

BOARD OF TRUSTEES MEETING MINUTES

February 2, 2021 on Zoom due to Covid-19

Duties: *READING - Rev. Mark; BLOG - Cecil; TIME-KEEPER - Julie; PROCESS OBSERVER -Karen; CHALICE LIGHTER - Rev. Mark*

OUR OPEN AND WELCOMING CONGREGATION CONNECTS HEARTS, CHALLENGES MINDS, AND NURTURES SPIRITS, WHILE SERVING AND TRANSFORMING OUR COMMUNITY AND THE WORLD.

IN ATTENDANCE: Ryan Williams, President; Clyde Hardin, Vice-Chair; Julie Stoffels; Laurel Amabile, Clerk; Karen Dill; Louise Anderson; Michael Beech; Judy Harper. Rev. Mark Ward, Lead Minister, ex officio. Guest: Rev. Claudia Jimenez, Minister of Faith Development.

GREETINGS AND CHECK-IN'S 6:00 Meeting convened at 6:12 PM

OPENING WORDS AND CHALICE LIGHTING - *Rev. Mark*

PROPOSAL FOR ACCOUNTABILITY PARTNER (Addendum A) - *Claudia* 6:10-6:30

Discussion of the Proposal:

- In response to questions about the Accountability Partner consultant selection process, Rev. Claudia said that she interviewed several consultant candidates for the role of Accountability Partner, and found Tracey Greene-Washington to be the best fit.
- The consulting cost will span two fiscal years, with \$2,000 in FY2021 and \$3,750 in FY2022, so will need to be factored into our next budgeting cycle. It is important to remember this is a long term commitment and the work continues.
- Meetings and conversations will take place at regular intervals.
- The Congregational Assessment Tool that will be used will require some intentional preparation for the congregation. Part of the grounding for the assessment process will include a glossary of terms to provide information.
- Once the assessment process is underway, it will be done by individual congregants, then collectively for the congregation assessment.
- Anticipated next steps will be a letter going out to the congregation in March, followed by the assessment process to be completed in May.

Vote on the Proposal: Julie moved that the Board accept the proposal as presented. Michael seconded. Motion passed unanimously.

APPROVAL OF JANUARY MINUTES

Julie moved to accept the January 2021 meeting minutes. Clyde seconded. Motion passed.

BUSINESS 6:30 - 6:40

- **What's Happening - *Mark***
 - The Annual Budget Drive preparations/process is underway.
 - Membership Drive--new members cannot sign the book currently due to COVID restrictions. We are asked to consider by-law change at Annual Meeting 2021 to remove the signing requirement by-laws. (see Addendum B--sections 8 and 9)
 - Mark will bring back our questions and recommendations to Linda Topp for consideration and next steps.

INTERIM MINISTER SEARCH PROCESS 6:40 - 7:25

- **Interim Search Committee update - *Ryan***

Ryan reported the Interim Search Committee members are: Iris Hardin; Tory Schmitz; Charlie Marks, and Ryan Williams, Chair and Board President.
- **Reflections Regarding Interims AND Interviews - *Laurel* 30 minutes**

After sharing excerpts by Judith Walker-Riggs' essay in the book *In the Interim*, edited by Barbara Child and Keith Kron, Laurel posed three questions for discussion and idea sharing (Addendum C):

1. What are the "dormant talents and skills" present in our congregation that we might help to discover as we move through this ministerial transition? (where/who are the hidden gems?)
 2. How might we help the congregation continue its work externally post-COVID--racial justice, onsite worship, a visible presence for good in the wider community?
 3. What would we most want to hear or learn from the Interim Ministry candidates? What questions would be good to ask during the interviewing process?
- **Discussion of Communication Timeline - *Ryan* 5 minutes**

This discussion was deferred and there will be follow up via email between meetings.

CLOSING READING AND CHALICE EXTINGUISHING - *Mark*

EXECUTIVE SESSION (not necessary)

NEXT Board Council MEETING- February 26, 2021 NEXT BOARD MEETING - Tuesday, March 2, 2021

Respectfully Submitted,

Laurel Amabile, Clerk

Draft Proposal to the Board of Trustees

Accountability Partner for the Racial Justice Advisory Committee (RJAC)

January 24, 2021

Rationale: An accountability partner from the local community with experience in equity and racial justice work will support the council for a year as a thought partner to the Minister of Faith

Development in the following areas:

- a. Discussing grounding work RJAC is doing using the "The Dismantling Racism" resource book recommended by UU anti-racism consultant Julica Hermann de la Fuente who developed the assessment tool the RJAC recommends we use at UUCA.
- b. Reviewing and providing feedback on the assessment tool
- c. 1-2 hours of monthly conversations with Rev Claudia to discuss meeting agendas and outcomes.
- d. Meet with the RJAC as needed.a

Timeline & Projected Expense

Accountability partner: Tracey Greene- Washington

Fiscal year 2020-2021 : Feb- June, 1-2 hours per month @\$250/hour x8 = \$2,000

Fiscal year 2021-2022: July- Feb , 1-2 hours per month @\$250/hour x 9 = \$2,250

TOTAL: \$4,250

Training - TBA 2021-2022

\$1500 As RJAC does their work there may be a need for training for staff, lay leaders and/or the congregation

Proposal total: \$5,750

Year 2020-2021 \$2,000

Year 2021-2022 \$3,750

(Board approved this proposal. 2/2/2021, by unanimous vote.)

