

USG Board Agenda/Minutes

25-Oct-2018

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

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1. Approve September Minutes

- **Decision: The Sept-2018 minutes were approved.**

2. MET Report

- It is likely that the copier will need to be replaced. We are considering buying a used copier. MET will consider ways to reduce printing expenses moving forward.
- An Automated External Defibrillator (AED) model has been selected and will cost about \$1600-\$1700. Discussions are ongoing as to where to install the unit.

- Two Narcan (naloxone) nasal spray units to reverse opioid overdose are now available in the minister's office. Discussions will be needed regarding where to store them.
- "Breeze" is a new online church management software that USG has implemented. Breeze will make it easier for church event planning and individual account management.

3. President's Report

- Tom Smith is starting as USG's new Treasurer.
- The Dec-2018 meeting will be rescheduled to 18-Dec-2018 because the 4th Tuesday of December falls on Christmas day.
- Proposal for revision of the firearms policy to remove the first sentence (See Appendix 1)
 - **Decision: The Board approves the revised Firearms Policy as stated in Appendix 1.**

4. White Audit Retreat Debrief

- Feedback from attendees at the 6-Oct-2018 Building Beloved Community Retreat was positive. Ideas coming out of the retreat will be organized by the Anti-Racism Task Force and will be presented to MET and then to additional church leadership for decision making with respect to what makes sense to take on moving forward. Some ideas include:
 1. Adopting a Diversity Policy
 2. Creating a Diversity Fund
- The Anti-Racism Task Force requests the Board assess on a regular basis moving forward the status of diversity work at USG, as something that affects all aspects of church life.
- Debbie Ward has resigned as co-chair of the Anti-Racism Task Force; Linda Brunn has also resigned. Remaining members are Treva Burger, Gail Mershon, Parvathy Menon, Eli Searce, Key Weiser, and Kent Matthias.
- The Anti-Racism Task Force is looking for new members to replace resigning members.

5. Staff Goals

See Appendix 2 for background materials.

- Staff goals have been finalized and are tied to the Strategic Roadmap.
- **Assignment: Jenn Leiby to invite key staff members to future Board meetings to report on their individual progress against goals.**

6. Elevator construction financing

- Congregational loans appear to be the most attractive option to bridge the ~1-year gap between final elevator contractor payment due and when final capital campaign pledges will come in. Dave Dearden will be consulted for contract authoring. Congregational

loans would total about \$100,000, but this figure needs updating against results of the early pledge fulfilment call and the pending “fill the gap” campaign.

- **Decision: The Board approves soliciting congregational loans to cover the gap between final elevator contractor payment due and when final capital campaign pledges will come in. Loan repayments will be guaranteed by the Endowment if all capital campaign pledges do not come in as promised. With a strong commitment to fundraising every dollar needed to pay for the project, the Endowment would be used only as a last resort.**

7. Board Member Brainstorm/Ranking

- *Item deferred*

8. Board Retreat Date

- **Decision: The Board Retreat will be held on 5-Jan-2019 from 9AM-12PM.**

9. New Business

- None

Appendix 1: 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.

Appendix 2: Staff Goals

Carolyn Scott

Carolyn Scott's Goals for 2018-2019 Church Year

MAKE COMMUNICATIONS BEST THEY CAN BE

1. Research other congregations' communications. Look at Greater Philly UU churches as well as strong congregations across the country such as All Souls Washington DC
2. Survey our congregation on what works. What does our membership pay attention to?
3. Streamline our communications even more. We still have long blurbs. Get more in habit of posting to our website first.
4. Explore new email templates? Talk to Constant Contact re best templates/ formats
5. Improve "to do" list organization. How best to organize email and other forms of information and requests that come into the office so that important communications and space usage needs do not get overlooked.
6. Read spiritual books to gain inspiration and connection to UU theology. Authors to include Forrest Church as well as other prominent leaders.
7. Get more articles of spiritual nature in the Spirit
8. Help Marilyn Dyson develop the monthly Social Justice Newsletter into a less text-heavy, more visually-attractive, and mobile-device-friendly format.

Gloria Guldager

Gloria Guldager Personal Work Goals 2018-19

1. Work with Carolyn Cotton to revamp/reenvision rental marketing and solicitations with the ultimate goal of increasing rental income by perhaps \$10,000 or more.
 - a. Reaching out to community, stakeholders and identifying other outlets to pursue rentals, vendor partners, co-publicity
 - b. Website listings, what are best ones for rentals?

