### All Souls Church, Unitarian
#### Board of Trustees Meeting – March 25, 2015

**Draft Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 p.m.</td>
<td>Potluck and BOT-ET Fellowship</td>
<td>All</td>
</tr>
<tr>
<td>7:00</td>
<td>Call to Order</td>
<td>Jenice View</td>
</tr>
<tr>
<td>7:05</td>
<td>Chalice Lighting and Reading</td>
<td>Ken Ambrose</td>
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<tr>
<td>7:10</td>
<td>Welcoming Remarks; Introductions; Brief Check In</td>
<td>Jenice View</td>
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<tr>
<td>7:20</td>
<td>Discussion of Goals Process and Outcomes</td>
<td>Cledwyn Jones, Erika Landeberg, Leo Jones</td>
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<tr>
<td>8:10</td>
<td>Report from Safe Congregations Committee</td>
<td>Emily Koechlin, Peg Barratt, Fred Tipson</td>
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<tr>
<td>8:20</td>
<td>Katie Loughary Sabbatical Proposal</td>
<td>Katie Loughary</td>
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<tr>
<td>8:30</td>
<td>Staff Report</td>
<td>Executive Team</td>
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<tr>
<td>8:40</td>
<td>Report on meeting with Church of the Advent</td>
<td>Executive Team, Executive Committee</td>
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<td>8:50</td>
<td>Consent Agenda</td>
<td>Trustees</td>
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<td></td>
<td>--Minutes of February 25, 2015 BOT Meeting</td>
<td></td>
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<tr>
<td></td>
<td>--Executive Limitations: Protection of Assets</td>
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<tr>
<td>8:55</td>
<td>Announcements</td>
<td>Jenice View</td>
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<td></td>
<td>• Joseph Priestly District Assembly</td>
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<td>8:58</td>
<td>Agenda Items for Next Board Meeting on April 25, 2015:</td>
<td>Jenice View</td>
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<td>• Report from Investment Committee (30 minutes)</td>
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<td>• Leadership Development and Nominating Committee (15 minutes)</td>
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<td>• Committee on Ministry (20 minutes)</td>
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<td>• Denominational Affairs (10 minutes)</td>
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<td>• Audit Committee (5 minutes)</td>
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<td></td>
<td>• Staff report: Communications (15 minutes)</td>
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<tr>
<td>9:00</td>
<td>Prayer and Adjournment</td>
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</table>

*Keep alert, stand firm in your faith, be courageous, be strong Let all you do be done in love.*

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**All Souls Church, Unitarian**

**Board of Trustees**

**Meeting Minutes**

**March 26, 2015**

7 p.m.
All Souls Church, Unitarian  
March 2015 Board of Trustee Meeting  
Consolidated Staff Report

Trustees, Officers, and Staff in Attendance:

Jenice View, President  
Bruce DePuyt, First Vice President  
Peg Barratt, Second Vice President  
Cledwyn Jones, Trustee  
Emily Koechlin, Trustee  
Vickie Lindsey, Trustee  
Kysseline Jean-Mary Chérestal, Trustee  
Ken Ambrose, Trustee  
Chuck Dulaney, Trustee  
Erika Landberg, Moderator  
Anne Bradley, Membership Secretary  
Reeve Tyndall, Assistant Treasurer  
Mark Matthews, Secretary  
Rob Hardies, Senior Minister  
Katie Loughary, Executive Director  
Leo Jones, Chief Program Officer

Also in attendance: Fred Tipson, Ad hoc Safe Congregations Committee

Not in attendance: Cheryl Gray, Treasurer

Call to order: Jenice View

Chalice lighting and reading – Ken Ambrose read a passage by Frank O’Hara.

Introductions and check-in: All

Goals process – Erika Landberg, Cledwyn Jones, Leo Jones: The Church Council Steering Committee is working to make the data-collection and -reporting process consistent, accurate, and usable. Information gathered for the past year indicates the church has done well despite the major upheaval with the renovation and the need to move some activities off site. The Reeve voting project is continuing. The community has been involved in building up Caring Souls. There has been massive improvement in music, including the Children’s Choir and Akoma Drummers. However, gardening, the library, and lunch have stalled due to the renovation; other activities were interrupted by staff turnover. We have a diversity target of 30 percent non-white membership, but it peaked at 26-27 percent and has been declining somewhat.

Discussion: We could be more intentional in pursuing diversity. The goal this year has been to get the systems back in place. There’s a need to standardize gathering of data. A new membership coordinator will be expected to have experience in databases. There have been several committees on diversity, but we’ve not had a strategy and a plan to implement a strategy. It’s a nut that 95 percent of congregations haven’t cracked. The 30 percent goal should be achievable with a robust effort. In UU congregations generally, 20 percent is a tipping point for an increase or decrease in minority membership. Diversity of class should be part of the goal. If
we had 40 percent minority participation, would we have become the beloved community? Black men have not been sufficiently included in the workings of the church.

