

All Souls Church, Unitarian Board of Trustees Meeting September 22, 2010

Board Members in Attendance

Goldia Hodgdon
Erika Landberg
Mary Rojas
Fred Tipson
Laurie Lester
Shirley Blakely
Mark Ewert
Fred Samuels

Board members absent:

Elizabeth “Libby” Turpen

Others in Attendance

Jody Feldman (Moderator)
Dori Phelps (Secretary)
Carolynn Fowler-Smith (Committee on Ministry)
Susan Newman (Associate Minister)
Russell Cross (Stewardship Committee)
Mark Chambers (Generosity Campaign)
Janine Chambers (Generosity Campaign)
Katie Loughary (Executive Director)
Rob Hardies (Senior Minister)
Allison Denney (Membership Committee)

Opening – Call to Order

Erika Landberg

Deep Chair

Russell Cross and Micah Watson,
Co-Chairs, Stewardship Committee

In June of this year All Souls completed its two-year participation in the UUA’s Forth Demonstration Project. All Souls created a new Stewardship Committee as part of this project. Russell and Micah have stepped up as new co-chairs to lead the Stewardship Committee.

Russell presented a PowerPoint presentation on the Stewardship Committee (See Attachment). They passed out cards and we were asked to give four points on what we thought stewardship was. They also passed out a handout with questions for the board (See attachment). Then they shared what other congregations have defined as stewardship.

They said the committee is at a crossroads because it is not clear what the committee goals are. The Stewardship Committee has drafted the following mission statement:

Growth now and in the future is essential to our chosen faith and this congregation. The All Souls Church Stewardship Committee broadly considers how to honor the riches we inherit by creating and sustaining the church and

programs that we seek to pass on to our children and others who come after us. We envision All Souls Church as a sufficiently endowed community with sustainable resources and assets for building, nurturing and enriching its programs and community relationships. To that end, the All Souls Church Stewardship Committee seeks to steer and unify the financial and human resources in our congregation, to shape its qualitative and quantitative growth, and strives to create a culture of long-term sustainability by providing leadership and oversight of our annual resource development in service to the congregation.

The statement is not overly focused on money. The Committee is constructed as an umbrella group to support and integrate various fundraising functions in the church, including the Generosity Campaign. The statement is used to find ways to blend individuals with spiritual commitment; to educate members how to blend giving with church life. The purpose of the presentation at the meeting was to come and start a conversation with the board.

Discussion:

Mary: what needs to happen is for the current roles to be defined. The Stewardship Committee should handle the roles that they outlined. However the mission statement is not very clear. A more clear mission statement would outline the roles. “Abundance” is a euphemism for “finance,” for example; why can’t we just say that?

Rob: It is clear in my mind that the Stewardship Committee is responsible for how to raise money to support the mission of the church. Whatever we need to do to support that function is what we need to concentrate on. The Stewardship Committee is responsible in delivering a marketable fundraiser plan each year.

Erika: There needs to be someone from the Finance Committee on the committee.

Fred: One of the things the Stewardship Committee does is try to coordinate asking campaigns.

Susan: In my past experience I have always encouraged the Stewardship Committee to be like the air traffic control and to be long-range planners as well as short range. You are asking the right questions; all you need is the authority.

Erika: Church committees have to belong somewhere, i.e. be connected to the Board or some staff member. In this case, the Stewardship Committee works with Executive Director Katie Loughary.

Jody: The Stewardship Committee is the money committee, but there is also a policy role to recommend things like who can raise money and how. In a church this large, that will raise confusion without a coordinating committee.

Rob: It would be the call of this committee for implementing and coordinating an asking campaign. What kind of changes have you seen in the Stewardship Committee culture?

Russell: We have seen changes such as helping people see that generosity is a form of spirituality. There needs to be an overall strategizing piece; hooking the asking campaign to the church calendar.

Fred: Regarding local impact, we will need resources devoted to that effort. How do those issues relate to Stewardship Committee in general? Giving inside and out of the church is all about stewardship.

Laurie: There is a need for a well-written policy so that the Committee doesn’t come out like heavies.

Mary: Perhaps just ground rules so that it does not come back to the board.

Mark: What is the connection between strategic planning and giving?

Katie: It would be great to have guidelines in place when people form committees.

Jody: There is an education piece of why should I support this spiritual community. Making the connection between generosity and stewardship is very important.

Janine: When questions came up for the Generosity Campaign it was good to be able to speak to the Stewardship committee.

Russell: It is good to know we have the blessing of the Board.

