

## USG Board of Trustees Meeting Minutes, July 22, 2013

**Members present:** Dennis Strain, Marina Patrice Van Gossen, Leni Windle, Tom Ott, Craig Miller, Bob Williford

**Non-members present:** Rev. Kent Matthies, Gloria Smith, Sandra Greenfield

**Minutes Approved:** The minutes for the June 25 and 26 meetings were approved, 6-0-0, with the following amendment: In the June 25 minutes, the proposed deficit was reduced to \$36, 108 from \$53, 134, based upon updated numbers from the Finance Council.

**President's Report:** Manuel Malia has resigned, due to time constraints from personal and professional obligations. If a successor is found by August 1, that person can be voted in at the September 22 congregational meeting. Tom will be meeting with Rev. Kent, Andrea Parry, and Eli Searce to find a successor.

The Sullivan Assistance Fund Committee has approved a \$6000 transfer to the operating budget, based upon the amounts in the budget that support the purposes of the fund. This reduces the deficit to \$30, 108.

**Minister's Report:** Kent will be meeting with Tom and Andrea to set goals for the coming year. Two top priorities will be (1) transitioning Daniel Gregoire into his position as the full time DRE and (2) facilitating the second service beginning September 8.

**Administrator's Report:** USG received a certificate from the UUA in recognition of being a full paying dues member. The Orientation Meeting for the new Board members is scheduled for Saturday, August 17. The UUA is implementing a new Retirement Plan, and USG will need to adopt it by January 1 in order to continue participating in the plan.

**Rental Coordinator:** Carolyn Cotton is developing a new job description, with the goal of it being ready to review at the next Board meeting.

**Policy On Establishing, Revising, and Publishing Policies:** The policy developed by Beth Lazer was adopted 6-0-0, with the following amendment: under New Policies, the Financial Council is added to the councils that can recommend a new policy.

**Safe Congregation Policy:** The Board began its review of the policy developed by Tom Ott, Rev. Kent, Andrea Barsevick, Betsy Gabriel, Jody Whelden, and Dave Dearden. The Board made the following changes, subject to a final vote:

p2, Preamble, 2nd paragraph, 2nd sentence: ~~We acknowledge that if abuse occurs~~ **If abuse occurred,** it would be a tragedy, not only for the abused, but also for their families, our congregation and our wider community as well.

p3, Definitions: "Sexual Misconduct" is ~~the wrongful, improper or~~ unlawful actions motivated by premeditated or intentional purposes or by obstinate indifference to the consequences of one's sexual acts.

p3, Definitions: The "Safe Congregation Ministry Team" is comprised of ~~the Committee on Ministry,~~ the Minister, the Director of Religious Education **and 3-5 additional members approved by the Board,** and is the established body within the Unitarian Society of Germantown that is entrusted with the implementation of and compliance with this policy.

p4, Prevention, Duties of the Safe Congregation Team, 2nd sentence: Designate members of the team to serve as liaisons to the ~~Children, Youth and Young Adult~~ **Religious Education Committee.**

p4, Prevention, Screening and Selection of Workers with Children and Youth, 2nd sentence: Youth or children who teach and/or assist in church school and childcare must work with an adult **and with the written permission of their parents**.

p5, Prevention, Screening and Selection of Workers with Children and Youth, 3rd sentence: Proposed Workers with a documented history of abuse, **a violent crime conviction**, or admitted sexual misconduct are prohibited from providing direct care or supervision of children or youth below the age of 18 years; **any background check that indicates a criminal record will be subject to further review, considering the nature and age of the offense**.

p5, Prevention, Screening and Selection of Workers with Children and Youth, 4th sentence: All Workers must complete the application forms included in this policy and must consent to such reference and background screening as the Unitarian Society of Germantown deems necessary, and must agree **in writing** to be bound by the Code of Conduct set forth in this policy.

p5, Prevention, Screening and Selection of Workers with Children and Youth, 5th sentence: All Workers are required to read and agree **in writing** to the terms set forth in this Policy prior to beginning their duties with any group or program involving direct care or supervision of children or youth at the Unitarian Society of Germantown.

Meeting adjourned at 9:30pm.

Respectfully submitted,

Dennis Strain

**July, 2013**  
**Rev. Kent Matthies**

I want to give a cool welcome (warm just doesn't sound right today) to our new board members Manuel Malia, Craig Miller and Bob Williford. Welcome to the board of directors, gentlemen. I am very grateful to have the chance to work with you and the rest of the board. We have an exciting year coming up with two Sunday morning worship services and sets of programs for children. We also have a truly dynamic and high impact staff configuration. We are uniquely situated to effectively live out our mission statement: Building Beloved Community with compassion, service and empowerment.

This report is designed to give a summer update on my priorities. It is intentionally a bit repetitive of last month's report with the goal of briefing the new board members on important projects.

