

**Unitarian Universalist Society
Board of Trustees**

REGULAR MEETING MINUTES – August 10, 2017

Board meeting minutes are reviewed by the Board members and made available on the website. Minutes may also be requested from the UUS administrator. Guests are asked to remain silent until invited by the Board to comment.

- Present:** Jim Laughlin (President), Kelly O’Berry (Past-President), Chris Rode (Treasurer elect), Peg Voelker (Secretary), Steve Locher (Trustee), Michael Honey-Arcement (Trustee), Rev. Steven Protzman (Ex officio), Peggy Garrigues (DCL), and Jessica Zimmer-Saltzman (DLRE)
- Absent:** Jane DeWitt (Vice-President), Adam Ingersoll (Treasurer), Sara Feldmann (Trustee), and Kris Barrash (Trustee)
- Guests:** Winnie Ganshaw, representing the Committee on Congregational Life and Ministry (CCLAM)

President Laughlin called the Board meeting to order at 6:30 p.m.

Opening Words & Announcements: Rev. Steven provided opening words followed by the lighting of the Chalice and a brief check-in by Board members. Rev. Steven shared that long-time member Janice Williams died August 9th. He also reminded Board members that there will be a Board Commissioning ritual during the service on September 10th.

Consent Agenda: Monthly staff reports, Board & Executive Committee meeting minutes, Treasurer financial statements & report, along with pertinent committee reports, policy updates and other documents are uploaded to Dropbox for review by Board members prior to the meeting.

A few comments were made about items in the consent agenda, but nothing was raised for discussion. *Moved by Rev. Steven, seconded by Michael Honey-Arcement to approve the minutes from the July Board and August Executive Committee meetings and to receive the Consent Agenda. Motion carried.*

Consent Agenda items: Board Agenda; July Board Highlights & Minutes; August Executive Committee Minutes; Treasurer Financial Statements & Report; DLRE Report; DCL Report; Office Administrator Report; and the TTF2 Update (Voelker/Barrash) were received for review prior to the meeting. Other items shared included: Proposed Guidelines for UUS Affiliated Group (Garrigues), Background for Affiliated Groups (Garrigues), and UUS BoT Process Observer DRAFT (Rode).

Affiliated Group Policy Guidelines: Garrigues gave an overview of the draft guidelines for UUS affiliated groups that she has shared. She also provided some background and explained why it is important to establish clear policy and guidelines in this area. Garrigues clarified that "affiliated group" refers to UUS groups like the Scrabble Group or Book Discussion Group--groups that are an integral part of our congregation. The term does NOT refer to groups that share our values, but exist completely on their own, or as a separate nonprofit. It was noted that the document is exceptionally well done. O’Berry asked that a comprehensive list of these groups be maintained and made available. Discussion of expectation #12, “Give quarterly feedback about how their group is going through one of the three Program Councils” led to agreement that further clarification is needed around how groups report about how they are doing and how they interact with CCLAM and the program councils. It was suggested that Garrigues solicit feedback from CCLAM. It was also suggested that the document be reviewed to identify and distinguish policy versus procedural elements. Garrigues will revise the document, addressing these concerns, and bring it back to the Board.

Defining Goals: The development of goals was briefly discussed at the Board retreat. At that time, and via email Laughlin asked Board members to come to tonight's meeting with goal suggestions for the coming year. Discussion of this agenda item began with opinions being expressed as to whether the goals developed should be Congregational or Board Goals and which strategy the Board has taken in the past. Voelker asked that attention be redirected to allow Board members to propose action items or goals for the coming year that they identify to be of high priority. She suggested that by discussing those, common themes will emerge that point to a few broader, overarching goals -- pertinent to both the Board and Congregation.

Laughlin, Locher, Honey-Arcement, and Voelker each shared specific goals they felt should be addressed during the coming year. Progress was made toward identifying potential themes. These potential themes included: 1) Deepen and Expand our relationships within and beyond our congregation; 2) Expansion of development and enrichment opportunities; and 3) Provide a foundation for topical dialogue that encourages and facilitates the free, open, and respectful exchange of ideas.

