

USG Board of Trustees Meeting Minutes, September 24, 2013

Members present: Craig Miller, Leni Windle, Andrea Parry, Tom Ott, Ann Schoonmaker, Treva Burger

Non-Members present: Reverend Kent Matthies, Gloria Smith, Daniel Gregoire

Minister's Report: The Men's Retreat is October 6-7, please encourage men to go. JPD Annual Racial Justice Conference, November 1-3, it's important. Board members and everyone else is encouraged to attend.

The Personnel Manual is good. Gloria Smith, our excellent office administrator, maintains the manual and does a good job. Patricia Hammill is the Chair of the Committee and is great, but she's very busy and is not readily available. Betsy did a wonderful job, but has ended her time on the committee, though she is still available for special situations. We need a new member for the committee who is knowledgeable about HR. We will also need new Buildings & Grounds and Finance Council chairs soon and need more people on Stewardship.

Feedback from the Rental Coordinator to be presented by Leni Windle and Marina Patrice Van Gossen will be deferred until next month.

President's Report: Finances look good to Charles Gabriel, Finance Council chair, we will not do a full budget report this month. We will plan to do one in December. Andrea Parry asked about the effect of the carry over of the Anton Electric expenses on the 2012-13 year end results and the 2013-14 budget. Tom now attends Finance Council meetings and will ask.

Communications Policy: This is actually a procedure, and does not need a Board vote.

UUA Retirement Plan: The UUA is asking Boards to authorize completion of a form which asks questions about changes to the UUA retirement plan and turn it in. The Finance Council has gone through it and followed its recommendations: we want to participate, we understand to do so we need to make a minimum contribution, will we make a contribution greater than 5% (the minimum), we contribute 10% which follows fair compensation guidelines. Other questions that were asked and answered on the form are: we don't want to automatically enroll all employees, we do want to exclude the value of employer paid insurance premiums (long-term disability and/or life) computed as income and reimbursement paid to employees for income taxes owed on benefits provided for same sex partners and for ministers, we want to include payment in lieu of FICA when figuring earnings. We need to identify employees making over \$115K, we don't have any. This change in the program allows employees who are not eligible for church contribution to enroll in the plan and make their own contributions.

Motion: We authorize completion of the Employer Participation Agreement form by the President and Treasurer of the congregation in accordance with the recommendations of the Finance Council.

Motion approved: 6-0-0

Safe Congregation Policy: We made changes to Dennis Strain's corrected copy of the policy bases on the comments and recommendations of Sandra Greenfield, our summer DRE. After the policy is completed, the RE committee will be asked to reduce the policy into a concise 2 page description about what needs to happen when there is a problem. Others may be asked to assist them.

August Minutes

Motion: to approve the August Minutes.

Motion approved: 6-0-0

Board Retreat is this Saturday, September 28, from 10am-12noon.

Motion to adjourn the meeting.

Motion approved. 6-0-0

Meeting Adjourned at 9:13pm.

Respectfully Submitted,

Treva Burger

Minister's Board Report

September, 2013

Rev. Kent Matthies

I hope this finds you doing well.

We have successfully launched our **two Sunday morning worship services and religious education programs**. I have worked very closely with Gloria Smith around the entire effort of welcoming people to our property and programs. We hired Greg Robinson as our parking lot attendant and worked in detail with ushers and the membership/welcoming team to ensure smooth movement of people. I have worked very closely the staff, Alan Windle, Linda Brunn and others to launch the two worship services on 9/8 and 9/15. USG member Jay Klales and I have worked hard with a band of four musicians, - including Jay - to coordinate the music for the September 1 and 8. Currently we are rotating back and forth between two lead singers. Mark Daugherty is now in charge of providing music for the 9 am and 11:15 am music portions of worship throughout the rest of the month. This is consistent with his contract of being in charge of 24 of the 37 9 am services.

Thanks so very much to the Ginsberg family (Victor, Ruby and Christine) as well as our sound team (Scott Smith and Bob Williford) as well as Gloria Smith for their hard, effective work in the production of a promotional video for our second service launch. I was the primary leader for the entire project as we filmed, produced, released and distributed the video right after Labor Day weekend. The video is still available on our website. We will resend and reboot video distribution again in early October.

