

UUFCM Board of Trustees Meeting Minutes
December 13, 2015 at 6:30 p.m.
UU Center

UUFCM Board Covenant

As members of the UUFCM Board of Trustees, we covenant to keep the best interests of the congregation at heart and to carry out the trust placed in us as guardians of the Mission and the Principles and as stewards of the resources of our church. We commit to:

- Be prepared, present, prompt, and to participate.
- Communicate respectfully; all will be heard and we will seek consensus.
- Use discretion in communications beyond the Board.
- Support the decisions and policies of the Board.

UUFCM Mission Statement: To be a religious community guided by love transforming our lives and our world.

Present: Annette Pratt, Laura McBride, David Macleod, Scott Daigle, Carol Rard, Janis Shinn, Vicki Chessin, and Dawn Daniels.

1. Chalice lighted at 6:32PM and reading by Dawn: from Bless The Imperfect, "We Covenant" by Janis Marie Johnson
2. Welcome and check in
3. Consent Agenda: Accepted in total with no action required.
 - Minutes of November 8, 2015 Board meeting - received
 - Treasurer Report - received
 - Social Justice Coordinating Team Report - received
 - DRE Report - received
 - Worship Team Report -received
 - Minister's Report - received
 - Congregational Life Ministry Report – will be included next month. (The board asks that the Caring Team delineate the best process by which requests for help can reach the Caring Team at their next meeting – Laura will notify the Team).
4. Discussion Agenda:
 - New business:
 1. Welcome Janis Shinn: **Janis was elected to the Board by congregational vote at the Fellowship Life meeting, November 15, 2015, to fulfill the position vacated by Capalene Howse.**
 2. Mid-Michigan Industries Building Use Request – Dawn presented the building use request received from member Stacey Pattison for Thursdays from 1-2 pm. Stacey is volunteering her skills as a drama coach and teaching this developmentally disabled population skills that assist their emotional expression and social interactions. The Board will offer our space for use at no cost on Thursdays from 1-2 pm, asking only that if, on occasion, the need arises for UUFCM use of the space for a rental or church function that they be flexible about working around that event. Dawn will notify Stacey.
 3. Staff Evaluations Extension Request – will be extended to late January to present at the February meeting. Dawn will do the Adm. Assistant and cleaning staff. Laura will forward the format and process used to evaluate Dawn previously to Annette – who will collect feedback from the Board for Dawn and preform her evaluation by the

meeting in February.

4. Stewardship Report – Laura reported plans to have a “Cabaret Kick-Off” here on Sat Feb 20 and the culminating “Celebration Sunday” on March 20. One possible theme under consideration: “Heeding the call” with testimonials again at worship: “Why do I feel called to support UUFCM?” We may begin random, single testimonials in Jan and Feb and 2 a Sunday during the month of the Stewardship Drive (Feb 20 – Mar 20)
5. Dawn reported there will be a Path to Membership meeting in January and a New Member celebration in February.
6. There is need to clarify a protocol for monetary solicitation and other requests for help members are receiving. On occasion new friends are asking for help that in some cases may become habitual and create dependence that as a congregation and individuals we cannot sustain. The Board reviewed prior policy and clarified that while members are free to help as their conscience and means allow we collectively pool our resources with the plate collection every third Sunday of the month for the “Minister’s Discretionary Fund” and provide our services for members coordinated by the Caring Team. Members will be encouraged to direct requests for help to Dawn to coordinate our support for people in our congregation and neighborhood. Dawn will be able to provide help via the Discretionary Fund, Caring Team resources and direct people to other Social Services and resources in the larger community. Dawn will explain this approach and the purpose of the Minister’s discretionary funds every third Sunday as an introduction to our special plate collection.
7. WCMU Underwriting Proposal – Mary Alsager is again arranging a contract for underwriting support of WCMU. She proposes extending the underwriting calendar in a way that will more completely cover the fall and early winter months through December 2016 by skipping two months earlier in the year. The Board supports Mary’s recommendation and appreciate her efforts. It is her wise call which months are to be deleted.

