

1. **Approve December minutes** - minutes were approved as submitted.

2. **MET Report** (included below)

USG membership is down. We currently have around 270 members. But to put this in context, membership is down in most congregations (not just UUs) nationwide.

However, giving is not down (yet). We continue to move toward becoming a center for Justice and Spirituality. Our meditation and mindfulness programs are strong and growing, and we have a new group meeting at USG called dharma recovery which uses meditation and mindfulness techniques in substance abuse recovery work.

USG again hosted a successful MLK Day with many projects assisting myriad groups in the larger community. USG members also supported and participated in the "March for McRaise" aimed at persuading a local restaurant to raise its minimum wage to \$15/hr. Our Small Group Ministry program continues to thrive.

3. **President's Report-**

Loans - Loans that were made to "fill the gap" have been repaid. Some loans have been donated and some people increased their pledge by their loan amount.

Insurance issue - Our insurance company wanted us to add some language to our safe congregations policy. However, upon examination, our attorney determined that what the company was requesting is already in our current policy, so there is no need to add anything.

After service budget conversations - This coming Sunday (February 2) the Board will start after service conversations. Board members will be available at the Welcome table after the worship service to hear what the congregation is thinking. Members will be encouraged to discuss candidly their budget questions, priorities and concerns.

4. **Lock Project** -

Celeste presented a report on the lock project (attached) - The total cost would be \$32,000. We currently have 3 cameras and panic buttons are being installed. A discussion followed about lockdown and lockout and what those terms mean and also other aspects of the security system. The Board was asked to give the go ahead to a detailed proposal. However there was the question of how we will pay for the system. Will the Sullivan Assistance Fund be able to pay for it? Will all the money or some of the money come from the Sullivan fund?

Norman Matlock, the Sullivan Fund trustee, was an invited guest and was asked for his thoughts on using some Sullivan funds for the security system. Norman seemed to feel that Sullivan money could be used to fund some portion of the security system, but not the entire cost. He inquired about what other resources had been explored. The Board is asking MET to continue working on and refining a security proposal. Possible funding sources include: the General fund, Sullivan fund, \$10,000 from capital campaign funds.

Jenn will call Bill Morrow to determine current CIF balance. MET will further explore how the security system can be funded.

5. **Personnel Policies**-- In the interest of time, we will try to get approval of the revised personnel policies (included below) using email before next Board meeting.
6. **2020-21 Budget Guidelines for MET**---Board needs to give guidance to MET

2019-20:

- 1) Operate with no deficit
- 2) Pay our employees fair compensation per UUA Guidelines
- 3) UUA Dues do not need to be Fair Share under current formula

There was a discussion of budget guidelines and funding needs. It was suggested that we create a challenge budget, which would incorporate projects and needs that go beyond our standard operating budget. Kent will take this idea to the Stewardship committee.

Special fundraising was discussed. What are items that would go into a challenge budget?

The Board agreed that we would not be deciding anything tonight about the 3 current items above(budget guidelines). The Board will invite Eric Foster (MET member and Stewardship committee chair) to next month's meeting to explore challenge budget idea.

7. **MET Proposal** (included below) - the Board approved this proposal.
8. **Next Meeting** - The next Board meeting will be February 25, 2020.

Meeting adjourned at 9:30.

Respectfully Submitted,
Sam Stormont - Board Secretary

TO: Jenn Leiby, USG Board President

FROM: Ministry Executive Team

DATE: 1.21.20

RE: USG acting as financial sponsor for Phila Interfaith Walk (PIW)

The Phila Interfaith Peace and Reconciliation Walk is looking for a new “financial sponsor” to handle its financial transactions. The current sponsor, who worked through Central Baptist Church of Wayne (CBCW), is resigning due to health issues. They have used a “proxy” sponsor because incorporating is costly. Proposed logistics are as follows:

USG sets up a program fund (like ASD, MLK, etc.). The financial secretary assigns incoming checks to it, just as we do every week for many program funds.

PIW will transfer its current balance of a few thousand dollars to USG.

Checks from donors are made out to USG or, if to PIW, endorsed over to USG by Charles Gabriel, who will be the liaison for PIW. Deposits will be made in the usual fashion.

There are few transactions annually. About a dozen checks will be written by USG from the PIW fund to pay PIW’s bills.

Charles will submit a written requisition for each bill to be paid. USG is not responsible for determining PIW payables, just issuing the check on the basis of the requisitions.

Charles will maintain a spreadsheet of accounting credits and debits. We will reconcile our Breeze records with his spreadsheet about once per quarter.

The transmittal form (included with this memo) for both deposits and checks is established.

30 days after the Walk in late spring, we will review the protocols and time commitment in order to make a decision about continuing our sponsorship of PIW.

Both parties have the option to continue or cease at any time for any reason.

The current financial secretary (Rudy Sprinkle) and future secretary (as of July 1, 2020, Eric Foster), are willing to incorporate this arrangement into our protocols. The precedent has worked easily for many years at CBCW. Most activity will be in the spring around PIW’s annual walk; most months will see no PIW activity at all.

Therefore, we are respectfully asking the Board to approve USG’s becoming PIW’s financial sponsor, effective immediately.

AFT UPDATE 10.26.2019

UNITARIAN SOCIETY OF GERMANTOWN
Personnel Policy

Approved by the Board of Trustees on May 24, 2016, amended on [DATE]

General requirements

There shall be job descriptions for all employees of USG, unless a detailed job description is specified in a written contract.

All employees of USG shall receive regular performance evaluations, preferably annually or more frequently.

There shall be a personnel handbook or manual made available to all employees.

The head Minister customarily will have an employment contract. In some cases, other professional staff may have an employment contract. Unless otherwise provided by written contract, all employees of USG shall be employees at will. This means that the employment can be terminated by either side at any time, for any reason that is not against the law.

All employees shall have personnel files (hard copy or electronic). The Board is responsible for keeping the personnel file for the Minister. The Minister shall keep the personnel files for all other professional employees, who shall be defined as any Assistant Minister or other person acting in the capacity of a Minister, Director of Religious Education, Music Director, and Church Administrator.

The Church Administrator shall keep personnel files for employees reporting to the Church Administrator and non-professional employees.

Authority for employment contracts, offer letters, and job descriptions:

The responsibilities for preparing and approving employment contracts, offer letters, and job descriptions will be as follows:

1. For the head Minister: The Board shall have responsibility for preparing and approving/signing the contract with the head Minister.
2. For other professional employees (who shall include any Assistant Minister or other person acting in the capacity of a Minister, Director of Religious Education, Music Director, and Church Administrator):
 - The terms of the offer and job description shall be proposed by the Minister, as head of the Ministry Executive Team, and agreed by the Board. The Personnel Committee, other members of the MET, and appropriate others shall be consulted.
 - The documents shall be prepared by a team appointed by the Minister and approved by the Board.
 - The Board shall approve the final documents. The Board shall not wordsmith documents, but shall advise of any significant concerns.
 - Generally, the President of the Board shall afford Church Counsel an opportunity to review the documents.
 - The offer letter shall be signed by the Minister, as head of the Ministry Executive Team, on behalf of USG, and by the employee upon acceptance.
3. For non-professional employees: The Ministry Executive Team shall prepare and sign offer letters on behalf of USG.

Ministry Executive Team Report to the USG Board - January 2020

Highlighted Issues this month include:

MET considered and recommends approval of the request from the Philadelphia Interfaith Walk to act as their financial sponsor. See proposal submitted by Eric Foster.

MET is preparing a proposal for the Board's consideration for improvements and changes for our sign on Lincoln Drive.

Working with the Security Committee, Building and Grounds, and Jeff Baird our security consultant, we are developing a proposal to the Board for an improved security lock system for our internal and external doors and entry points. Panic buttons are being installed currently.

In consultation with Kent, ASD continues to grow the mindfulness programming at USG.

With tremendous leadership from Lois Murphy, Carolyn Scott and many, countless others, MLK Day was well attended and ran very smoothly. We started the day with a worship service preached by Rev. Mark Tyler, Senior Pastor of Mother Bethel AME Church.

We will be welcoming a new recovery group to USG as a renter. Dharma Recovery will begin meeting on Saturdays at 6:30 pm. We will charge them our usual 12 step group rental fees.

We managed the visit from John Buehrens on January 18, including his talk, book sales and a small gathering of church leaders. Thanks to Susan and Tom Smith for their gracious hosting.

The budget issues concerning the choir have been worked out; with the Board's approval of disbursing the donated moneys, the section leaders will be scheduled frequently this spring. After the spring, any remaining funds will be disbursed to them. This arrangement is agreeable to all.

For the Met, submitted by Gale Gibbons

