

**All Souls Board of Trustees
Minutes of Meeting
January 2018 meeting- held February 7,2018**

Called to order at 7:00

Lighting of the chalice and reading by President Tim Rhodes

Board Members

PRESENT

Tim Rhodes, President

Russell Cross, Vice President

Tracy Zorpette, Vice President

Patricia Lambert, Vice President

Robert Jayes, Trustee

John Schuettinger, Trustee

Esther Strongman, Trustee

Georgia Yuan, Trustee

Fran Jackson, Secretary

Rev. Rob Hardies, Senior Minister

Katie Loughary, Executive Director

NOT PRESENT

Anne Bradley, Trustee

John Strongman, Treasurer (arrived 8:45)

The agenda was unanimously approved.

1. Agenda item 1 – Approval of the consent agenda. The consent agenda was unanimously approved.

1 (a) Approval of November 2017 and December 2017 Minutes

1 (b) Finance committee appointment of Peg Barratt and Mark Regulinski
(change from Investment)

1 (c) Investment Committee appointment of Kathy Mulvey, Pamela Amos

1 (d) Committee on Right Relations appointment of Allison Denny

1 (e) Committee of Ministry recommendation of Elizabeth Murphy for
Ministry

1 (f) Beckner Grant Recommendations. Recommend to fund four

- Beloved Conversations \$7,600
- Building a DC-Area Faith-based Network for Reproductive Justice \$3,500;
- Jubilee Kids \$4,480;
- Immigrant and Refugee Assistance Fund \$5000.

2. Agenda item 2 – Committee reports. A new agenda routine this year is to hear brief reports from the committees. Internal Boards are created and populated by the Board of Trustees. External Board committees are those church committees to which a Board member is assigned as liaison.

Internal Committees

1) **Leadership Committee**

a) Consultant. Tracy Zorpette spoke with Susan Beaumont whose schedule was too full, but she recommended Dan Hotchkiss, a church consultant in our area who specializes in church governance, ministry, and board leadership, who would work directly with the board. Tracy will follow up.

b) Congregational Presentation. Tracy is also working with David Pyle, UUA governance consultant for the Eastern Region as plans are being finalized for his presentation to the congregation on church governance practices and current trends in late April. There will be as much advanced notice as possible to the congregation.

2) **Personnel Committee**

a) Evaluation of Senior Minister. Esther Strongman and the committee members have met a representative of the UUA regarding ministerial assessment instruments. The committee decided in December 2017 to establish this review because it had not been done in several years. The proposed timeline is on page 21 of the January 2018 Board Meeting packet. They plan to meet with Rev. Rob Hardies later this month. The committee members decided to utilize “Fulfilling the Call,” a survey specifically designed to assess UU ministers. It needs some editing to fit the needs of All Souls Church, but they expect it to be operational in the month of May. It was chosen because it can be available either online or in paper/pencil form to all members of the congregation. This particular instrument rates on a numeric scale, can specify a job or task, provides space for all congregants to write-in comments, is easy to use, can be put online easily, and has standardized outcomes to compare to other churches. The results will be tallied in June, presented to Rob and the Board in September, and to the congregation in October.

b) Compensation and Benefits review with Jan Garner of the UUA. A conference call has been scheduled for February 12 with Esther Strongman, Tracy Zorpette, and Rob Hardies. For this year’s review of internal documents and policies, the committee will utilize the guide “Benefits Tune-up Workbook” which was developed last year by the UUA.

3) **Governance.**

Report on Retreat. The annual Board Retreat on February 23-24, 2018, will provide an opportunity for the Trustees to reflect upon the past year and look ahead to the future. Georgia Yuan shared the plans which were developed with David Pyle, the facilitator for both Friday evening and the daylong Saturday session. Officers of the Board will receive invitations to join the Trustees for lunch and the Saturday afternoon session that focuses upon governance modals and governance transitions. The last hour will be goal setting. Two desired outcomes of the Retreat are to set up processes to accomplish tasks efficiently and to pull together the new board members.

