

Unitarian Society of Germantown
Board Meeting Minutes for Tuesday, September 23, 2025 7:00-8:30pm

Attendees: Carla Campbell, Rev. Hannah Capaldi, Phillip Bullard, Eva Finney, Deborah Coleman, Mer Helferty, Brad Flamm, Mary Kalyna, Susan Rizack

- 1) 7:00 Welcome and chalice lighting
 - Mary Kalyna volunteered to find a chalice lighting reading for the October Board meeting.
- 2) 7:05 Consent agenda-July and August minutes
 - July Board meeting minutes were approved (Phillip Bullard abstaining)
 - August Board meeting minutes were approved (Phillip Bullard and Mary Kalyna abstaining)
- 3) 7:15 Discussion of apology from church leadership for phrase used during worship, interpreted as anti-transgender
 - The draft apology was thought too dry and formulaic and would benefit from rewriting.
 - **Decision: The Board will issue an apology from the pulpit, read by Susan Rizack, for the use of the phrase “adult human female” in the Board-led USG service on 31-Aug-2025. The apology will be disseminated thereafter via a designated email to the congregation and will also be included in the CommUUnicator.**
 - Action: Deborah, Carla, Susan, and Mary to draft a new apology for review by the overall Board by no later than Friday 26-Sep-2025, with intent for Susan to read the apology from the pulpit on 28-Sep-2025 (if ready) or 5-Oct-2025.
- 4) 7:45 Report from board retreat planning committee for October 5 retreat, to include overview of SWOT analysis by Eva
 - Since the Board retreat is limited in time (only four hours), there was a proposal to use a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to facilitate the Board's goal-setting efforts. Board members were requested to identify in advance of the retreat a few examples of strengths, weaknesses, opportunities, and threats relevant to USG.
 - Link to example SWOT analysis template:
<https://share.google/images/DErWCXmeFneTSIxOd>
 - During discussion, several Board members felt that SWOT analysis is not the ideal tool for strategy-setting in the USG context. Deborah Coleman was willing to facilitate the goal-setting portion of the Board retreat, but reservations were expressed with establishing Board goals while the USG mission and vision statements are currently under revision. Board members felt that more time should be devoted during the October 5th retreat to understanding the roles and responsibilities of the Board, with perhaps spending less time on the introductions/getting-to-know-you section of the agenda.
 - Action: Carla to revise the board retreat agenda per feedback from the Board.

- 5) 8:15 Policy review process: Vote on revised Nominating Committee Procedure; reviewed by Carla - [topic deferred](#)
- 6) 8:20 Welcome Table information from Susan
 - [New Board members will be added to the list of potential members to staff the Welcome Table. Each Board member is asked to staff the Welcome Table twice per year.](#)
 - [Susan will send out the Sign-Up Genius link to sign up for the Welcome Table.](#)
- 7) 8:25 MET report feedback - [topic deferred](#)
- 8) Meetings for 2025-26: October 28, November 25, December 16, January 27, February 24, March 24, April 28, May 26, June 23. PLEASE MARK YOUR CALENDARS WITH THESE DATES.

