

USG BOARD MEETING January 27, 2015

ATTENDANCE VIA CONFERENCE CALL: Dennis Strain, Linda O'Gwynn, Craig Miller, Marina Patrice Nolan, Scott Wolkenburg, Linda Brunn, Judy Rodes, Ann Schoonmaker, Robert Williford

VISITING: Rev. Kent Matthies, Rev. Daniel Gregoire, Gloria Smith

OPENING: Discussed the meeting scheduled

APPROVAL OF DECEMBER MINUTES: Approved as corrected

STEWARDSHIP PRESENTATION

Tom Ott's Presentation on Board Stewardship and Finance Policy postponed until February.

Bill Morrow presentation on the Committee on Ministry will also be postponed until February.

State of the Congregation Conversation Meetings: Board members to attend meetings as scheduled. February 7 Marina Patrice Nolan & Judy Rodes, March 7 Scott Wolkenberg & March 21 Craig Miller & Bob Williford, April 11 Linda O'Gwynn & Linda Brunn, April 25 Dennis Strain. Locations of meetings to be announced and it is hoped for 10-20 people per meeting. Friends of the church care are invited. Kent stated that there will be some targeted invitations for specific people.

The Town Hall Meeting is scheduled for February 28. It was noted that the meeting should include discussion on other ideas for generating income and who would be responsible for managing them.

QUESTIONS ONLY

President's Report: No Questions

MET Report: The Board has the right to identify goals for MET but they do not need to be a requirement. MET can reduce the deficit as a goal by 10 percent annually across a 3 year period.

Motion - To decrease the deficit – The Board tasks MET with producing a budget that will reduce the deficit by at least 10 percent annually over the next 3 years. Motion passed 7-2.

SHORT LIST DISCUSSIONS

Directive To Decrease The Deficit: See above motion.

Mid-Year Budget Correction: Board decided that it was a great idea and that MET should manage it.

MET Reporting: The Board would like numbers about attendance and collection broken down by service. It would be helpful to have that information in advance and have time to digest it.

Board's Budget – Last year it was \$500 and was used to settle copyright claims. The Board would be okay with the same or less for next year. There was some suggestion to have it be used for a Board Retreat.

MET Selection Process: Approved unanimously by the Board

Reconsideration of Loan to Reinvestment Fund: The money has already been received and is sitting in the CIF checking account.

Next Year's President – Available candidates are Craig Miller, Bob Williford, Scott Wolkenberg, Lynda Brunn, and Judy Rodes.

MEETING ADJOURNED

Process for Selecting Members of the Ministry Executive Team

Approved by the Board of Trustees on January 27, 2015

The Governance & Ministry (“G&M”) Task Force was charged with recommending to the Board a process for the selection of members of the Ministry Executive Team (“MET”) following the completion of the 2014-2015 church year. The G&M Task Force recommended the below process in order to provide a framework, while retaining some flexibility for accommodations as we continue to gain experience with the revised governance structure. The Board of Trustees approved this process on January 27, 2015.

- For church year 2015-2016, the MET will be comprised of three lay members in addition to the Minister and Church Administrator. (There currently are two lay members.)
- Lay MET members will have the job description and qualifications set forth in the Ministry Executive Team Job Description dated 01/13/2015, provided herewith.
- Ideally, lay MET members would have staggered two-year terms so that each year, one MET member would rotate off, and one new MET member would join.
 - For 2015-2016, Treva Burger has agreed to serve, and Beth Lazer will be rotating off. Thus, we would need two new MET members who are willing to commit to two year terms. We would re-evaluate the function and needs of the MET in the last half of 2015-16.
- The process for selection of new MET members for 2015-2016 will be managed by the G&M Task Force. For subsequent years, the Board will determine what group should manage the process. Perhaps as the Nominating Committee becomes more involved in its expanded role, it would be able to assume management of the process.
- The G&M Task Force or other body managing the process will be responsible for identifying potential candidates, with input from the Minister, the MET, the Executive

Committee of the Board (President, Vice President and Secretary), and, if possible, the Nominating Committee.

- The G&M Task Force will present its short list of candidates to the Minister for vetting, given the close working relationship between the Minister and MET members.
- The short list of candidates vetted by the Minister will be presented to the Board for approval.
- The Minister will determine the order in which candidates from the approved list will be invited to join the MET.

MINISTRY EXECUTIVE TEAM JOB DESCRIPTION

The Ministry Executive Team (MET) manages the day-to-day operations of USG including spiritual and life-long learning programs and events, social justice activities, membership, caring, property, and finances. MET works within policies set by the Board and makes all significant decisions in collaboration with the Board. MET translates the Board's Strategic Initiatives and goals into council/committee related ones, assuring that council and committee priorities and goals are synchronous.

The MET is headed by the Senior Minister; members include the Church Administrator, and 2-3 lay leaders.

MET has the responsibility to 1) assign resources (people and money) based on the Board's strategic initiatives and priorities, 2) assign and clarify tasks to councils and committees, and 3) evaluate collaboratively achievements toward achieving SMART goals.

MET Member Responsibilities

Each MET member is assigned direct responsibility for ensuring one or more programs, activities or events are done well and in alignment with USG's goals. Assignments are based on the skills, interests, and available time of each member. In some cases, responsibilities are shared among MET members.

MET members:

- Attend regularly scheduled MET meetings (currently weekly);
- Prioritize and address USG operational issues in a timely manner;
- Communicate with church leaders as promptly as possible;
- Determine most effective way to balance church resources to needs;
- Communicate effectively with the congregation;
- Help church leaders collaborate in enriching ways;
- Ensure that assigned council/committees have an effective chair or co-chairs;
- confer with council/ committee chairs as needed;
- work with assigned council/committees set and meet SMART goals; and
- Attend assigned council/committee meetings as needed.

