

**USR Board of Trustees Meeting
Minutes
December 7, 2015**

Attendance:

Peter Duran, Robb Willis, Suzanne Samuels, Helen Matusow-Ayres, Rob Markowitz, Laura Krag, Kevin Smith, Judd Seals, Elizabeth Ames and Rev. Anthony Johnson.

Guests: Bob Shoemaker and Stephanie Gannon

Process Observer: Judd Seals

Chalice lighting 7:02 pm

I. ABD Update

Bob Schoemaker and Stephanie Gannon

A) Summary

- Need to know campaign objective percentage increase
- Need to know increase in fair share contributions
- Focus on what we all get out of membership
 - (a) Did you Know
 - (b) Less of a focus on money
- Mailing
 - (a) Flyers
 - (b) Will reach more people, those who don't attend or don't read eblasts
- Building a bridge to the future
- Reviewed schedule
 - (a) Lead donors \$5,000 or more and Board
 - (b) Event
 - (i) Suzanne, Rev. Tony

B) Discussion

- Can't donate to specific programs. Policy requires that all donations must be unrestricted.
- We will make sure that we don't have a special collection at the same service as a budget drive testimonial.
- Housing loan should not be part of the budget drive. Separate item in the budget.
- Can't jump to the conclusion that we will provide a housing loan to the next minister. It has been a line item in the budget. Leave it as for now.

- Prepare a search budget. In January we can finalized the budget. Ministerial Search Representative can help to estimate costs, perhaps earlier than January.

C) Action

- Suzanne will schedule another meeting this month to discuss the budget drive; how much more money we will need and what will need money to support in the future.
 - (a) Use some of the language of the Long Range Plan to describe our future for the budget drive
- Rob will speak with the Program Council and ask them what funding they will need for the future.
- Helen will ask Johanna what projects she would like to accomplish next year.
- Suzanne will call the MSR for an estimate of search costs

II. **Housekeeping**

- Questions about reports
 - What reports go to Chandrika?
 - All reports should be attached to the minutes
 - Suzanne will review the reports to determine if any are confidential and therefore should not be sent to Chandrika for posting on the website
 - All reports will be a part of our minutes
 - Reports are due 5 days before the meeting. They will be posted on that day
 - Ask report writers to create executive section for confidential issues
 - Encourage congregants to attend the Board Meeting.
 - Reserve executive session for confidential matters- human resources, safe congregation cases, etc.
- Defying Gravity takeaways are in dropbox
- DRE Start up
 - January 30- Laura and Helen will help with logistics as board liaisons
- Board job descriptions- up on the web site- Need to be in place by the next meeting- Board members should review and be prepared to discuss.
- Minutes from November 7, 2015 were approved via e-mail

III **Ministers Report** **Reverend Tony**

A) Summary

- Additions to report
 - (a) Final cottage meetings were well attended
 - (b) Data will be available for next Sunday to share with the congregation

- (i) People enjoyed and asked for small group discussions to continue
- (c) Completed course for Interim Ministry and this posting is his field work so when it is complete he will no longer in training. Board will need to sign to authorize the field work.

IV Treasurers Report Peter Duran

A) Summary

- Deadline for offerings for the service auction extended to 12/24
- Board members all need to donate something
- A lot of outstanding pledges over 2 years. Peter is requesting that we write them off.
- There is \$1600 total in the budget for holiday gifts for staff members. Peter doesn't know how much was given to each staff member in the past. Donna will research how much we gave last year. It was proportional to their salaries. We will discuss via e-mail after the meeting
- Rental sign diagram is available in dropbox.

B) Discussion

- Holiday gifts not tied to performance. However, last year we did not give individuals with performance issues a gift.

C) Action

- Peter will research with Donna past practice and we will decide off-line how much to give each person. Custodial contractor won't receive gift. No policy regarding holiday gifts.
- Peter moves that the pledges that are outstanding for more than two pledge years be written off, Lizbet seconded. Motion passed.
- Suzanne will check with the Town Planning Board to see if we can erect the rental sign.

V Program Council Report Rob Willis

A) Summary

- Asking questions about the governance structure arising out of SRC
- Living the Welcoming is up for renewal of their certification. How does it get renewed?
 - (a) Rob and Suzanne say that we don't have to take it back to the congregation. Board should approve it since it is a denominational program.

