

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

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

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

The minutes of the February 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 qualities of leadership.
2. The Board discussed the ideas and issues that were raised at the recent leadership conference. The board discussed the importance of personal (not email) conversations and developing relationships. Paul discussed the long-term “future search” approach to developing mission and vision statements and the subsequent strategic plans and activities. The board discussed possible approaches and timelines for this process. The strategic planning coordinating committee will be proposing a strategy and timeline to the board in the near future.
3. The Board focused conversations on possible changes to the communication and discussion practices of the board that could help to enable congregational revitalization. The following changes are proposed:
  - a. The board will prepare in advance a monthly packet of information, including treasurer’s report and minister’s report. This packet will be circulated to the board in advance of the monthly meeting so that maximal in-person time can be spent on discussion and planning rather than receiving information. The board will solicit committee input in advance of each meeting to be sure that committee needs can be addressed in a timely fashion. The board reiterated that members of the congregation are always welcome to attend board meetings and to submit items for inclusion on the agenda.
  - b. The board is drafting a statement clarifying what committee decisions require board approval and what decisions can be made directly by the committees. The intention is to minimize the need for board approval and allow committees to function more autonomously.
  - c. All board members have committed to initiating personal conversations with individual committee members to facilitate improved communication.
4. Ongoing Business:
  - a. Service Auction planning is proceeding smoothly. More donations are always needed. Thank you Susan!

- b. The annual meeting is scheduled for May 19. The Junior Youth will be providing a spaghetti lunch.
- c. The publicity committee met recently and is considering four areas of focus: improved signage, external communication guidelines, website and social media revitalization, and internal communications. The committee has recovered two road signs and plans to recover one more. The committee proposes placing one sign near the driveway to the church. The board asked to review the condition of the sign and the mounting plan to make sure it will not detract from the appearance of our site. The other two signs will be repositioned on Polly Drummond and Paper Mill roads, pending county permission. The committee has priced a sign to be placed outside the front door of the church. This sign will have repositionable letters and will be used to advertise service times and other events. Installation of the sign will proceed as soon as possible.
- d. The new air conditioning compressors have been installed. **The finance committee is asked to investigate whether any changes to our insurance are necessary as a consequence.**

5. New Business:

- a. A CVS and other professional office spaces have been proposed for development on the corner of Polly Drummond and Paper Mill. The board discussed the potential impact this could have on our sewer permits and opportunities for future expansion. Mary Pat will ask Clem Bowen if he has any information on how this could impact us and we will follow up with the sewer authority as appropriate. A decision on whether to take any formal position on this development will be deferred until we have further information.
- b. The Independence school has inquired about the possibility of using our building in event of an emergency that closes their facility. The board is supportive of this use of the building, but the total size of the student body and faculty of Independence school is approximately 600 people and our facility is permitted by fire codes to hold approximately 280 people. The board requests that Independence school consider adding a secondary site and/or use of the park space to be sure that the full population can be accommodated.

6. Treasurer's Report and discussion

- a. Consideration of the Cafeteria 125 benefit plan is ongoing.
- b. The budget shortfall projection is steady at \$11,500.

7. Minister's Report

- a. Paul submitted a written report covering the last month.
- b. Paul met with Liv Reichle, Brian Hanson and others to consider the status of the Lay Ministry and Caring Community programs. Paul proposed establishing a Lay Pastoral Care Program, and the group supported this

concept. Paul presented a formal proposal for establishing this program, which the board will consider at the April meeting.

- c. Paul has located the personnel policies, which will be reviewed and revised.
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- 8. Donna Salek has notified the board of her intention to resign as membership chair effective September 1, 2013. The board expressed unanimous appreciation for Donna's service.
  - 9. The board discussed strategies for encouraging new people to become more involved in church activities and addressing the increasing danger of burning out many active leaders.

The meeting adjourned at 9:40. The next meeting is scheduled for April 16.