

MEETING MINUTES

For Meeting of the Board of Trustees: October 16, 2007
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-M	Trustee
*	Barbara F	Trustee	*	Anne S	Trustee
*	Jim N	Trustee	*	Janet C	Trustee

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

Staff members present: Lone J and Karla B.

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

The first order of business was to review and approve the September 25, 2007 minutes as amended by email revisions. Jim N. moved to approve the minutes, seconded by Barb T. and approved unanimously.

The Board and Minister agreed as a matter of communication to receive any complaints from congregation members about the Minister or Board, and refer them to the person who is the subject of the complaint, or to the Committee on Ministry, but also to say something positive about the person being complained about.

The second order of business was the Minister's report. Lone J. reported on the meetings during September with Angela M. and the congregational meeting with Carol C. Two goals taken from the workshops were (1) expanding leadership; and (2) building trust. It is also important to use staff to support the annual Stewardship campaign. We will have our "search for the future" meeting after the Stewardship campaign. Charlie T. also summarized the post-meeting discussion with Carol C. There is a plan to have a Board and Staff meeting on January 12, 2008 (Board members should calendar this date now) to clarify Board and staff roles and responsibilities. Lone J. also noted that she has completed goal-setting with the staff. Also, Lone J. is attempting to reschedule the compensation consultant to December 1, 2007. Lone J. asked whether we can move the Board meetings to the second Tuesday of each month, and the Board agreed starting on November 13th. Lone J. also discussed the ministerial review process and coordinating that with congregational assessment. There was a question about who at VUU is

responsible for the ministerial evaluation—the Board, COM, or personnel committee. The response was that this has not been decided, but Lone J. said she would ask COM to recommend an evaluation process to the Board. Lone J. also discussed developing a renewed Facilities team, and Debbie D. has agreed to serve as chair of that Team. She asked for communication that the Facilities Team is being created and that anyone with questions should contact Debbie D. It was noted that there are three groups already working on facilities and grounds (green sanctuary, a buildings and grounds committee that includes Barbara S. and Todd H., and a newly-created accessibility committee co-chaired by Janet C. It was agreed that these persons would be contacted to be a part of the team chaired by Debbie D. In January, Lone J. and Celeste P. will revitalize Covenant Groups. The Board also discussed plans for short term and long-term staff absences for reporting to the Board. For short-term absences, the Board suggested that she ask someone from the staff to attend in her absence. That person’s role would be to take notes, answer questions on behalf of the staff if needed, and report on the meeting to the minister. For long-term absences of the minister, it was noted that someone should be left in charge, overall. Lone J. suggested as a planning item that the Board consider a contingency plan for what happens if there is a long-term absence of the administrator.

There was a discussion of what the Board would like to see in the minister’s report. The Board very much appreciated the form used at this meeting where the minister (a) brought up issues she and the staff were dealing with and discussed with the board how these could be approached and what kind of follow-up would be needed, and (b) reported on other initiatives that were being initiated by staff that would move VUU toward its desired ends/goals.

Next, Joel S. presented the financial report. He discussed the cash-flow issues created when most pledges are paid quarterly but monthly expenses vary. In September, the church didn’t pay UUA dues because of cash-flow issues. Barb T. discussed presenting budget and cash-flow issues to the congregation. Charlie T. noted we will keep budget issues and communicating about the budget to the congregation. Anne S. and Barbara F. discussed a budgetary information session before the congregational meeting where the budget is approved. Barb T. suggested a “budget calendar” for the budget process. Jim N. suggested that the budgetary information be more program-oriented.

Next, Karla B. gave the Intern Minister’s report and reported on the Learning/Serving Agreement. She is working with the Minister and the Intern Minister Committee to finalize the agreement. Joel S. thanked Karla for the youth ministry service, and Barb T. thanked her for her coordination with Green Sanctuary.

Next, the Board discussed the ordination of Terry S. as a minister in Surprise. The Board approved a congregational request for contributions to the ordination fund on October 28th. *Barbara F. suggested we get a card for the congregation to sign. She will make the card.*

As a matter of new business, Jim N. discussed the Leadership School scheduled for the last weekend in February. Jim N. suggested we identify leaders early and suggest they

attend, with payment in full or part through the Leadership Endowment Fund. The school is in California. There is housing at the school.

Next, the Board discussed nominees to the CR/SE team. Anne S. reported on the task force's recommendations for nominees to the CR/SE team, and the Board made additional recommendations.

Next, the Board discussed results of the FORTH meeting this week. The Board discussed the need for continued communication and reaching out to members who have expressed concerns about congregational issues like the budget and the CR/SE team.

The next discussion was regarding communication items. Jim N. discussed the newsletter articles to answer congregational questions and specifically questions regarding the Covenant Groups.

The next order of business was to discuss Board "thank you"s. Jim N. suggested we send a thank you to Mark S. for his work on the sound system. Lone J. suggested a thank you to Debbie D. for taking on facilities planning. Anne S. suggested we thank Hillary C. for her work with the children's choir.

Next, Barb T. discussed the communications task force. She noted that the task forces' work is general, it is not about any specific event. Anne S. suggested this is a task force where new leaders can be recruited.

Charlie T. asked for volunteers for the Board Bits article this month. Lone J. suggested that we write about the FORTH program and the calendar leading up to the Searching for the Future meeting. *Janet C. volunteered to write the article.*

The Board then discussed agenda items for next meeting. We will have the "lessons learned" discussion on the agenda for the next meeting and may continue some of the items from that email discussion on future agendas.

The final order of business was process review of the meeting.

Meeting adjourned at 9:15 pm.

Item that are actions for a Board member have been italicized.