

USG Board of Trustees Meeting Minutes, December 18, 2012

Members Present: Tom Ott, Treva Burger, Marina Patrice Van Gossen, Andrea Parry, Betsy Gabriel, Dennis Strain, Walt Ceglowski, Linda O’Gwynn

Non Members present: Rev. Kent Matthies, Joan Javier-Duval

November Minutes

Motion: To approve the minutes for November

Motion approved: 7-0-0 (Linda O’Gwynn came a little late)

Budget and Finance: Walt Ceglowski and Marina Patrice Van Gossen are recommending that the Budget and Finance Committee become a council and would like B&F work on what that would look like.

Conversation about governance in general, role of the Board, inherent issues of a group whose membership changes yearly. Rev. Kent feels a focus on Ministries and Programs would be helpful so that not all our time is taken up by finances, building and administration as has been typical in the past. This issue will be further addressed throughout the year.

Minister’s Report: Grateful for good holiday happenings. Request for Board’s consideration to have a Share the Plate offering on Sunday go to NIM for employees who lost their jobs suddenly when the organization went bankrupt. There is a shared offering on Christmas Eve the next day.

Motion: Share the Plate on December 23 with the former NIM employees who were terminated.

Motion approved: 8-0-0

President’s Report: Jim Salome and Sandy Campbell both accepted positions on the Sullivan Assistance Fund Committee. Since all three members are new, it would be good to have a special meeting to get them started. Rev. Kent Matthies and perhaps some former members will do this after the first of the year.

There was a successful Administrator start up workshop with Gloria Smith, follow up will be done after the first of the year. A contract for Rental Coordinator was thought to be a good idea as it is a commissioned position. Rev. Kent Matthies would like a plan for growth which may involve more people getting involved with rentals. In the current governance structure, the proposal needs to come from the Board. Rev. Kent Matthies and Gloria Smith will work on a proposal for the next meeting.

Old Business:

Planning Ad Hoc Groups updates

Building restoration/Return to Working on the Master Plan: Linda O’Gwynn has had informal conversations with Rev. Kent Matthies, Carolyn Cotton, Scott Murray and Jody Wheldon about the Master Plan. She proposes to form a group (she, Carolyn Cotton-current chair of the Master Plan Implementation Team- Rev. Kent Matthies and Gloria Smith) to assess where we are and where we want to go with the Master Plan. Many on Master Plan are also on

B&G and they would like to work together on it more intentionally. Linda O’Gwynn also wants to make sure that everyone understands that master plans are not written in stone and can change as the congregations needs change.

Review of Existing Policies Treva Burger has gotten access to the Policies dropbox folder and is beginning to organize the folders within the larger folder.

Strategic Staffing Betsy Gabriel reports that the group strongly recommends that an intern minister be a priority for next year. Since we don’t have definite funding at this point, and she feels we should only have an intern if we can pay one, she will request advice from David Pettee at the UUA on how to proceed. Board approval is not required for this action to occur, but the Board supports this plan.

Board Listening Session Concern: Rudy Sprinkle recommended the congregation approve the budget. This has been looked at before and decided against. The Board feels that they have elected by the congregation to make such decisions. Some raised the concern that actual numbers were not provided at the annual meeting on Finance. The Board agreed to present more detail to the congregation, but not to having them vote. We can achieve transparency, democracy and buy-in by other means. No change to the existing procedure for approval of the budget.

Commitment to Multicultural Community: A USG member expressed concern that more Board members did not attend Diwali service and questioned the multicultural consciousness of congregational leadership. The Board appreciated having the concern raised, but did not agree with the conclusions drawn by this member from who attended a single Saturday night event, particularly given the high level of involvement and commitment demonstrated by church leaders, the significant attendance at the event (over 200 people), and the presence of four staff leaders at the event. We nonetheless agree that the Board must support the mission of multicultural community and discussed ways of doing that. Tom Ott, as Board president, will respond to the member.

New Business:

Eliza Justice Fund transfer

Motion: that the Eliza Justice Fund be moved from Wells Fargo to the CIF with Trillium.

Motion approved: 8-0-0

Strawman – Proposed Financial Values: Prepared by Betsy Gabriel and Tom Ott with input from Board members before the meeting.

- We value our sacred space. We believe our building needs more attention than we have provided in the past. Previously, decisions not to fund maintenance have generated costlier future repairs. Additionally, the state of our building telegraphs how we value our space and what we do here and frustrates our goals of attraction and growth.
- We recognize the need for adequate staffing to accomplish our goals. If necessary, we would like to use some of this to support our staffing efforts.
- The fiscal health of the organization is one of our primary responsibilities. We want awareness of it to be part of all of our fiscal decisions and always strive to use our monies responsibly.

Consensus was that these values should be sent to Budget and Finance as the values we would like them to consider when considering the best use of the Edna Jones bequest.

Use of Alcohol Policy Alcohol served at church committee or ad hoc working group meetings may exclude people who are unable to be or uncomfortable around alcohol. Policy proposes not to serve alcohol at committee or ad hoc working group meetings if anyone objects.

Motion: to approve the Use of Alcohol Policy (Policy attached)

Motion approved: 8-0-0

Tom Ott requested and received approval to send Lee Meinecke a thank you letter from the Board for her service as Treasurer.

Two Issues were discussed in Executive Session.

