

MEETING MINUTES

For Meeting of the Board of Trustees: February 12, 2008
Valley Unitarian Universalist Church, 6400 W. Del Rio St. Chandler, AZ

On the Path to Greatness: Enriching People, Changing Lives and Reaching Out to Others

Charlie T, *President, 2007-08*

*	Joel S	Secretary	*	Barb T	Trustee
*	Barbara F	Trustee	*	Anne S	Trustee
*	Jim N	Trustee	*	Janet C	Trustee

Board Members Present: Charlie T., President; Janet C., Joel S., Barbara F., Anne S., Barb T., Jim N.

Staff members present: Lone J., Karla B.

Members present: Diana F.

The meeting was called to order at 7:00 P.M.

The first order of business was to discuss the renewal of the Minister's contract. The Minister and Intern Minister were not present for the discussion. Diana F. presented on behalf of the Minister. One of the issues addressed was the Minister's sabbatical. Under the Minister's contract, the Minister has one month of sabbatical for each year of service, but the Minister has taken only one month so far for the six years of service. The Board discussed a contract revision to allow the Minister to receive pay in lieu of sabbatical if she does not take the sabbatical. Anne S. asked what the percentage salary increase is in reference to the UUA Fair Compensation Guidelines. Charlie T. noted that the suggested revised contract reflects a 5% increase. Anne suggested that a Minister salary increase should take into account salary increases for other staff. After discussion, Jim N. moved to recommend that the salary in the revised Minister's contract be incorporated in the proposed budget for 2008-09 and moved to approve the revised contract. Anne S. seconded. The motion was approved unanimously.

Next, the Board discussed Ministerial evaluation. Jim N. and Anne S. reviewed the provisions in the bylaws and Board policies regarding evaluation. Charlie T. discussed his meeting with District Executive Ken Brown regarding Ministerial evaluation. Ken noted that evaluation depends in large part on what goals were set for the Minister and also noted that much of the Minister's outcomes depend on staff and volunteer support. Anne S. discussed evaluation systems including self-assessment based on articulation of

individual goals and whether we reach the goals. Diana F. noted that the Minister committed to setting annual goals. Barbara F. noted that the evaluation process is beneficial for the organization in that it assists the organization and its leadership reflect on the organization as a community. Janet C. noted that it is important to have a process that starts with articulating goals and ends near the end of a year or term with progress toward achieving goals. Charlie T. summarized that the Board will conduct a leadership assessment at the end of the Board year that contains both a personal evaluation of Board members and the Minister and a 360 degree evaluation with a report to follow. Barbara F. noted that the report is important for the Board's goal of transparency to the congregation. Charlie T. asked if the Committee on Ministry should be involved. Jim N. Anne S. moved that the Board conduct a leadership assessment that will involve the Board and Minister to be conducted in May that will reflect on this past year and create a framework for goals and evaluation for the next year. Janet C. seconded. The motion was approved unanimously.

Next, Karla B. gave her Intern Minister report. She gave a report on the state of our congregation from an informed "outsider's" perspective, expanding on and explaining her written report. She discussed her perspective of the congregation's strengths and areas of improvement in the following areas: Priestly (worship and rites of passage); Pastoral; Prophetic (social justice and transformation); and Promotional (promoting organizational health). Karla discussed the new members who are assuming leadership roles and the congregations' use of outside help with consultants and UUA leadership. She suggested that more attention be paid to leadership development both in terms of goal-setting and budgetary priorities. She also suggested we try to increase connections with UUA on the District and National level.

Lone J. then gave her Minister's report, which is also in writing.

Next, Joel S. noted that the Finance Team did not meet this month. He reported on his communications with Carole C. to negotiate the capital campaign consultancy contract.

Next, Jim N. noted that three members have signed up for the leadership training in California at the end of February.

