

USG Board of Trustees Meeting Minutes, March 26, 2013

Members present: Walt Ceglowski, Marina Patrice Van Gossen, Tom Ott, Betsy Gabriel, Andrea Parry, Treva Burger, Dennis Strain, Linda O'Gwynn

Non-members present: Joan Javier-Duval, Reverend Kent Matthies by phone

February Minutes

Motion: to approve the minutes

Motion approved: 6-0-0 (Two members were a little late.)

President's Report: Annual Meeting will be May 19, not sure of location yet.

Minister's Report: MPC approved the second service proposal in spirit with 4-5 small changes that were agreed upon. It will come to the Board by email next week. It is a Board decision whether to put the second service decision to the congregation for a vote. Rev Kent Matthies recommends that a few members of MPC and/or the Second Service Task Force be present to answer questions the first time the Board engages the question. The Task Force, staff, MPC and Board will collaborate on the best way to present it to the congregation. We need to decide whether we will be going to two services by the meeting at the end of the April.

Treasurer's Report: Charles Gabriel is very interested in being replaced by a more permanent Treasurer. Finance Committee would like to see the new treasurer have 5-8 years of experience in the congregation. Several people were recommended by the Finance Committee, Charles Gabriel will reach out to them to see if they would be willing. Budget for 2013-14 will be discussed beginning at April meeting.

Member's Reports

Rewrite of Proposal to Form a Transformation Team: Andrea Parry presented a rewrite of the proposal. MPC recommends the Board approve the proposal and then Tom Ott, Beth Lazar and Rev. Kent Matthies will nominate people to be on the team.

Motion: to approve the Rewrite of the Proposal to Form a Transformation Team

Motion Approved: 8-0-0

JPD Jubilee Anti-Racism Training at Restoration, May 10-12: Marina Patrice Van Gossen shared her experience of the value of this program. She encourages the Board to sponsor scholarships that will be matched by the JPD. She also asks that Board members, Transformation Team members, Ending Racism Committee members and anyone else who is interested, attend. We think there is \$330 in the Board budget. We could also do a Share the Plate to collect additional monies for scholarships. There are also District Assembly, a Middle Collegiate Conference in NY and a Transforming Our Whiteness Event at All Souls coming up. November 1-3 there will be a JPD Racial Justice conference at USG with a mass incarceration presentation on that Sunday.

Motion: The Board will commit \$200 of their budget to scholarships for JPD sponsored anti-racism trainings.

Motion approved: 8-0-0

Parental Leave Policy: Betsy Gabriel had made some changes after presenting this to the Board last year and by email this month. There was much discussion of the penalty for not returning to work section because it is unlikely to happen and if it does it would be very difficult to enforce.

Motion: To remove the Failure to Return to Work clause in its entirety from the policy.

Motion denied: 2-5-1

Motion: To approve the Parental Leave Policy with agreed upon modifications

Motion carries: 7-1-0

Finance Council Proposal A proposal was presented for formation of a Finance Council with specified responsibilities. Discussion included whether a Buildings and Grounds representative should be on the council and who the Finance Council would be overseeing, managing and coordinating. Finance, MPC and Buildings and Grounds are the three large entities that need to coordinate in terms of spending large sums of money such as the Edna Jones bequest, but there is not a clear structure for how that happens. Board members will think about the Finance Council proposal and plan to vote on it at the April 13 meeting.

Edna Jones Bequest: Tom Ott is concerned about the process for deciding the disposition of the Edna Jones bequest. There are many stake holders whose views need to be considered and coordinated. Tom Ott will work on this with Betsy Gabriel.

Meeting adjourned at 9:25pm.

Respectfully submitted,

Treva Burger, Board Secretary

March, 2013 Minister's Report

Second Worship Service Exploration Team: Our team created a detailed proposal for USG to have two worship services on Sunday mornings from September 8, 2013- May 18, 2014. We have a case statement with background, research, rationale and basic planning. In March we presented our proposal to the Ministries and Programs Council, which approved it. We will send the board the proposal after making a few requested adjustments. The board will consider the proposal at one of the April meetings.

