

UUCGT Board Meeting 2/18/14

Present: Richard Miller, Marco Cabrera, Karl Love, Betsy Emdin, Rev. Cassie Howe

Absent: Jan Geht, Janet Zerbel, Sally Mitchell

Guests: Price Watts, Judy Myers, Mary Van Valin

Opened with reading of Board Covenant followed by check in.

Additions or changes to the Agenda:

Richard suggested moving up new business so guests could leave.

Consent Agenda:

Karl moved that we accept Endowment Committee Annual Report for 2013, Marco seconded. Approved.

Cassie said that the RE budget come from the minister. RE report was removed from consent agenda to be discussed later.

Consent agenda approved as amended.

New Business

Bequeath of Thyliss Williams: Price Watts opened discussion on how to use this gift. 1. It could go to the Endowment which is restricted—principle is never used. 2. Could be parceled out to other existing funds. 3. Could establish a new unrestricted Thyliss Williams Memorial Fund. A committee would be established to distribute these funds. Funds are currently in a money market account. Price suggested that the Endowment Committee could also be part of a new Thyliss Williams Fund. The policy committee will take on the work of formulating a method for using these funds. Karl aimed to have this completed within 60 days.

Safe Congregation Policy: Judy Myers, a member of the committee that drew up this policy, explained the background of the policy which followed the adoption of the Child Safety Policy. Judy talked about whether there should be two separate policies for adults and children or one. Decisions need to be made for a response team. Education and training are vital to implement this. Judy is willing to work on an abbreviated policy for easy consumption. Policy will be placed on website. Safe Congregation Policy needs to be melded with Child Safety Policy. Cassie said she thinks child policy should sit within the Safe Congregation Policy. Richard expressed concerns about a too complicated policy versus too simplistic a policy. Judy asked if we want the safe congregation response team for “just in case.” Karl pointed out that we have

something in place and as we grow, policies will be fine tuned and amended. Richard asked for a decision on what we want the Safe Congregation task force to do. There was discussion on how the team should be comprised and continuity within the team. Judy stressed that it's vital to name the response team if we adopt the policy. In lieu of that happening before the Response team is named, the Conflict Resolution team could be tapped for help, or a provisional team could be appointed. Cassie suggested the provisional team could be the minister, the DRE, Judy Myers, and Marco. Karl said he could serve temporarily as well. Marco made a motion to adopt the policy as put forward with a provisional team until a permanent team can be appointed. The team will be the minister, the DRE, Karl, Marco, and Judy. Approved.

Green Sanctuary: Mary Van Valin urged that the UUCGT to be certified as a Green Sanctuary through the UUA. A task force should be appointed as this work doesn't fit under the auspices of any one existing committee. Mary explained the steps to be certified. We are already doing many of these things. Mary and Misty Sheehan will co-chair this committee. Karl suggested a web presence that would draw those who value this work. Karl moved that we allow the formation of the Green Sanctuary Task Force and that the congregation vote on it at the congregational meeting. Discussion on whether this should be a vote or not. Marco seconded. Motion passed.

Calendar: one change is moving up the closing date for Stewardship drive to March 23.

LDC Recommendations: Karl led a discussion on the Leadership Development Committee recommendations for By-Law revisions. Karl moved that the Board approve recommendations 1, 2, 3, 4, and 6 as suggested for Congregational approval as Bylaw changes in the Annual Meeting in May. (**See attachment below on By-law revisions*) He further moved that item 5 be similarly advanced with the stipulation that it takes effect for the 2015 election cycle. Item 7 is to be approved of as a policy.

The Second proposal has to do with Human Resources / Personnel. We currently have no stated philosophy, no codified operating procedures, nor formalized processes in place.

2 Karl moved that the board create a board committee tasked with these responsibilities. This committee is to include the President, one member of the policy committee and a third member at large.

3 Karl further moved that we create the position of Business Administrator, as described by the UUA to take responsibility for these and other matters on behalf of the Minister.

The Policy Committee after significant discussion would recommend a spring Board retreat to consider three things: Firstly, discernment issues; specifically to develop a series of strategies that will point our congregation toward a point five years from now. These strategies are to guide our future boards, our committees and our staff in the development of more specific plans.

Secondly, to review the Policy Committees recommendations for additional policies directing this and future boards through the process of governance and forward thinking while honoring our past and present. These changes will hopefully improve continuity on governance as well. These include: Governing Style, Board Job Description (amended), Board Code of Conduct, Board Committee Principles, Complaint and Inquiry Process and Board Training and Continuity.

