

**First Unitarian Universalist Church
Board Meeting --- January 17, 2018**

Our Mission: To be a compassionate, welcoming community that nurtures spiritual growth and practices justice.

Meeting Minutes

Attending: Gail Bishop, Vice President; Ann Hutton-Secretary; Garth Nelson, Treasurer; Charyssa Cobb, Randy Crawford, Kate Thompson-Jewell, Greg Turosak, and Chris Wendt, Members at Large; Rev. Luke Stevens-Royer, ex officio

Absent: Jerry Katzmann, President

1. **Call to Order and Chalice Lighting:** Gail called the meeting to order and provided the chalice lighting.
2. **Consent Agenda: Motion** by Ann, second by Greg to accept the consent agenda including the agenda and the minutes. Unanimous
3. **Congregational Education / Risk Reduction Language for December/January Board Letter:** The Board edited a draft of an upcoming informational letter to the congregation. Chris will expand the section on Sanctuary to reflect the recent work by the Sanctuary Steering Committee. Rev. Luke and the Board continue to consider options surrounding a possible Sex Offender Risk Reduction policy.
4. **Treasurer's Report:**
 - a. Financials: Garth reported cash flow is good. We have received a portion of pre-paid 2017-2018 pledges, as well some 2018-2019 pledges as people took advantage of the implications of the new tax law. We have also received early final payments of a number of JumpStarter pledges.
 - b. Stewardship Plans: Campaign plans are underway. Our theme is: *Getting Better All the Time*.
 - c. Cottage Meetings: As planned, 1-2 Board members will attend each cottage meeting. These sessions are scheduled for for Saturday, 2/24 – Ann & Randy; Sunday, 2/25 – Ann; Tuesday, 2/27 – Greg; and Wednesday, 2/28 – Kate and Charyssa.
 - d. Budget Request: Garth has begun to receive 2018-19 budget requests from committee chairs. The Board's request will include funds for leadership training, a board retreat, and possible expenses to conduct an online evaluation. A request for a more flexible table for the conference room will also be submitted as part of the furnishings line item.
5. **Minister's Report:** Rev. Luke reviewed details on his monthly report and shared background information about his 2018-19 budget request. (attached)
6. **PAC Team Report:** Gail reviewed the monthly PAC Team monitoring report. Rev. Luke offered details about the December stats and shared an email from an appreciative family attending the Christmas Eve service.
7. **Update on Sanctuary Activities:** Members of the Sanctuary Steering Committee attended a recent interfaith immigration community meeting. There are now seven congregations that have chosen to be actively involved in the sanctuary movement. Our Steering Committee and representatives of the other faith communities have agreed to survey their congregations asking for future assistance.

As requested, the Committee has prepared a budget of sanctuary related expenses, both one-time and ongoing. The fixed costs whether we remain sanctuary supporting or become a full sanctuary church are estimated at \$2,000 annually for such expenditures as legal assistance, insurance, etc. If we decide to become full sanctuary, ongoing weekly expenses will vary greatly depending on the number of guests and the length of the stay. Jerry is seeking bids to install egress windows and a fire door to remodel the conference room.

Motion by Gail, second by Randy to request the necessary building inspection to remodel the conference room in order to determine if this work can be done without triggering more extensive and costly changes to the building. Unanimous. The Board will continue sanctuary deliberations next month after reviewing the contractors bids for the necessary work.

8. **Board-Ministerial Covenant (from the “pending” list):** After further consideration, the Board agreed a separate covenant was not needed. This task will be removed from our work list. We will use the Letter of Agreement, signed by Jerry and Rev. Luke which was reviewed by the Search Committee, the Board, and the UUA Ministerial Settlement Office to guide any immediate and/or future evaluation processes. It was suggested, that an additional statement be included in next year’s Board covenant which affirms the Board's commitment to shared ministry and a willingness to work with the minister to fulfill the Letter of Agreement.

9. **Mid-year Evaluation / Preparation for 1st Year Evaluation:** Kate reported this is in progress with more information next month.

10. **Prep for 2/11 Board Pancake Dinner:** Garth has the list of the auction buyers; staff and newcomers will be invited as the Board’s guests. Tasks and who will bring what, include:

- Ann – Check with Eric Egler regarding electrical power and the set up used last year which did not trigger the breakers
- Greg – Pancake mix
- Ann – Syrup and butter
- Randy – Sausage
- Kate – Bacon
- Gail – Fruit and an assortment of large bowls
- Chris – Cookies
- Charyssa – Coffee and milk
- Greg – Juice
- Jerry – Merriment and prizes

11. **Other:** Ann reported that the Bylaws Committee feels they have accomplished their assignment and will share proposed amendments with the Board in February. The Committee’s goal is to gather input on the proposed amendments from the Board and leadership, make any needed changes, and share the proposed amendments with the congregation by May 1 before a vote at the annual meeting, June 3.

Meeting adjourned

Respectfully submitted,
Ann Hutton, Secretary

Minister's Report to the Board of
First Unitarian Universalist Church of Rochester, MN
Wednesday, January 17, 2018

Programming

I met with Melissa and the Hospitality & Growth Council this past Sunday, reflecting together on ways we can deepen our welcome, as well as manage the responsibility placed on the council and find ways to recruit more volunteers.

We had a constructive conversation, and I expressed a desire to return to a hospitality/coffee hour following the 11:00 service (to be welcoming to visitors attending 11:00, and to be mindful that the between services hour can get overcrowded were everyone to come). We also discussed possibilities for more regular awareness of volunteer opportunities, in a coordinated church wide effort, promoting regular opportunity for folks to sign up for not only hospitality teams, but also teaching in religious education, office volunteers, special projects, etc. I'm working with Melissa to discuss the best approach for both communicating with, and connecting, members with an invitation to meaningful service.

Governance

As shared in the PAC team report, the PAC team will be reflecting over the next few months about how to share and delegate leadership appropriately in such a way that makes for clear roles, enables nimbleness in our structure, and remains deeply shared and collaborative. One note I wanted to be sure to express is that the PAC team was, from my vantage point, a very helpful transition style of governance, especially in a time of transition. It opened up the sense of creativity and possibility in governance, allowing us to be creative as we think about the best approaches going forward. While we are not staffed in such a way to allow for a pure policy-style governance at this time, I believe the PAC team will provide helpful recommendations in the coming months for how policy-style principles may begin becoming normative in our governance structure.

Staffing

This month, I have scheduled meetings with each of the core staff members (excluding childcare and custodial) for mid-year check ins. I have appreciated the conversations thus far, and look forward to the remaining ones. It has been a good chance to check in with each person about what is working well in their position, what are challenges, how they are adjusting to my style of ministry, and how I, and the Board, can support them in their work. I'll be glad to bring any major learnings to the Board as appropriate.

Respectfully submitted,
Rev. Luke Stevens-Royer