

Board of Trustees
Meeting Minutes

All Souls Church, Unitarian

February 24, 2015

7:00 p.m.

Trustees, Officers, and Staff in Attendance:

Peg Barratt, President
Chuck Dulaney, First Vice President
Anne Bradley, Second Vice President
Erin Boeke Burke, Board Secretary
Whitney Cooper, Trustee
Cledwyn Jones, Moderator
Vickie Lindsey, Trustee
Tracy Zorpette, Trustee
Leo Jones, Chief Program Officer
Katie Loughary, Executive Director
Susan Newman Moore, Senior Minister

Also in attendance: N/A

Not in attendance: Ken Ambrose, Trustee; Kysseline Jean-Mary Cherestal, Trustee; Laurie Lester, Membership Secretary; Kate Saylor, Trustee; John Strongman, Treasurer; Robert Hardies, Senior Minister

Call to Order – Peg Barratt

Chalice lighting and reading – Chuck Dulaney

Minutes: (Erin Boeke Burke) Amendments to the December and January minutes were briefly discussed.

Chuck Dulaney moved that the December minutes be approved, as amended. Vickie Lindsey seconded. The motion passed unanimously.

Chuck moved that the January minutes be approved, as amended. Anne Bradley seconded. The motion passed unanimously.

Consent Agenda – Nothing on the agenda this month.

Report from the Finance Committee: (Peg Barratt, on behalf of John Strongman who was unable to attend) Peg and Ken Ambrose attended a finance committee meeting earlier in the month, where the committee discussed how direct and indirect costs in the church budget were allocated to different ministries for purposes of the narrative budget. Peg reminded the Board

that these allocations are only for the visual representations of the budget, not execution or budgeting documents. She noted two large expenses that could not be directly tied to a single ministry of the church: staff not assigned to a specific activity, and building operating and maintenance costs. The former includes the Executive Director and facilities and operations staff (no other members of the Executive Team). The allocations of these costs by-ministry are based on formulas; Peg circulated a table with the calculations.

Peg said the finance committee had discussed the allocations at their meeting, and John Strongman had thought the 20 percent of building costs allocated to RE seemed a little high. After further discussion, the finance committee voted in support of the allocations as presented by the Executive Director. Peg and Ken, as an observer and the Board Liaison, did not vote.

Peg emphasized for the Board that “RE” costs as represented in the narrative budget includes adult education as well as children’s RE.

Katie Loughary pointed out that there are many ways to present how the church spends its resources, and different stories to be told depending on how we aggregate the data. The current allocations are what we have used for the last few years, providing cross-year consistency. That said, she encourages reconsidering the presentation in the development of the next Budget. Cledwyn Jones pointed out that data we will gather in the new database could be helpful for that exercise. Tracy Zorpette expressed concern that any visual representation, which is based on allocations that are ultimately an art, appears to the reader like a science. Chuck Dulaney agreed with Tracy’s concern and suggested adding an explanation of how the charts and figures were developed in the narrative. Anne Bradley spoke in support of the “science” side, noting that there are corporate accounting rules for how to allocate overhead costs, although we may not use them. Anne also pointed out that we have the option not to allocate overhead costs to different ministries. Going forward, Peg pointed out that different visual aids may better match the story we want to tell.

Peg asked whether the Board would like to revisit the entire narrative budget following receipt of feedback from the congregation. Katie noted the committee anticipated significant feedback from public reviewers following the soft-launch of the narrative budget. Tracy said she thought the narrative budget was still missing the personal stories, which were listed among the document’s goals. Katie said there is time to keep working on adding those stories. Rev. Newman made a comparison to anecdotal statistics, “statistics with the narrative of a story of a life,” and said that staff will work with the committee to add more examples. Katie noted that one of the subcommittee’s greatest challenges is to define the purpose of the narrative budget: an annual report, a fundraising document, or something else?

