

# Unitarian Universalist Congregation of Columbia

## Board of Trustees

### Minutes of March 16, 2016 Meeting

#### Attendance

Marc Drews & Patty Drews (Co-Presidents), Phil Turner (President Elect), Sandy Chubon (Secretary), Linda Brennison (Treasurer), Members at Large: Richard Culler, Donald Griggs, Patrick Saucier, Janet Swigler, Tim VanDenBerg. Regina Moody (Past President), Joe Long (Chair, Finance Committee), Rev. Jennie Barrington (Interim Minister). Guests: Morgan Maclachlan, Carolyn West, Peck Drennan.

#### Call to Order

Marc Drews called the meeting to order at 6:32 PM. Phil Turner lit the chalice and presented a reading.

#### Approval of Minutes

The minutes of the February 20, 2016 meeting were approved after two revisions.

#### Member Comments

Morgan Maclachlan shared some of his previous experiences serving on ministerial search committees for the UUCC/UUFC.

#### Staff Reports

Reports from the administrator, DRE, and interim minister were accepted.

#### Treasurer's Report

Linda Brennison presented a table comparing income and expenses for February 2015 and February 2016. Income was lower and expenses were higher in 2016. Our membership numbers are holding but attendance is lower this year.

#### Committee Reports

Building and Grounds Carolyn West and Peck Drennan met with us. Peck met with the Building and Grounds Committee March 2; Carolyn asked him to develop a narrative which she received today. There are no costs in the narrative report. The restroom remodeling will be done first followed by the RE wing. In the RE wing, the proposal calls for replacement of the vinyl flooring, the worn ceiling tile, repair or replacement of doors, new hardware, and fresh paint where needed. Windows will not be replaced in that wing.

The proposed work in the Social Hall and the Sanctuary should be done together. The plan is to remove the existing wall between the Social Hall and the Sanctuary, rearranging the seating plan with rows of seats facing the east wall of the sanctuary. The floor of the stage would be removed, allowing for additional seating. New double-glazed windows with operable shades would be installed. Both rooms would have a new suspended ceiling and new paint. The floor would be patched and refinished. Some kind of acoustical barrier will be placed between the social hall and the sanctuary.

Peck pointed out the things this proposal does not include. We are not changing the windows in the RE wing. We are not planning a new sound system. We will not upgrade the electrical system in the social hall and we are not doing anything in the kitchen.

**Air Quality in the RE Wing** Peck requested a cost analysis for treating mold in the RE wing versus treating the whole building. He just got the report this afternoon: \$3,800 for the RE wing and \$12,000 to do the whole building.

**Denominational Connections** Richard Culler announced that Joan Watterson and Ginny Verne will act as representatives from this congregation to the Mountain and will provide leadership for arranging the family weekend there. The committee would like to be more intentional about selecting candidates to General Assembly this year. Our practice in recent years is when GA nears we find out who is planning to attend and ask them to serve as delegates. After a brisk discussion of the issues, **Trustees agreed to name a full slate of delegates to this year's GA and to pay a portion of the registration fee. The Denominational Relations Committee will inform the congregation of this opportunity and will present the slate at the May Board meeting.**

**Finance Committee** The cottage meetings are underway. Some have been cancelled because no one signed up. Typically, the people who have come to the cottage meetings are the same people who attend congregational meetings.

**Leadership Development Committee** presented their plans for soliciting nominees for the Ministerial Search Committee. Opportunity will be provided for members to nominate themselves and/or name three members they would trust to choose the next minister for our congregation. (See Appendix A.) We discussed how many members to have on the search committee and the Trustees agreed to have seven. The search process involves a lot of work and having seven people will decrease each individual's work load.

