

Splinters form the Board Meeting August 10, 2013

Present: Vicki Chessin, Ricky Courlander, Scott Daigle, Laura McBride, Gisela Moffit, Grace Rollins, Janet Simon, and Rev. Joe Cleveland

This board meeting followed a Board Retreat in the morning planned to welcome the new members to their role and provide an opportunity for the Board and Rev. Joe to become familiar with one another. Rev. Joe led the board in a consideration of the role of a board and the relationship with a minister. Following a potluck lunch, the board convened this business meeting.

1. Chalice was lighted with a poem read in the morning (Rev. Joe)
2. Welcome and check in (Gisela) – done earlier – meeting called to order at 1:15PM
3. Consent Agenda – Minutes of July meeting were approved as presented.
4. Updates:
 - a) Employee Evaluations and contracts (Grace) – done (Kirsten, Niki)
 - b) Laura McBride is the second signature on the checking account - done
 - c) Ricky's reimbursement forms approved with changes suggested by Gisela.
 - d) Liaison's will explain the procedure and provide forms to their committee chairs.
 - e) Saturday, Sept 14 at 11AM is set for Burnie Bonnell's memorial service at UU Center and will move to annex for Fellowship. Nana' and Joe will officiate. (This was Burnie's birthday) We will need greeters at both doors and at the lift. Hospitality will be asked to contact 3-5 people.
 - f) Sam Raisenin's sister died. Need a card from the caring committee
 - g) May need to identify people who are willing to be called for special needs like funerals. The hospitality chair will be the contact person.
5. Interim Minister's Report (Joe) has been meeting people, moving in and getting ready for the interim training in 6 days. He has met with Niki. Still needs access to the restricted portion of our web site that contains our Splinters, Directory, etc. - Kirsten will fix that. Plans to repurpose the office space to enhance its use for his ministry. Repurposing the space: mail boxes need to be moved to the green room – Move the copier. Repurpose the closet under the stairs in the green room and get a new lock and add a series of hooks to keep the keys in that closet. Joe will have the Transitions Team work with Tina to make all that happen.
6. Transition Team's Report (Joe) - attached
7. Worship Team report (Vicki) – attached. Our first meeting with Joe will be Wed Aug 14. May still need one or two more people for the Worship Team as Chris Bailey steps down.

8. Treasurer's report (Ricky) - attached 2012-2013 Year End Financial Report.
8. RE committee report (Scott) – attached – summarized:
 - a) Niki will start attending a monthly Liberal Religious Educators Association (LREDA) meeting. The board approved reimbursing her travel expenses, mileage and lunch. We will reimburse mileage at the IRS rates. The Board recognizes the benefit of professional development for our DRE and will add a line item to the budget next year based on our experience this year. We anticipate there will also be a membership fee.
 - b) Niki has a plan to cover the year with volunteer teaching teams of four.
 - c) Discussion ensued about our history with a paper newsletter that was handed out and mailed once a month versus our current approach of a digital E newsletter once a week. The timeliness of the Enews is more current and less expensive, but could be improved if it included articles that cover some information in more depth than it is at present: For example once or twice a month one Email could carry a Minister's column, a President's column, a column from the DRE, etc.
 - d) A fuller narrative of Worship, events, activities, etc in a PDF document could be put on the Web site and printed out to give visitors.
 - e) The brochure explaining our RE program needs to be updated for the coming year.
 - f) We asked Niki to use the Calendar on the UUFCM website and the Enews to ensure that volunteers know the RE teacher schedule.
 - g) In general, we will encourage use of the Calendar on the UUFCM website to identify volunteers for the various positions filled each week: "Stage Manager", RE teachers, Set-up, clean-up, greeters, etc.
 - h) We also discussed providing names for the volunteer positions that are more descriptive.
10. Social action report (Grace) – attached. Vicki reported the survey will continue to be solicited through the month of August and early September. Analysis of the information may provide a starting point to consider more organized areas of study and social action.
11. Membership Committee report (Gisela) –
 - a) Everyone made a contribution of record for 2012-2013 year.
 - b) Need new membership committee members and people to organize the "Path to Membership" classes. Joe will help with these.
12. Miscellaneous Reports
 - a) Social Fun (Laura McBride) – Dates: Silent Auction Oct 19 at 7 pm (Vicki, Gisela, and others (Janet maybe) will organize this event.
Harvest Feast Sunday Nov 24.... Holiday Tea Dec 15 after service
 - b) Building Manager (Janet) – roof is done, AC/heat is done, spring hinges for the restroom door will be here next Monday. Service contracts have been established – Tina should keep a copy and the contracts should be on file in the building. (Location to be determined)
 - c) Publicity –
 1. Mary Alsager is willing to collect the contributions from CMU Public radio again and bundle them. Vicki will place a note in the Enews to remind people to save their contributions for us. There was some discussion

about where else our contributions could be bundled and submitted in the name of UUFCM.

