

# **AGENDA: UUCY Board Meeting**

August 14, 2018, 7:00 p.m., Dorrie and Henry Leader Meeting Room

6:45 Snacks & Visiting (Snacks: Meda Higa Beverages: Dianne Creagh)

7:00 Lighting of the Chalice

7:05 Consent Agenda: Questions and Motion to Approve

Minutes from July 2018 meeting

Program Council Minutes

Staff reports

7:10 Visioning Question for the Board

Often, in the rush to get something done, we attempt to fix the issue and not the problem. Policy often becomes a strength in dealing with issues before they arise. In your area of long term planning, where do you see potential for policy?

7:25 Returning Business

Treasurer's Update Clarifications (Susan Boutin)

August Retreat – Finalize Agenda

Update on Business Development Task Force (Dianne Creagh)

7:45 New Business

Update on LRED Search (Eric Zeltmann)

Board Reflections (Dianne Creagh)

Right Relations Team Update (Dianne Creagh)

8:30 Board/PC Team Reports “Beyond the Minutes”

For this time, we will start calendaring groups and ideas that we want to go into better detail about. From here we'll set up the tentative schedule for the rest of the year.

8:50 Notes about the Meeting from Process Observer (Meda Hega)

8:55 Closing

Pause for gratitude

9:00 Adjournment, Extinguishing the Chalice

### **Upcoming Leadership Calendar**

8/15/18, 7:00pm	Program Council meeting
8/18/18, 9:00am–4:30pm	Leadership Retreat, Day 1 (Board, PC, Committee Chairs)
8/19/18, 12:00-4:00pm	Leadership Retreat, Day 2 (Board, PC)
9/9/18, 11:00am	Ingathering Service
9/30/18, 11:30am-1:00pm	Congregational Meeting (Program Council hosting)
8/28/18, 5:00pm	Executive Committee Meeting
9/11/18, 7:00pm	Visioning Board meeting

# AGENDA: UUCY Board Meeting

July 17, 2018, 7:00 p.m., Dorrie and Henry Leader Meeting Room

**In Attendance:** Dianne Creagh, Erik Zeltman, Bob Barnas, Susan Boutin, Meda Higa, Steve March, Winnie McDonagh

**Guests:** *None*

6:45 Snacks & Visiting (Snacks: Bob Beverages: Erik)

7:00 Lighting of the Chalice *Erik Z. gave a reading*

7:05 Consent Agenda: Questions and Motion to Approve

Minutes from May 2018 meeting

*(Motion) Erik Z (Second) Steve M*

Staff report (CA) ***No Reports from Staff***

*(Rev. Gabi, will submit her Yearend report next month)*

7:10 Visioning Question for the Board

What elements of your team's area of the Three-Year Rolling Plan (TYRP) address the priorities in our 2018-2019 UUCY Vision Statement?

- *(Note) Acronyms will try to be spelled out once for Bob B*
- *Governing Documents were discussed for revision brought up by Erik Z. Program council should be involved, with Improve communications. Even though we are a smaller board, we have many strong voices.*
- *Disruptive policy was discussed, (living among us, living within the covenant. Holding people accountable. Try not to exclude people from church.)*

***2018-2019 UUCY Vision Statement: UUCY strives to be a spiritual, diverse community that works for racial justice by promoting respect and dignity for all.***

- *Will appoint some members to talk to groups that may not normally be heard*

7:25 Returning Business

TYRP Team Check-In – How is your team's area of the Three-Year Rolling Plan shaping up? Are there any obstacles to having it ready to submit by end of July? Does your team need any additional support from the Board or Program Council?