I have intensively focused my efforts to ensure an excellent start up for our Director of Faith Development, Daniel Gregoire. In this area I have finalized his job description, as well as met weekly with him one-on-one and in our staff meetings. All reports that I am receiving indicated that the religious education program is beginning with professionalism and effectiveness. Daniel did inherit one challenge in RE programming. The RE committee's decision to not offer Coming of Age this year for teenagers was met with sadness and some hard feelings from families of related teens. Daniel is working with parents, youth, RE leaders and staff to listen to affected parties. He is creating a compromise plan that will work for teens this year and into the coming years of sequential programming.

Tom, Andrea and I are almost ready with an advanced draft of my priorities for the 2013-14, USG Year. I have shared a draft with the Committee on Ministry and received their feedback as well.

I will be away from the office from Sunday afternoon, September 29th through Thursday, October 3rd at the UU Minister's Association meetings of the Continuing Education leadership team, upon which I serve.

Possibilities for Board help:

It would be excellent if the board could reach out and encourage folks to sign up and attend our upcoming Men's Retreat (October 11-13) and the JPD Racial Justice Conference that is taking place here at USG on November 1-3.

UNITARIAN SOCIETY OF GERMANTOWN

Communications Procedure

Rationale

USG is blessed with an abundance of events and activities. This abundance can make it difficult to keep everyone in the congregation aware of everything that is happening. With this in mind, the following policy has been developed to guide committee chairs in developing publicity for the events they sponsor. It will be amended as comments, suggestions and experience dictate.

Procedure

Website

usguu.org is the principal location for background and detailed information about the church and congregation for members, guests and church seekers. Members are encouraged to submit information about events on the Event/Announcement Form on the Members tab which gets sent to the church office for distribution as appropriate via the weekly eCommUUnicator or the website. Information for the website is generally drawn from the weekly eCommunicator, but items can also be sent to website@usguu.org. Members may also upload blogs which must be approved by an editor before they appear on the site.

Weekly e-CommUUnicator

The weekly CommUUnicator is e-mailed to the congregation on Thursday and inserted into the Order of Service on the following Sunday. Items for the weekly CommUUnicator must be submitted by Committee Chairs or Group Leaders via the Event/Announcement Form on the Members tab of the USG website by noon on Wednesday. Announcements will be limited to 150 words and will normally run only two times preceding the event. The weekly CommUUnicator also contains articles by the ministers and other church leaders, committee reports, new member profiles, caring notes, thank yous and requests for donations or volunteers which should be sent to the office at admin@usguu.org. Articles will be edited for grammatical and typographical errors and will be run according to timeliness, thematic fit and to balance the length of the weekly emails over the month.

Verbal Announcements

Announcements from the pulpit are limited to four a week and they are selected from the week's weekly

announcements. In order to incorporate the announcements into the theme of the service, the wording is entrusted to the Worship Associate. It will rarely be possible to have more than one verbal announcement prior to an event.

Flyers

Half page flyers will be included in the weekly announcements as space permits. Full page flyers can be posted on the appropriate bulletin board.

Direct E-mails

Direct e-mails are currently used to announce births, deaths, and special events. Committee chairs can create targeted e-mails in Access USG as long as they keep the list of their members current.

Priority Events

Several events get special attention: Adult Spiritual Development courses, Martin Luther King Day of Service, Commitment Sunday, the Service Auction, the Annual Meeting and the All Church Retreat. These events qualify for two weekly announcements a month, two verbal announcements a month, and a CommUUnicator article.

Mailed CommUUnicator

For those without email access, a monthly CommUUnicator will be assembled from items submitted for the weekly emails and will be mailed on or before the first of the month to those who have requested the paper CommUUnicator.

Outside Organizations

Internal communications will be limited to church events, committee sponsored events, and events of associated organizations. Associated organizations include the UUA, the JPD, other UU organizations, NPIHN, NIM, and Lingelbach School. Member activities that are not related to the church will be limited to Facebook and the appropriate bulletin boards.

Last updated by the Communications Committee 9.24.13