

**NOVEMBER MEETING MINUTES**  
**For Meeting of the Board of Trustees; November 16, 2004, 7:00 pm**  
**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	*	Donna S.	(Resigned)
*	Mary T.	Assistant Treasurer	*	Lone J.	Ex-officio
*	Johnnie Clemens May	Trustee			

Other Attendees:

Loyd M.	Long Range Planning Committee
Joanne S.	Volunteer Coordinator

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

**Opening Activities**

1. **Centering** was given by Lone.
2. Members assumed assigned roles of time keeper, process observer, parliamentarian, and communicator (with Jan filling in as communicator in lieu of Donna).
3. **The agenda** was reviewed and adjusted.
4. **October minutes** were reviewed. Suggested revisions have now been incorporated in the record copy.

**Follow up on Past Items**

1. **Annual Congregational Meeting.**

**Action:** Jan M. will call the office to get the date of June 5, 2005 on the calendar.

2. **PSWD Dues** have been paid up by the bookkeeper.
3. **List of Council, Committee, Work Group and Task Force chairs** prepared by Lauree P. was distributed. See related item below; Approval of Committee and Council Chairs.
4. **Open Seat(s) on Board.** The Board was to act on the vacancy left by Barbara S., however the situation has changed. Donna S. also submitted her resignation due to pressing family responsibilities, and this brings the number of open seats to two. According to bylaws the Board may decide to allow seats to remain vacant until the next annual meeting. Pros and cons of filling the seats were briefly discussed, with no consensus, therefore the issue was tabled.

**Action:** The issue will be discussed and decided upon at the December meeting.

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5. **Welcoming Congregation, “Who are We?” and Uncommon Denomination:**

These initiatives and efforts have the common goal of better integrating members into the life of the church. Scott held a meeting with Stewardship and Ministry committees with the purpose of deciding on specific actions for the above initiatives. The “Public Relations” group has dissolved, but Social Events and Caring and Concerns were both represented, however there was no representative from Membership.

  - a. **Welcoming Congregation:** Scott is continuing to initiate actions for getting VUU in line with the “Living the Welcoming Congregation” program.  
**Action:** Scott will, among other activities, contact the RE director about adult education related to the Welcoming Congregation. The time may also be right for exploring a Social Action component.
  - b. **Who Are We? and Uncommon Denomination.** There is not much activity at the moment, partly due to both VUU and individuals being in flux, plus people resisting change. Some who prepared the “Who Are We?” report are frustrated at the Board’s slow action.  
**Action:** Scott will call another meeting and Johnnie will attend and lend her efforts in carrying the momentum forward. The Community Council Chair, Tracy A., will also be called upon as a possible resource for resolving frictions between overlapping efforts. (The ombudsman team could also be called upon.)
  
6. **Report on Committee/Congregation Communication.** John M. gave some thoughts on the direction of the task force that he is conducting, with Jim’s participation, on communication within the church, especially between committees. Some thoughts expressed: The Board could say what we want to see happen with the Councils, with Administration, and with the community. Committee meeting minutes could go to council heads. The Task force will come up with broad and general goals to guide committees and will urge leaders to come up with more specifics.  
**Action:** John M. and Jim B. will continue to investigate “How we communicate.” (Past minutes noted that Noni B. and Joanne S. are willing to help, and that the Committee on Ministry is also working to organize and facilitate communication between committees, councils, board and staff.)

### Information Items

1. **Half-day meetings on Policy Board:** Reminder that the second meeting will be on December 4, 12:00-4:00. (The first was held on November 20<sup>th</sup>.)
2. **December Board meeting:** December 14<sup>th</sup> at Johnnie’s starting at 6:30 with a pot luck dinner.
3. **Minister’s report:** (See attached copy.) Lone’s report presents information in a new, helpful format which highlights three executive areas; Administrator (and Administrative Council), Music Ministry, and Religious Education. Following each update is an account of Lone’s actions in that area.

### New Items

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7. **Approval of Committee and Council Chairs.** The following corrections were made to the “VUU Contact List” prepared by Lauree P.: Social Action Council, Sue K.; Personnel, David S.; Capital Campaign, Loyd M.; Newsletter, Staff (Daphne B.).

**Decided:** The Board approved all committee and council chairs.

8. **Volunteers.** Todd introduced the topic noting the reluctance of volunteers to get on and then to get off of committees. Joanne S. reported on her efforts to improve the volunteer program. She has started working with Lone on the mission of involving more people in the life of the church. Some specifics are: creating job descriptions, setting term limits for any committee chair (probably two years) with a co-chair in place as trainee for next chair. She is working with Canvass to get the info from pledge cards and new member forms where people have indicated willingness to share time and talent. The info will be entered in the church software program, ACS, to help manage follow up contacts. Further discussion and comments: Committee chairs are to request help in the form of written job descriptions. Council leaders are to distribute evaluation forms to committees who will pass these on to members.

**Action:** Joanne and Lone will write a newsletter article. JoAnne will continue with the activities described above. The Board will write a broad policy to support the volunteer goals.

9. **Assistant Minister?** Loyd M. reported that according to the Long Range Plan it’s time to start to add either an Assistant or Associate Minister. (Some juggling and interpretation of the Plan is needed because of the early acquisition of a new building. An intern and apprentice RE director are also mentioned in the Plan.) PSWD guidelines for the search process are skimpy, and VUU bylaws don’t specify a procedure for calling an assistant minister, but John W., settlement director for UU Assn., can be a resource. He advises defining what we’re looking for and involving committee chairs. Salary guidelines are \$42,600 for Assistant, and \$52,900 for Associate. Ken B. (of PSWD) suggested a “consulting” minister as an option. Worship Committee is currently discussing this topic and preparing a budget request. The selection process could be speedy.

**Action:** Jan will check with Administration Council and Personnel Committee to see which entity will write a job description. Worship to prepare budget request.

### Financial Report Presented by Todd and Mary

#### Previous Items:

1. **Outside audit** for the capital campaign and operating budget. The Finance Committee contacted a company that audits non-profit organizations. (Not discussed at the November meeting.)

**Action:** Todd to follow up on what comes next.

10. **Salary Increases/ mid-year budget adjustments.**

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**Action:** Todd will draft a policy on handling mid-year budget changes for review by the Admin. Council.

### New Items:

11. **Current status:** There are no printed reports because of problems with the new bookkeeper not being totally familiar with the software. Collections for the last five Sundays totaled around \$42,000, which is above projections.

**Action:** Todd/Mary to up to date reports for December meeting.

### Concluding Activities

4. **Process Review.** Using the name cards on end as an orderly way to pass the floor to each other is working relatively well as long as we remember to use the procedure. Developing a “**culture of gratitude**” is still a big priority. We need to reinforce volunteers with recognition. Mary will send a card to thank those who organized the Late Night Catechism performance.
5. **December meeting agenda** was drafted.
6. **Second half-day meeting on Policy Board:** December 4, 12:00-4:00
7. **December meeting:** December 14<sup>th</sup> at Johnnie’s starting at 6:30 with a pot luck dinner.
8. Meeting was adjourned at 9:10.

Minutes were prepared by Ann S. and distributed to Board members and church Administrator via email on October 28, 2004. Please email [Ann's email](#) with any comments you may have by the Sunday prior to the next meeting which will be held November 23, 2004.