**Staffing:**

**Jody Whelden** completed her time with us at the end of June. I worked closely with Jody, Gloria Smith, and Susan Doering (RE Chair) to ensure Jody would finish tasks most helpful to RE and the church. I believe we achieved our primary goal – to ensure the RE program is left in the best situation possible for our upcoming year.

With this focus I contracted **Sandra Greenfield**, a credentialed, expert Director of Religious Education to help us manage the transition of DRE. Sandra will work a total of 91 hours during June, July and August. Sandra helped us to successfully end Jody's time. She is now running our summer RE program, and beginning to orient and coach Daniel Gregoire, our new DRE. Within that framework Sandra has a very specific set of "deliverables" which we agreed to in consultation with the RE committee. Sandra has strong knowledge of Safe Congregations policies and practices throughout the UUA. Hence, she will attend the July board meeting and assist with training USG RE committee, teachers and staff once we have final policy adopted.

We have a signed contract for next with **Daniel Gregoire** as our Director of Faith Development. Daniel's start date as full-time Director of Faith Development is August 15<sup>th</sup>. As a full-time employee Daniel will have full responsibility for the religious education of children and youth. He will also be the primary staff liaison for Adult Spiritual Development and have responsibility in helping with giving direct pastoral care in our community. I am in discussion with Sandra Greenfield, Susan Doering, UUA staff about the possibilities for a start up weekend for Daniel in the fall.

During this transition time of the summer I am spending some time working with our youth group leaders. Sandra and I are working to provide spiritual leadership and consultation on specific time sensitive decision making for summer and fall youth programs.

**Second Worship Service Planning:**

I am serving as co-chair of the Implementation Team with Linda Brunn. Alan Windle (Worship Arts), Susan Smith (RE) and Gloria Smith (Admin) are on the team. The final big decision was made about programming - where to place two RE options. We decided the full-slate of RE classes will take place at 11:15 am and the all-ages, one-room school house will take place at 9 am. Sandra and the RE committee are now moving forward with finalizing volunteer teacher assignments for both programs. Mark Daugherty and I are moving forward with scheduling musicians and bands for the fall.

Gloria Smith held a meeting with the welcoming teams involved: membership, ushers fellowship hour. This week Gloria and I placed an advertisement for the paid parking lot attendant position.

We know that many areas of church life will need more volunteers with this effort: ushers, membership committee welcoming crew, musicians, RE teachers and helpers, etc. Linda and I are making a large appeal to folks for stepping up.

**Minister/Ministries and Programs Council/Board goals and collaboration:**

We are very fortunate that Delores Hill and Susan Smith are serving as MPC co-chairs this coming year. This coming week I will begin formal conversations with Delores and Susan about MPC goals for this coming year and how the staff, board and minister can all work best together. In this area I will also meet with Andrea Parry and Tom Ott to finalize the discussion of the board's review of my performance and my goals for the coming year.

**Request for Board Help:**

**Communications/Publicity for Second Service**

There is an area where the Second Service team would love some specific board assistance: communications and publicity. We want to maximize the amount of people in the broader community who are aware and attracted to both services. We did not include extra publicity money in the proposal. Communications reports to the board in our governance model. Could a few board members help attract some people to this project of importance? If you have questions or ideas please let us know.

**Two new Personnel members:**

Betsy Gabriel has provided tremendous leadership and skill on our Personnel Committee for many years. She will now be stepping off the committee after major accomplishments. THANKS BETSY! Patricia Hamill and I agree that we need two strong people to fill the shoes of Betsy. We would love if the board would think about and possibly help us recruit folks who can be responsible and productive.

# Establishing, Revising, and Publishing Policies

## Reviewed and Approved by the Board of Trustees 7.22.13

### Establishing Policies

Operating policies that are current and actively used in the governance of the Unitarian Society of Germantown and that have been adopted by the Board of Trustees shall be identified as USG Board of Trustees Policies.

### Reviewing, Revising and Removing Policies

Current existing policies should be reviewed every five years by designees of the Board President. Policies may be revised or removed by action of the Board of Trustees.

### New Policies

New policies may be recommended at any time by the staff, the Administrative Council, the Ministries and Programs Council and the Finance Council. New policies are adopted by action of the Board of Trustees.

### Publication

Action on new and revised policies will be recorded in the Board minutes. Electronic copies of the new and revised policies will be supplied to the Office Administrator who will place the changes on the church's website and include a notice of new policies or major revisions of existing policies in the church newsletter. The Board Secretary will be responsible for seeing that copies of new policies are distributed appropriately.

### Format of policies

Policies will be formatted in a standardized manner. The title will reflect the content of the policy. New policies will include the date of adoption by the Board and the titles of any previous policies that the new one replaces; revised policies will include the date of revision.