

UUFCC BOARD MEETING

February 10, 2009

Approved March 10, 2009

Present: Marian Dornell, Lois Durran, Mark Hayes, Andy Lau, Stevie Rocco, John Schmidt, Helen Volz, Jan Wuest (recorder)

1. Chalice Lighting and Monthly reflection: Stevie focused on the question of individual stories and how well those stories fit our vision and mission statements.
2. Reflection for March: Helen will frame some questions to guide us in creating and sharing our stories.
3. Reordering Agenda: Marian requested time to talk about office personnel issues. (See Business, Section e). Lois requested time to talk about building plans (See Reports: Trustee Liaison Areas) and solicit Visiting Steward volunteers. John opened the floor for Lois to address the Visiting Stewards "Annual Conversation Time."
 - The visits by stewards in March or April will be not be connected with getting people to return the Commitment Form, but focus instead on two questions:
 1. What is going well at the fellowship and have you suggestions for ways to make things better?
 2. What do you think about the plans for Building Expansion?
 - There will be 3 Training Sessions for Visiting Stewards at the fellowship on February 25, 26 & 28.
4. January 13 minutes were approved with revisions. Stevie moved, Helen seconded
5. Written Reports:

Minister: Mark submitted a written report.
DLRE: Jean submitted a written report.
Music Director: Matt submitted a written report.
Trustees – Liaison Areas

 - Marian reported that the Personnel Committee is on target with scheduling annual evaluations with the staff.
 - Andy reported that the Finance Committee has developed a draft base budget for the next fiscal year.
 - Stevie reported that the Long Range Planning Committee looked at alternatives for a temporary or permanent green building. These options have been given to Ron Smith.

Treasurer: No report
Program Council: Helen submitted a written report.
6. Business
 - a. Helen, Mark, John and Lois offered an action plan for developing a volunteer or membership coordination team to enhance membership involvement. The following ideas were suggested:
 - i. Ask Betsy Berry to put together a report that defines existing problem areas, lists specific tasks for improving membership involvement, and offers suggestions about the human resources needed to carry out the plan.
 - ii. Ask Chuck Berry to include the data he has gathered about current member involvement in the report.

- iii. Present the report to the Program Council for review and a decision about whether or not some of these responsibilities can be accomplished by the volunteer coordination team.
 - iv. Present the findings to the Board to determine the possibility of hiring staff to assist the coordination team.
 - b. Property budget policy: John presented information on our current governance structure. He included specific by-law information and a proposed Board of Trustees policy for our consideration. The policy reads: The annual Property budget planning shall be included with the Board of Trustees annual budget planning. This planning shall be coordinated with the Property Representative, a member of the Program Council. The by-laws do not need to be amended for this change, and the policy will be presented to the Board for a vote in March.
 - c. Capital Campaign Steering Committee update: John suggested that having a budget drive next spring might work better than next fall. He will contact Frankie Price Stern, our recent consultant on the Annual Budget Drive and Capital Campaign activities, about her availability to meet and discuss the Capital Campaign.
 - d. Safety Policy taskforce update: Mark and Jean formed a committee and gathered multiple resources. The task of putting together a policy will occupy the committee for the next 3-4 months. The product will be a comprehensive policy statement and a set of safety resources that will include training for ushers in case of fire or other emergencies.
 - e. Office use by volunteers: Susan's support team wrote a letter to the Program Council describing problems with volunteers who use Susan's desk and leave a mess in her space. Marian Dornell (Personnel liaison) expressed her concern about this lack of stewardship and respect for staff and facilities. Questions remain about how to resolve similar situations, like those who linger in the hallway and Social room causing noise and distraction during the service. Two suggestions were offered: Creating large signs requesting quiet and respect for others and adding the job of monitoring to the hospitality teams task list.
 - f. New UUFCC web page, progress report – Stevie showed the Board some design possibilities and multi-use functions available on a website that would allow discussion forums, provide access to multiple data bases and allow for posting and updating events. John expressed that he thought it was important to update the UUFCC web page format to improve outreach and membership services.
7. Adjourn: Next Board meeting, March 10, 7:00