Qualifications

Available for frequent meetings, phone calls, emails (10+ hours per week),
Effective communicator,
Good project manager (prioritization, allocation of resources, etc.),
Detail oriented,
Team oriented; collaborates well,
Effective listener and decision maker, and
Problem solver.

President's Report: January 2015

Right Relations Task Force

Bill Morrow and Jenn Leiby will join Judy Rodes, Craig Miller and Reverend Daniel.

Nominating Committee

The committee's first meeting is Monday, January 26.

Town Hall Meeting

The Governance and Ministry Task Force recommends that the meeting provide both information and a forum for the congregation to express their concerns. It has suggested the following topics: (1) Growing Our Membership, (2) Church Finances, (3) Reviewing the New Governance Structure, (4) The Budget Process, and (5) Fundraising Opportunities. The Finance Council suggested four topics: (6) History of the Deficits, (7) Membership Trends, (8) Increases in Staffing, and (9) Building Expenses. Reverend Kent, Treva Burger, Linda Brunn, Andrea Parry, Michael Campbell and myself have volunteered to develop the agenda.

Finance Council

The council has recommended that we trim \$20,000 in expenditures from the current budget. In reviewing the December financial statements, it was noted that pledges are \$34,000 higher than expected. Nonetheless, it was assumed that they would be no higher than expected at the end of the year and that Sunday plate contributions would be \$1000 lower than expected. It was also assumed that there would be no further miscellaneous fundraising (\$2500 shortfall) and that rental income would be \$10-12,000 lower than expected. Finally, it was noted that the Justice and Reinvestment Funds no longer exist, eliminating \$3700 of income to the operating budget.

To address the shortfall, it was recommended that Building and Grounds reduce its expenditures by 10 % and that all other expenses, with the exception of staffing, be trimmed by 10%. The Ministry Executive Team is exploring this proposal.

Proposed Finance Policy

The Governance and Ministry Task Force has developed a Financial Policy that affects many of our existing policies. It has been reviewed by both MET and the finance Council. It will be circulated to the Board early in February so that it can be given careful consideration at our February meeting.

MET Report to the Board, January 2015

What MET would like from the Board:

Budget Limitations for 2015-16

While MET appreciates the Board's effort to give MET maximum flexibility in managing the budget, we feel given the congregational concern about the budget deficit that we would like the Board to make it a goal or even a requirement to decrease the deficit. If we can begin decreasing the deficit, we can direct the energy back to mission and program.

Budget Mid Year Correction

The budget at this point is not an accurate plan for the rest of the year, due to anticipated revenue shortfalls in some areas. MET will be working with the Finance Council to determine where revenue and expenses need to be adjusted and will then present a proposed mid-year revision to the Board.

MET Member Selection Proposal Review

The Governance and Ministry Task Force has sent to you this month a proposal for MET member selection and also MET member qualifications and job descriptions. We will need to find two new MET members for next year.

Committee Chair Selection Policy

MET is united on the need for a policy on how committee chairs are chosen, but divided on whether this is the right time to initiate it. There is a, we feel misplaced, concern that MET has too much power and we don't want to give the impression that we are choosing all the committee chairs. On the other hand, we would like to be able to ensure that the people who lead the committees under MET are people who have the appropriate skill sets and leadership abilities and are likely to function well.

MET reporting to Board

We would like to have more conversation and specific input from the Board on what you find most helpful in our written monthly report and our verbal monthly report during the Board meeting. Please think about what you find important so that we can do our best to prioritize.

What we have worked on this month:

2015-16 Budget

Gloria is creating a new budget template she feels will improve the accuracy of budget planning. Letters have gone out to all committee chairs asking them to identify the amount of expenses they anticipate for each of their line items.

Legacy Program

The Legacy Committee had a productive first meeting. They were formed by the Board, but operationally they are likely to report to MET. Once there is a proposal as to how they plan to operate, the Governance Task Force will recommend how to allocate their responsibilities under the new governance structure.

Living Out the Membership Covenant

Tom Ott, Jenn Leiby and Kent (with help from Carolyn Scott) have worked on a letter to the congregation about all the ways we are living our mission and changing people's lives.

Member Certification The church has to certify its membership number each year in February. The definition of a member is someone who makes a definable financial contribution, or communicates a desire to continue membership but does not have the ability to contribute due to extenuating factors. There is a need for a process for reviewing our membership roll annually and a person responsible for it. Since this seems like it is now a MET responsibility, we will make sure it gets done this year and design a procedure that will allow it to go more smoothly going forward.

Programs and Events (formerly MPC)

The PEC identified leaders for MLK Day which went very well. They have identified leaders for the Seder and are in the process of helping to brainstorm for the 150th celebration. They have also been asked to find lay leaders for the retreat. Welcoming and Social Action are under this committee and are both in need of more support, so as this group continues, we will be looking for ways to help redefine its mission.

Stewardship

Tom Ott, chair of Stewardship, and Kent have planned 5 events to talk to people about giving. Tom is developing the program and looking for volunteers. He spoke for three minutes at each service on January 11.

What we are planning:

Look at the current budget to see where expenses can be cut to bring them in line with projected revenue without increasing the deficit.

Help identify new committee chairs for B&G, Welcoming, PEC and possible new MET members.

Begin to construct next year's budget.

Assign responsibilities for our ongoing "to-do" list so that we keep on track on all the areas we are working on.