DRE Search Team has posted our job announcement and begun receiving applications. We are currently setting up first round interviews.

I have completed the **annual staff reviews** of Jody Whelden, Gloria Smith and Mark Daugherty. These reviews involved thorough, detailed conversations between each employee and me and detailed feedback from key lead volunteers. In coordination with Susan Doering, RE Chairperson we identified a very specific list of duties which Jody has committed to complete in her remaining time on staff. All three staff people have been informed verbally and in writing where they are doing well and the areas for needed improvement.

Here is my report update on the Ministerial Goals we developed for 2012-13

#1 Staff Management: We held DRE and Church Administrator start up weekends. These programs allowed us to review job descriptions, responsibilities and authority of the staff person, related committees and councils.

#2 Worship: We have successfully oriented Alan Windle into the Chair of Worship Arts. We will hold a Worship Arts extended working meeting on April 6th.

#3 Staffing: We have put a pause on the staffing for the future working group. Right now we are focused on finalizing a part-time Consulting Assistant Minister contract with Joan Javier Duval for next year and hiring the best person possible for our Director of Religious Education position.

#4 Second Service: see above

#5 Ensure long-term RE stability: Although we are in transition again the RE program is more stable than it has been in approximately four years. We have a youth group gathering for activities for the first time in three years. We are focused intensively on doing everything we can to strengthen and support RE programs for the next DRE.

#6 Leadership in Multicultural Ministries: We held a successful town hall meeting on March 2nd identifying ways we can strengthen and grow our efforts in the Board/MPC, membership/fellowship, Small group ministries/Adult Spiritual Development, and . We need to follow up on those reports with the corresponding groups. With MPC, staff and Ending Racism Committee leadership we created the Transformation team proposal, which the board passed in February.

#7 Stewardship: This team has worked with great focus and energy this year and needed very little of my time. I am preaching out Pledge Campaign sermon the first Sunday of April.

#8 Mission/Vision: The staff and Ministries and Programs Council are working to continually bring our conversations and decision making back to this important document. I believe this should be strengthened as a goal for next church year for both of those parties, along with the board.

#9 Board/MPC Leadership: The MPC has developed a clear set of goals. In the coming months we will assess success in accomplishments. Beth Lazer, Tom Ott and I began regular meetings of collaboration in the beginning of the year. Currently we are working to get back into regular meetings, information sharing and strategizing.

#10 MLK Day of Service: We had a highly successful event with 525 volunteers. Ten members of the national UUA board visited USG and participated directly in our event. UU World magazine mentioned our event within coverage of the UUA board's weekend activities. Anne Gwynn and Mel Streib have agreed to come into the MLK Day of service leadership team next year. **Rev. Kent Matthies**

TREASURER'S REPORT
FEBRUARY, 2013 OPERATING BUDGET

Pledge income, which had been very strong through January, has slowed considerably in February (and into March). Consequently, weekly deposits are no longer large enough to cover weekly expenses and we will need to dip into the budgeted transfers from the endowment.

Facility rentals for weddings are down but Coop Nursery, Home School and Apartment rent are up-to-date. MLK Day expenses exceeded income, but this is a small short-fall.

Building repairs for both the Church and the Austin Youth Lodge have surpassed the yearly budget, but things have to be fixed. Utilities expenses are bright spot due to a larger residual supply of heating oil and low natural gas prices. Snow removal costs have not been incurred, yet, but the bulk of the budgeted expense will be incurred in March. Major renovations are behind budget but Buildings and Grounds has a plan in place to accomplish necessary projects and remain within the overall B&G budgeted expenses. Kudos to Scott Murray and his B&G team for successfully managing a difficult program.

