

JANUARY MEETING MINUTES
For Meeting of the Board of Trustees; January, 2004
Valley Unitarian Universalist Church, 6400 W. Del Rio St. Chandler, AZ

Board members: Those attending indicated with asterisk

*	Jim B.	President	*	John M.	Trustee
*	Jan M.	Vice President	*	Chuck D.A.	Trustee
*	Ann S.	Secretary		Scott B.	Trustee
*	Todd H.	Treasurer	*	Johnnie C.M.	Trustee
*	Mary T.	Assistant Treasurer	*	Lone J.	Ex-officio

Other Attendees:

	Stewardship Council:
Deb D.	Canvass
Loyd M.	Capital Campaign
Debbe S.	Fund Raising
Andrea McS.	Stewardship (staff)
Kaitlan C.	Fundraising Consultant (staff)

Note: Items are reported by topic and may not be in the order presented.

Opening Activities

1. Lone gave a **centering** on the theme of cultivating the garden.
2. Members assumed **assigned roles** of time keeper, process observer, parliamentarian, and communicator
3. The **agenda** was reviewed and adjusted. (See attached.)
4. **December minutes** were reviewed and approved with minor corrections.

Minister's Report (See attached copy.)

1. **Lone's summary** emphasizes that 1) we are now in the mode of patient gardeners rather than in the panic mode of survival, and 2) as we transition to a large church, financial accuracy and foresight are essential.
2. The remainder of the report is comprised of input from the staff as follows:
Religious Education, Music Ministries, Fundraising, Administrator and Volunteer Coordinator.
3. **Bookkeeper.** Of particular note is that Ali B., Administrator, devoted much time to bookkeeping work; refining, reconciling and performing a mini-audit, copy attached (There was discussion about whether Ali should permanently assume the bookkeeper's role. She has since decided she is not interested in doing this.)
Decided: The Board supports Lone's taking responsibility for deciding how the bookkeeping function will be taken care of. She will consult with personnel and finance. (See related item; Financial Report, Finance Committee.)

Follow up on Past Items

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1. **Welcoming Congregation, “Who are We?” and Uncommon Denomination:** Scott was not at the meeting but said in a follow up phone call that he would request agenda time when he had something to report or discuss with the board.
2. **Committee/Congregation Communication.** Task force headed by John with Jim’s participation to investigate how we communicate.
Action: The **survey on listening**, prepared by Mary Jo B., will be distributed on February 7th.
3. **Policy Board progress.** Jan wrote a well composed and timely letter to Rev. Eller-Isaacs describing our situation and expectations. (See attached.) Prior to that a brainstorming session was held on this and on raising funds to host the visit. See related item below.
4. Review of **Minister’s Contract.**
Action: Johnnie set up a meeting with the Committee on Ministry for January 13th.

New Items

1. **Bylaws Committee Proposals.** The committee will propose implementing changes in phases over two years. Details will be presented in the February Board meeting.
 - a. **Phase one** will include the following recommended changes; 1) get rid of needlessly restrictive and arbitrary dates, numbers, etc. 2) Include non-discrimination language in keeping with Welcoming Congregation (Scott to furnish), 3) Change Board structure to seven members elected to 2-year terms with the Board to internally elect the secretary and president (per state laws). The treasurer can be a silent position.
 - b. **Phase two** will involve recommendations specific to the structure and functions of committees. For example it is expected that the nominating committee will evolve into a “leadership development” committee. More ideas will emerge from the workshop with Rob E.-I..
2. **Implementation Timeline for Policy Board.** Rob E.-I. will arrive on March 11th and will present a workshop for church leadership on Saturday the 12th and a sermon on Sunday the 13th. A lay leader will also come to assist. Expected costs are \$1,500 plus expenses for both. Jan had previously offered guest housing, and Jan and Jim previously pledged donations. The total was augmented by others at the meeting. (John - \$200, Mary - \$100, Chuck - \$100, Ann - \$80) Johnnie is donating frequent flyer miles amounting to one plane ticket. Other possible funding sources were identified. The Board has a \$400 line item in the budget that can be used.
Action: Jim will contact Bob C. to request money from the Bunny C. leadership development fund. Jan will contact Mark Schufletowski to request video taping of the workshop.
3. **Nominations for UUA trustee.** We discussed whether to nominate someone from VUU to represent PSWD as a UUA Trustee. Ken D., Joanne S. and Beverly

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McCormick were suggested as possible candidates. Trustees are to attend quarterly meetings in Boston.

