

All Souls Church Board of Trustees
27 October 2010

Board members in attendance: Erika Landberg, Fred Tipson, Goldia Hodgdon, Laurie Lester, Libby Turpen, Mark Ewert, Mary Hill-Rojas, Shirley Blakely
Board member absent: Fred Samuels

Others in attendance: Rev. Susan Newman, Kathy Ferger, Tom Fox, Catharine Clarenbach, Katie Loughary, Barry Johnson, Carrie Davidson

7:05 called to order Chalice lit and #594 read from the hymnal.

7:10 CAPT Request for Contract Approval Tom Fox

Contract is for an architectural/engineering firm to tell us what we *must* do—physical things of all sorts. Roof, etc. Disability codes.

After interviewing four firms, CAPT unanimously chosen Kerns—lots of church experience, including UU church experience. Previous experience with Jim Heltman. Contract has been vetted by lawyer, and is significantly less expensive than CAPT expected.

They will look through whole building, all systems. Look at how we currently relate to codes. They will have town hall meeting-style meetings with relevant folks. There will be a draft recommendation. We'll go back to them with questions, and the process will be very participatory. Their purpose is not to tell us what they think we ought to do to make the space more beautiful, etc. Rather, they will tell us what we have to do. For example, we need an elevator.

Mark – Interviews/town hall meetings will give people the impression that we're starting the capital campaign right then. I'm concerned about lay leaders thinking that. Is there some language we can use to clarify that?

Tom – There will be substantial report at congregational meeting. There will be a plan for what this firm is doing, as well as what our thinking will look like from here on out. The plan, in late spring, will be clear about what we're raising money for.

Discussion about who's to negotiate on behalf of the Board of Trustees and how to deal with a situation in which the fee becomes more than originally planned.

Fred moved to authorize Katie to negotiate on behalf of the BoT, and that she must come back to the Board if the fee is to be 10% more than authorized.

Mary seconded

Passed unanimously

AIA (American Institute for Architecture) modified survey needs to be filled out by the Board. Libby is going to do it and submit it to the CAPT.

7:25 Ministerial Search Committee Update and motion on contract

Kathy Ferger, Committee Co-chair

Completed congregational record and will get it to the UUA within a few days. Packet isn't yet created. The Record needs to be approved and changes made and then will be released online. Networking outside of the UUA will also start around the same time the Record goes out. Heads of seminaries will be asked for recommendations, etc.

Draft ministerial agreement – like a preliminary contract. Mark, Mary, and George (negotiating team) are going to work on it. Rob and Katie have looked at the budget and have a proposed salary range. Kathy hopes that the Board can approve the draft agreement before next meeting, so that the process isn't held up.

Kathy has been told that the figure we're considering is usual for UU churches of our size.

There will be a criminal background check performed by the JPD.

There will be an article for the Spirit in November.

Mark – There are parts of the congregational record that should not be distributed. There are other parts that might be interesting to people. Have you thought about that?

Kathy – We haven't thought much about it. I can't imagine why we wouldn't share questions about dominant theology, support of ministers, etc. I don't see any reasons not to share that. I assume that we'll make it available online.

7:37 2011 Monitoring Recommendations Mary and Erika

Putting structures into place so that we know how monitoring is going to go.

Mary led discussion on the **Goal Monitoring Memo**.

This is the process, and we've talked about it in small group sessions.

This is the monitoring of the church goals. It is not self-monitoring or monitoring of executive limitations. We're only voting on the monitoring of the church goals.

Discussion initiated by Goldia regarding the appropriateness of the Executive Team taking the lead on Implementation Team meetings.

Susan – staff retreat in September, we discussed the goals and how we’re going to meet them and what we’re going to do. We’re using our database now in ways that we haven’t used it before, so we can see qualitatively and quantitatively. The staff member is not going to be the sole leader of the implementation team.

Mark – I don’t have a problem with it, because I think this is the staff doing the work to move the goal forward. That is overseen by the ET, who gather the information, and then each of the implementation will work on them, the ET will coordinate the gathering of that information to report to BOT. Our role is to track progress.

It was agreed that rather than wordsmith with 20 people, changes would be suggested and worked out online.

The **Annual Monitoring Calendar** discussion was introduced by Erika.

Discussion, initiated by Barry, regarding whether or not it’s useful to put on schedule those committees, etc. that come to the BoT on a regular basis to make reports and have discussion.

At this point, Susan suggested that there be some time in the BoT meetings that is unplanned, to allow for some more organic discussion.

Fred moved to adopt this Board meeting calendar.

Goldia seconded

Passed unanimously

Laurie initiated discussion about where Executive Limitation Monitoring comes into the process. Erika replied that there are 4 limitations to be monitored and that the policy governance document review will address some of these issues. Mark said that notes on the policy review may be sent to Mary in the hopes that they can be voted on in November.

8:10 Audit Committee Update and Recommendation

Mary – On November 7, having town hall to go over what the committee has been working on. Two-pronged approach – one as a formal audit every 3 years as in pg document – one is the internal review on the off years.

Barry – committee has made progress on internal review and have completed controls review process/checklist. Been completed and reviewed and will go over it again. Also developing a plan for testing the controls. The first draft is done and committee is working on edits. Town Hall will be to address concerns from annual meeting—why we’re taking the approach that we are.

Some question as to whether the Town Hall has been announced. Not in Weekly, though it was supposed to be.

Mary – in contact with Virginia View who raised concerns last year. She has agreed to participate with the audit committee in the ways that she will be most helpful.