Communications expenditures and Governance expenditures are well within budgeted amounts. The overage in the MPC budget was due to a misapplication of jazz band expenses to MPC rather than Music Ministry. This will make Music Ministry expenses over budget, but hopefully Music Ministry and Mark Daugherty can manage MM expenses and Vocalist & Instrumentalists expenses so that the combined total of these two accounts is within budget.

Childcare expenses are up and need to be watched but total Community Program expenses are much lower than budget.

Sexton salary is above budget, but this is due to the Sexton doing some of the Contract Cleaning service work and the total of the two categories is within budget.

UUA and JPD dues are within budget, but there will be a large payment to both organizations in March and April in order to comply with the Board's directive to pay full fair share amounts.

The overall Operating Budget P&L looks good in February, but hides the slower pledge income, the UUA and JPD dues and the uncompleted renovation projects, so we will be needing to tap into our budgeted transfers from the endowment.

February Operating Budget P&L with my annotations is attached.

PROPOSAL to the USG BOARD OF TRUSTEES
FORMATION OF A TRANSFORMATION TEAM

March 15, 2013

The MPC recommended the formation, by the Board of Trustees, of a Transformation Team to report to the Board of Trustees. At its meeting of February 26, 2013, the Board approved in concept the formation of a Transformation Team, with the expression to be further defined. This document defines the proposed team.

The team will consist of approximately 5-6 USG members appointed by the Board for overlapping 3 year terms; one Board member, one MPC member, one ERC member, and approximately 2-3 from a list proposed by the minister and the MPC.

The team will be charged with coordinating USG's work toward growing congregational efforts to further realize our goal of being anti-oppressive in spirit and action, and to strengthening and solidifying the Unitarian Society of Germantown's efforts to increasingly become a Beloved Community (in the words of Dr. Martin Luther King) that is **intentionally welcoming, multiracial and multicultural**. These efforts would include:

- Liaison with the Ministries and Program Council to involve all committees and groups of the church in the shared work of transformation;
- Foster a common language and definition of "Beloved Community"
- Initiate conversation among USG members and offer recommendations to USG leaders to help achieve USG's mission and goals;
- Review USG's website, publications, and other communications to incorporate this message; and
- Promote workshops, conferences, children's religious education and adult spiritual development programs to encourage conversation among USG members.

The working relationships between the Transformation Team and the Board, the MPC, the Ending Racism Committee, and the broader congregation will need to be defined. It is hoped that these relationships will evolve as the team is created and defines its goals and objectives and its processes.

Parental Leave Policy

Proposed Policy (Awaiting Attorney Review)

A. "Parental Leave of Absence" will be available to eligible employees under the following conditions:

- a. upon the birth, or placement for adoption or foster care of a child;
- b. with the commitment that the employee intends to return to work for the church at the conclusion of the leave of absence.

Employees who know they will be taking parental leave are asked to give their supervisor and the Minister as much notice as possible, but at least 30 days' notice of the anticipated departure date. Employees do not accrue vacation or sick time during parental leaves.

BIRTH PARENT AND PRIMARY CARE-GIVER ADOPTION BENEFIT

Length of Service	BENEFIT
0-6 months	No leave granted
6-12 months	4 weeks paid then 4 weeks unpaid*
12-18 months	4 weeks paid then 8 weeks unpaid*
> 18 months	6 weeks paid then 6 weeks unpaid*
> 30 months	8 weeks paid then 4 weeks unpaid*
Notes	*May use sick, personal, and/or vacation time in lieu of unpaid leave

In the case of a birth, where there are medical complications for either birth parent or child, USG will consider up to six months of additional unpaid leave on a case-by-case basis. If this additional leave is taken, the employee's job will not be guaranteed to be held open; however, every effort will be made to find a comparable position for employees who wish to return to work at the end of such an additional leave.

Adoption benefit applies only to an adoption in which child is new to both parents. Second parent adoptions will be handled on a case-by-case basis.