**Team 1: Covenant and Right Relations** Steve C. (Board), CCM team

**Team 2: Governance and Shared Ministry** Rev. Gabi, Dianne (Board) Eric (Board), Doug (PC),

**Team 3: Finance** Susan (Board), Doug (PC), CA (staff)

**Team 4: Stewardship** Winnie (Board), George (PC)

**Team 5: Spirit and Witness** Meda (Board), Linda (PC), Ann (PC)

**Team 6: Lifespan Education and Connections** Eric (Board), Shawn (PC), DLRE (staff)

**Team 7: Operations** Steve M. (Board), Bob B. (Board), Jim H. (PC), CA (staff)

- *(Each board member discussed his or her team responsibilities of Strategic Long-Term Plan Reports. Full discussions will done at the retreat.)*

## 7:45 New Business

Treasurer's Update (Susan Boutin) (Q&A)

- *Budget report was presented and discussed. With many questions. buying Discussion of fund raiser, Scripts sales were up, did well with trust fund, bank cost could be reduced if buyers could cover the percentage.*

Updates on 2018-2019 Teams/Task Forces (Dianne Creagh)

- *Each board member discussed his or her team responsibilities of Strategic Long-Term Plan Reports. Full discussions will done at the retreat.*

Update on August Leadership Retreat (Winnie McDonagh, Dianne Creagh)

Update on Business Development Task Force (Dianne Creagh)

- *(The taskforce has put out a request for proposals. Went out to proposers. Interviews to proposers in Oct. The taskforce will draw a draft contract. This will go to the PC for further review, then to the board.)*

## 8:30 Board/PC Team Reports "Beyond the Minutes"

This time is reserved for TYRP team check-ins, including from guests who have been invited to the board meeting to discuss a particular area of congregational life or business.

- *(This was explained by Diane)*

8:50 Notes about the Meeting from Process Observer (Eric Zeltman will fill in for Meda Hega at this month's meeting)

## 8:55 Closing

Pause for gratitude

*Gratitude to the Business Team for their work.*

*Gratitude To the members who helped with the moving of chairs up and down the sanctuary for the floor finishing.*

*Gratitude To the LRED search team*

*Gratitude To the Lay members for leading services when needed*

*Gratitude To the worship committee*

*Gratitude To the peacemakers team*

9:00 Adjournment, Extinguishing the Chalice

*(motion) Steve M (Second) Winnie*

Minutes Program Council Meeting, July 11, 2018, Leader Room, 7:00 p.m.

Attendees:

Doug Hober

Linda Birmingham

Shawn Fink

Jim Hershey

Ann Martin

Visitor: Charles Kress

Minutes Taker: Ann Martin

August: Shawn Fink

September: Jim Hershey

Call to Order: Doug Hober

Opening Reading: Ann

Approval of Consent Agenda: There is no consent agenda for this meeting, but there will be one next month.

Minutes have not been received from the last meeting.

Roundtable Chair Reports

1. Lifelong Learning and Connection: Shawn

- Clearance process for volunteers needs improvement.
- RE is in good shape for teachers for the fall.
- A good number of people are signed up for the Peacemakers Camp.
- Nothing is needed from the PC.

2. Operations: Jim

- The sanctuary floor is being done this week.
- The lights on the building have been fixed.
- Bob Barnas has been removing personal information from Carolyn Freud's computer.
- Monitors have begun walking around the property during the services, but more volunteers are needed.
- The kitchen floor has been fixed.

3. Spirit and Witness: Ann

- Some of Alfredo's immigration photography is being incorporated into the Equality Fest display. Social Justice will be paying to have some of his photos framed for this purpose.

4. Finance: Doug

- The Balance Sheet for June 2018 and the Budget Report for July 2017 - June 2018 were distributed to the PC members. The deficit was less than expected.

- Fundraising and Stewardship is under Finance. Julie Amberg will be coordinating fundraising, and George and Winnie will be handling the pledge drive.
- The budget for FYE 2019 was distributed to the PC members.
- Doug wants to get an article in the Beacon on a monthly basis beginning this August stating where UUCY is at financially.
- PC members need to send the new budget out to our committees.
- Peacemakers Camp will be a line item on the budget next year.

Charles (Membership):

- New member classes have been scheduled for the fall.
- A picnic for new members has been scheduled for August 12th.
- Photographs for the new directory will be taken in October and the directory should be available in November.

Business in Process:

1. Director of Lifespan Religious Education and Connection Status: Shawn

There is currently only one candidate for the position. If he is still interested, the current plan is to make this position an interim position for two years. If he is not interested, it was suggested that we could go to UUA for assistance in filling this position. Before the contract for the position is created, it needs to be looked at by Finance, the PC, and the Board.

2. Kitchen and sanctuary flooring: Jim and Doug

The sanctuary floor is being done this week, and the kitchen floor has been fixed. A new kitchen floor is not on the top of the list at this time.

3. Roof: Jim and Doug

This has gone to the Board, and Doug will follow up on it. Jim said that it will cost \$17,000, and Doug added \$2,000 for contingency expenses.

4. Sponsored rental request - York PAGE?

The use of the space by York PAGE was approved in the last PC meeting.

5. RFP (Request for Proposal) Review Board is considering the proposal for a pre-school to be located in the classrooms. Eric Zeltmann and Shawn will be on this board with Shawn being a non-voting member. PC would need to approve this and then it would go to the Board. Shawn/Doug will ask for the RFP before it goes out.

5. Procedures

- There needs to be a procedure written relating to the use of TV in the sanctuary. Currently Travis or Eric Zeltmann needs to be called when the TV is needed. This is something that the Worship Committee and IT need to work on. Bob Barnas asked to be added as part of the procedure for IT presentations.
- There is a need for other procedures as well. The PC needs to determine where they will be stored on the website. Any procedures need to be formalized and approved by the PC.

- Shawn asked about the procedure for shutting down the building. The agent in charge, who receives agent's fees, is responsible when the rental is external. When it is for an internal use, the group involved is responsible for opening and closing the building. Charles said that he will take responsibility to check things out for the Peacemakers Camp.

#### 6. PowerChurch

There are issues with PowerChurch on the membership and contribution side. Meda Higa is working to get this resolved. We may need to create a task force to get things up-to-date. Membership, Stewardship, and Finance will be involved. A lot of data entry, which could be done from home, is involved. Doug will touch base with Dianne Creagh.

Also, we need to figure out who does what and create profiles for all users. Linda will need to be set up as systems administrator.

#### Council Discussion:

##### 1. PC structure 2018-19: Doug

- a. Meeting Time - It was agreed that going forward the PC meetings will be the second Wednesday of the month at 7 PM.
- b. Council Parameters - It was agreed that the PC will be a council of peers. Doug will be the convener of the PC but not its chair. Also, we will continue with the covenant.

2. Leadership Retreat - Everybody should respond to Bob Barnas regarding their attendance at the retreat, which is planned for August 18th and 19th. Shawn said she may not be available.

3. Committee chair training - This training will involve a two or three-hour meeting, which will be held sometime by the fall. Some of this training will be part of the upcoming retreat. It was suggested that this training should be held on a Sunday after the service.

##### 4. Communications:

###### a. Website - The information on the website is old and outdated.

- All committees need look at their information and tell Linda about any changes that are needed. Shawn said she will send out an Email to all of the committees.
- It was suggested that there be a place for discussion about BLM on the website.
- A new photo of the PC was taken and will be posted to the website.
- It is better to have nothing than incorrect information on the website. All voted in favor of Linda Birmingham having free reign to take anything off the website that is over two years old, or is determined to be outdated.

b. Events notification: There needs to be a standard procedure for events being added to the website.

5. September 30, 2018: Fall Program meeting after service. This meeting will be driven by the PC and the

committees with the intent of explaining what we are doing this year. All members of the PC will be participating in this meeting.

#### 6. Potluck meals

There was a discussion about having a potluck meal on August 26th in conjunction with the play. The Ingathering potluck will be just a couple of weeks later, so it may too close to that.

All committees have the responsibility to put potlucks together. Corlynn has a detailed procedure regarding the potlucks. Next meeting we will work on a schedule for the potlucks.

Shawn said she will help Ann Martin with organizing how to do potlucks and other social activities.

7. Linda Birmingham stated that the link to the Candles of Sharing was taken off the website, because too much personal information was being included in some cases. There may be privacy/HIPAA concerns with it. Linda said that she will check with UUA to see how to handle this. It was noted that a redesign of the website with separate access for members needs to be considered.

Shawn shared that the UU in Austin, TX includes more than just the two categories of joys and sorrows.

8. Connie is looking for a list of documents with the new UUCY logo. Shawn will ask RE regarding this.

Adjournment