8:13 Governance Review Team Fred Tipson; Jody Feldman

Planning a package of bylaw amendments for November – gave advanced notice because November is full. The bylaw amendments concern the incidents of 2009.

We think the congregation needs some input and discussion, if not vote, on policy governance. There will be report before the congregation, explaining the proposed changes.

- 1) Recommending that officers also be listed as subject to removal. “with cause” invites litigation. Many UU churches have struggled with the language, but most have kept “with or without.” As a way to deal with this, language has been added to say that the Board would be giving some kind of notice – bringing up violations of code of conduct as a way to give notice that removal could follow. Code of Conduct is also going to be revised.

In the interest of time Erika suggested we take two comments for each issue

Libby – What struck me about this is “to remind” – so informal and vague

Fred – trying to leave vague on purpose.

Shirley – Remind/provide notification might need a timeline attached.

- 2) Make sure that Officers are overtly welcome in all BOT meetings.

Goldia – Officers can’t vote. Why?

Barry – I don’t want to vote. I think it’s a numerical problem. That they are so many officers, that then the number of votes is equivalent, almost, to the voting Trustees.

Goldia – You all are here with us. You get voted on like us.

Barry – My point is that we are not held to the same standard or responsibility. Officers are invited to attend but we’re not required to be here. Our roles are different. My role is to look after finances of the church...my role isn’t to look after the policy and monitoring of the church. Clearly I take an interest. The roles are different.

Mary – It would really mess up what a quorum is.

Erika – Goldia, please send comments on this so that all views are fully expressed.

3) The Board of Trustees will set the agenda for any meeting the Board of Trustees calls.

4) – Policy Governance suggestion dealing with serious allegations made against senior members, staff, board, etc. of the church. Process of investigation deriving from the board, using an “elders approach” – get respected members of the church who are not currently in formal leadership roles to do investigation. How should we work on this? What should the process look like?

Jody -- Moderator hat – There’s no rule that we have to present bylaws changes at the Annual Meeting. It may be good to call a separate Special Meeting for bylaws changes, because this is all so complicated.

8:37 Beckner Request Susan

We have 96k that we are going to be giving out this grant season. The others will be at the Nov 17th meeting, but this one is time-sensitive. Silver Souls have asked for 5k and the committee agreed unanimously. They need 6,800, but they’re going to get the rest out of their budget for 2010.

Libby moved to approve the Beckner Committee’s request that the Board approve a grant for \$5000 of the Silver Souls of All Soul Church’s “Minister’s Exhibition Restoration Project”

Mark seconded

Passed unanimously

Executive Team Report Katie Loughary and Susan Newman

(see information in written ET report)

Susan went over her pieces of the executive report → by June of next year, we wanted to have 10 new covenant groups....we have 26 and another 5 perhaps on the way. 42 new facilitators trained. Each has a facilitator and a co-facilitator. The Good Life got 27 extra people to sign up for it, so we now have Good Life 1, 2, and 3.

Spiritual Theme is going well.

We’ve started Thanksgiving collection campaign.

November 21 = collection

Beckner Fund committee meeting on November 9 to go over remaining proposals.

Katie – (8:49) Generosity coming along, but we don’t have numbers for last week yet.

Karen Williamson named ASC as sole beneficiary of her estate including a retirement annuity of under \$400,000. No restrictions on this gift.

Barry – I did our analysis. I went back to all reports since we started charting. In March we were up, but every other month since then, church attendance has been down 2-3%. It's interesting because we say we're growing. The number of members is growing. We're converting people who are coming to a membership status, maybe? Church attendance is not growing.

Katie initiated discussion regard pledge fulfillment, and how to address it. Barry pointed out that the Mind the Gap campaign made a big difference in our finances, but that it hasn't addressed pledge fulfillment of 2010 pledges. Barry estimates that we are 11% behind where we need to be, even taking seasonal differences into account.

Katie – Stewardship needs to take this on.

Mark – They are. 1—year round pledge fulfillment work and 2—increasing the amounts that are automatic.

Erika – We'd like the ET to develop or direct development of pledge fulfillment, budget development, etc.

Barry – budget cycle is a different thing altogether. It would be helpful to have someone come back and say we've talked about this issue and this is our plan, and these are the concrete steps we're taking to ensure pledge fulfillment this year.

Laurie – Mark Chambers has suggested that generosity campaign folks work on pledge fulfillment.

Katie – That's not going to happen before the beginning of the year.

Erika – Do you want to direct the ET to develop a plan formally or is this sufficient for now?

Shirley – I'd like to have the ministers in the room to have this discussion, and maybe an ad hoc committee, as well.

Shirley moved to request of the ET that they come back to the BOT with a report on action steps to address the drop in pledge fulfillment for 2010.

Libby seconded.

No discussion

Passed unanimously

Katie – Rentals have been really increasing. Lots of weddings and other groups.

Generosity chairs have agreed to serve for another year.

Jody – Is there any thinking about need for more staff, given the rental increases?

Katie – I'm going to say no, and we're going to have to pull Alicia off of Sundays

9:07 Church Council Jody

Nominating Committee information to the Secretary is late. Jody is sorry.

List of candidates needs to go out by November 21, also bylaws changes, etc. before Annual Meeting.

9:10 Consent Agenda

Minutes

Shirley moves to approve

Fred seconded

1 abstention

Mary moved to go into Executive Session

Goldia seconded

Unanimously approved.

Respectfully submitted,

Catharine Clarenbach

Assistant Secretary