**Membership Committee** Questions have arisen about a safety plan for greeters during Sunday services. Some months ago a plan was initiated to assign one greeter each week to be responsible for safety - that individual would remain in the foyer during the services and be alert for any safety issues. However no one has developed instructions or procedures for that individual to follow if a safety concern is detected. Gareth Fenley asked Phil Turner to help her put instructions/procedures into the correct policy format. Phil reported that the Membership Committee says this is not their responsibility. Also, Gareth had asked the board to replace her as safety officer and that has not been done. Regina agreed to look in the safety policy to see how that individual is appointed.

**UUCS Website ad hoc Committee** The new website was launched March 4. Decisions have not been made about who will take care of it, who is responsible for keeping various sections updated.

## **UNFINISHED BUSINESS**

**Policy on Church-Sponsored Events** Tim VanDenBerg had a draft of a policy ready for consideration. It was deferred to the April meeting.

**UU Coffeehouse** Tim reported that the current plan is to expand the role of the Worship Committee to include a music ministry (perhaps as a subcommittee of the Worship Committee). The Worship Committee has talked about it and there seems to be agreement that the Coffeehouse is a part of UUCS's music ministry. They would like the board to determine whether that is the right course of action. Patrick Saucier reports that Mike Allen

keeps records of the money and his records are accurate. Tim will be meeting with the Coffeehouse team to draft internal policies and procedures for the "Music Ministry Subcommittee" as well as to help prepare for the 2016-2017 Coffeehouse season.

## **NEW BUSINESS**

Approval of agreed-upon action items:

**Building and Grounds & Finance Committees** Phil Turner proposed: **The Board moves to demonstrate its commitment to the UCC facilities upgrade by charging the Finance Committee and the Building and Grounds Committee to jointly develop a Capital Campaign plan to support the UCC facilities upgrade described in Mr. Drennan's report and to present that plan to the Board at its July 20 meeting.** Tim seconded the motion. **The motion passed.**

**Leadership Development Committee** The Board accepted the recommendations proposed by the LDC for the selection of a Ministerial Search Committee. (Appendix A).

**Worship Committee** Tim moved that the Board of Trustees create a music ministry as a subcommittee of the Worship Committee. Patrick seconded the motion. **The motion passed.**

**From Carolyn West** April is Volunteer's Month. Carolyn suggested recognizing volunteers, different groups each week during the month.

## **Adjournment**

The meeting was adjourned at 10:36 PM.

Minutes recorded by

Sandy Chubon, Secretary

## Appendix A

### From the Leadership Development Committee

1. The Leadership Development Committee (LDC) recommends that the Board accepts nominations for the ministerial search committee via two methods: self-nominations of “Top 3 trusted advisors” (using a form Regina adapted from the UUA).
2. Nomination forms are for members only, and should be primarily distributed via email, with hard copies mailed to members who do not have email access (based on guidance from Andrea Dudick). A special eblast to members will contain a digital file of all congregation members, the congregational nomination form, and a self-nomination form. A link to a digital version of the congregational nomination form will be included for those who wish to complete the form online. Marc offered to work with Andrea on generating the members-only email list and converting the congregational nomination form to a Google survey format or other tool that will allow for auto tabulation of nominees.
3. Two board members should be designated to accept any hard/printed copies of the nomination forms. The board members will be identified and announced during the church service. Submissions are due on 3/28.
4. After the designated board members receive all the nominations on 3/28, they should tally up the nominations submitted in digital and paper format, and email that list to the leadership development committee and Rev. Jennie by 3/31. This will allow the LDC and Rev. Jennie time to review the candidates prior to the LDC meeting to discuss nominations on 4/3. Rev. Jennie is traveling from 4/4-4/18. During this time, the LDC will contact nominees and prepare a slate of potential candidates for the search committee and any vacant board positions. We will review this list with Rev. Jennie prior to submitting it to the board for its review before the 5/8 date on which the names must be shared with the congregation.
5. The communications strategy would commence beginning on 3/18 and include: pulpit announcements, announcements in Unigram and order of service, email blast, and hard copies for those without email access. Marc offered to spearhead the communications outreach with Andrea Dudick.