The next order of business was an update on the CR/SE team development. Barbara F. discussed the establishment of the team and also noted one member's request to initiate conflict management procedures and the planning for that procedure. The terms of the team are staggered to have a mix of new and experienced members. The existing team is reviewing the CR/SE policy now to make recommendations to the Board for any changes. Then, the team will establish its policies. Anne S. asked whether it is important to appoint people to the team now per the CR/SE policy. Barbara F. mentioned that at a previous meeting we decided to wait to approve the team and review the suggested policies. Barbara F. noted that the team is scheduling a training meeting for conflict management, active listening, with a focus on how to do that in an environment with people we know.

Next, Janet C. discussed the accessibility initiative and the Chalice Lighter's Grant application. An architect is drafting plans for an accessibility design for the sanctuary. Janet C. noted the recent changes to the front of the sanctuary.

Barb T. presented regarding the communications task force. Barb noted that the attendance at the last communications task force was small (3 members) so she followed up with members to ask what level of commitment they can give. A number of members are willing to help with distinct tasks. Beverly M. has expressed interest in assisting with communications for the Searching for the Future Weekend. We will need a point person to coordinate with Carole C. for the SFTF weekend. Barb T. noted that areas of improvement for communications include coordinating volunteers and matching volunteers with congregational needs. Jim N. noted that our website could include a "Help Wanted" or "Volunteer Opportunities" link but that we would need to describe the positions adequately to let members know what particular volunteer activities entail. Lone J. noted that the volunteer opportunities need to be updated, and also that we sometimes have a problem following up when members express a willingness to volunteer for various activities. Anne S. noted that in addition to the website we should also coordinate volunteer activities with services on Sundays so that members can volunteer for discrete tasks needed at particular times. Lone J. noted that many congregations our size have a paid coordinator for volunteer activities.

Barb T. discussed the Green Sanctuary group's activities. Twelve members attended the roadside cleanup training. Green Sanctuary said it wants to adopt a road. Jim N. moved to approve adopting a road, seconded by Janet C. and approved unanimously.

Next, Barb T. discussed the FORTH team's planning. The team discussed a feeling of "stuckness" in the congregation. There is a strong feeling that we need to move forward and stop discussing past decisions and issues. The team is also looking for additional team members. Several names were offered as possible members of the FORTH team. The team has also discussed a Joyful Giving Plan.

The Board then discussed the informational meeting this Sunday for the SFTF weekend. Janet C. discussed the agenda and goals for the meeting. Barbara F. suggested we use Wayne Clark's fundraising book as an outline. Barb T. suggested that Lone J. speak at the meeting about the purpose of the SFTF weekend. Anne S. asked what we discuss as a connection between the SFTF weekend and the capital campaign. Barb T. noted that the meeting is building on the two meetings we had last Fall. Lone J. noted that the capital campaign has to start with the congregation, it is not something that can be started without congregational support. Anne S. emphasized the importance of setting an agenda for the SFTF weekend. Jim N. noted that the meeting this Sunday is mostly a meeting to encourage attendance at the SFTF weekend. Janet C. will draft an electronic presentation for the meeting and Barbara F. will have the equipment. Barbara F. will send out an informational blast for the meeting by email. Charlie T. will facilitate the meeting.

Next, the Board discussed planning for the capital campaign according to the schedule and timeline that Carole C. provided.

The Board then discussed giving thank you's to the members who participated in the reconstruction of the stage area for the sanctuary. Janet C. will send the list to Barbara F. for Barbara F. to send the thank you's. She will also send a thank you to Chris S. to thank him for the extra work he took on with Stewardship.

Charlie T. asked for input for the Board Bits article for February. Barbara T. suggested the article address the "gifts" discussed at the leadership team meeting.

Charlie T. then solicited input for the next meeting. Reviewing the capital campaign timeline will be an agenda item, as well as reviewing Stewardship status. Lone J. asked that we discuss how to address the concern often expressed that the congregation focuses too much on money.

The meeting adjourned at 9:30 p.m. The next meeting is the second Tuesday in March.