

**Board of Trustees  
Meeting Minutes**

**All Souls Church, Unitarian**  
*November 19, 2014*  
*7 p.m.*

**Trustees, Officers, and Staff in Attendance:**

Brian Marshall, President  
Jenice View, First Vice President  
Bruce DePuyt, Second Vice President  
Julia Sayles, Trustee  
Emily Koechlin, Trustee  
Fred Tipson, Trustee  
Kysseleine Jean-Mary Chérestal, Trustee  
Cledwyn Jones, Trustee  
Vickie Lindsey, Trustee  
Erika Landberg, Moderator  
Cheryl Gray, Treasurer  
Uta Allers, Assistant Treasurer  
Mark Matthews, Secretary  
Rob Hardies, Senior Minister  
Susan Moore, Associate Minister  
Katie Loughary, Executive Director  
Leo Jones, Chief Program Officer

**Also in attendance:** Chuck Dulaney; Peg Barratt; Ken Ambrose, Board nominees; Allison Ralph, Assistant Secretary nominee.

**Not in attendance:** Anne Bradley, Membership Secretary.

**Call to order:** Brian Marshall.

**Chalice lighting and reading** – Jenice View: “Now is the accepted time, not tomorrow, not some more convenient season. It is today that our best work can be done . . . .” – W.E.B. Du Bois; “At times our own light goes out and is rekindled by a spark from another person.” – Albert Schweitzer.

Following tradition, **hymnals were presented** to Board members whose terms are ending: Brian Marshall, Fred Tipson, Julia Sayles. Rob Hardies thanked them for their leadership, which coincided with a period of immense achievement for the church. He hailed Brian for his grasp of both details and the big picture.

**Progress toward visioning goals** – Erika Landberg, Cledwyn Jones, Leo Jones: Congregational highlights included Weekend on the Bay; Supreme Court flash mob; attendance at Vespers. Renovation is on track, from all reports. “Church life has kept going in the midst of all this.” There have been only slight dips in RE and church attendance. Obtaining accurate numbers is difficult. The membership database needs to be updated. Creation of a web dashboard has been discussed. It would allow leaders and managers to locate needed data on a single portal. From available information, 25 percent of members are non-white. No formal visioning report is planned; a modified report will be delivered at the Annual Meeting. In future, a report might be issued in September based on the previous September-to-June program year.

**Bylaws changes** – Susan Crim: Revisions will be explained at the December annual meeting and voted on by the congregation. Besides changes made for clarity, consistency, and grammar, the revisions reflect an expanded role for the Nominating Committee in promoting leadership development. It would become the Leadership Development and Nominating Committee.

**Motion** by Julia Sayles, seconded by Cledwyn Jones, to recommend that the congregation accept the bylaws changes. Approved unanimously.

**Annual budget:** Brian Marshall, Cheryl Gray, Katie Loughary: The proposed 2015 blueprint projects core donations remaining the same; pledges of just under \$1.1 million; increased distributions from a growing endowment; and a significant rise in rental income. Cheryl calls it a “best-guess reasonable budget.” The document includes a 2 percent cost-of-living increase for staff that have been employed at All Souls for more than a year, including the senior minister, associate minister, and executive director. (Senior staff increases were subsequently approved in closed session.) All Souls is exploring a 7-10-year contract with Building Hope, a nonprofit that, among other things, helps charter schools acquire temporary and permanent space. Ideally, the agreement would allow continuous occupancy of RE facilities on weekdays. Any agreement would require Building Hope to provide custodial support. The first prospective tenant is the DC International School, which needs a gym starting in late January and then classrooms beginning in the fall of 2015. Charter schools receive \$3,000 per student for facilities from the DC government, assuring payment. More frequent use of Pierce Hall for weddings is expected to bring in additional income.

**Motion** by Bruce DePuyt, seconded by Kysseline Jean-Mary Chérestal, authorizing Katie Loughary to sign a letter of intent (as opposed to an actual lease) to negotiate a use agreement with Building Hope. Approved unanimously.