NON-BIRTH PARENT AND NON- PRIMARY CARE GIVER ADOPTION BENEFIT

Length of Service	BENEFIT
0-6 months	No leave granted
6-12 months	4 weeks unpaid*
12-18 months	2 weeks paid then 10 weeks unpaid*
>18 months	4 weeks paid then 8 weeks unpaid*
Notes	*May use sick, personal, and/or vacation time in lieu of unpaid leave

PROFESSIONAL EXPENSES

Employees receiving professional expense reimbursement may be requested to allocate a portion of those expenses to offset the costs of their absence, such as the costs of filling the pulpit or providing other necessary services. The amount of professional expenses which may be allocated will be based on the amount of time off the employee is requesting and will be calculated in proportion to the absence. For example, if an employee is on leave for three months, no more than 25% of their professional expense will be used.

CONTINUATION OF BENEFITS:

Throughout the authorized leave period, USG will continue to provide group health care, disability and life insurance benefits for the employee and any eligible dependents at the current cost to the employee, which will be adjusted for any premium increases or decreases which may occur.

DECISION NOT TO RETURN TO WORK:

In the event an employee does not return from leave or voluntarily leaves employment within six months of returning after paid parental leave, the person is obligated to pay back one week's pay for each month not worked short of the six required. Additionally, USG may recover the premiums for the health coverage provided during any unpaid portion of the employee's leave.

FMLA:

USG has adopted a Family Medical Leave Policy (FMLA) that applies to employees with >12 months service, allowing up to 12 weeks of leave per year for both parents, whether adoptive or birth. In addition to the benefits provided in this Parental Leave policy, all of the provisions and the benefits specified under the FMLA policy will apply to eligible employees. When a benefit in the Parental Leave Policy is greater than that provided under FMLA, then the Parental Leave Policy will prevail.

Signature below confirms that the employee has reviewed this policy, has agreed his/her plans with his/her manager (including start time and duration of the parental leave of absence), and intends to return to work for USG at the conclusion of the parental leave of absence.

Signature

Date

**UNITARIAN SOCIETY OF GEMANTOWN
FINANCE COUNCIL PROPOSAL**

Purpose:

Manage the financial affairs of the church under Board of Trustees direction in a coherent and transparent manner.

Duties:

Prepare the annual operating budget.

Prepare a long range (five-year or longer) financial plan that is to be revised on an annual basis.

Set financial goals and objectives for the church and church entities mainly through the budgeting and long-range planning processes.

Prepare or oversee preparation of any Capital program budgets.

Oversee, manage or coordinate the various revenue-generating activities including, but not limited to:

- Annual pledge campaign
- Annual service auction
- Planned giving
- Legacy giving
- Facility rentals
- Program income
- Capital campaigns
- Soliciting funds from outside the Congregation such as grants and donations from charitable institutions or individuals

Monitor church income and expenditures and compare to budget(s). Make periodic reports to the Board of Trustees of findings and exceptions.

Monitor invested funds and make periodic reports to the Board of Trustees of findings. Make recommendations to the Board of Trustees for changes to investment firms, as necessary.

Audit the financial activities of the church by providing an external audit every three (3) years and annual internal audits in the two intervening years.

Develop, review, edit and modify financial policies for Board of Trustees approval.

Make quarterly reports to the Congregation (via the Communicator) of expenditures by program categories.

Appoint task groups, as required, to accomplish less frequent periodic or non-recurrent duties.

Excepted Duties:

Monitoring and managing the Nicky Brown Fund and the Sullivan Assistance Fund.

Council membership:

Council membership shall consist of the following:

- Chair
- Board of Trustees Liaison
- Treasurer
- CIF Treasurer (aka Assistant Treasurer)
- Pledge Secretary
- Stewardship Chair*
- Service Auction Chair*
- Two (2) to four (4) "at-large" members of the Congregation.

*As periodically required

Term limits of Council members shall be a maximum of three (3) years.