**Motion** by Cledwyn Jones, seconded by Chuck Delaney, to create a task force with the aim of developing a new set of metrics by November; standardized reporting procedures by December; and an improved database in 2016. Passed unanimously.

**Safe congregations policy** – Emily Koechlin, Peg Barratt, Fred Tipson: A committee preparing a new policy is working through a lengthy list of issues in six categories (Safe Infrastructure, Secure Environment, Special RE Precautions, Social Incidents Preparation, Individual Risks, Authorities/Procedures). Initial priorities are children and young people in the RE program and fire safety. A draft safety manual, focused on children, can be made more concise. The policy should also seek to address all safety and security questions. Professional help will be needed for an evacuation plan. The District’s fire marshal provided a checklist. Jenice View hopes to recruit a retired firefighter to assist. A part of the church grounds is now public property, giving it a different legal status.

**Staff report** – Rob Hardies; Susan Newman Moore; Katie Loughary; Leo Jones: All Souls’ Communications Director Gary Penn will assume most of Katie Loughary’s executive-director duties during her sabbatical, which runs from Memorial Day to mid-August, 2015. Our accountant and bookkeeper will work additional hours. A new office manager has been hired. Esther Strongman, Erika Landberg, and Gary helped review applications and interview candidates.

The late James Reeb and the All Souls voting rights project named for him drew noteworthy media attention on the 50th anniversary of Martin Luther King’s protest in Selma Ala., including coverage by the *New York Times*, *Washington Post*, radio broadcaster Amy Goodman, and *Dagens Nyheter*, Sweden’s largest daily. Meanwhile, the *Post* profiled the family of Terrance Heath and Richard Imirowicz, who were wed at All Souls, in a story marking the fifth anniversary of marriage equality in the District.

During a celebration of the church renovation, Rob Hardies described efforts to erect additional affordable housing on undeveloped Columbia Heights Village property.

More than 80 congregants and staff attended the Sunday Morning Summit, which included general sessions and staff-facilitated workshops for Caring Souls, Music and Arts, Religious Education, Worship Associates, and Welcoming and Membership – all exploring the theme of “radical hospitality” and extending a better welcome.

Pastoral Care has seen a steady increase in requests for counseling over the past five months. So far in March, Susan Newman Moore has had 14 counseling sessions with individuals and three premarital sessions, in addition to hospital and home visits.

**Space rental** – Katie Loughary: The D.C. International School, a prospective weekday tenant, has reduced its space requirement and hence its rent offer for the 2015-16 school year. It will
need room for 60-80 students. The Meridien Charter School has also approached the church, seeking space for up to 200 students, which would have “a huge impact on us.” Discussions are continuing. Katie is authorized to negotiate with Building Hope, a nonprofit that helps charter schools find space.

Jenice View, Peg Barratt, and Rob Hardies reported on a meeting with leaders of the Church of the Advent. The C of A confirmed its allegiance to PEAR USA, the breakaway Episcopal movement affiliated with the Archdiocese of Rwanda. There is still uncertainty over C of A’s attitude toward same-sex relationships, although it claims to have members who are gay. The question before the Board is whether C of A’s lease conflicts with All Souls’ values and nondiscrimination policies and therefore should not be renewed after one year. Rob has asked All Souls member Sharon Groves, formerly religious director of the Human Rights Campaign, to explore ways the two congregations could engage with each other. He said: “Something in me is being called to engage here.”

**Motion** by Peg Barratt, seconded by Cledwyn Jones, to approve items on the Consent Agenda:

- Appointment of Reeve Tyndall as Assistant Treasurer to succeed Uta Allers.
- Minutes of the February 25, 2015 BOT Meeting.
- Acceptance of the Executive Limitations, Protection of Assets report.

Approved unanimously. (By consensus, the Board declined a request to approve a UUA General Assembly delegate whose application had not yet gone through the Denominational Affairs Committee. The applicant intends to seek a scholarship to attend. Once the Denominational Affairs Committee acts, the Board will vote by email in time to meet the March 31 scholarship deadline.)

The meeting adjourned at about 9:25 p.m.

Respectfully submitted,

Mark Matthews, Secretary

**Senior Minister (Rob Hardies)**

Friends, March was an auspicious month for All Souls Church, as we commemorated the 50th anniversary of Selma and the martyrdom of James Reeb, and celebrated the completion of our multi-year Capital Campaign. I hope we can take some time at our meeting to pause and celebrate all we’ve accomplished together!

