

USG Board of Trustees Planning Retreat, October 23, 2012

Members Present: Andrea Parry, Leni Windle, Walt Ceglowski, Betsy Gabriel, Linda O'Gwynn, Treva Burger, Dennis Strain, Marina Patrice Van Gossen

Non-members present: Rev. Kent Matthies, Joan Javier-Duval, Gloria Smith

The purpose of the retreat is to develop goals for the Board for the year. Each Board member rated each of the goals that were submitted ahead of time. Combined totals created the following list in order of Board priority (Two fives and two eights are because of ties.)

1 Fundraising/ Stewardship: Serious fundraising, establishing a commitment, thinking about a capitol campaign, foundation funding and grants, other consistent funding increases. Needs clarification. Marina Patrice Van Gossen and Walt Ceglowski will work on the structure and make up of the proposed Finance Council and report at next meeting.

2 Congregational Mission Statement: Promote the statement and encourage conversations about the meaning of beloved community. Leni Windle and Gloria Smith will work on this and report back.

3 MPC Strategic Planning: Dennis Strain presented a strategic plan concept which insists on Board interaction with the process. Board members, MPC members and designated staff should review previous strategic plan, use what is still pertinent and make a new plan. Board should be involved in the process and give MPC resources and authority to implement and evaluate. Dennis Strain and Andrea Parry will be working on this with the MPC and with support from Rev. Kent Matthies.

Motion: To support the MPC in the development and eventual implementation of a strategic plan.

Motion carried: 8-0-0

4 Clarify accountabilities and 5.1 Research and establish effective leadership design: Church currently has a program model, conversation about moving to policy governance does not feel appropriate at this time. There was a conversation about the status of the Admin Council, consensus is their role should be revisited. Marina Patrice Van Gossen agreed to take the lead on this. Walt Ceglowski will work her on the Finance piece. Other areas under Admin were Building and Grounds and Communications. Andrea Parry agreed to help with interviewing people, hopefully Tom Ott will be involved and Rev. Kent Matthies will assist, offer support and facilitate a discussion about leadership design and accountabilities with all those currently on these committees and in leadership positions.

5.2 Establish an account for building restoration and 7 Master Plan-return to working on: Big picture conversation should happen before a large amount of money is allocated for building restoration. Decision was made to address the master plan and consider the building restoration as part of that. Another issue related to Master Plan is the importance of including technology within it. Linda O'Gwynn will take the lead on this.

8.1 Safe Congregation Policy-in process (Rev. Kent Matthies and Tom Ott are involved in this.)

8.2 Internship Program-in process (Rev. Kent Matthies and Betsy Gabriel are involved in this.)

10 Board Review of Existing Policies: Gloria has pulled together all the policies that she could find. No consistency in format. Gloria is working on categorizing. They need to be rewritten so their format is consistent. Treva Burger will work with Gloria Smith to compile, reformat, categorize and then bring them to the Board for review.

11 Review Minister's contract: Personnel and Tom Ott to review because it is ten years old. Financial aspect reviewed and renewed annually. This review would address assignments and obligations.

We will plan to hear member's reports on the different goal areas over the next few months and clarify the Board's role in each.

Respectfully submitted, Treva Burger, Board Secretary

October, 2012 Minister's Report

I start this report with a note of care and love for Tom Ott. Tom has been in Chestnut Hill hospital for four days with pneumonia. Right now Delores says Tom needs to rest and not receive visitors. Cards of love and support are welcome. We will obviously put out word of any additional requested support when Tom and Delores indicate.

Multi-Cultural Ministry celebrations

We are entering one of my favorite times in the church year where we celebrate a wide range of enriching and energizing celebrations: We will be putting forth focused publicity for these events starting this week. Please mark your calendars and invite friends and neighbors. These events embody some of the most unique activities we do with excellence.

October, 28: 11 am, Day of the Dead

October, 28th 7 pm , Sowain (Celtic New Year)

November 17th, Diwali

November 18th, Thanksgiving bread communion

December 23rd, Kwaanza

December 24th, Christmas Eve

January 6th, New Orleans Jazz Funeral

January 20th, Martin Luther King Sunday worship

January 21st, Martin Luther King Day of Service

Ministries and Programs Council: Strategic Plan

During our October meeting the MPC moved forward in conversations about how to develop, implement and monitor the best strategic plan for ministries and programs. We will use the new mission, core beliefs and values in guiding our work. We also put together a suggestion for how MPC, the staff and the board can effectively work together on this project in the coming months and years. We will put this on the suggestion list for board priorities at the meeting this coming Tuesday evening. I very much look forward to this discussion and would love to talk with any of you about your ideas.

Pastoral Care

We continue to have a number of folks in the congregation going through very difficult situations. Joan Javier Duval increasingly knows folks in the congregation and is working well in helping with the pastoral care load. Jody Whelden is using her pastoral care skills in support people in the religious education community. Linda Bernstein will retire in December after a long, successful career as a judge. In January Linda will join Sarah West, Mark Kaufki and I in the pastoral care leadership team. This will increase our ability to engage ever more high skill leadership tasks in putting the excellent, caring people of USG to work in providing care.

Gloria Smith, Church Administrator Start-up

Our staffing for the future group, led by Betsy Gabriel met with Gloria Smith earlier this week. We more fully explored an idea, which Gloria and I have been talking about for a number of months. The idea is a "Start Up" session for Gloria's work as full-time Church Administrator. This would be led by a facilitator (from within our without of USG) who would bring together key stakeholders working with Gloria. We would go over her job description and the expectations we have of one another going forward. Within areas including, but not limited to communications, property, personnel, management we would clarify primary, shared, and supported responsibilities. Betsy and I will explore this conversation with the board more in the coming weeks.

Rev. Kent Matthies

