

UNITARIAN UNIVERSALIST CHURCH OF SARASOTA

BOARD OF TRUSTEES

Meeting Minutes – June 14, 2016

Attending: Bill Payton, Charles Lee, Nancy Thomas, Diane Happy, Ward Pallotta, Ava Whaley, Dale Anderson, Lynda Hill, Mary Lou Keller, John Yoder

Staff: Roger Fritts, Roberta Druif, Susan Cook-Hallock

Members in Attendance: Klaus Obermeit, Mary Fran Raynault, John Clark

1. **Welcome and Check-In:** Charles welcomed all and invited the group to share. Travel, family and the recent Sarasota Candlelight Vigil were the most discussed items.
2. **Review of May 17, 2016 Minutes:**
Motion: To approve the minutes without addition or correction.
Motion passed unanimously.
3. **Administrative Reports:**
Highlights of emailed reports and board presentations included:
 - President's Report: Charles noted the successful recent ordination service for Katie Culbert and the strong volunteer team that supported it. UUCS' generous support was gratefully acknowledged by the UUA.
 - Minister's Report: Roger reviewed his tenure at UUCS noting its current strength in terms of membership and finances. He committed to give at least three month's (retirement) notice, probably longer, in keeping with the letter of agreement that he negotiated with the church board in 2011. For now, he is happy in his position and invited the board to enjoy our church's current success and progress together.
 - Treasurer's Report: Bill summarized the current Stewardship Campaign progress. An ongoing personal outreach by letter and personal contact to all members who have not pledged to date is underway. The projected pledge shortfall of \$39K is being evaluated with potential budgeted expense adjustments to be considered in the fall as necessary. New members typically add significantly to annual pledge income.
Dale Anderson has accepted the position of Stewardship Chair for the 2016-17 Pledge Campaign.

- **Financial Quality Review** - Bill led the Board in a discussion of the merits of organizing an ongoing financial review process. The merits of an internal review (relying on qualified members), vs a formal external audit with factors including timing, frequency and costs were discussed. The Finance Committee will be requested to bring a recommendation forward to assist the Board in developing a policy regarding preferred model, timing and cost for the financial review process.
- **Director of Finance and Operations:** Roberta's report highlighted UUUCS participation in the Stop Hate Candlelight Vigil, Katie's ordination, Stewardship Campaign progress, financial performance to date and recognition of Buildings & Grounds work in responding to the recent tropical storm and ongoing mosquito eradication efforts.
 - Current Voting Membership – 475, Friends - 81
- **Director of Religious Education:** Susan's report noted 2 new volunteers in the nursery/toddler room. A fun 'End of the Year Party' was held on May 22 at South Lido Beach.
 - Total Average Attendance (last 4 weeks) – 11.25

4. **Old Business:**

- **Planning Process:** Charles reported that the Board's officers met at his home to begin the preliminary work of creating a plan to guide the church in its next 1 - 3 years. The planning process will be brought forward to the board for input and discussion in September.
- **Committee Matrix:** Lynda, Dale and Charles have developed a matrix and comprehensive list (see both attached) of all committees describing their name, function, chair and board liaison. Leadership development and transition were noted as ongoing concerns. The idea of creating an ad-hoc board committee to review and update UUUCS policy book's description of standing committees' role and function was discussed. Charles requested volunteer Board liaisons to begin meeting with their respective committees with the charge of asking what the Board can do to better serve and insure their success.
- **Sunday Services:** Klaus reviewed 5 past years average attendance and schedules for Sunday services during season. The first service has consistently been low in attendance while the 2nd service is reaching capacity. Alternative times (10am and 11:30am) were discussed as one option to level out attendance. The Board agreed by consensus that the best model for an expanded single 11am

service be developed, to be compared to the best model for 2 services as described in the Worship Committee's report. Charles will invite Committee Chairs and staff most directly affected by any future change in service timing (RE, Music, Choir, Ushers, Forum, Worship, Potluck, Janitorial Support, Coffee Team) to come together in a separate meeting to provide feedback to the Board regarding the 2 models presented.

5. New Business:

- Leadership Development: Mary Fran summarized the thoughts of the Nominating Committee on the question of identifying and developing committee and board leadership within UUCS.
 - Responsibility – the Nominating Committee believes the Board (perhaps through an ad-hoc committee or the position of Vice President) should maintain responsibility for direction. The Nominating Committee is willing to assist in this effort.
 - Identification and assessment of new members' leadership potential should be an ongoing priority.
 - Seek out younger members for committee involvement and future leadership.
 - Consider benefits of on-site UUA workshop training.

John Clark supported the Committee's ideas, especially that younger persons be targeted for membership and groomed for leadership. Charles thanked Mary Fran and will request the Executive Committee to review these recommendations and bring a proposal for further action to the board.

6. Other Business:

- Building and Grounds: Diane reported on the ongoing successful efforts of many volunteers to limit and eradicate mosquitoes on our property as well as the major clean-up following Tropical Storm Colon.
- Next Meeting Date: Following past practice, the Board's next meeting will occur on Tuesday, August 16.

- 7. Adjourn:** There being no further business to come before the Board, the meeting was adjourned at 8:55pm.

Respectfully submitted,
John Yoder
Board Secretary

Committee Name: _____ Chairperson: _____

1. How long have you been Chair of your Committee? Is there a plan for transition to a new Chair in the near future? If Yes, please describe briefly.

2. How frequently does your Committee meet? Is your meeting date a fixed day and time of the week? Where do you meet?

3. How many members are officially assigned to your Committee? Do you have additional members attend?

4. What is your usual Committee attendance? Do you believe your Committee would be more effective with more members? With fewer members?

5. Do you function with an agenda for your meeting? Is the agenda developed by you alone, or do you consult with other members? Is your agenda distributed to Committee members prior to the day of the meeting?

6. Do you use any formal meeting protocols? Do you have voting on issues brought to your Committee?

7. Do you record minutes of your Committee meeting? If not how do you report activities and decisions to the broader church community? Do you have a formal reporting connection to UU management or the Board?

8. What do you consider the primary purpose of your Committee? How does it promote and support the goals and principles of the UU Church?

9. How could the UU Board and management better support you and your Committee work?