External Committees

4) **Finance.** Tracy Zorpette reported on behalf of John Strongman, Treasurer. A major focus for the Finance committee this year will be to work with the Audit committee to review and strengthen the financial policies and procedures minimizing any overlap of the two committees in the process.

5) **Investment.** Bob Jayes informed the Board that the committee is working on filling vacancies.

6) **Beckner.** Craig Wyatt confirmed that the Program Manager position has been posted. There was a large increase in external proposals for consideration this year as a result of the outreach by the committee for proposals. Announcements for both the internal and external awards will be made at the same time.

7) **Audit.** John Schuettinger has met individually with members of the committee, but the committee as a whole has not yet met.

8) **Right Relations.** Bob Jayes said that the committee wants five members. Currently, there are two applicants who have expressed interest. In addition, Allison Denny was appointed with the consent agenda tonight.

9) **Behavior.** Bob Jayes volunteered to take the lead to find qualified members who must be a former board member in order to serve on the Behavior committee. The question was raised as to whether a member can serve consecutive terms. Patricia Lambert offered that there is nothing that prevents a member from serving consecutive terms.

Senior Minister Board Report.

Rev. Rob Hardies shared several opportunities for congregants in the near future as the church moves forward to rebuild relationship and trust in the wake of Rev. Susan's announced departure. Rev. Rebekah Savage will lead the "Restorative Circles" congregational conversations on Feb. 17. ADORE will host a dialog on Feb. 20 on "Changing the System" to focus on the institution of

All Souls Church. Antiracism training specifically for church boards will take place March 10. Beloved Conversations, an eight-week covenant-like program begins with a mini-retreat April 13-14. Details are outlined in the report and will continue to be shared with the congregation. Also, All Souls Congregation raised \$11,077 for the Bokamoso Youth Choir.

3. Agenda item 3. Comments and Questions regarding written reports from the Executive Team

The Restorative Circles conversations are scheduled for Feb. 17. Rev. Rebekah Savage, a local associate minister and former military chaplain, will facilitate. Rev. Keithan and Rev. Parker took the leadership in her selection and wanted someone outside the congregation. Usually in Restorative Circles' process, there is a scribe involved to capture participants' concerns. The Co-Moderators have met with Rebekah Savage and the co-facilitators in preparation for the Restorative Circles conversations and welcome suggestions and input from Committee on Right Relations, the Committee on Ministry, and the Church Council, and others.

Concerns were expressed about the departure of Rev. Susan Newman-Moore.

We do now have a surplus. More funds than were expected for 2017 came in. In addition funds designated for 2018 also came in December in response to the changes in the tax code. The surplus is from the unexpected 2017 funds, not the prepaid 2018 contributions. A final 2017 report will be coming.

The pipe that broke in the kitchen was not under contractor's warranty. It has been repaired and plastic has been placed over the window where the cold air came in.

Beckner Fund committee has decided that starting with 2018, they will hire a program manager on a contract basis. Until the new position is filled, the committee will hire Rob Keithan to staff that function. It will be an additional 20 hours per week above and beyond the hours Rob spends for the Church on Social Justice business. The first quarter of the year is the busy season when the Beckner Fund reviews, evaluates, and awards grants.

4. Agenda item 4. Discussion: How will the Church help the community process and heal from Rev. Susan's departure: What is the ministerial and implementing committee's role? What is the Board's role?

All attendees had the opportunity to speak. Concerns were heard about the confusion of what has happened, as well as questions and suggestions of what needs to happen, surrounding the departure of Rev. Susan Newman-Moore. Questions were raised regarding a vision for the church, the roles of congregants/trustees/staff, and the creation of a path forward that has not yet been tried by a church within the UUA.

Co-Moderators, Brenda Barron and Patee Roper offered to work immediately with church committees, Church Council, and congregants as planning goes forward for the Listening Circles on February 17 and other upcoming opportunities for conversation and listening.

5. Agenda item 5. Process observations (observer reports: no discussion.)

Board adjourned 9:05pm.

Minutes respectfully submitted by Fran Jackson, Board Secretary

6) Executive Session: Confidential personnel matter.