

January 11, 2018

## UUCS Board of Directors Meeting

### Attending:

Lynn Cardiff  
Benjamin Boschee  
Susan Farris-Gosser  
Robin LaMonte  
Richard Davis (Ex Officio)  
Joel Woodman  
Cherryl Ramirez  
Joanne Manson  
John Prohodsky

### Staff:

Samantha Scales:

The meeting was called to order at 6:05 p.m.

### Chalice Lighting & Centering Thoughts:

The chalice was lit and centering thoughts were provided.

### Visitors:

None

### Housekeeping:

A building alarm system has been installed and is being tested. A light has been installed to meet code requirements for lighting the handicapped parking spots. The curb outside the front entrance has been painted red to meet fire department requirements, and the new light should illuminate the red curb so that it can be seen.

### Consent Agenda:

November Board Meeting Minutes -The minutes were approved.

Monica Jacobson-Tennessen will be ordained on May 26, 2018. This will be a joint ordination with the Unitarian Universalist Congregation of Corvallis - This is an information item for the Board.

The Committee on the Ministry has approved an April to June 2019 Sabbatical for Rick Davis - This is an information item for the Board.

Adoption of the Board Covenant - The Board received the draft covenant at the December Board meeting. No edits were received. Susan moved and it was seconded to move this item to the regular reports.

Adding members to the Stewardship/Canvass Team (Pledge Drive) - Rick discussed the need to expand the team to year around and add members. He suggested that each Board member nominate 1 or 2 people to add to the Team. Board members will forward recommendations to Lynn by email. She will compile the recommendations and send them to Rick.

Benjahmin moved and it was seconded to approve the items on the consent agenda. The vote was unanimous.

#### Regular Reports:

Adoption of the Board Covenant - Joanne moved and it was seconded to adopt the Board Covenant. A vote was held and there was one objection. A question was raised about what will be done with the Board Covenant. There was a suggestion that the Covenant be included in the packet that is given to incoming Board members. There was a suggestion about having it be included as part of the Board meeting, perhaps as part of the chalice lighting. There was discussion about the term of the Covenant. Each incoming Board will create their own Covenant. There was discussion about what happens when someone violates the covenant. There is no enforcement mechanism for violating the Covenant. There was a suggestion that the Covenant be included as part of the policies and procedures. The question was called. 6 voted to stop debate and 2 opposed. The motion passed with 1 objection.

Treasurer's Report - including discussion of correspondence with Randy Jones regarding financial reporting. The Board discussed the Treasurer's report. There was a question about one of the items in the report that showed a cost overrun from the men's retreat. Two attendees have not yet paid their registration fees. When payment is received it will solve the cost overrun. There was a question regarding income patterns. Income is slower in the summer. There was a question about the impact of the new tax law and its potential impact on giving. At this time, this issue has not been clarified. There was a discussion about the concerns that Randy Jones raised in his email to the Treasurer. John will invite Randy to attend the Board Retreat on Finance on January 22<sup>nd</sup>.

Vice Chair/Team Council Report - The next Team Council meeting will be on Friday February 2. The focus will be on the Team's purpose and goals for the coming year. There was discussion about how this could be tied into the annual review, as well as strategic planning and staffing for growth. There was a question if the Board or the Commission on the Ministry had responsibility for the annual review. The Board has the responsibility to ensure that the annual review is done.

Minister's Report - The report was send out by email. The issue of sending designated representatives to the Regional Assembly needs to be addressed now, as early bird registration is at the end of this month. The Executive Committee will meet on January 24 at 4 and can decide on an nominees at that time. There was suggestion that people from UUCS administration, including Religious Education, Music and Facilities be sent. There is a benefit from having multiple people attend, who can share what they have learned. UUCS has the funds to pay, and there is a need for leadership growth.

Facilities Report - Joanne reported that she has heard back from two site evaluation consultants and has asked that this information be submitted by January 22<sup>nd</sup>. Joel Martin is still working on heat controls.

Christi sends the Board an email report on Religious Education each month. There was a recommendation that this report be put on the regular report agenda. The Board agreed.

Cheryl moved and it was seconded to acknowledge receipt of the Regular Reports. The vote was unanimous.

#### Special Reports:

Report from the Strategic Planning Steering Committee -There was a verbal report on the December and January meetings. The December meeting included a review of breakthrough church data from 6 congregations that are 30-40% larger than UUCS. There are a variety of factors that lead to breakthrough congregation effectiveness. The Board discussed the relevance of this data based on demographics and other factors. It was recommended that Board members go to the Unitarian Universalist web site and review this information. The January meeting included working on a statement of UUCS purpose. The Committee presented a draft purpose statement - "Create community where shared values can be lived." There was a discussion of the recommendation at the Board Covenant meeting that UUCS have a purpose statement that is the focus of all of its actions, and is included on letterhead, Board agendas, the Sunday order of service, and other official records. There was also discussion of the strategic planning process, including developing purpose, mission, vision and goal statements.

Joel moved and it was seconded to acknowledge receipt of the Special Reports. The vote was unanimous.

#### New Business:

Custodial Services - staffing and costs. There was a report on the quality of custodial services. There is a long list of responsibilities for custodial services, but UUCS only budgets for 2 people for one and one-half hours per week. The current service provider is not meeting custodial needs. There was research into several temporary agencies. These agencies provide workers, but do not provide training. Several custodian services companies were also contacted, and there was a recommendation that a janitorial services company be hired. There was discussion about what is preferable: temporary custodial services or a permanent custodian position. There is money in the budget for a permanent position and a position description has been written. However, the Board needs assistance from the Human Resources Committee to begin the hiring process and that assistance has not been received. There was discussion about whether the Board should seek assistance from another UUCS congregation to move forward with hiring. The Board was reminded that this issue has been under discussion for over a year, with no action.

Joanne moved and it was seconded that Board approve the hiring of temporary custodial service for 10 hours per week for the balance of the fiscal year, with the understanding that a final action on hiring a permanent position will be taken by the end of the fiscal year. The vote was unanimous.

Staffing for Growth- There was discussion about the Staffing for Growth memo which arose from a planning meeting of administrative staff that had been sent to the Board. The Executive Committee had recommended that the Board appoint an Ad Hoc Committee including 1 Board Representative and 1 Human Resources Committee representative to recommend staffing to the Board.

January 11, 2018

John moved and it was seconded that this item should be tabled and move it to the February Board Retreat. The vote was unanimous.

Staff and Board Covenant – There was discussion about establishing a staff and Board covenant. Questions were raised about the process and cost for a meeting. Sam will research other UU congregations to determine if sample covenants are available and report back to the Board.

Cherryl moved and it was seconded to refer this matter to the Executive Committee to establish the process and date and for the staff and Board Covenant. The vote was unanimous.

#### Old Business

Report from the Ad Hoc Sign Committee – There was an email report from the Ad Hoc Committee on the research that had been done. Lynn will send the report to those members of the Board who had not received it.

Joanne moved and it was seconded to acknowledge receipt of the report. The vote was unanimous.

#### Assignments for February

Chalice Lighting and Opening and Closing Thoughts: Monica will do this in February.

#### Next Board events:

Staff the Welcome Table on January 14<sup>th</sup>.

Board Retreat is January 22<sup>nd</sup> and will focus on financial issues.

Executive Committee meeting is January 24<sup>th</sup>.

The Board has coffee service on Sunday January 28<sup>th</sup>.

The February Board meeting is on the 8<sup>th</sup>.

The Chalice was extinguished and closing thoughts provided.

The meeting was adjourned at 8:15 p.m.