

Unitarian Society of Germantown

Minutes of the Board of Trustees' Meeting, April 26, 2016

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

Others present: Rev. Kent Matthies, Gloria Guldager Smith, and Bill Dowdall

The minutes of the meeting of March 22, 2016, were approved unanimously. (Attached.)

MET Report

Kent Matthies reported that the search was proceeding for a director of spiritual development. The search committee is chaired by Jennifer Leiby, and consists of Kent Matthies, Bob Williford, Gerry Whelan, and Jessica Slivak.

President's Report

Tom Ott reported that a town hall meeting would be held on Saturday, May 14, at 10:30 am to discuss the establishment of a capital campaign. Sunday, May 15, at 10:30 am, will mark the end of our 150th anniversary celebration. Pennsylvania State Senator Art Haywood will be the speaker.

Budget Presentation

Bill Dowdall presented the proposed budget, based on a single Sunday service and 302 members, a decrease of ten from last year. There is a contingency for a director of spiritual development. The expenses total \$548,621.45, including \$39,816 transferred from the Endowment Fund under the 4% Total Return Plan, and an additional transfer of \$25,053.45 from the endowment to cover the proposed budget deficit. In July the new board must tackle the deficit; cost reductions will be necessary. Ann Schoonmaker moved to accept the proposed budget. The motion was seconded and approved, 8 to 1. Christine Ginsburg will chair the stewardship drive for a second year.

Tom Ott suggested continued conversation about questions that arise from the budget and the need for realistic pledges. Scott suggested using the budget for orientation of new board members, who will be elected on May 22. Tom asked Margaret Kinnevy to draft a proposal for board subcommittees to look closely at **vision, policy, and oversight** as a basis for planning. The board agreed to set aside 45 minutes (8:45 to 9:30) at each board meeting to discuss the future of USG, using the budget as our starting point. Kent asked that the board set goals that can be translated into directives for the MET.

Annual Meeting—May 22

The board voted to give lifetime achievement awards to Marny Walsh (Ann Schoonmaker) and Carol Ceglowski (Linda Brunn), and congregational awards to Bill Dowdall (Tom Ott), Susan Bockius (Susan Smith), and Gale Gibbons (Scott Wolkenberg.) Names in parentheses will do write-ups.

Membership Policy (Attached.)

Scott moved and the board approved unanimously the new membership policy.

Policy for Selection of Committee/Council Chairs (Attached.)

Scott moved and the board approved unanimously the revised policy for selecting committee/council chairs with the following clarification: the term "committee/council chairs" does not apply to MET (Ministry Executive Team.)

Meeting adjourned at 9:25 pm.

Ann Schoonmaker, Secretary

Unitarian Society of Germantown
Membership Policy: Approved 4/26/2016

As per Article I, Section 1 of the bylaws: "Any person who, after consultation with the minister, or, in the absence of the minister, with such representatives of the Society as the Board of Trustees may specify, is in sympathy with the object or program of the Society, is willing to comply with these Bylaws and with such reasonable regulations as the Trustees may adopt, and desires to become a member, may do so by signing the Membership Book. Membership is open to all persons."

Policy

The Path to membership requires attendance at UU101 and the New Member Orientation as prerequisites for becoming a member of the Unitarian Society of Germantown, followed by the signing of USG's membership book.

The following are privileges of membership:

- Only members may participate in congregation decision-making.
- Only members may be chairs of committees *
- Only members may serve on councils *
- Only members may serve on the Board or the Ministry Executive Team

**An exception may be granted for Contributing Friends in accordance with the Policy for selection of Committee/Council chairs.*

Unitarian Society of Germantown
Policy for Selecting of Committee/Council Chairs: Approved 4/26/2016

This policy supersedes the Policy for Selection of Committee/Council Chairs approved by the Board of Trustees on 6/23/2015

Under USG's current governance structure, committees and councils may report to the Board of Trustees, to the Ministry Executive Team (MET), or in some instances to the Board for some functions and to the MET for others. This policy is intended both to respect the voice of the committee/council in choosing its leadership, and to enable smooth working relationships between committee/council chairs and the body or bodies to which they report.

POLICY

1. Committee and Council Chairs must be USG members unless an exception is granted. An exception may be made to allow Contributing Friends to serve on councils or as co-chairs of committees at the request of the chair of the council or committee to the Ministry Executive Team (MET) or the Board, depending on who they report to. For committees or councils that report to both, the request may be made to either the Board or the MET.

- A Contributing Friend is a person who wishes to contribute to USG both financially, by making an identifiable annual financial gift to USG and by contributing their time and talents to the well-being of USG. This can include volunteer service and participating in events and classes and on committees.

2. Committees and councils must consult their MET liaison, if they report primarily to the MET, or the Board President, if they report primarily to the Board, before asking someone to serve as chair of the committee or council.

3. For the following committees and councils, approval of the Board President is required before someone is asked to serve as chair. The Board President shall give other Board members a chance to comment, but may require that they respond within three days or forgo comment:

- Building & Grounds
- Finance Council and Investment Committee
- Personnel
- Stewardship
- Transformation Team
- Master Plan Implementation Committee

4. For all other committees and councils, it is not required that the MET or the Board President give their approval. However, in the event the MET or the Board President have reservations about the proposed chair, these reservations should be explored thoroughly to determine if there are obstacles to a smooth working relationship with the Board or MET.