Action: VUU Trustees are to contact the above people regarding their interest in serving. The Board is to forward any nominee names to PSWD by February 15th.

4. **UUA membership fees.** The UUA has revised suggested per-member fees upwards to \$51/member.

Action: Request that Budget Committee include an amount adequate to cover the revised guideline fee for the upcoming fiscal year 05/06.

5. **Stewardship Council Report.** Members of the council attended the meeting to report on their status and to present the plan for the upcoming **Canvass; Keepers of the Dream**. See the attached Case Statement distributed by Deb D.. Reports were also heard for:

- a. **Capital Campaign.** Committee chair Loyd M. reported that \$35,000 was received from new pledges bringing the total to \$775,000. People need to know that the campaign is still going.
- b. **Fund Raising.** Debbe S., chair, reported on recent events that raised \$5,280, and also reported that 5% is being donated to Habitat for Humanity. Debbe also reminded the Board of the importance of welcoming new members by **attending the new member pot lucks**. Three more events are planned for this year. **Volunteers need to be thanked.**
- c. Deb D. presented the status of **Special Funds** for Lloyd H.. Since the endowment fund has reached \$100,000 it's time to consider using the interest.

6. **Culture of Gratitude.** The Board brainstormed ideas on how to foster appreciation at all levels in the congregation. Trustees are especially encouraged to model active gratitude. Personal contact and individual initiative are effective and sincere modes of expressing gratitude. The following ideas were suggested:

- a. Each Board member send one random note of thanks per week.
- b. As this meeting's communicator, John M. will send notes to thank Deb D., Carol D., and Joel S..
- c. Award certificates of appreciation.
- d. Institute something similar to joy and concern cards to facilitate VUU members' acknowledging the good works of other members.
- e. Board members to hand out carnations (corsages?) to volunteers/ helpers/ committee workers in a Recognition Sunday service. (maybe more than once per year).
- f. Post a list of volunteers.
- g. Host receptions.
- h. Jan will bring cards for Board to pre-sign so they will be ready to send out on any appropriate occasion.

Financial Report Presented by Todd and Mary

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Previous Financial Items:

1. **Outside review** for the capital campaign and operating budget. The person contacted by Todd didn't show up for their meeting.
Action: Todd will renew efforts get a quote and order the review. The reviewer doesn't have to be a non-member of VUU.
2. **Mid-year budget adjustments.** No action to report this month
Action: Todd will draft policy for Admin Council to review.
3. **Bookkeeper.** See Minister's report.

New Financial Items:

1. **January report:** See attached.
2. **Finance Committee:** Carol D. has agreed to chair the committee, (hooray!) on the basis of the strength of the other members recently recruited by Todd. (Hooray again!) Joel S. will serve as recorder and Nadina C. will look into refinancing debt. This committee is in favor of hiring a "full charge" bookkeeper and will (has) made a budget request for one. (See Minister's report.)
Decided: The Board approved Carol as chair.

Concluding Activities

1. Agenda for the **February 8th meeting** was set. "Umbrage Process" was moved back from tonight's agenda.
2. **Process Review.** All Trustees participated in the discussions.
3. **Budget Review Meeting** is set for Saturday, January 22, 2005, from 9:00 am to approximately 2:00 pm with lunch provided. All church leaders are urged to attend.
4. Meeting was **adjourned** around 9:00.

Minutes were prepared by Ann S. and distributed to Board members, Minister and church Administrator via email on February 7, 2005. Please email [Ann's email](#) with any comments you may have prior to the next meeting.