Respectfully Submitted,

Treva Burger, Board Secretary

December , 2012 Minister's Report

I hope this finds you filled with peace and joy during this holiday season. I am reporting on the areas of my responsibilities and goals.

On another matter I have asked the executive committee of the board to approve a proposal from myself and other clergy from the Neighborhood Interfaith Movement for USG to serve as the financial house for in and out of donations that would directly support the NIM staff people who were laid off on November 29th. Many of those 19 people are now without health insurance and not sure how they will meet their most basic economic needs.

I am also formally requesting that you the board designate December 23rd USG Worship Service (Kwanzaa) as an emergency Share the Plate for the NIM staff people who are out of work and struggling. If you have any questions about this request please let me know. I am happy to talk about it.

#1) STAFFING

We have successfully created the Intern Minister Committee with Zachary Washington as chair. We have created a DRE Support committee with Tara Webb Duey, Sam Stormont, Shawn Craig Parker and Susan Doering. We had a successful DRE start up and are working forward with our clarifications of responsibilities within the volunteer teams and the staff. This past weekend we had a Church Administrator start up to clarify expectations and job description for Gloria Smith. The JPD District Executive Richard Speck, Betsy Gabriel, and I planned the program with Gloria. Sixteen leaders from various church sectors came and had a very important set of conversations and planning.

#2) WORSHIP

Alan Windle has successfully integrated as Chair of Worship Arts. We continue to develop understanding and skills at designing our worship calendar with an Intern Minister preaching (with excellence!) nine times per year. This provides the excellent opportunity of having less open spots to fill with lay and guest preachers. The Minister, Intern Minister, and Director of Religious Education are all helping well in providing children's stories.

Early this church year Richard Redding resigned from Chair of Music Ministry. There was no heir to the chair available in the group. I recruited Barbara Dowdall to come into the committee and begin the process of taking over as chairperson. We are beginning what appears to be a very smooth transition bringing Barbara into leadership.

#3)

The staffing for the future group has worked hard in assessing our opportunities and needs for living out our mission. We recommend that USG extend our Intern Minister program to next year. In a related effort I have worked with Mary Lee Keane, Tom Ott, Betsy Gabriel, Leni Windle and Bill Dowdall on establishing special funding options from USG members. We had some unexpected delays in these efforts. However, in December we have refocused our efforts and may have solid information on financial opportunities for USG revenue for the board to consider in January.

#4) The Exploring Second Worship Service team has evaluated experiences of sister church who have moved to two worship services. We have also interviewed religious professionals at those

churches. We held focused information/question meetings with the choir and the religious education committee. We are holding a similar meeting with worship arts on December 23rd.

#6) In terms of anti-racism and multiculturalism Joan Javier Duval, Anaiis Salles, Eli Scarce and I have all worked with the Ending Racism committee and the Ministries and Programs Council. We have explored configurations for improving upon current strengths and shoring up weaknesses in any of our USG efforts. We will focus strongly in maximizing a training led at USG by Paula Cole Jones, JPD Racial Justice Director. This training in collaboration with Sam Gugino's Leadership Team will provide excellent learning opportunities for all, including the board. In March (date yet to be firmed up) we will hold a USG racial justice, multi-cultural ministries town hall meeting with the goal of focusing future efforts.

#7) The Stewardship Team has been moving forward with excellent leadership from Leni Windle and Bill Dowdall. We have verified a schedule of an all-church dinner on March 9th and a Pledge Sunday worship service on April 7th where I will preach.

#8 & #9) With the MPC strategic planning team (Dennis Strain chair, Linda Brunn, Treva Burger and me) are working to take inventory of current programs and help each leadership team develop a one – three year plan based in the mission statement and core beliefs and values.

#10) As Co Chair of the MLK Day of Service I am working with our leadership team to develop projects that will offer work options for up to 500 people. Fundraising is slower than usual and we do not have a configuration of leadership for next year after I leave the co-chair position as of yet.

#11) Joan has been working effectively with Dennis Brunn and other USG leaders in social justice. Ten of our people went to Lancaster on December 1 for the UUPLAN Annual Meeting. I was proud to serve on the leadership team of that event where 80 people from 19 UU PA congregations came to work on economic, reproductive and environmental justice. All of these efforts are directly augmenting our USG efforts in these areas.

Rev. Kent Matthies

December 14, 2012

Proposed policy and procedure for Board approval: Alcohol at USG Meetings

Rationale

As a Beloved Community, USG leaders want every member to participate in USG committee and working group meetings without unnecessary discomfort. Some individuals may find it difficult to be at a meeting where alcohol is served, just as people with a peanut allergy may find it difficult to be at a meeting where all the snacks contain peanuts.

Policy

Alcohol will not be served at USG committee or working group meetings when a member makes that request. This applies only to USG committee and working group meetings, and not to social events, celebrations, or ceremonies where serving wine is customary.

Procedure

It will be usual not to serve alcohol at USG committee or working group meetings. Where a committee has not previously served alcohol and someone asks that it be served, the chair will ensure that no member of the group objects before alcohol is served. If a committee has allowed alcohol at meetings, and a person who has been attending the meeting or who later joins the group is or becomes uncomfortable with having alcohol served, the person who is uncomfortable is responsible for bringing this to the attention of the chair confidentially or the group as a whole. Once one person requests that alcohol not be served, there will be no further discussion and alcohol will not be served.