**Selma Anniversary**

The 50th anniversary of Selma and Jim Reeb’s martyrdom provided us with an opportunity to share Rev. Reeb’s story and to spread the word about the Reeb Voting Rights Project. We commemorated the anniversary with a well-attended service on March 1 that received good media attention. The following week, a dozen of us traveled to Selma where we met with the Reeb family and led a workshop on our voting rights efforts. Several other UU congregations expressed an interest in joining in our work. The Reeb Project has scheduled two meetings over the next two months to chart our path going forward.
Here is a recap of media coverage of All Souls, Reeb and the Reeb Project:
http://www.democracynow.org/2015/3/10/dying_for_the_right_to_vote

The Washington Post covers All Souls’ Commemoration of Selma and Reeb.  
http://wapo.st/1AP40lF

The New York Times interviews Rev. Clark Olsen who was beaten along with James Reeb, and who preached at All Souls last year.  

And for those of you who speak Swedish....Sweden’s largest daily, Dagens Nyheter, covered our story.  
http://www.dn.se/nyheter/varlden/nya-lagar-vacker-liv-i-kampen-for-likra-rostratt/

Almost lost in the shuffles was another news story commemorating the fifth anniversary the first same-sex weddings in DC, one of which took place at All Souls Church.  
http://www.washingtonpost.com/local/gay-couples-who-wed-in-2010-celebrate-five-years-of-legal-marriages-in-dc/2015/03/07/f80a7e82-c1db-11e4-ad5c-3b8ce89f1b89_story.html

**Capital Campaign Celebration**
Two weeks after the Selma anniversary, we hosted two days of celebration marking the completion of our capital campaign: a leaders and major donors reception on Friday night, and a full service on Sunday morning, featuring a combined festival choir of almost 80. Festivities on Sunday were joyous and well-attended.

While we don’t have fixed numbers yet, we know that the Let’s Finish Strong campaign has raised approximately $125,000 in new or increased gifts to the campaign. While this wasn’t the total we’d hoped for, it has brought the total number of campaign donors to over 850 individuals—a very significant percentage of our membership—and pledges to $9.2 million, far more than we ever dreamed we could raise. We’ve also received a number of pledge payments this month. We should be able to provide an updated accounting at the April meeting.

**Affordable Housing**
During my sermon at the Capital Campaign Celebration I shared with the congregation the vision that some of us have for developing more affordable housing on the Columbia Heights Village property. That vision was well-received and has elicited several offers of support from within the congregation. Our housing team is moving forward with this vision, working with Leo and myself.

**Sunday Morning Summit a Success!**
Our first ever gathering of Sunday volunteers drew more than 70 participants to focus on how we can embody radical hospitality on Sunday mornings. Many thanks to Leo Jones for leading this effort! I’m sure Leo will have more to say about this at our meeting.
**Associate Minister (Rev. Dr. Susan Newman Moore)**

In the Church to plan events that bring attention to these issues. Members of this group include Erika Landberg, Mary Rojas, Goldia Hodgdon, and Hally Ahearn. A meeting is being scheduled with Rev. Hardies to plan such an effort.

**Pastoral Care and Counseling**

Some of the pastoral care team members participated in the “Sunday Morning Summit” on March 21. Unfortunately (?) about ten of our members were new ushers, greeters, choir members and worship associates and needed to be in the break-out groups for their new responsibilities. That said, the six Caring Souls in our breakout group had a very beneficial discussion about ways pastoral care can be more welcoming and accessible to our membership. We are happy to add Georgia Yuan to our pastoral care group this month.

I am appreciative of new members of the team – especially those with expertise in various areas of human relationship and care. We are planning specific one-day trainings using some of our members.

Church members requesting counseling has increased steadily over the past five months. The first three weeks of March I’ve had 14 counseling sessions with individual members and 3 premarital sessions. This does not include hospital and home visitations. Members of the Caring Souls are excellent in assisting with the visitation request.

**Chief Program Officer (Leo Jones)**

**Sunday Morning Summit**

The first Sunday Morning Summit was held on Saturday, March 21st. More than 80 congregants and staff attended the event to explore the theme of “Radical Hospitality,” as it applies to our various Sunday morning roles. Rev. Rob set the tone for the day by talking about the importance of extending a warm welcome to all who enter the church, and to those who haven’t come to church but might have an interest in experiencing our religious community.

Following the general session, staff members facilitated breakout workshops intended to explore specific strategies for each group that comprises the Sunday morning ministries. The groups included, Caring Souls (Rev. Susan), Music and Arts (Jen Hayman), Religious Education (Dolores Miller), Worship Associates (Rev. Rob), and Welcoming and Membership (Rev. Patrice Curtis). The participants were asked to consider four questions regarding the topic of Radical Hospitality: What should we continue to do, what should we start doing, what should we stop doing, and what steps could we take now to be more welcoming?