**Endowment Distribution** – Emily Koechlin, Brian Marshall, Cheryl Gray: Emily opened a discussion of a written request by Bob Bonner, Investment Committee chair, to cut the annual distribution from the endowment from 5 to 4 percent. This could reduce the amount of money for operations by \$27,000. Cheryl says this is “not a good year” to be changing the distribution; it would make it impossible to balance the budget. She said several IC members were absent from a meeting where the proposal was discussed, suggesting it was not fully considered. IC member John Strongman now favors sticking with 5 percent. Bob had noted that fund managers recommend a 4 percent distribution, but Brian questioned how insistent they are. This is “an age-old debate.” To Bob’s point that the endowment’s investments had not recovered their pre-financial crisis value, Cheryl noted that more recent stock market gains and bequests had resulted in a net increase in the endowment. She questioned whether All Souls needed to commit itself to preserving all bequests in perpetuity.

**Motion** by Julia Sayles, seconded by Jenice View, to recommend that the congregation approve the budget presented by Katie Loughary. An amendment proposed by Emily Koechlin to reduce the distribution to 4 percent failed to get a second. The original motion passed without opposition.

**Construction update** – Katie Loughary: Wrapping the damaged tower with netting, a \$35,000 expense, will take about five weeks and require a partial street closure. Gutter and roof work above Pierce Hall to stop leaks has been finished at a cost of \$75,000. That is the last known water problem. Much of the contingency fund has been used up; it’s “down to the wire” with a couple of months of construction still ahead.

**Staff report** – Rob Hardies, Susan Moore, Katie Loughary, Leo Jones: As part of the Reeb voting rights project, All Souls volunteers made 5,500 get-out-the-vote calls to voters in Mecklenburg County, N.C. (where minority turnout rose). Groundwork is being laid for an organizing effort to preserve and expand affordable housing at Columbia Heights Village, where low-income housing tax credits expire in a couple of years. Rebecca Parker, former president and current professor emerita at Starr King School for the Ministry, may serve as All Souls’ theologian in residence during Rob’s eight-month sabbatical in the winter and spring of 2016. Costs have not been worked out. It’s hoped someone will donate use of an apartment.

Katie Loughary plans to split her six-month sabbatical between 2015 and 2016.

The Caring Network, which Susan Moore coordinates, is launching its own section of the website Dec. 1. The text will cite various kinds of support that Network members can provide, along with ministerial counseling. In the past month, Susan conducted eight pastoral visits and six counseling sessions.

The All Souls Service of Remembrance for nine deceased members drew a number of family members from out of town. Susan Moore has been asked by Beacon Press to contribute a book chapter written from the standpoint of a person of color holding a position of authority at a majority-white church.

Revenue and expenses both fell below targets for August. Pledge revenue is running behind by about \$173,000. Expenses have been reduced to compensate. The Pfeiffer Trust will distribute \$60,000 – not the expected \$80,000 – by the end of November.

Leo Jones hopes to engage 180 volunteers in the Thanksgiving food collection and distribution. He has also been liaison to Adult Spiritual Development and to the Nominating Committee, with particular attention to leadership development.

**Annual Meeting plans** – Erika Landberg: A packet of documents will be sent to members in a few days. Gary Penn, communications director, has included links to the various documents in the cover letter. The meeting will include a video

and slideshow. Brenda Barbour is offering professional help on PowerPoints. The lengthy agenda should consume at least two hours.

**Consent Agenda:** Minutes of the October Trustees meeting; housing allowances for the senior minister (\$55,000) and associate minister (\$38,122); ratification of the vote conducted by email to approve additional gutter and roof repairs.

**Motion** by Bruce DePuyt, seconded by Cledwyn Jones, to accept the Consent Agenda. Unanimously approved.

The **next Board meeting** will occur Dec. 7 immediately after the Annual Congregational Meeting. Jenice View is prepared to assume the role of Board President. Incoming members are asked to consider serving as vice president.

The Board convened in **executive session** at 9:14 p.m. During the session, the Board unanimously authorized Executive Director Katie Loughary to take action on a personnel matter and approved 2 percent cost-of-living increases for the senior minister, associate minister, and executive director.

