

USG Board Minutes for 25-Sep-2018

Attendees: Eva Finney, Gloria Guldager, Nancy Anderson, Debbie Ward, Jenn Leiby, Sam Stormont, Kent Matthies, Joanne Davis

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1. Approve August Minutes

Decision: The August 2018 Board minutes were approved.

2. Treasurer Update

- Crystal Penn is considering accepting the Treasurer position and will make a decision by the week of 01-Oct-2018.
- A Treasurer is required to sign for the CIF account. A number of checks need to be written from the Nicky Brown Scholarship Fund and will need to wait for the Treasurer position to be filled. If a check needs to be written urgently from the Sullivan Assistance Fund, the Board may need to authorize the Church Administrator (Gloria Guldager) to issue a check from the Operations account, then transfer from the CIF to Operations to cover the funds.

3. Firearms Policy Revision Approval

See Appendix 1 (Firearms Policy) for background materials.

No decision was made regarding the proposed changes to the Firearms Policy. The Board will further discuss the proposed changes and the composition of the Security Response Team at a future meeting.

4. Committee on Ministry Approval

The Committee on Ministry would like Board approval to approach Jim Salom to fill the empty Committee on Ministry position.

- **Decision: The Board approves the Committee on Ministry approaching Jim Salom to fill the empty Committee on Ministry position.**

5. MET Request – AED Need/Funding

See Appendix 2 (MET report) for background materials.

MET recommends purchase of an AED machine (cost ~\$1600-\$2000). Some ongoing maintenance cost will be required (TBD) for the machine (e.g., pads need replacement every few years). Leftover funds may be available in some Special Projects funds from past years to cover the cost of purchasing the AED machine.

- **Decision: The Board approves the purchase of an AED device using excess funds from past completed Special Project Funds.**
- **Assignment: MET (Gloria and Kent) to provide a report to the Board at the next meeting of extra funds from completed prior Special Projects Funds that could potentially be used for purchase of an AED.**

The Board discussed the potential need for guidance on how to use extra funds from completed special projects or events. GMTF could potentially address this question.

6. MET Report

See Appendix 2 (MET report) for background materials.

The Board concurred with the purchase of the movie license.

7. President's Report

- All ten USG door locks need to be changed for improved security. Funds would likely come from the Building & Grounds budget. Quotes are being obtained now.
- Emily Joy Goldberg's grant has been submitted to UUA.
- Meadville Lombard has contacted Kent Matthies regarding the possibility for another 3-year intern position (one year of external mentorship by Kent, and two years on-site at USG). Initial discussions among MET and other USG leadership are that this is not a good time for USG to host a new intern, with Kent just returned from sabbatical. In addition, cost to support the intern would be at least \$10,000/year, and USG has committed to zero deficit beginning with next year's budget. USG should discuss a formal process for posting and interviewing for interns and building the cost for interns into future budgets. This may be a fruitful topic for discussion at the pending Board retreat.
 - **Assignment: Jenn Leiby to add budgeting for future interns as a topic for the upcoming Board retreat.**

8. Board Opening Brainstorm

The Board discussed the possibility of reducing the number of Board members from nine to seven. A change to the bylaws would be required. The Board will continue the discussion of number of Board members needed at the next meeting or at the pending Board retreat. Diversity on the Board will also be discussed at the retreat.

- **Assignment: Jenn Leiby to add as a topic for the next Board meeting or for the pending Board retreat discussion of 1) number of Board members needed, and 2) diversity on the Board.**

9. Elevator construction financing

Michael Campbell has agreed to be point person on filling the gap on the elevator construction financing, until all pledges come in.

10. Welcome Committee Request

The Welcoming Committee requests that Board members collectively host fellowship hour, and take turns to stand at the Welcoming Table (training would be provided) once or twice a year.

- **Decision: The Board concurs with collectively hosting fellowship hour, and taking turns to stand at the Welcoming Table once or twice a year.**

11. Board Retreat Date

8-Dec-2018 9AM-12PM is tentatively set as the 2018-2019 USG Board Retreat.

12. Save The Date - White Audit Discussion – Oct 6.

The “Building Beloved Community” retreat is scheduled for 6-Oct-2018.

Appendix 1: Firearms Policy

USG FIREARM POLICY – APPROVED AND PROPOSED REVISION

USG FIREARM POLICY - Approved by the Board of Trustees 3/28/2017

The Unitarian Society of Germantown respects the general right of individuals to possess and carry firearms consistent with state and federal laws.

The Unitarian Society of Germantown also believes that the best way to ensure a safe environment on its private property is to prohibit any person on the property from possessing firearms. Therefore, no one shall possess a firearm on USG property, except for uniformed or identified law enforcement officers. The Unitarian Society of Germantown reserves the right to report any violation of this policy to the civil authorities.

USG FIREARM POLICY – Proposed revision to be approved by the Board

Policy

The Unitarian Society of Germantown believes that the best way to ensure a safe environment on its private property is to prohibit any person on the property from possessing firearms.

Therefore, no one shall possess a firearm on USG property, except for uniformed or identified law enforcement officers. The Unitarian Society of Germantown reserves the right to report any violation of this policy to the civil authorities.

EXPLANATION

This proposal removes the first paragraph which was not seen as representative of the views of many USG members.

D-R-A-F-T [6/1/17]

[red text reflects Board suggested revisions to the draft proposal]

GMTF proposes to revise the policy regarding the carrying of firearms on USG property as follows:

Policy

The Unitarian Society of Germantown believes that the best way to ensure a safe environment on its private property is to prohibit any person on the property from possessing firearms. Therefore, no one shall possess a firearm on USG property, except for uniformed or identified law enforcement officers. The Unitarian Society of Germantown reserves the right to report any violation of this policy to the civil authorities.