Finally, The Policy Committee recommends review of proposed policies directing the interactions between Board and Minister. These include: Global Relationships, Minister Responsibilities, Minister Accountability, Delegation to The Minister and Monitoring Minister Performance.

I move that the Board schedule a Spring Retreat of at least 4 hours to thoroughly review these matters in order to move forward with this important work.

Marco seconded. Number 5 of the proposal will be discussed next month and 7 is not an issue. Motion approved.

Structure of the DRE report was discussed. DRE report should go to the minister who would present it to the Board. There are other policy questions regarding Safe Child Policy.

Karl suggests that there be a Human Resources committee. Currently there are a lot of questions regarding health insurance that need to be addressed. He moved that the board create a Human Resources/Personnel committee to develop philosophy, operating procedures, and processes. It should consist of the President, a member of the policy committee, and a third member at large.

Karl is also moved that we create a position of Business Administrator as described by the UUA. He suggests Leslie Cook for this position with her hours expanded. Marco seconded. Approved.

Karl also said he hopes to put information for the employees on the website with access limited to them.

Richard stated that Cassie signed her contract.

Cassie gave closing words with a song.

Meeting adjourned.

--Respectfully submitted, Betsy Emdin

Date: November 17, 2013

MEMO TO: UUCGT Board of Trustees

FROM: Leadership Development Committee, Judith Lindenau, chairperson

RE: By-law revisions

At its October 23, meeting the Leadership Development Committee made the following recommendations to be passed along to you regarding revision suggestions to the current By-laws. We feel these revisions will greatly assist us in our work of recruiting strong and competent leaders for the Congregation, and provide a consistent and ongoing infrastructure upon which effective leadership can be built. Since our current bylaws seem to impede that effort, it is our suggestion that the Board act quickly and decisively in the following areas:

1. Articles III and IV need updating to state the current affiliation with the UU MidAmerica Region.
2. Article V, Section B, add "or no later than" after "before" and before "the" in the first line, creating the sentence: "The Annual Meeting shall be held each year before or no later than the first Sunday in June..."
This change allows the Board more flexibility in establishing an Annual Meeting date.
3. Article VI, Section A, Method of election, composition, terms of office and removal from office. Add "President-Elect" instead of Vice

President, and include an automatic succession from President-Elect to President.

4. Allow the Immediate Past President a voting seat on the Board for one year only, thereby enhancing continuity. The way these bylaws currently read, each officer can be elected for one year only, and must be re-elected for one year only. This means that currently, anyone--including the President--can come in for one year, and be gone the next. This is no way to promote continuity, and also means that the Board has a monumental task of bringing new members up to speed every year.
5. A far more efficient plan than currently exists would be to have Board members serving 3-year terms, and have them elect the officers from among themselves, with an automatic success from President-Elect to President. The PE should be an ex-officio of all committees and coordinate the flow of information to the Board as a whole. The LDC would suggest that the current "Leadership Council" become an advisory board to the President Elect, and meet with the PE quarterly to exchange ideas and information and voice concerns which can be carried to the Board. The PE could chair the Council, and spend the year becoming familiar with the work of the committees and the leaders within those committees before moving on to President.
6. **Ad Hoc Committees** currently reads: "Single purpose, temporary ad hoc committees may be established by the Board or by the various committees as needed." Add "temporary ad hoc committees, advisory groups, and work groups." Encourages the use of group functions that may not be full-blown committees, but may be appointed to study an issue and write an advisory report to the Board (i.e., the Communications Advisory Council) or a 'Book Sale" Working Group. The LDC further suggests that ALL groups should be required to have a named chairman who is responsible to report to the Board in a timely fashion.

7. Two items not mentioned in the By-laws, but which the IRS requires be included in a policy statement or in the bylaws are a 1) statement about conflict of interest and 2) a whistle blower policy.

The Leadership Develop Committee further suggests that as a method of procedure, the Board appoint a three member By-Law revision Committee, one Board member, perhaps the VP, one member from the Leadership Development Committee and one other from the membership. That the Committee be charged with reviewing the items mentioned above as well as any others it deems appropriate. Further that the Committee report its recommendations to the Board no later than mid-March providing ample time for discussion and consideration by the congregation prior to a vote at the next annual meeting.

Thank you in advance for your consideration. Our Leadership Development Committee has studied these items for over a year now, and experienced how difficult the current UUCGT bylaws are as we recruit and nominate the best leadership for our congregation. These recommendations were unanimously approved at our meeting on November 13, 2013.

Thank you in advance for your consideration.

Sincerely,

THE UUCGT Leadership Development Committee

Judith Lindenau, Chairperson