2. Wayside pulpit will again be taken on by Ricky – Ricky will price an additional set of letters and consult with Joe about a book he has with words for the Wayside Pulpit.
3. Special project still to be finished by Guy re. Posters- Stacey may take over from Guy. Gisela will check with Guy to find out for what the Chalice Lighter's Grant was to be used.
- d) Communication Task force – no report. Need to reform this committee. Joe and Grace will explore creating Social Media policy
- e) Caring Committee (Laura McBride) – attached. Burnie Bonnell's memorial service will be conducted by Nana' and Joe and music by Dawn Daniels and held at the Center on September 14 at 11AM and then move to the annex for catered food.

11. Old business –

- a) Changes in hospitality practices (Laura) – this will be Sunday #2 trying a change where we put food and beverage condiments on the tables to reduce the long lines.
- b) Discussion on children present during the offering (Vicki) – referred to Worship Team/RE.
- c) Discussion on Affirmation Sunday per month (Vicki) –referred to Worship Team
- d) Publication of monthly income and expenses in eNews and OOS (Ricky) – discussion pro and con ensued and it was decided not to start publishing budget and collection numbers. A more comprehensive approach to generosity and stewardship is needed. "People give their money because they sign on to the mission." Tell the story re: new furnace/ AC and roof. New furnace AC – Roof. Vicki will write a note to Enews.
- e) Employee assessment tool, design of new contracts (Scott) - Scott agreed to organize a task force that will include Laura (she will doodle dates to meet) and Norma Bailey to work on new contracts and employee assessment tools. Joe will be included.

12. New business –

- a) Regular Board Meetings will continue to be the second Sunday of the month but the time will be moved up to 6:30 PM. Sept 8, Oct 13, Nov. 10 and Dec. 8. The "Trinity" meetings will remain the Saturday prior from 10-12 PM.
- b) Possibly move Movie Night if Jim Dealing is willing.
- c) Fellowship Life meeting following worship is most often the second Sunday of the month, but this month we have a guest minister, so we will move Fellowship Life to Aug 25,
- d) Previously known as "Job Fair" will be called "Fellowship Fair" will be held on Sept. 15 and 22. Therefore we will move the Fellowship Life meeting to Sept 29 if there is need for one. (Joe will be gone on Sept 29.) Discussion ensued about holding the Fellowship Fair twice a year with one in the spring to engage people

for both the unique summer needs and the upcoming fall/winter.

- e) New office protocols, office hours, answering phone (Joe) - Need to rearrange the space to create a “minister’s study.” Joe will generally have office hours available Tue through Thurs by appointment. It is best to contact him by Email at revjoeuufcm@gmail.com Monday is his Sabbath day. Friday is writing day. Face back contact to come later.
- f) Sunday Coordinator (Gisela) – Worship Team will take care of this.
- g) Policies regarding child care for non RE events of the church. Norma submitted suggested policy and procedures – see attached. We need to clarify our policies and always follow our policy for any advertised events at which we are providing child care. Approved as submitted by Norma.
- h) Proposed changes for RE programs for Sunday mornings (Scott) presented by Scott and Joe. The board approved the changes and tasks the RE committee to work out the details and inform the parents, teachers, and children. Future issue: Consider how to pipe sound to a “Cry room” or the nursery.
- i) Policy on in-house rental (Gisela) – discussed problems with groups that are handled as Internal rentals and thus have no deposit and then do not leave the building clean, dark and locked properly with little recourse.
- j) Renting to Jewish community (Gisela) – the board welcomes the local Jewish community and supports Gisela providing our rental policy and terms to them. If they find the rent an unmanageable burden, the board would consider some adjustment to help meet their needs. Rental of our space always presupposes that we do not need the space at that time in the service of this congregation. Specifically need: Thurs Sept 5 for 2 hrs. Friday, Sept 8 for 1 ½ hrs and Saturday, Sept 14 (which might conflict with Movie Night if Jim is not willing and able to move it).
- k) Staffing Committees (all) – see “Fellowship Fair” above. We will organize the many committees and representatives of the other volunteer needs of the Congregation with tables offering food and beverages around the outside of the Fellowship Hall. The round tables will be taken down to encourage people to circulate and visit the stations during the “social hour” after worship on Sept 15 and Sept 22.
- l) Fellowship Life meeting for August – topic? – Minister’s office hours, Fellowship Fair plans, among other upcoming plans.
- m) Board Tickler for August (Gisela) Gisela will be meeting with Kirsten the week of September 19 to update the Directory and Web site.
- n) Each Board Liaison is to remind their respective Committees to prepare a plan for the upcoming year.
- o) Determine designee for rental use in the upcoming year: Gisela will continue in this capacity with Tina as her back up again.
- p) Social Justice link to CMU calendar for Hispanic and other causes. The board will ask Kirsten to check the CMU calendar each month and add a link to the CMU event in the E news.
- q) Safety webinar: there has been a new one and Grace will forward the link to the other members of the Board to watch at one’s own convenience before the next board meeting. We anticipate this will include issues around weapons in places of worship.

Meeting adjourned at 4:45 PM.

Next Board Meeting will be Sunday, September 8 at 6:30 PM at the UU Center.

Respectfully submitted by Vicki Chessin, secretary