Old Business:

1. **Safe Congregation Task Force-** A) the new battery and pads for our AED have arrived. Vicki will install and plan a training session on the use of the AED to be held on a Sunday following worship after the holidays.
B) Carol has spoken with a State Police representative who will do a “walk thru” of our building to help tailor a safety plan. This will further establish our relationship with local safety officers and clarify their preferred procedures for emergencies. C) There is only one door for ingress and that is to be kept locked except during worship and meetings. The code for the lock will be changed again in April when Restoration House intake is over.
D) Fire safety includes up-to-date fire extinguishers and smoke detectors: Laura has had the company review these this summer and will continue to so on a yearly basis. We will add another fire extinguisher upstairs and look for a reliable exit plan for upstairs. Carol will look into possible custom designed ladder for use off the roof from the North and South sides. Plans for evacuation and review of exit locations in the event of fire or other needs to evacuate will be reviewed with congregation periodically.
E) To Do List: Vicki and Carol will continue to investigate policy and make recommendations regarding Lock Down procedures for intruder threats, prevention and response to bomb threats, risks associated with cyber-threats and with the use of social media.
2. **Covenant Task Force** – We need a Covenant that we can remember and say easily and

often – We would plan to include it in worship: the TF proposes we begin by using the classic Covenant by James Villa Blake to introduce the concept to the congregation. The Covenant of the UUA is essentially our Seven Principles. UUFCM needs a new Covenant that is created as the result of dialogue within the congregation. Each working group within UUFCM needs and, in some cases, already has, its own Covenant. The TF suggests that Dawn expose the congregation to several options as we see what fits.

3. **Inclement Weather Policy** reviewed: Dawn and Annette will decide by 9 AM on any given Sunday if service needs to be cancelled due to bad weather. It will be posted on our Website, Facebook page and sent by Email message to all who receive our newsletter. There are still a few who do not get Email and an attempt to reach them by phone will be made. For those who might show-up despite these efforts, including visitors, Janis Shinn will post a notice on the door.
4. Dawn will provide a back-up plan including prepared sermon for times when service is on, but for any reason Dawn cannot make it. A Lay Leader will step in and lead worship.
6. Updates/ Announcements:
 - Board tickler for December:** reminder to all Liaisons that budget requests are due to Dave Macleod no later than December 30.
 - a) Finish the Board's budget request: due by December 15 – add a line item for a new parade banner – ask Social Justice Team to look into new design to present to the Board.
Need to consider Dawn's salary and benefits.
 - b) Set budget hearing date in February – Sunday Feb 21, after a brief break for coffee, the Board will present the proposed budget to the congregation as passed at Feb 14 Board Meeting.
 - c) Stewardship chair: Laura McBride presents progress report on stewardship drive plans – done above
 - d) Finance Team reviews insurance coverage on building and grounds. –Dave is aware.
 - e) Second quarterly treasurer's budget report for 2015-16 is to be presented to the Board in January. – Dave is aware
 - f) Get CMU's calendar of events for MLK Jr Day. /week – done.
There is a month long worship theme planned around Standing on the Side of Love as suggested by the UUA that begins on MLK Day and extends to Feb 14 already in the works.
 - January Tickler –**
 - g) Consider any upcoming bylaws changes for the Annual Meeting.
 - h) Reminder handouts to acquaint the congregation with the procedure for approving the budget.
 - i) January – the current number of members as tabulated by Membership Chair, Gisela, is presented to the Board for confirmation before submission to the UUA.
 - j) Remind the Membership Chair that in February the Update for our Directory of Members and Friends is due to be published.
 - k) Treasurer sends out year-end statements in early February if not done earlier.
 - l) Plan for the Mid America Regional Assembly set for St. Paul, MN – April 29-May 1, 2016 and find members to go.
 - m) Identify next Fellowship Life Topic – see below
 - n) Review any plans for "Black Lives Matter" MLK Day and SOTSOL

7. Fellowship Life Meeting Topic for Sunday, December 20, 2015: 1) review the bad weather plan. 2). introduce the plan to explore Covenant with the purpose to end up with a new Covenant. 3) Explain the policy to handle requests to congregants for assistance.

Meeting adjourned at 8:30PM

Next Board Meeting will be Sunday, January 10, 2016 at 2-4 PM at the UU Center. Dawn will be gone and skype in.

Respectfully submitted by Vicki Chessin, secretary