Mark: The Forth Demonstration Project ended in June and the final report was finalized today. It has an executive summary. It is interesting to see what the other congregations did as part of the project.

Committee on Ministry Update

Carolynn Fowler-Smith, Co-Chair

Carolynn handed out a memo to show what the Committee on Ministry (COM) has been involved with in the past year (See Attachment). She read over the memo and then opened the floor for discussion.

Do we track how many of our members go into the ministry?

COM does not. However, there are at least four or five people in the past few years that have gone into the ministry.

Do they come back for ordination?

Some of them do.

What does sponsorship mean?

We just say they are worthy members in the church, etc.

How often does COM meet?

COM meets the first Wednesday of the month.

Are the terms of reference being reviewed by the Governance Review Team (GRT)?

Yes there are. The COM has met once with the GRT and will meet again in November.

Fred Tipson added questions about who decides what shared ministry means, and where does someone go with a beef. Most people see those as issues for Committee on Ministry.

Does Stewardship Committee have terms of reference?

No there has never been a consistent format. Jody added that there is a draft template but it has not been formalized.

Government Review Team Progress Report

Fred Samuels, Fred Tipson, Jody

Fred Tipson noted that the Board's policy governance document is a work in progress. The Team feels that its charge is too large to be able to come before the congregation in December with recommendations. It is reviewing the removal language in the by laws and decided it should stand but there will be some changes. To remove a trustee from the Board should be a step process and not nuclear. Many people objected to the "without cause" language at the congregational meeting last year. The Team is making the language more clear and defining the cause. There should be a code of conduct for trustees that is more defined; as of now it is too broad.

Other issues in the works:

- Shared ministry: what does it mean? The GRT feels strongly that we need more clarity. At present it is too vague and therefore frustrating.
- A policy for how the congregation will communicate officially.
- Safety physical safety, and conduct around others. We need to compare what other congregations do.

- Conflict resolution, not creating that policy but dealing with issues where a person feels he or she hasn't been heard. We need formalized instruction on conflict resolution (know who to go to).
- Also emergency responses.
- Terms of reference for committees.

The list seems mostly to refer to work in progress. How would you prioritize this list?

Not everything on the list needs congregational approval. The removal policy needs clarity along with shared ministry, etc. The December meeting will mostly be reporting on progress and the work will most likely continue into next year.

Erika: the more clear you can be about what you can do by December the better, so as not to leave this for the new board.

Shirley: For shared ministry, perhaps we could have a campaign to hear what the congregation thinks, get a lot of ideas and create a statement from there.

Fred T: GRT wants to talk to staff and find out their thoughts.

Erika: There was a discussion about getting a listening campaign on shared ministry started; the board can discuss it in October.

Mark: In the report to the congregation at the December meeting the GRT can tell us what we are doing well and what needs work.

Erika: It is reasonable to task the GRT to come in November with an outline of what will be covered in the Annual Meeting and indicate whether the charge needs to be continued next year.

Fred S: I did not envision the GRT's task to be reporters of the state of governance. So there is a point there the GRT needs to take another look at this.

Fred T stated GRT should make recommendations to change bylaws.

Jody: For bylaws changes the congregation must be informed two weeks in advance of the Annual Meeting. So that needs to go out by 21 November.

Board of Trustees Monitoring Proposals

Erika Landberg, Mary Rojas, Fred Samuels

The documents provided to the board included a proposed monitoring plan for 2011, and a draft annual calendar (see attachments) including the board's self monitoring, its monitoring of the executive limitations as defined in the policy governance document, and our new goals (replacing the old "ends" statements). Rob and Erika outlined at the last board meeting how we would be moving from the visioning project into the implementation of our new goals. The Board will present a final report on the visioning project. Rob presented an implementation proposal from the Executive Team that included working with the Church Council on implementation (see attachment). The challenge for the Board is how can we fulfill our monitoring role in a more efficient way? The documents were proposed for discussion at this meeting, with plans to vote on them by November.

Discussion:

Jody: The Church Council only appears once in the implementation document. Could we reestablish the church council steering group? The council has 133 people on its mailing list so we need a steering committee to be in coordination with the implementing teams.

Mary: The term lay leaders refers to persons who are on the Council.

Jody: If you think you need a church council it needs roles.

Rob: The forthcoming Goal Implementation Teams will be formed coordinating with the Church Council. The Board will monitor. So it does not have a lot to do directly with implementation.

Mark: do we want to add language of how the Board reports to the congregation, explaining why are we monitoring?