Work to develop a set of goals for 2017-2018 will continue over the next couple of months. Rode created a root "Goals" folder in Dropbox so that Board members can share ideas and collaborate outside of regular meeting times. *From those efforts, a final set of achievable goals will be discussed and defined at a future Board meeting.*

Revisit New Sunday Schedule: In response to member feedback, staff and the Board revisited the proposed Sunday morning schedule that will be implemented when UUS occupies its new home. It was agreed to extend social time to 30 minutes as shown below. The Sunday schedule, including a tentative schedule for Children and Youth Religious Education (CYRE) programming, is also outlined below. While temporarily at the Kirkwood Learning Center, we will begin the new 9:30 a.m. start time for Sunday Worship service. Children and youth are invited to join their families for all ages worship while at Kirkwood. Childcare will be available from 9:20 - 10:45 a.m. for ages 0 to Pre-k.

Moved by Rev. Steven, seconded by Rode that the Board define the Sunday schedule for adults as shown below and give Zimmer-Saltzman the autonomy to revise the children and youth schedule. Motion carried.

Sunday Schedule to Implement in New Facility

9:30 - 10:30	Worship Service
10:30 - 11:00	Social Time
11:00 - 12:00	Adult Religious Education (ARE)
<i>Children and Youth Religious Education (CYRE)</i>	
9:20 - 10:45	Childcare Ages 0-Pre-K
9:30 - 10:45	Youth Religious Education
9:30 - 10:45	Children's Religious Education Classes (start in worship with families and are dismissed to attend social time)
11:00 - 12:15	Children's Religious Exploration Ages 0-12 Jr. High OWL on Sunday evenings (Time/Start Date, To Be Determined)

Role of Process Observer & Timekeeper: The UUS Board has utilized a Process Observer (PO) during its meetings for many years. The Executive Committee decided it would be good for the Board to review and discuss this role. In addition, Laughlin asked that it be decided whether the PO also serve as the timekeeper, or whether to assign that role to someone else. In preparation for this discussion, Rode and O'Berry shared relevant resources via Dropbox. Rode also developed a one-page draft overview of the UUS PO role and function (*UUS BoT Process Observer DRAFT.docx*). *It was decided not to attempt to finalize that document.* Rather it will remain a work in progress and serve only as a guide. The entire Board agreed that the primary function of the PO should be to watch and note the group dynamics during the meeting. Time will continue to be allotted at the end of each meeting for the PO to summarize observations so that the Board can reflect on, and if needed, improve its process. *There was consensus that the PO also serve as timekeeper.* However, it was noted that new Board members should rotate into the PO role only after they have attended several meetings and become familiar with the process. It was also suggested that during the Board retreat each year, the PO role be reviewed along with the Board covenant.

Guest and Process Observer Comments: Winnie Ganshaw, provided brief comments about the meeting and Rode reported as process observer.

The meeting adjourned at 8:42 p.m. The next Board meeting is Thursday, September 14, 2017, starting at 6:30 p.m. at Oakdale House.

—Submitted by Peg Voelker, Secretary

Board Retreat - Brief Summary

A Board retreat was held from 4 to 8 p.m. on July 26th at the Eastside Recycling Center. Everyone was present except Steve Locher. In an effort to deepen relationships, each member spoke for about five minutes about who they are, where they came from, and why they are here, on the UUS Board. After sharing a potluck meal, members engaged in a team-building exercise called the Zin Obelisk. The challenge was to work together using the distributed clues to determine the day of the week that the construction of the Obelisk would be completed.

Board members then shared and discussed what they saw as the purpose of the UUS governing Board and their role on it. The Board covenant was reviewed, and Rev. Steven led Board members in an affirmation of their covenant with one another. Locher subsequently reaffirmed his commitment to our covenant. As the retreat came to a close, a discussion began of the goals for the coming year. Board members agreed to bring specific ideas and continue the discussion of goals at the next regular Board meeting.

—Submitted by Peg Voelker, Secretary