**Executive Limitation Policy H
Communications to the Board of Trustees and Congregation
January 28, 2021**

The Executive shall not cause or allow the Board to be uninformed, misinformed, or unsupported in its work. Accordingly, the Executive shall not fail to:

1. Submit monitoring information required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of Board governance policies and Executive interpretations being monitored.

We offer monthly monitoring reports requested by Board of Trustees on a schedule set by the Board.

2. Inform the Board of significant changes in, deletions of, or additions to Executive (administrative) policies.

There have been no significant policy changes. The Financial Policy and Procedures has been updated. The Funds Policy is in the process of being updated.

3. Provide an up-to-date written narrative of UUCA's finances at each regular meeting of the Board and at special meetings of the Board upon request, including actual revenue and expenses compared to budget, with significant variances noted.

The full monthly financial report is posted to the Board's Drive each month. Additionally, we provide reports that have been reviewed during a meeting of the Finance Advisory Committee on a roughly quarterly basis.

4. Provide the Board with a statement of the assets and liabilities of the Congregation as of the end of each Congregational fiscal year.

Statements of assets and liabilities are included in the quarterly financial reports and at the end of the year. Our "Financial Position Statement," which provides details of our assets and liabilities on the year-end Balance Sheet, is always part of the regular finance report. As part of the end-of-year report we also produce a list of Fixed Asset Acquisitions & Disposals. This is in the report that has been posted in the October Board meeting file folder entitled "EOY Financial Report 19-20."

5. Present an up-to-date written financial statement at the annual meeting of the Congregation.

This is a regular report of our annual packet of reports to the congregation for the Annual Meeting.

6. Make the financial books of the Congregation, together with appropriate related records, available for audit within 90 days after the end of each fiscal year.

The end-of-year report (the June Financial Report) was available for the Board's October meeting.

7. Ensure that a complete and current set of Congregational policies is readily accessible to all members of the Congregation.

All congregational policies written by the Executive are posted on our website, open to the public. As a reminder, all policies of the Board are contained in the Governance Document.

8. Maintain an accurate membership record.

9. Maintain an accurate, relational database of the Congregation on which inquiries can be performed.

Sections 8 and 9 are related as they both pertain to our use of our relational database, Realm. We review membership records at least annually when we contact anyone who has not submitted a commitment to us by mid-May to determine their membership status. If we have been unable to contact the member and/or have not received a commitment (of any amount) over 2 years, they are removed from membership. Our membership count is reported to the UUA as part of their certification process every January. This year, we have reported a membership count of 485, which just misses the "large congregation" designation of 500 members.

After sharing excerpts by Judith Walker-Riggs' essay in the book *In the Interim*, edited by Barbara Child and Keith Kron, Laurel posed three questions for discussion and idea sharing:

- 1) What are the “dormant talents and skills” present in our congregation that we might help to discover as we move through this ministerial transition? (where/who are the hidden gems?)
 - Technical skills that may emerge from congregants to help people
 - Pastoral care—creating new relationships within the congregation for pastoral care
 - We can identify our “Nerd List” of skilled/talented/experienced helpers
 - New opportunities for social contact—finding out “who the party people are” at UUCA
 - We can mine the interest survey feedback from the online form to identify new talent
 - Planning ahead for people and opportunities to re-ignite onsite worship and in-person social activities, when COVID restrictions subside.

- 2) How might we help the congregation continue its work externally post-COVID--racial justice, onsite worship, a visible presence for good in the wider community?
 - Inviting people to come to UUCA with intention
 - Paid advertising and focused outreach efforts to raise UUCA visibility and attract interested visitors and newcomers—event listings in local papers, e-news, etc.
 - Linking to and from community resources, local, regional and UUA
 - Re-establish and broaden our external visibility through our racial justice and social action presence.

- 3) What would we most want to hear or learn from the Interim Ministry candidates? What questions would be good to ask during the interviewing process?
 - *Why are you a minister? How would you describe your calling?*
 - *Why do you want to come to UUCA?*
 - *How is UUCA different from your other interim ministry assignments?*
 - *What do you value about the interim ministry process?*
 - *What do you bring for strengths to this ministry?*
 - *What has been the biggest problem you've resolved by engaging the congregation in the resolution?*
 - *What are your religious and theological leanings? Your spiritual grounding?*
 - *How would you describe your approach and role in collegial and staff relations?*
 - *Would you consider yourself “action-oriented?” If so, how will you manage the expectations of the congregation as an interim minister?*
 - *How would you describe your perspectives and approaches to conflict?*
 - *As we move through this pandemic, what is your vision for ministry in the “post-COVID” context?*

Approved, March 2, 2021