Shirley: Groups need to know we are monitoring progress and that gets noticed. All these reports lay the groundwork for consistency.

Mary: After the implementation team gives its progress report to the Board, it could report back to the Council.

Mark: Perhaps we need monitoring reports to be submitted throughout the year to the congregation.

Erika: 2011 will be the first year for implementation on the new goals.

Fred T: When you get a report you expect something to be done. We react, evaluate, and push back.

Erika: Let's keep thinking about this and vote on it in November. She suggested that the board should always bring the policy governance document to each meeting. The proposed annual calendar moves some reports to once a year (example: protection of assets) to make the reports more efficient.

Mark: the idea of executive limitations is to say to the Executive Team to be more proactive. If any of these limitations are infringing on our abilities to monitor then that needs to be reported.

Fred T: The policy governance document tells us what needs to be in the executive limitations reports.

Rob: Knowing what the board wants to hear from the Executive Team helps a lot.

Mary: The visioning to implementation proposal should go out to the Church Council.

Jody: I want to take a look at the document before forwarding it.

Board members noted the proposal comes from the Executive Team.

Reports

Executive Team Report

Rev. Rob Hardies

Staff this year is focused on three areas (see attachment). Susan Newman added that forty-one people have signed up to be facilitators and have gone through training. The church is in transition with four interim positions on staff this year. The new interim choir director started this last Sunday. There is lots of good spirit in the church. Susan will be preaching her first sermon this Sunday. Homecoming Sunday had 850 people in attendance.

Executive Team Report continued (See Attachment)

Katie Loughary

Open door housing fund has come due in August and it is recommended that we renew the loan.

Motion that the Open Door Housing Fund be extended at 4% for 3 years by Mary Rojas, seconded by Fred Tipson, passed unanimously.

Discussion:

Are we capturing information from the Hiroshima trip this summer for the archives?

Rob: There were a lot of photos were taken by the All Souls people who went to Japan.

Church Council Report

Jody Feldman

The Council met on Saturday and is getting the notes together. Kristan Markey will be helping with some of the communications improvements.

Membership Secretary Report

Allison Denny

Allison handed out the Membership secretary job description (see attachment) because she wanted the Board to have a good understanding of what she did. She showed us a ledger where all new members sign the role when they join All Souls. The ledger and is now virtual. There is now a database, which is maintained by a group of people. She brought in a number of boxes, which was a card catalog of all the members. Allison wants to know if it is okay to discontinue the practice making a new card for every new member. All agreed that maintaining the records virtually was enough,

Are you on the membership committee?

Yes, she has been attending the meetings.

How does a member get put into the inactive file?

Amy has been working on a letter to contact people who we have not heard from in two years. Most of the people who become inactive inform us because they are moving.

Have you compared job description with the membership staff person so that both of you are not overlapping each other?

One is a staff position, and she is an officer elected by the congregation.

Consent Agenda

June 16, 2010 minutes

Motion to accept the June 16, 2010 by Fred Tipson, seconded by Mary Rojas and passed unanimously.

July 22, 2010 minutes

Motion to accept the July 22, 2010 with the corrections (*Need list of attachments at the bottom of the document*) by Mark Ewert, seconded by Mary Rojas and passed unanimously.

August 26, 2010 minutes

Motion to accept the August 26, 2010 with the corrections (*Need list of attachments at the bottom of the document*) by Fred Tipson, seconded by Mark Ewert and passed unanimously.

Announcements

October 30 Monitoring Session: want to change date but will discuss it in email.

Meeting Feedback

Stewardship Committee and Committee on Ministry clarified my thinking.

Loved the Stewardship Committee PowerPoint.

Impressed with the card catalog boxes presented by Membership Secretary Allison.

Moved to adjourn and go into executive session by Fred Tipson and seconded by Mark Ewert. Passed unanimously

Adjournment

The Meeting adjourned at 9:20 pm.

Respectfully Submitted,

Dori Phelps, Secretary

Attachments:

Agenda for the September 22, 2010 (09.22.10)

Stewardship Committee Report (Board Presentation) (2010-09-22 Board Meeting Handout)

Committee on Ministry Update (CoM_BOT Annual Checkin)

Monitoring Memo (Monitoring_of_the_Goals_of_All_Souls_Church[1])

Annual Calendar of Meeting Agendas (Agendas-monitoring chart)

Goal 1 Overview (09.14.10_Master_Vision_Document_[1])

Executive Team Report [Rev. Hardies] (September 2010 Board Report)

Executive Team Report [Loughary] (10_09 ED BOT report)

Membership secretary job description