

**Board of Trustees Meeting  
Unitarian Universalist Congregation, Santa Rosa  
February 15, 2018**

**MINUTES**

**Voting Members Present:** Natalie Brundred (President), Gretchen Vap (Vice President), Sara Jones, John Jaffray, Gretchen Paradis, Melinda Napier (Corporate Secretary), Sean Freese

**Voting Members Absent:** Michael Randolph (Treasurer)

**Non-Members Present:** Rev. Chris Bell, Susan Thollaug

**Meeting called to order at 6:32 p.m.**

**Chalice Lighting and Opening Words:** Rev. Chris

**Check-in**

**Board Covenant and 1-on-1 Activity:** Natalie and Rev. Chris

**Agenda review:** The agenda was approved without modification.

**Minutes:** January's board meeting minutes were amended to read "Member Engagement *Team*" rather than "Committee," throughout. With this change, they were approved.

**Open Mic:**

Since the Congregational Meeting (CM), Rev. Chris has gotten questions about how outreach to the colleges/universities became an area we are pursuing. The answer is: the 2015 visioning process and a series of house meetings on "our next decade." We don't have a youth group or young adult ministry. It's been a goal that we've discussed off and on, but have not had the time/resources to follow up. Chris will type this up to share.

**REPORTS**

**Treasurer's Report:** Natalie (in Michael Randolph's absence)

Overall, our financial situation is good. The draft budget was received well at the CM.

We don't have a financial report through January because this meeting is exceptionally early in the month. Kirsten Olney is training Laura, our interim bookkeeper. The Stewardship Committee is working on a plan to raise an additional \$60,000 for the coming year. Their campaign will promote hiring the Assistant Minister as the goal. One idea: hang a large banner at the church with a tree with spaces for leaves. As people make or increase pledges, leaves representing \$500 or \$1000 will be added, until the tree has all its leaves.

**Staffing Report:** Natalie & Rev. Chris (in Linda Stabler's absence)

Bookkeeper: The interim bookkeeper, Laura, is fabulous. She's on time and does everything well. We have four strong-looking candidates for the permanent position. Laura may yet apply. Linda and Michael will interview the candidates.

Assistant Minister: The interview team will get together soon. The job will be posted various places within the UUA. The job description is ready to go. The hiring process isn't nearly as elaborate as hiring a called minister. Because it's part time, this minister could be someone who's winding down after a full career. Petaluma is looking for someone at 2/3 or 3/4 time, so sharing with them is probably not an option for us.

The recommended Assistant Minister candidate will be presented at a Board meeting. The candidate won't give a guest sermon. There's no congregational vote in this case. It's expected that worship will continue to be conducted mainly by Chris, but it depends on the person hired. The hiring team might ask for a video or a public presentation as part of the hiring process.

Director of Religious Education (DRE): The job description has been distributed in the last few days. One application has been received already. The selection process will be similar to that for the Assistant Minister. We will introduce the candidate who's been selected to the congregation.

The Board is the hiring entity for both of these positions.

### **Approval of DRE and Assistant Minister Hiring Teams - VOTING ITEM**

**Proposed Assistant Minister Hiring Team** (everyone has been contacted and agreed to serve): Rev. Chris, Natalie (Board President), Linda Stabler (head of HR), Lucia Milburn (head of COSM) and Scott Miller (head of Worship Associates and RE parent). **The Board voted unanimously to approve the composition of the team.**

Sean asked the chair if he should recuse himself from voting on the DRE hiring team due to a potential conflict of interest. The Board advised that he be guided in his vote solely by the interests of the congregation. He agreed.

**Proposed DRE Hiring Team** (everyone has been contacted and agreed to serve): Rev. Chris, Linda Stabler (head of HR), Susan Miller (parent), Julie Malm (former DRE), Janet Barrows (RE teacher) and Megan Foote (teen).  
**The Board voted unanimously to approve the composition of the team.**

## **NEW BUSINESS**

### **Naming Policy:**

Richard Senghas has integrated a lot of research and feedback into this version of the proposed policy.

In discussion, the board made several recommendations that were unanimously adopted to change the wording in several places, but were not able to work through the entire document. The board agreed to table completing this item and do so at next month's meeting. Sara will send her notes regarding the policy to the Board via email. Natalie asked that they be sent first to her.

Once approved by the board, the policy will be published in the newsletter, and then voted on by the congregation at the next Congregational Meeting.

### **Board Retreat Location & Date:**

The board had a discussion about the value of going out of Santa Rosa for a retreat in August of each year, as well as the possibility of researching other options for next year and thereafter. The value the board and the congregation receive for the cost of the retreat was a concern. Various options were explored and adopted to keep the cost of the retreat down.

Rev. Chris noted that board members have multiple points of view about the location of the annual board retreat. The purpose of the retreat is to lay a foundation to work together as a team. He reiterated that a retreat gives us mental focus and space. Going away, getting out of normal circumstances helps us have a changed point of view.

It was resolved that decisions about the following year's retreat, including the date, possible locations and payment options will be made in August.

## **Debrief on the Congregational Meeting and Next Steps:**

### Changing the Bylaws: Natalie

The team will be Ellen Skagerberg, Mary Louise Jaffray, John Mason, and Natalie. It will start meeting in March when Ellen gets back from India. We'll have several forums on the proposed Bylaws changes in April. The gist of those changes will be published in the newsletter. We hope to present final recommended changes at the June Congregational Meeting, but will not until the process is complete. One possibility could be 2 congregational/business meetings + 1 town hall meeting. The board will review the proposed changes before they go to the congregation.

## **ONGOING BUSINESS**

### **Liaison report:**

Most teams are doing well; the following were identified as needing support:

Caring Connections - Gail Alford has long been the backbone of this committee. Her backup is Mac Freeman

Financial Committee - is defunct and needs new members. Rev. Chris has some names of people to invite to be on the team.

Flower Committee - needs additional volunteers.

Maintenance - Saturday workdays need additional volunteers.

Member Engagement - needs volunteers.

Saturday Breakfast - always needs more volunteers.

TIE groups - volunteers are needed to lead groups — especially for evening meetings.

Communications Team - is defunct as a team. Orders of service, announcements, web updates and the newsletter are continuing to be produced but there is no committee to provide oversight and support. If/when there's a pre-school, that funding will help toward a communications director.

The work of this team is way too much work for a volunteer. We really need a Communications Director. Natalie requested that each board member bring ideas of how this team's work can be done until we are able to hire someone to next month's meeting.

### **Talk to a Board Member report:**

Much of what has come up has been done, or can't be done, or are perpetual issues, such as applause during services.

It was noted that the board member must approach people, as they tend to not come to the board member. Natalie asked that people write in the book if they've done a shift, even if there are no comments from people.

**Update on Welcoming Friends Project:**

Overall, it's going well. The first group is in the middle of their work. In one case, a change in Welcoming Friends was made for better compatibility. The second group is just setting up their first contact. New volunteers are now being invited.

**Final Questions/comments:**

It was noted that board meeting minutes that are supposed to be posted on the bulletin board each month do not seem to be. The Recording Secretary will make sure that they are from now on.

**Closing Words:** Rev. Chris

**Meeting adjourned:** 8:52 pm

**Next Board Meeting: Thursday, March 15th, 6:30 pm**

Respectfully submitted by Susan Thollaug, Recording Secretary