Committee Appointments: (Peg Barratt)

Audit Committee – All Souls does not have an audit committee at the moment. Peg noted the importance of having sufficient diversity of talent and expertise on the committee. Katie pointed out that we have already approved an audit firm to conduct a financial review will be conducted in March; the church’s next “full-blown audit” will occur next year. Katie Loughary pointed out that what we want the committee to accomplish in the next year may affect who we want to be

on the committee. Chuck Dulaney volunteered to be on the committee; Peg Barratt is working on researching other potential members.

Goals – Cledwyn Jones noted that these Board representatives have an option to also be representatives to the Church Council Steering Committee. Whitney Cooper volunteered for just the Goals Committee; Peg will follow up with the people who are not present.

Church Council Steering Committee – Vickie Lindsey volunteered.

Right Relations – Vickie Lindsey volunteered.

Goals: (Cledwyn Jones) The Goals committee met the day before the Board meeting. Cledwyn outlined significant targets for the team:

- Present to the Church Council meeting in February
- Meet with Gary about the data we are capturing in the database
- Meet with committees and other church groups over the summer to make sure we are capturing what they want
- Have general goal proposals ready for when Rev. Hardies returns from sabbatical in August
- Have the new goal-tracking system ready by the end of the year

Cledwyn requested to further discuss current efforts with the Board and Executive Team at the March Board meeting. Peg Barratt requested “homework questions” for the Board.

Peg said we need six people for the Goals Team to meet the targets in the governance document. Leo Jones is the Executive Team liaison. Peg volunteered to approach Rev. Moore about joining the group.

Cledwyn pointed out that current documents are designed for quarterly reporting. He is working on an overall reporting schedule for more constant feedback.

Staff report:

(Leo Jones)

- We have reached out to other UU congregations in the Washington area about the Rev. Dr. Barber guest sermon on March 6, and we expect other non-UUs who just want to hear him speak to attend that day. Proceeds from the collection that day (as designated) will go the Repairers of the Breach movement.
- Leo has made it a goal for various committees to develop a specific set of goals that they can use to choose ideas and projects that fit their committee’s purpose due to the frequency of mission-creep. He will be prodding groups throughout the church – not just social justice groups – to focus their mission.
- Leo is working with Jenice View to organize a diversity summit for Saturday, April 23. Will be a gathering of people of color who are members and friends of the church. The summit will be an opportunity to ask about the attendees engagement with the church and potential barriers to engagement, including why aren’t they involved in leadership in All Souls. Leo is concerned that last year’s slate for the Board was all-white, and emphasized

that that really shouldn't happen. Leo noted that Rev. Hardies shared his concern. The summit will also be an opportunity to talk to people about the differences between tokenism and inclusion: inclusion means doing outreach on a basis of understanding a person's interest.

(Rev. Newman)

- The plan for the grief support group has been further developed, and the current concept is to assemble a relatively permanent, not drop in, group. Rev. Newman is trying to find individuals who have specific needs and will invite clinicians with relative experience depending on those needs. The group will start meeting the first and third weeks of the month, not just the first.

(Katie Loughary)

- Third Century Challenge: We are making progress, and narrowing the list to just a last few items. We were approached by Bank of the West (one of the banks we talked to early in the TCC process) and are being offered a really good rate on a long-term loan; All Souls is trying to go back to Virginia as well to see if they will counter-offer.
- Steeple work: The upcoming steeple work may be financed with the large TCC loan; there is a team exploring many options for how to pay for the project. Katie expects to receive within the coming week a proposal from engineers and architects for a full-blown project to fix the steeple. Kerns (our TCC architect) is working with structural engineers and others who work in the DC area, and have selected a couple of firms to put together proposals.
- Rentals: No change in rentals from last month, including no update from Church of the Advent (COA). Katie clarified that "end of the church year" means we expect COA to be gone by August. Katie has gotten back to the charter school to let them know we do intend to continue renting to them and to offer more space, but paperwork isn't finalized yet.
- Seraphim database and Data Security: Katie noted the perpetual challenge of balancing balance security with user-convenience. We as a church still need to determine what kinds of access is allowable and what people can and cannot see in the church database, and what filters we think are appropriate (e.g., members v. visitors, family access, address and other contact information). Katie noted that there are generally-accepted practices in churches. Cledwyn met with Gary Penn on such concerns the night before the Board meeting. Chuck Dulaney said that the control over different read/ write access will be a major challenge and considerable work, and there is more work to be done about the protection of financial data. Katie explained that we have very little credit card information/ access to information here at the church. Instead, we use PenPro, ParishPay, and other PCI-compliant vendors. Cledwyn said Young Souls is meeting with Gary next week about frustrations they have been having with the database, and volunteered to raise other concerns the Board had at that meeting.
- Presentation of 2015 final budget and the 2015 profit and loss statement.
- Solar: No recent news – we are still waiting to hear back from them.

