

USR Board of Trustees Meeting
May 4, 2015
Minutes

Attendance:

Jeff Summerville, Charlie Walter, Suzanne Samuels, Helen Matusow-Ayres, Rob Markowitz, Kris Henrickson, Kevin Smith, Judd Seals

Process Observer: Kevin Smith

Chalice lighting
Starting at 7:17 pm

I Housekeeping

Suzanne

- 1) Vote on April minutes
 - a. Charlie moved to approve, Kris seconded
Minutes approved.
- 2) Discussion of reports from committees, task teams, councils
 - a. HR report Bill Belknap
 - Bill asked Ann to pull out staff reviews. We are going to start doing reviews each year
 - Plan to outsource custodial services.
 1. Gilde will be able to bid on it. Reaching out to other congregations about sharing a custodian. Gilde has been put on notice that we are going out to bid.
 - Bill is writing up the specs for the custodial needs
 - Chandrika, Ann and Donna will conduct time studies for their positions in order to get a better sense of what their jobs require.
 - b. Ed Wardell and some others are helping with the picnic
 - c. Opportunity to represent our congregation at GA advertised to congregation. Seeking volunteers
- 3) Announcements
 - a. We need to say something each week about the importance of ordination in the announcements.
 - b. Carol Loscalzo believes that the announcements about SRC activities are insufficient.
 - c. Suzanne noted that she tries to include some mention of src at least once a month. Each month mention at least one SRC announcement.
 - d. We should discuss formulating of announcements at the retreat.
 - e. Plan the next Town Hall on May 17.
 - Roll out the budget

- Update on interim
- Note changes in separation agreement with Kathleen

II Treasurers Report

Update on Budget

Jeff Summerville

A Summary

- We now have a small surplus for this budget year. Jeff and Donna need to review it to be sure that the calculations are accurate.
- Donna is redoing everything for the entire year.
- Budget we are at \$405,000 in pledges, which is what we determined the budget on.

B Discussion

- What are we giving up to balance the budget?
 - Intern
 - Not funding capital budget
- ACS has a trial calendar function for \$30 a month
 - It enables her to look at the calendar as a whole, each week.

C Actions

- We reached a consensus to permit Ann to purchase the trial.

III On-line Donations

Jeff

A Summary

- 2.75% credit card fees, .50 for a debit charge
- Cost will be \$5-6,000 per year
- Question whether the ease of this system will generate enough income to pay for itself.

B Discussion

- Cost, is it worth it?
- Should we pass the cost onto the users
- Tuli Patel from Summit, negotiated lower costs. Encourage congregants to use the debit card.
- Quarterly statements to congregants could help with pledge fulfillment.
- Could keep people timely with their pledges and help them make good on their pledges.
- Most people are making good on their pledges.
- May not have enough people using it

C Action

- Judd moves to approve with Suzanne's friendly amendment to separate out UUA dues
Kevin seconded
 - o Consensus to table until we have a better handle on the economics, closer to the next pledge drive
 - o Perhaps we can poll congregants.
 - o Amend pledge drive and brochure to separate out UUA membershipMotion to table passed

IV ABD Feedback on RE

Helen

A Summary

- During the budget drive several congregants shared concerns about RE with stewards
 - o Attendance and registrations are declining.
 - o Insufficient training and accommodation for special needs children.
 - o Is there a need for an Assistant when the number of classes has declined?
 - o LB not present enough in the program. She spends too much time teaching Coming of Age

B Discussion

- Too much emphasis on the negative
- Attendance is an issue
- Number of classes drives the need for the assistant
- LB needs to evaluated
- Attendance at services has dropped. Does RE just mirror that?
- LB is an employee and she needs to be evaluated regularly
- We should check the contract to see who evaluates LB
- Do we need to cut down on the RE Assistant's hours since we reduced the number of classes and we now have some workshops taught by external facilitators?
- We need to review the numbers of classes to see if we need the Assistant
- What is LB's role? She is not rotating through the classes.
- We will ask Bill Belknap to review the job description to answer these questions

C Actions

- Suzanne moves that we evaluate the RE program next year with the CYRE Committee
- All agreed that we will raise the discussion with the new Board.

V Non UU Clergy in pulpit

A Tabled for the next year's Board.

VI SCRT Final Security Plan

A Summary

See Report

B Discussion

- Concerns about how many doors are locked.
- Don't lock fellowship door
- How do we enforce this?
- Is it extreme?
- The proposal represents state of the art procedures in UUA, to insure that we have procedures to avoid tragedy.
- Board should not have two-way radios.
- Safe Congregation Committee members should have them instead of the Board.
- Board members should not be policing- we set policy
- Discussed in closed session behavior of a congregant with whom we have a behavioral contract

C Action

- Suzanne moves that we accept SRCT final security plan,
- Helen seconded, provisional on the Fellowship Hall door not being locked
- Remove all of the considers and firm up policy and Board will vote on over e-mail in two weeks.
- Suzanne will ask for clarification on the Board's role with two-way radios and tell Carol that we think that the fellowship hall room open.
- Goal for next year- to address special needs children in RE

VII Interim Minister Update

Robert Markowitz

A Summary

- Robert reported on the results of the matching and the next steps in the search process
- He will report back once he has interviewed the candidate we chose.

VII By-Laws Change (definition of friend)

Robert Markowitz

A Summary

- Existing Clause:

Section 4. Friend

Any person who desires to be associated with the Society, but not as a member, may be included on the Society's mailing list as a Friend, but such Friend is not entitled to vote at meetings of the Society or serve on the Board of Trustees.

Proposed:

Section 4. Friend

Any person who desires to be associated with the Society, but not as a member, may be included on the Society's mailing list as a Friend, but such Friend is not entitled to vote at meetings of the Society or serve on the Board of Trustees, Program Council, Nominating Committee, Committee on Ministry, Intern Committee, or any Ministerial Search Committee. In addition a Friend cannot hold a leadership position on any other committee within the Society.

B Discussion

- Discussion about why some people choose to remain friends
- Many friends are very active and are needed in leadership positions
- Change leadership position to chair
- Do we need to exclude people from being a chair?

C Actions

- Kevin moved to approve the by-laws change without the last sentence ("In addition a Friend cannot hold a leadership position on any other committee within the Society")
- Jeff seconded,
Motion passed by Unanimous vote

VIII Rule Change (member/friend)

A Summary

Policy Regarding Salaried Employees of USR

Salaried positions with the Unitarian Society of Ridgewood may require sensitive communication with Members, Friends, Staff and Volunteers. The USR expects its salaried employees to conduct the Society's affairs openly and fairly, without regard to the employee's personal positions or relationships.

Therefore it is the policy of the Unitarian Society of Ridgewood that;

- no Member or any immediate family of a Member of the Society shall be employed in any salaried position

- **no salaried employee or their immediate family shall be allowed to have the status of Member**
- **immediate family members of a salaried employee of USR who sit on a committee within USR, cannot hold a leadership position within the committee nor sit on a committee related to the employee's duties at USR**

Any deviations from this policy must be approved by the Board of Trustees.

B Action

Judd moved to approve, Charlie seconded
Motion passes

All reports due May 11. Board reports for President's report anything that you have done this year.

Adjourned at 9:27