Respectfully submitted,  
Mark Matthews, Secretary

**All Souls Church, Unitarian**  
**Board of Trustees Meeting – November 19, 2014**  
**[DRAFT] Proposed Agenda**

7:00	Call to Order	Brian Marshall
7:02	Chalice Lighting and Reading	Jenice View
7:05	Welcome and Introductions	All
7:10	Council Steering Committee – Goals Progress Report Proposal	Erika Landberg Leo Jones Cledwyn Jones
7:25	Vote on Proposed Bylaws Amendments	Brian Marshall
7:35	Annual Budget	Katie Loughary Cheryl Gray
7:50	Construction Report	Katie Loughary
8:00	Staff Report	Executive Team
8:10	Annual Meeting Planning	Erika Landberg
8:15	Consent Agenda -- Minutes of October 24 BOT Meeting -- Committee on Ministry Recommendation to Ordain Abbey Tennis -- Ministerial Housing Allowances	Trustees
8:20	Announcements -- One-on-one generosity visits: ongoing -- Congregational Meeting: Dec. 7, after Second Service	Brian Marshall
8:25	<u>Agenda Items for Next Board Meeting, Sunday, Dec. 7</u> -- Election of Board Officers -- Board Resolutions regarding Financial Accounts <u>Agenda Items for Next Monthly Board Meeting, Wed., Dec. 17</u> -- Executive Limitations Reports: Protection of Assets & Financial Management	Brian Marshall

8:30	Executive Session	Trustees & Officers Executive Team
9:00	Prayer and Adjournment <i>Keep alert, stand firm in your faith, be courageous, be strong. Let all that you do be done in love.</i>	All

**Some Facts About The 2015 Annual Campaign  
As Of November 12, 2014**

(Compiled for the Generosity Team by Chuck Dulaney)

**Who has pledged?**

As of November 12<sup>th</sup>, we have 367 pledge units (257 individual and 110 combined pledges) who have pledged \$841,504. For comparison purposes, the following table shows the breakdown of pledges by pledging range, comparing November 12, 2014 (pledges for 2015) with November 12, 2013 (pledges for 2014).

<b>Pledging Categories</b>	<b>11/12/2014</b>	<b>11/12/2013</b>
\$10,000 or higher	12	13
\$5000 to \$9,999	34	30
\$3000 to \$4,999	40	41
\$1500 to \$2,999	102	111
\$500 to \$1,500	115	164
Below \$500	64	75
Total Number Of Pledges	367	434
Number of New Pledges (No Prior Pledge)	77	89
Median Pledge As Of Date Shown	\$1,500	\$1,200
Average Pledge As Of Date Shown	\$2,293	\$2,037
Total Amount Pledged	\$841,504	\$884,400

**Changes In Pledges From 2014 to 2015**

<b>For 2015 Pledges Recorded As Of 10-27-14</b>	
No Prior Pledge For 2014 (New Pledger)	77
Pledge Increased By 10% or more	105
Pledge Increased By 5-10%	38
Pledge Increased By Less Than 5%	11
Pledge Is The Same As 2014	112
Pledge Decreased From 2014	24

**Who has not pledged?**

325 pledge units pledged for 2014 but have not pledged for 2015. Their pledges for 2014 are as follows:

- 30 pledged \$3000 or higher for 2014
- 34 pledged \$2000 to \$2999 for 2014
- 99 pledged \$1000 to \$1999 for 2014
- 162 pledged less than \$1000 for 2014



September 30, 2013

Ms. Abbey Tennis  
1019 1/2 63rd St.  
Emeryville, CA 94608

Dear Abbey:

25 Beacon Street Boston

Massachusetts 02108

LISA

617 742 2100 1d

617 367 3237 *fix*

[www.uua.org](http://www.uua.org)

I am writing to confirm the decision of the Ministerial Fellowship Committee as conveyed to you at their September 2013 meeting in Boston, MA. The Committee voted to grant you a Category I, contingent upon the successful completion of your degree.

Congratulations!

The Committee found you compassionate and passionate, smart and sensitive, transparent and open, humorous, and prophetic. They loved your sermon and were deeply moved by both your message and your emotion. They appreciated your ability to remain present throughout the interview while establishing a unique rapport with the panel members. You brought them hope and light.