Protection of Assets Update – (Katie Loughary)

- Rental policy: Katie circulated the document she shares with parties who approach her about using All Souls space. The document outlines our values and how we expect rentals to be consistent with UU principles. However, she noted that Church of the Advent – like the charter school – did not sign this agreement. We use a more standard rental agreement contract for rental agreements as complicated as that with COA and with DCI. Katie noted that while the Executive Team (ET) made a mistake with COA, they thought they had done their due diligence at the time, and the ET continue to make an effort to improve.
- Rental contracts: Katie wants to assemble a committee to figure out how we polish the rental contracts to cover the little things that cause a lot of tensions – cleanliness standards, etc.
- Relationship between the ET and the Board: Tracy Zorpette expressed concern that the language in the executive limitations about “consistent with UU principles” is vague, and asked whether it be more helpful for the ET if that language was fleshed out.
- Monitoring of Executive Limitations: There was further discussion of where congregants should raise concerns if they believed a rental contract was inconsistent with policy. Chuck Dulaney said the right place to raise a concern under the bylaws is to the Board; the congregant can also raise that issue to the congregation in the annual meeting. Rev. Newman noted the difference between occasional and “anchor renters” and said Katie has expressed a desire for a committee to review and offer an opinion on the latter. This would provide a forum for a specific group when they have concerns about policy or an anchor renter.
- Rental policy and DCI charter School: Peg asked whether there was sufficient policy concern about renting to the charter school to warrant a Board review. It was noted that the same individual had raised concerns in a couple of annual meetings; Cledwyn expressed there may be additional conversations that the Board is not hearing. Peg suggested the Board conduct outreach to make sure that individuals know to approach the Board with concerns. It was noted that now is a good time to review such concerns, as the revised DCI contract will give them more space.

Formulating questions for Report-out from RE – (Peg Barratt and Leo Jones) The Board then developed a list of questions for Dolores Miller and Leo to address during the March Board meeting. Peg will share the questions and send them to Leo. After formulating an initial list, the Board reviewed the items to see what issues could be best addressed in a different forum.

The list:

- What is the new plan, themes, workshop rotation? (Peg)
- Can we get a brief overview of the structure of RE? What do they do for the first and second hour? What is attendance like, and how many teachers do you have for classes/workshops? Is attendance meeting goals-targets? (Peg)
- What are the strengths, weaknesses, and opportunities? (Anne)
- How does the RE plan align with the goals in our five year plan? What does Dolores think about that? (Cledwyn)
- Do we know why there are children in the balcony during service?
- The number of children and teens in RE don't match the number of registrations. Is this a problem for RE and what is causing it? (Tracy)

- How can the ushers assist? Particularly when there are questions about RE. How can they help with children? (Vickie, question referred to Church Council)
- Is there a baby room to take screaming children? Why or why not? (Anne)
- From Doris' perspective, what are the greatest challenges for her and what is holding back the potential of the RE program? What are the obstacles to overcome? (Chuck)

The Board went into Executive session following the Board meeting.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Erin Boeke Burke, Board Secretary

Executive Session: