkenrath who volunteered to arrange food for team retreat and Barber who agreed to prepare finances for search, including: proposing a budget, creating a spending category so that we can track search expenses, and proposing a spending authorization policy for the search team. We discussed the need to authorize a negotiating team at the next board meeting, with Falkenrath and Barber indicating their interest in preparing the compensation aspect of the search packet. Hickman reminded all that board should be prepared to answer questions regarding search procedures.

Governing Philosophy:

Background: The board has been reading and discussing Governance and Ministry by Dan Hotchkiss to develop a policy governance model for UUFCO.

Discussion: Hickman presented visual of a possible operating model to generate discussion of where various committees/teams fit and what the roles of the board and the ministry leaders might be for different teams. Also discussed was a range of governing philosophy statements, and the board gave feedback on the elements of the proposed statements that most and least resonated

with the current board members. A composite statement that was viewed as “generally correct,” and to be used by the governance taskforce for their further refinement, is shown below:

Working Statement of UUFCCO Governance Philosophy

The congregation elects a board to function as its governing body and a minister to serve as its spiritual, programmatic, and administrative leader. The intended style of leadership shall be consultative, collegial and inclusive. The board shall delegate authority to leadership in proportion to their responsibilities. As much as possible, the board shall delegate management decision making and devote its own attention to discernment, strategy and oversight. We expect all leaders to practice open decision making, healthy conflict management, and mutual support in their respective roles.

Action: Motion to accept a proposed operating model (shown below), Barber; seconded, Byrnes; unanimous approval.

Accepted Operating Model

UUFCCO Committees & Teams

Short term	Board		Ministry	
	Standing	Other	Program Team	Congregational Life
Settled Minister Search Committee	Finance	Endowment	Worship *	Communications*
Bylaws Taskforce	Stewardship *	Chalice Lighters	Religious * Exploration	Music advisory*
Governance Taskforce	Personnel	Healthy Cong.	Social justice *	Art integration*
Strategic Planning Taskforce	Safety & security	Shared Ministries	Care*	Library & archives*
	Facilities Cluster -Fac. Management -Fac. Systems -Interiors -IT/AV -Kitchen -Landscape/site -Sustainability/R.	Leadership (Congregational) Development	Membership *	Good Times * (many activities) Sunday Volunteer Team Leaders Small Group Ministries
* COC member	Operational elements moving to Administrator			

Governance Taskforce: Howard

Background: The task force has begun preliminary work for revising and adding new policies. Committee consists of Wendy Howard and John Rhetts, co-chairpersons and Judy Hurlburt and Jan Lindeman.

Discussion: Howard reported that three possible consultants are being considered. Committee is trying to clarify what is a policy and what is a process.

Action: Consultant proposals will be sent by Friday, July 15.

By-Laws Task Force: Merrill

Background: This task force has been working for several months to examine old by-laws and write a more cohesive version that addresses the realities of a program-sized fellowship and a policy governance model. This spring they presented a first revision to the board and interested congregants for feedback. Several feedback sessions with the fellowship have been completed, and summaries of this congregational feedback and the bylaws team responses to this feedback are part of the materials being prepared.

Discussion: Final version is close to being finished. Discussion about whether it is based too closely on governmental models rather than church models. Is it too focused on legal language which could be cumbersome to enact? A strong desire was expressed to make sure that we are able and willing to adhere to what is in the new bylaws. There was also discussion of seeking outside legal counsel before passing any key legal documents, and a question around whether or not bylaws should receive this external review.

Action: Task Force has answered questions regarding various concerns and plans on sharing these answers with interested parties. Board will decide whether to schedule an entire meeting to focus on by-laws and policies work.

Save the Date Reminder: Hickman

Rev Cat Cox will be conducting a video workshop for lay leaders on Mondays from 6:00 to 7:30 PM from September 12 to October 31 followed by monthly Tuesday night practice sessions.

Adjourn: 8:20 PM

Next meeting: August 11, 2016, 6:00 PM, Conference Room