

Minutes of the UUFCC Board Meeting

June 10, 2008

Revised and approved August 12, 2008

Marian Dornell, Lois Durran, Mark Hayes, Peter Jurs, Andy Lau, Stevie Rocco, John Schmidt, Helen Volz, Jean Wiant, Jan Wuest (Recorder)

Motion Passed: That we approve the delegates to the General Assembly (See 6b).

1. **Chalice lighting**
2. **Welcome to new Board members**
3. **Additions, Corrections, Reordering Agenda**
4. **Approval of minutes.** The minutes from the May 13, 2008 Board meeting were approved as written.
5. **Written Reports:**
 - Minister**-Mark Hayes sent a report prior to the meeting.
 - DLRE**-Jean Wiant sent a report prior to the meeting.
 - Music Director**-No report
 - Treasurer**-Peter Jurs distributed and reviewed the financial report. His first task as treasurer was to send a letter to those who had not yet fulfilled their pledges for the current fiscal year. Many responded with their respective pledge amounts. We appear to be on target to meet this year's budget. The Board found the report helpful. Questions about the report and budgeting issues were raised and discussed.
 - Mark said we are way over budget on grounds. A more expensive snow removal company was used this year.
 - Helen asked about monies that were donated and not apparent in the report. Mark said these items are off budget and will appear on a separate balance sheet.
 - John said he would like to make the budget transparent and available for the congregation. Money is being raised from pledges and gifts. Mark suggested that a notation could be made about the total, not about the total of specific gifts.
 - Jean pointed out an inaccuracy in #5200, the RE total, and Peter agreed that there is a minor error in the spreadsheet, which he will correct.
 - Trustees – Liaison Areas**
 - Personnel & Leadership Development: Marian Dornell
 - Finance, Endowment & Directed Gifts: Andy Lau
 - Long Range Planning: Stevie Rocco
 - Program Council**- Helen Volz sent a report prior to the meeting.
6. **New Business:**
 - a. **Seder Justice Project** – Minutes from the most recent meeting were sent to the Board for review. Laura Brown, Bob & Judy Andronici, and Eric Werner provided the Board with a progress update on the planned trip to Puerto Rico scheduled for March 7-14, 2009. Trip approvals came from Social Action, the Program Council and Stewardship.
 - The questions raised by the Program Council about liability issues were addressed in a risk management packet prepared and presented to the Board. Global Works has a risk management protocol and a substantial insurance policy for any incident. The UUFCC is now insured on their policy. AIG Travel Guard (AAA Southern Pennsylvania) has a low cost policy for individual emergencies, and it was recommended that each person traveling

purchase that insurance. Medical help is 40 minutes away from the proposed work site, in San Juan.

- The goal of the trip is to provide building materials and hands on help needed for a family in Puerto Rico. This social action program provides an opportunity for the UUFCC to be engaged and visible to a broader community. Many long time members, newer members, those who have been less active recently and others from outside the congregation are involved in the project planning and fund raising efforts.
 - The decision to partner with Global Works was made because they have extensive inter-cultural experience and a willingness to work with a wide range of ages.
 - Fund-raising in a wider community is challenging and important so as not to burden the congregation with too many financial requests. The Seder and Annual Meeting luncheon raised \$2700 to date. Their financial goal is \$5000 total, so those who want to go can work from a scholarship fund. The Board suggested that this project approach the Social Action Committee to see if SA might approve a First Sunday Plate Collection to be contributed to this project. Stevie Rocco provided information on gaming and Nittany Basket Bingo.
 - This project will become part of a discussion on communication at the Board retreat--how to create a process and encourage a chain of communication about this and other projects of interest to members.
- a. **Delegates to General Assembly:** Mark Hayes has a list of members who agreed to serve as delegate nominees: John Schmidt, Chuck Berry, Betsy Berry, Laura Brown, Ken Riznyk, David Stickell and Mark Hayes. **Lois Durran moved we accept the delegates, Peter Jurs seconded. The motion carried.** Other members attending GA are Jean Wiant, Chloe Schmidt, Peg Dobrinska and Bill and Louise Richards.
- A question was raised about delegates and their function at General Assembly. Mark explained that the delegates conduct the business of the GA. Next year e.g., they will vote for officers on behalf of the UUFCC. The size of a congregation determines the number of delegates. We have 6 plus the minister.
- b. **Update on chairpersons for committees under the Board's direction:** Personnel, Fiscal Matters, Leadership Development. John reviewed who were current chairs of these committees and agreed to see if they are willing to serve another year in this capacity.
- c. **Board Retreat:** John will ask the Zarkower's about the use of their cabin for the retreat. The retreat will begin Friday, September 5, from 6-9 pm and continue on Saturday, September 6, from 8:30-3 pm. Mark suggested we decide on retreat goals before we invite a facilitator. John asked Helen to invite the Program Council members to join us for the Saturday afternoon session.
- The main subject for the retreat might be enhancing the communication in leadership by developing a process and point persons—who talks to whom about ideas and plans.

7. Discussion:

- a. **Orientation for new Board members** will occur at the start of the August 12 Board meeting. Peg suggested that having a look around the facility and the grounds might be a place to start. John suggested we begin that at 6:30 pm. Lois will send out job descriptions to the new Board members. There will be no Board meeting in July.

- b. **Process within UUFCC:** Marian said the Seder brings up issues of the need for a communication process with an orderly transition. Mark agreed that having a visible process would allow space for new ideas and energies. Communication appears to be the stumbling block. Where is the visible point for the process to begin? Various ideas were suggested: posting ideas on the web pages, in the Order of Service, under Community Life... Peg pointed out that she felt the process is in place, but the leadership (e.g., no chair of Social Action) is missing. The SA chair replacement is something for the Program Council to address.
- c. **UUFCC Policy and Bylaws repository** The Policy Book seems to be **missing**. Susan has some information on the office computer. Helen agreed to talk to Bob Seibel to see if he knows the current location of the Policy Book. We discussed the need for a central repository for policies that should be safeguarded against loss and easily searchable.
- d. **Long Range Planning update for Capital Campaign:** The Long Range Planning Committee will have to be reconstituted. An updated Long Range Plan that reflects the interest of as many UUFCC members as possible will be important in any consideration of a Capital Campaign for a building expansion. There was a discussion about when this might be scheduled.
- e. **Monthly reflections on broader issues/topics: Leadership development modules from the Alban Institute:** John suggested that each Board member select a module in advance of the meeting, choose a reading for the meeting and have a 10-15 minute discussion on the selected topic. Andy Lau volunteered to select one for the August meeting.
- f. **The Leadership Training Institute** at Juniata College will be held July 28 to August 3. John asked Helen to email the Program Council Reps and ask them to email the committee chairs.

8. Reflections and Closing: John read the UUFCC mission statement.

Dates to remember:

- No Board meeting in July.
- Leadership Training Institute, July 28-August 3
- August 12 Board meeting will begin at 6:30 with an orientation and a tour of the building and grounds,
- September 5 and 6, Board Retreat