Procedures

Communications

The above policy will be communicated to the congregation at least annually.

All USG rental agreements will contain the policy: “no one shall possess a firearm on USG property, except for uniformed or identified law enforcement officers.”

Leaders of outside groups that use the USG property and do not have a rental agreement will be notified of the policy.

Enforcement on Sunday mornings

Should a member or visitor of USG see someone carrying a firearm (including one locked in a vehicle), he/she will alert an usher who will alert a member of the USG Security Response Team. Members of the Security Response Team will approach the carrier and respectfully explain the USG policy on firearms on the property and state that he/she must immediately leave the property. It will not be sufficient to place the firearm in a locked vehicle. Should the carrier refuse to leave the property, the member of the Security Response Team will contact civil authorities.

It is essential for all members of USG to understand that at no time is there to be a confrontation with the carrier. If civil authorities are to be called, the member of the security team will observe the carrier from a distance while waiting for the arrival of the police.

Enforcement at other times

If a staff person or USG member sees someone carrying a firearm on USG property, he/she will use his/her judgment about how to handle the situation. If the carrier is known, he/she respectfully explain the USG policy on firearms on the property and state that he/she must immediately leave the property. If the carrier is not known or considered dangerous, he/she will contact civil authorities.

Appendix 2: MET Report

MET Report

Ministry Executive Team Report
September 2018

Staff Retreat

Rev. Kent, Gloria Guldager, Mark Daugherty, Ryan Hurd, and Carolyn Scott attended a staff retreat on September 7 from 9:30 a.m.–3 p.m. Each staff member developed 3-5 personal work goals for 2018/19. Rev. Kent planned and led the retreat and in next steps he will meet with Ryan, Mark, and Gloria one-on-one to discuss their goals, while Kent and Gloria will meet with MET. As Carolyn Scott's supervisor, Gloria will meet with Carolyn to follow analogous process. Also, each staff member will share their goals with an appropriate working team; for example, Director of Spiritual Development, Ryan Hurd, will meet with CSD and ASD.

CSD Teacher Training



The well-attended teacher training was held on Saturday, September 8. Topics covered include teaching methods, child management & logistics, and safe congregation policy work including mandated reporter training. Congratulations to Ryan Hurd, our new DSD Director, for his excellent work planning and facilitating the training.

With a strategic assessment of high importance of CSD this year, Rev. Kent, Ryan's supervisor, and Delores Hill, MET liaison to CSD, are both committed to providing strong support to Ryan and the CSD committee.

Movie License

Many USG committees/groups have shown movies to educate, generate discussion, provide additional insight on a specific topic, and/or entertain. However, due to copyright issues on certain films, MET determined that we need to get a license to provide legal coverage for the church when showing certain movies. For example, the Ending Racism Committee plans to show *Black Panther*.

Many thanks to Gloria Guldager who conducted extensive research on various options for coverage. After careful review, we obtained a blanket license through an organization called Christian Copyright Licensing International for \$240 per year.

Banners Update

The banners, each containing one of the UU principals, were proudly and enthusiastically presented to the congregation during the In-gathering Water Ceremony held on September 9. Many thanks to the banner committee (Treva Burger, Carolyn Cotton, Joanne Davis, Gloria Guldager, Helena Showell, and Kay Weiser) who designed and ordered the banners.

POWER

USG continues to move forward in organizing ourselves to be the most effective participants in this organization. We are delighted to report on several recent POWER related activities. Rev. Kent and USG member, Vanessa Lowe, attended a POWER leadership training on August 28 and 29. In addition, Jordan Forde, POWER's Northwest Organizer, visited USG on Sunday, September 16. Furthermore, Rev. Yvette Davis, POWER staff member, will preach at USG on October 21. Finally, Rev. Kent and Eric Foster are finalizing date selection for the USG Share the Plate for POWER this year.

Security Team Report

MET requested a report from the Security Team to be included in MET's monthly report. Beth Lazer, Security Team Chair, submitted the report and a proposed revision to the No Firearms policy. Both documents are attached.

UPDATE FROM USG SECURITY TEAM

SEPTEMBER 19, 2018

The Security Team is back at work.

Our work is focused on protecting our property and all the people who use our building – congregants, staff and the community. We have drafted policies and procedures dealing with firearms and fire



emergencies; we have established protocols for ushers and greeters. We are currently reviewing options for building surveillance and access equipment, outlining how to deal with medical emergencies, and establishing guidelines for disruptive and/or armed intruders. Lastly, we will be scheduling communications and training sessions for staff and congregational leaders.

Two items recommended by the Security Team require MET and Board action:

- **NO FIREARMS POLICY/PROCEDURE:** The Board approved a No Firearms Policy in March 2017. Subsequently, the Governance Task Force reviewed the policy. A proposed revision to the policy and a new procedure need to be approved and enacted. A document is attached.
- **PURCHASING AN AUTOMATIC EXTERNAL DEFIBRILLATOR (AED):** The Security Team recommends that USG purchase an AED. We believe it is important for us to have the same ability as those in many other buildings – the ability to resuscitate people in cardiac arrest within a few minutes of the incident when recovery is possible. Given the demographics of our congregation and the numbers of people using our facility, it is essential for us to acquire this device. The cost of the device we recommend is approximately \$2,000.