Each group summarized its work during the closing session of the Summit. A recurrent theme was the need for everyone to “go the extra mile” to greet and assist congregants and guests. Some groups talked about making their members more accessible to congregants and guests prior to our worship services; others re-examined their practices and determined that they should expand beyond their traditional roles to be more welcoming; others spent their time touring the building so that they could help members and visitors find their way around the church.

Everyone agreed that more work needed to be done within their respective groups.

**Affordable Housing**
Leo Jones and several congregants attended a WIN meeting with members of the Bowser administration including, the Deputy Mayor for Health and Human Services, and the Director of Housing and Community Development. While the ASC team was prepared to discuss affordable housing, especially as it relates to the Columbia Heights Village Apartments, most of the discussion involved homelessness and the DC General. The ASC group agreed that we should seek a separate meeting with administration officials.

Leadership Development Course
The first of six sessions of the Leadership Development Course was held on Saturday the 14th. Approximately twenty-four students and six facilitators attended, despite the changes in traffic patterns due to the Rock ‘n’ Roll Marathon. There were three classes: “Serving with Grace: Leadership as a Spiritual Practice,” (Rev. Rob), a self-assessment of leadership styles, and “Building the Beloved Community,” an examination of the meaning and purpose of diversity in our lives, and its implications for church leadership (Leo Jones).

**Executive Director (Katie Loughary)**

Sabbatical plans
Gary Penn has agreed to cover the executive director position during my sabbatical. Gary is knowledgeable about our congregation and systems and has demonstrated excellent judgment during his 7 years on the All Souls Church staff. Gary will work out of my office and supervise the administrative, facilities and accounting staff. He will shift his work schedule to cover Sundays. He will oversee the payroll and check request process but will not have authority to sign checks. He will be working closely with Solomon Teklemicael, Facilities Manager, and our new office manager to ensure that church systems run smoother than ever. Our accountant- Jill Valentine, and bookkeeper- Valerie Fowlkes-Bynum will give us some additional hours during my absence to pick up additional responsibilities. I will be traveling between Memorial Day and mid-August.

Staffing
A recruitment team composed of Esther Strongman, Erika Landberg, Gary Penn and myself reviewed and interviewed numerous candidates before making a final selection of a new office manager. Final background checks are underway but I hope to be able to share a name with you at the board meeting.

Rentals
Discussions underway with two charter school about a rental that could begin this fall.

**TCC Project Highlights:**

Currently underway:

- Classroom wall baffling is being installed this week
- Preparing kitchen for code inspection
- Preparing building evacuation plans for fire marshal
Coming Soon:

- Interior blinds have been ordered and will be installed before the next board meeting
- The final doors (dining room, princess balcony, library) will arrive before the next board meeting, other door hardware will arrive at same time.
- We are reviewing furniture submissions for the lobby and library
- Reviewing digital signage options
- Terrace surface slope needs to be corrected
- Terrace and playground gates have been taken offsite for hardware installation

Longer term

- Waiting on engineering/architect input on steeple repair options

Budget:
The January report is attached. We are doing well.
<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jan 15</th>
<th>YTD Budget</th>
<th>Annual Budget</th>
<th>% of Annual</th>
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<tbody>
<tr>
<td><strong>Income</strong></td>
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<tr>
<td>4000 · Core Donations</td>
<td>144,625.64</td>
<td>104,166.74</td>
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<td>4100 · Contributions</td>
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<td>4300 · Investment Income</td>
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<td>4400 · Rental Revenue</td>
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<td>4500 · Core Program Revenues</td>
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<td>4600 · Other Program/Committee Revenue</td>
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<td>4700 · Fundraisers</td>
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<td>4800 · Grant Revenue</td>
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<td>4900 · Intra-Fund Transfers</td>
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<td>10,308.88</td>
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<td><strong>Total Income</strong></td>
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<td>152,087.52</td>
<td>1,825,052.00</td>
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<td><strong>Gross Profit</strong></td>
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<td>1,825,052.00</td>
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<td><strong>Expense</strong></td>
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<td>5000 · Personnel</td>
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<td>6000 · Building Expenses</td>
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<td>6500 · Operating Expenses</td>
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<td>8100 · Other Programs/Activities Exps</td>
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<td><strong>Net Income</strong></td>
<td>19,282.66</td>
<td>207.72</td>
<td>2,490.00</td>
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Candidate for Assistant Treasurer: Reeve Tyndall

Reeve Tyndall works as an investigator at the Federal Trade Commission. He investigates telemarketing, internet, and direct-mail
fraud.

Reeve has been attending All Souls for five years. He currently serves as an usher and hosts the Young Souls book club. Reeve previously volunteered with the ESL program.

In his spare time, Reeve enjoys playing the flute and hosting board game parties. He misses his family in California but always feels welcomed at All Souls.