

Unitarian Universalist Society of Mill Creek
Minutes of the February 19, 2013 Meeting of the Board of Trustees

Attendees: Tina Guerrette, Mike Hilgart, Matt Doty, Brenda Levin, Susan Klugerman, Doris Roth, Paul Hull, Fran Loeffelholz, Judy Pappenhagen

The meeting was called to order at 7:00 pm.

The minutes of the January meeting were circulated electronically and approved by the board in advance of this meeting.

1. Tina opened the meeting, as we lit the chalice, with a reflection on the need to remain open to new ideas and thoughts as we discuss the future of UUSMC.
2. Fran, Judy and Paul reported on the progress of the Mission, Vision, Values taskforce
 - a. Fran summarized the taskforce's perception of its charge: to arrive, through a process that embodies UU principles, at a shared vision for the future of UUSMC that will be sustainable over the long term.
 - b. In order to facilitate development of a shared vision, the taskforce recommends a "process leadership" approach to strategic planning. Such an approach stands in contrast to "directive leadership" approach in which strategic directions are determined and mandated by a small number of directors.
 - c. Paul has previously used a process leadership approach called FutureSearch that is designed to facilitate conversations with the "entire system" that reveal shared values and evolves toward shared visions for the future. The taskforce recommends a similar approach. The initial step in this process is a retreat that gathers congregational leadership to discuss the current challenges and opportunities and arrive at a framework for ongoing conversation with the entire congregation.
 - d. The board discussed the long-term process and what long-term visions for a congregation of our type might look like.
 - e. The initial "leadership forum" will be on Saturday, March 16 from 9-3. The board commits to participating in this conference and encouraging participation from the congregational leadership.
3. At the request of Frank MacArtor, Fran has priced the installation of air conditioning for the entire building. The original HVAC system was installed by H&B. At the time of building construction, coils and electrical service for air conditioners were installed, so all that is now needed is three external compressors. H&B has provided a quote for completing the work at a total cost of \$4989. Frank MacArtor has volunteered to donate \$5,000 to install three air conditioning units. The board is delighted to accept this designated donation and authorizes Matt Nolan to execute the construction agreement on behalf of the

maintenance committee and congregation. The finance committee is authorized to release funds for this expense.

4. Treasurer's Report and discussion
 - a. The Fellowship brunch in this Sunday, February 24. Several board members volunteered to pour champagne.
 - b. The finance committee is considering establishing a Cafeteria 125 benefit plan for Paul. This will allow us to offer health insurance reimbursements to Paul on a pre-tax basis. If we establish this plan, there is a \$100 set up charge and it appears that we must offer it to all eligible employees. Adam Kegley will work with Paul to verify the eligibility requirements and determine whether PMA will handle administration and federal reporting. The board is supportive of this idea but wishes to see a formal proposal that address these open questions before formal approval.
 - c. The finance committee requested that the board establish a standard protocol for annual employee evaluations.
 - d. The budget shortfall projection has dropped to \$11,500.
5. UUA requests tracking total attendance, including volunteers and students in RE. **The board asks Greeters to record separate attendance numbers for the Sunday Service in the Sanctuary and the participants in RE.** This will allow us to supply the total number to the UUA while retaining a measurement of service attendance consistent with our historical records to track trends.
6. Minister's Report
 - a. Paul submitted a written report covering the last two months. Key elements are described below.
 - b. New Member Recognition will be held on April 14.
 - c. Paul presented a draft of a staff evaluation procedure. Paul will be drafting a personnel policy that follows UUA guidance and builds on his experience at prior congregations. The board will consider this policy when it is ready.
 - d. Paul recommended considering UUA guidelines for benefits and compensation of various staff positions as part of the planning for future budgets.
7. Tina will contact Matt Nolan and Charlie Brooks to find out the status of the doorbell camera for the back door so that we can get this installed rapidly.
8. The Service Auction is scheduled for April 13 and planning is underway. Organization of the event was delayed by various bouts of illness, but is now on track. Susan is actively soliciting an assistant to help and volunteers are needed.
9. The Leadership Council met recently and minutes were distributed by email.

10. The UUSMC website currently has the full Grist available from the publicly accessible page. The board requests that only a clean copy of the Grist be available to the public. "Clean" means a copy with all personal information (phone numbers, email addresses) and children's names removed. Heather Doty has offered to prepare this clean copy. Other website updates that have been suggested include: a publicly available list and description of upcoming services (drawn from the text Paul prepares for the Grist), text of Paul's sermons, and links to UU history and denominational information.
11. The Publicity committee will meet on Sunday March 3. Brenda will invite the webmasters to this meeting to discuss integrating potential website revisions and updates into our publicity plan.
12. The board authorizes expenses for mailing the Grist to those members who do not receive email.
13. Tina discussed the idea of a Committee on Ministry with several local congregations and circulated their comments to the board. The committee on ministry is already established as a standing committee in the congregational bylaws, but has not operated for many years. Paul has prepared a new draft of the committee description. Paul expressed that having such a committee is essential for him in order to have a confidential sounding board for new ideas and a pathway for him to receive feedback. The board and Paul will discuss with potential members to re-organize this committee. *[Note added by MD: apparently there was a committee on ministry functioning while Nancy Dean was minister.]*

The meeting adjourned at 9:30. The next meeting is scheduled for March 19.