It is your responsibility to assure that the Ministerial Credentialing Office receives official notification from Starr King School of the Ministry when you receive your degree. Once the notification from Starr King has been received, you will be placed in Preliminary Fellowship. If you wish to participate in the Service of the Living Tradition at the General Assembly in Providence, RI, the Ministerial Credentialing Office must have all this information by May 15th, 2014.

At this time, we are able to clear you to enter into the search process. Your name and address have been given to Ms. Margaret Montore, Transitions Administrator at [transitions@uua.org](mailto:transitions@uua.org) who will send you additional information.

Members of the Committee and Ministries and Faith Development Staff with whom you have worked appreciate the many gifts you bring to your calling and see great promise for your ministry. We extend our best wishes to you for many fulfilling years in ministry.



The Rev. Sarah K. Lammert  
Executive Secretary, Ministerial Fellowship Committee Director of Ministries and  
Faith Development



UNITARIAN UNIVERSALIST  
ASSOCIATION OF CONGREGATIONS

April 7, 2014

Abbey Tennis  
1019 1/2 63rd St  
Emeryville, CA 94608-1205

Dear Abbey,

25 Beacon Street Boston  
Massachusetts 02108  
USA  
617 742 2100 ""  
617 367 3237 J11x

W n from the Ministerial Credentialing Office that you have fulfilled the contingencies  
e o placed on your Preliminary Fellowship. This letter puts into effect the vote of the  
t Ministerial Fellowship Committee (MFC) to grant you a  
r i certificate of Preliminary Fellowship for the Ministry, effective 4/1/2014. You will be recognized at  
e f the Service of the Living Tradition during General Assembly in  
c i Providence, RI in June 2014. For information regarding GA, please visit our website:  
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www.uua.org

www.uua.org/ga.

Preliminary Fellowship is a trial period both for the Association and the minister. There is an expectation that the process will move ahead as steadily as possible. If you are not working in ministry, you will have up to three years to submit an application for renewal of fellowship before either applying for an extension or going to Inactive Status. If you ARE working in ministry that is eligible for renewal of fellowship you are expected to submit an application for renewal of fellowship ANNUALLY. All ministers in Preliminary Fellowship must be in a mentoring relationship with a minister in Final Fellowship, whether or not you are working in ministry. Additionally, all ministers in Preliminary Fellowship are required to register with the Professional Development Office annually by September<sup>5</sup>. Registration forms and information on renewal applications can be found on our webpage: <http://www.uua.org/leaders/leadership/ministerialfellowship/index.shtml>. It is highly recommended that all newly fellowshipped ministers attend a webinar offered by the Professional Development Office on the renewal process. These webinars are offered frequently throughout the year and all ministers are notified by email of the schedule. So please keep us up-to-date on your email address! Please contact Marion Bell, the MFC Coordinator at [mbell@uua.org](mailto:mbell@uua.org) if you have questions.

It is your responsibility to stay abreast of the MFC Rules and Policies. The Rules and Policies contain pertinent information about fellowship renewal, settlement and disciplinary procedures. A link to the latest versions of the Rules and Policies also can be found on our webpage. If you are working in a parish setting, please notify Margaret Montore ([transitions@uua.org](mailto:transitions@uua.org)) of your position and starting date. If you are working in a community setting, please notify Marion Bell ([mbell@uua.org](mailto:mbell@uua.org)), the

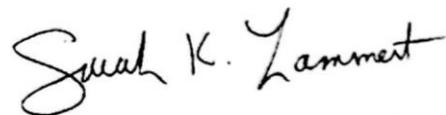
*Affirming the Worth and Dignity of All People*

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**MFC Coordinator with your information. Contact Julie Shaw, the Assistant to the Director of Ministries and Faith Development Ushaw@uua.org), for info on obtaining ordination certificates.**

The Professional Development Director, Rev. Alicia Forde, will be in touch with all newly fellowshipped ministers and will be available for advice and consultation throughout Preliminary Fellowship.

Best Wishes on a  
fulfilling career in  
ministry. Sincerely,

A handwritten signature in black ink that reads "Sarah K. Lammert". The signature is written in a cursive style with a large initial 'S' and a prominent 'L'.

The  
Rev.  
Sarah  
K.  
Lamm  
ert  
Execut  
ive  
Secret  
ary of

the  
MFC