- c. Get these resources updated and ready for launch to increase rentals after elevator is completed
- d. Focus on Special Events, weddings, etc. that utilize the sanctuary which is probably the space with the most availability and rental income potential
- 2. Build communications team and improve indoor outdoor signage for communications and image
 - a. Help recruit folks to create and run slide/video presentations on Sunday mornings
 - b. More attention to signage indoors and out to improve messaging and image
 - c. Electronic front sign
 - d. Livestream services, not necessary for web, but for sending signal to other parts of the building
- 3. Improve Building Use Functions
 - a. Improve communications on instructions and expectations of room users of how to enter/exit building, how to use space and leave it in good condition for the next user
 - b. Electronic door entry system to make building more secure and user friendly for all, especially for accessibility

Mark Daugherty

Mark Daugherty Goals 2018/19:

- 1) Get some new people for the choir – more aggressive recruitment including blurbs for the newsletter and personal approaches
- 2) Develop a structure for staying abreast of current ideas within the UUMN as well as the wider field of music and art as it pertains to worship at USG
- 3) Stay more on top of administrative aspects of my job – especially as to filing music both new and returned from singers
- 4) Set aside practice time for pianistic skills including learning new repertoire
- 5) Develop more collaborative skills with Kent/speaker/worship associate in an effort to explore and create new worship ideas
- 6) Cultivate and develop new musical resources at USG, especially among instrumentalists and vocalists who may not be involved in the choir
- 7) Prepare a report summarizing and contrasting the two consultants' reports on the Rieger organ, including costs and recommendations for going forward.
- 8) Look back through orders of service for the past several years to review the music used in Sunday morning worship. Prepare a report detailing the diversity of the music.

Kent Matthies

Rev. Kent Matthies

Minister

**Unitarian Society of Germantown
Goals for 2018-19**

- 1) **Worship Excellence:** Create bold, innovative, meaningful worship. Effectively engage monthly theme. Use multiple art forms – diverse and excellent music, video and graphic arts. Preaching with heart that transforms and connects with the audience,.
- 2) **Ryan Hurd DSD Launch to Thrive:** Provide Ryan Hurd all the support, training and collaboration needed to empower him to launch and then thrive as our new Director of Spiritual Development.
- 3) **POWER:** Help build strong and effective relationships and efforts with USG and Pennsylvanians Organizing With Empowerment (POWER). Coordinate significant USG involvement in at least five significant POWER events this year.
- 4) **SGM/Soul Matters:** Using Soul Matters curriculum create clarity, contagious enthusiasm and high quality spiritual experiences for small group ministry members.
- 5) **Video:** Make compelling video helping people to participate in healthy spirituality and justice making. Make a 12-15 segment video series on “Suggestions for a Spiritually Healthy and Justice Making Life.” And a 5 minutes USG promotional video.

Ryan Hurd

Ryan Hurd’s DSD Goals 2018-19

Rebuilding CSD Committee

- Leadership: Establish new chair by March 2019
- Grow in effectiveness of delegation/policies for event planning and communications.

Supporting Volunteer Teachers

- Winter and Spring 2019 teacher training could include at least one of these themes: equipping teachers for leading diverse classes, learning differences and restorative justice.
- Continue addressing in committee the Whiteness audit of CSD in committee: Are there any hidden socio-economic barriers to volunteering that can be addressed? For example: clearer policy on teacher reimbursement, easier curricula to teach (less prep time), or seasonal commitments rather than yearly.

Building a Thriving CSD Community

- Reframing CSD as family education and community support
- Host a “Parents Night out” event before the Winter holidays. Repeat if successful.
- Parent Workshop idea for Winter 2019: Mindful Parenting
- Supporting our most vulnerable families and youth: OWL and teen youth group.
- Youth leadership development potential: Grant money for Youth initiative from UUA?

Stronger financial sustainability of CSD

- More budget clarity, especially concerning event expenses and yearly income needs.

- Expected income increase before February 2019 compared to 2017-2018: visitor parent re-registration is not well tracked by current practices.
- Streamline registration process with new database integrations

Supporting ASD

- Piloting new wellness workshops in Fall 2018
- Make room for Young Adults, support YA leadership
- Stronger social media presence for ASD

Growing Childcare

- Hiring one more lead childcare worker and one assistant (youth) worker by January 2019 for increased scheduling flexibility and meeting increased demands of special events

Leadership Growth and Career Development

- Register for DRE credentialing after 6 months at USG (currently have 2/5 Renaissance modules)
- Participation in workshops and webinars on: family ministry, Mindfulness based stress reduction, youth ministry, and/or relaxation/yoga nidra training