

Unitarian Society of Germanton

Minutes of Board of Trustees Meeting, February 23, 2016

Members present: Tom Ott, Susan Smith, Bill Morrow, Craig Miller, Linda Brunn, Margaret Kinnevy, Scott Wolkenberg, Bob Williford, and Ann Schoonmaker

Others present: Rev. Daniel Gregoire, Gloria Guldager, Linda Bernstein, Jennifer Leiby, and Bill Dowdall

The minutes of the meeting of January 25, 2016, were approved. (Attached.)

The MET Report was received. Gloria explained that the consultation funds were for time spent on changing the USG website to fit the UUA template.

President's Report

Tom Ott announced that Rudy Sprinkle has resigned from the Committee on Ministry. The committee will recommend members to the board for appointment to fill Rudy's place and Kathy Bonanno's expiring term..

Tom and Bill Morrow will produce the final form of the policy on right relations.

Tom reminded board members of the importance of attending the regional cluster meeting to be held at USG on Saturday, March 19. This meeting will include congregations in the Greater Philadelphia area. This month's Sunday meeting to discuss strategic initiatives will be cancelled in favor of the cluster meeting.

Proposal for 150th Anniversary Capital Campaign

Linda Bernstein, Bill Dowdall, and Jennifer Leiby presented a proposal for a capital campaign to raise \$350,000 to be added to the \$150,000 bequest from Gary Bromberg to fund an elevator serving all the floors of the building and an enhanced entranceway off Johnson Street. The campaign would start in May and finish by the fall. Early gifts would be solicited but actual payments of pledged amounts could occur over three years. The proposal will be presented to the congregation at the end of March so as not to interfere with the current pledge drive.

Linda Brunn moved and Craig Miller seconded that the board recommend that the congregation approve a capital campaign for \$350,000 to be combined with the Gary Bromberg bequest of \$150,000 to construct an elevator and repave the driveway to the parking lot. The motion was approved, 9 -0.

Policy Approvals

The board unanimously approved the following policies:

Building and Grounds Priorities (attached)

Oversight by the Board of Trustees (attached)

Delegation (attached)

Board Strategic Initiatives Meeting on February 7

Margaret Kinnevy reported that as a result of discussion on member engagement the four board members present agreed to do more to promote individual commitment to the Covenant of Membership. Debbie Ward said she would work on phrasing the introduction with a nod to the membership covenant.

Meeting adjourned at 9:02 pm.

Ann Schoonmaker, Secretary

**UNITARIAN SOCIETY OF GERMANTOWN
BUILDING AND GROUNDS PRIORITIES POLICY**

Approved by the Board of Trustees 2.23.16

Work on the Unitarian Society of Germantown building and grounds will be prioritized as follows:

1. Assure a safe facility
2. Preserve and protect property, maintain functionality, and avoid deferral of critical maintenance
3. Reduce operating costs as cost-effectively as possible
4. Enhance the facility for congregational use and rentals
5. Perform cosmetic upgrades

**UNITARIAN SOCIETY OF GERMANTOWN
OVERSIGHT BY THE BOARD OF TRUSTEES POLICY**

Approved by the Board of Trustees 2.23.16

The Board of Trustees has responsibility for overseeing all USG functions and activities. It shall execute this responsibility in the following manner:

- The Board shall require regular reports from the Ministry Executive Team. The reports shall include progress on priorities as set by the Board, as well as other ongoing or new matters, and shall address any relevant trends and material internal or external changes. Generally there will be a monthly report, with more frequent oral or written reports as needed to keep the Board apprised.
- The Board shall require regular reports, at least quarterly, on the financial status of USG. The Ministry Executive Team shall be responsible for ensuring that such reports are made. The reports shall include overall financial performance compared to budget, and shall highlight significant financial or operational issues.
- The Board shall ensure that the Finance Council, under the direction of the Ministry Executive Team, has in place and utilizes appropriate procedures for the financial management of USG.
- The Board shall obtain reports or briefings from the Committee on Ministry periodically or as issues may arise.
- Board members shall participate in USG activities so they can be aware of what is happening, talk to members and guests of USG, and communicate congregant issues to the Board.
- Board members shall be identified and made accessible to the congregation to receive any feedback.
- The Board shall ensure that the staff receives regular performance evaluations.
- The Board shall obtain periodic evaluations of USG programs and functions from the Ministry Executive Team, the committees or function, and/or the congregation.
- The Board may invite individual committees or persons to come to Board meetings to address particular issues, to provide additional context for reports of the Ministry Executive Team, or for other reasons.

- The Board may appoint ad hoc committees or outside consultants to assist it in reviewing or investigating significant issues.

UNITARIAN SOCIETY OF GERMANTOWN DELEGATION POLICY

Approved by the Board of Trustees 2.23.16

Background

The Board of Trustees (the “Board”) approved USG’s current governance structure effective July 1, 2014, pursuant to the following motion passed on April 22, 2014:

That the Board delegate to the Minister, supported by a team of staff and lay leaders, the authority to manage the regular operations of the church (i) in accordance with the high-level guidance and strategic direction provided by the Board, (ii) pursuant to policies adopted by the Board, and (iii) in consultation and collaboration with the Board and others performing the function of governing the church.

Policy

- There shall be a Ministry Executive Team (MET) comprised of the Minister and a small team of staff and lay leaders. The membership of the MET must be approved by the Board of Trustees. [A Process for Selecting Members of the Ministry Executive Team was approved by the Board of Trustees on January 27, 2015, and will govern the process for Board approval of candidates unless revised or revoked.]
- The Minister will have ultimate responsibility for the operations of the MET.
- The MET’s responsibility to manage regular operations of the church includes responsibility for monitoring and evaluating the progress and outcome of those operations. The MET shall report the results to the Board in the manner and frequency directed by the Board.
- The MET may develop procedures to assist it in fulfilling its duties.
- The MET shall be responsible for assuring that committees and councils within its purview develop appropriate procedures to guide their work.
- The MET shall consult with committee and councils affected by MET decisions and procedures before finalizing those decisions or procedures.
- The delegation of financial and contracting authority shall be set as forth in financial policies and procedures.
- The delegation of personnel management shall be as set forth in personnel policies and procedures.