(b) Will the Board support the Living the Welcoming Group doing the renewal?

- Comments on congregational issue for reproductive justice. The RJ committee wants to discuss this at a Town Hall Meeting. Request that we hold a separate additional meeting on January 24, They will run the town hall. We agree to this.

B) Discussion

- How does the new decision tree work here, is it correct for the Board to approve?
- Is the recertification of Living the Welcoming mandated by the UUA or does the Board want to involve the congregation?
- If it is denominational issue or a certification, than the Board decides
- Do we want to put it to the congregational vote as a way to celebrate it?
- Rev Tony asked if it has been more than 5 years do you want to re-educate?
- Do we need to have a leader in order to get recertified?
- We need more information about the process. Rob will research the process and get back to the Board.
- Board is supportive, but we would like to understand more about it.
 - (a) Financial obligations, what is the process, who will lead it, what will be required?
- Reproductive Justice Committee would like to pass the plate to make a collection for the NJ Abortion Access fund on January 9 at the showing of the film *Roe at Risk*.
 - (a) Board policy that the Board has to approve additional fund raising
 - (b) Will we consider for approval
 - (c) After they collect the money they will need to turn the cash into Ann and she issue a check
 - (d) Peter will modify the policy to include this stipulation

C) Action

- Rob will bring the questions back to the Program Council
- Rob moves that the Reproductive Justice Committee be permitted to collect funds for the NJ Abortion Access fund at their January 9 event. Laura seconded it. Motion passed.

VI **ACS**

Judd Seals

A) Summary

- Steve Riskind has re-engaged with the ACS project and he is working with Carol Wolfe and Marie Wolfson and helping them with the new website.
- Calendar integration between the calendar software and the website.

- (a) Steve is looking for assistance from ACS to resolve this problem
- (b) Other solutions being explored.
- Steve will be taking new photos this Sunday for the website
- Children on the website, there is a place on the RE registration form where parents give permission to use photos of their children.
 - (a) Reconfirm after the photos are taken with the parents.
- Marie agreed to keep working with ACS, moving in a good direction
- Next steps
 - (a) All board members will be sent a log-in for the website to test it and look around
 - (b) Marie will explore ACS checklist for rolling out to the congregation. Marie is working up daily procedures
 - (c) User Guide will be created
 - (d) Communication plan will be developed and implemented
- Goal to have it up and running by the end of the congregation year

B) Discussion

- Rob requesting that the Program Council Chairs have access to see the planning calendar

VII Safe Congregation Response Team

Suzanne

A) Summary

- Request from the SCRT to add a slide at each town hall meeting with a “Did you know” about a safety policy. This month it will be about AED CPR training. Board agrees
- Request to appoint Wally Griffith to the Safe Congregation Response Team

B) Discussion

- Need to operationalize the funding for child care. Peter will give them guidance on how to do that.
- Shouldn't ask parents to pay for childcare by putting money in a basket, if we are offering child care
- Like coffee hour, put money in the basket
- Suzanne will research discuss the donation basket in the child care

C) Action

- Need to add Safe Congregation Response Team to the list of committees for which you need to be a member. Robert will draft a new policy before the annual meeting.
- Judd moved to appoint Wally Griffith to the Safe Congregation Response Team, Helen seconded it. Motion passed.

- Amendment to RE safety policy- number of people in nursery and unrelated (see report) edit. Robert moved Kevin seconded. Motion passed.
- Child Care Policy (see report for wording) I move accept the edit, Rob seconded. Motion Passed
- Payment edit (see report for wording). Robert moved, Judd seconded.
(a) Table until more clarification about what is happening now for next meeting

VIII **Decision Tree**

A) Discussion

- Suggestions made to Suzanne for changes add budget impact and change interdenominational to denominational
- Remove Other from the graphic
- Discussion about Town Hall Meeting agenda. Governance Structure and Program Council, Safe Congregation, Nothing new to report about the House,
- Reveal the new agreement on the house

Judd moved to adjourn and Rob seconded

Motion Passed

Adjourned at 9:44