

UUFC BOT Retreat

January 25, 2020
Founder's House

BOT: Dave Sanders, Tom Heibel, Terre Balof, Kathy Crain, Michael Elder, Suzanna Marcus, Bing Johnson, Mandolin Bright, Cecil Huey

Guests: Dillman Sorrells

1. Check In – What is your vision for 2020? One big thing to see through finish line

1. Infrastructure plan finished
2. Keep momentum on antiracism work
3. Deeper involvement in #2 by congregation
4. All Clemson Area Pledge to End Racism churches put out BLM banners and recognize lynching victims
5. Creative use of graphics and screens in sanctuary
6. Utilize structure to do better things
7. Trustworthy organization we can depend on
8. Opportunities and deliberate strategies to intensify focus and attention
9. Easy and graceful transitions

2. Board covenants (Dave)

Board Covenants 2020

1. Great respect and love for each other
2. Speak directly and openly with each other
3. One voice after decision is made
4. Patience
5. No side conversations
6. Have fun
7. “Vegas rules” – Keep confidential items confidential
8. Nominal response: “I’ll take that to the board”
9. Ensure childcare provided for events
10. Come prepared
11. Written reports submitted for secretary

3. Bylaws and Governance Documents (Bing)

- Focused on pointing out where to find this information rather than reviewing it – organizational flowcharts on website
 - Reviewed social action committee and how it has evolved based on availability of volunteers

- Overview of other items available on “Leadership” section of UUFC website – meeting minutes, financial information/budgets, bylaws
 - Discussed advantages of simplified bylaws and keeping flexibility by functioning with policy governance
 - Suggestion of having a process audit to ensure we are following policies and procedures – making sure there is congruence with policy and practice
 - Distinction between policy and procedure – procedure is the steps to follow policy, and these should be formed at the committee level
 - Bing stressed importance of ensuring clear communication up and down on policies/procedures – reluctance that information should only be coming down from BOT
 - Our policy manual consists of procedures as well, but not clear which is which – suggested that we clean up this document so there is clarity → Dave suggests ad hoc committee needed, and BOT referred to “Ad Hoc Committees, Task Forces, and Working Groups” policy in manual
 - Question of whether or not to prioritize now, and how interim minister should be involved in that process

Move to defer policy/procedure review to mid-year.

Motion: Tom

Second: Kathy

Passed unanimously

- Review of those authorized to signature checks for budget items and the check request form
 - Account no. to be filled out by Becky

4. Finances - 2019 actuals and 2020 Budget (Bing)

- 2019 was a good budget year – started out behind but caught up with Unity’s help – ended up with excess of \$4k - \$5k
- Goal is to avoid going to congregation and asking for money for particular needs – budget should be established to account for anticipated needs
- Current budget is \$15k below target, which was based on 4% increase from previous year
- Unity is a small congregation on month-to-month lease - \$6k anticipated revenue included in budget but not a guarantee
- A key element in budget is the ministerial transition

- Terre salary for 6 months included, but we are speculating for interim minister since expenditure will be contingent on experience
- Another important figure left to speculation are moving expenses for interim – amount needed will depend on how whether or not they come with family
- Representative with UUA provided guidance on how to estimate costs for the transition

Move to accept 2020 budget as presented.

Motion: Tom

Second: Kathy

Passed unanimously

- Discussion on endowments, their structure and permitted use
 - Previously congregations have used large donations that were not endowed to supplement insufficient budget without addressing why the budget was not being met
 - Currently mortgage will be up in two years, at which point \$30k will remain to be paid – suggestion that we could use endowment funds to payout / Air-conditioner in nursery will also need to be replaced, which will cost about \$10k
 - Bing also pointed out that endowment funds can be used for matching grant – a lot of things that can be done outside the budget
 - Endowment committee is separate from the fellowship, as is their process on whether or not they decide to grant request – chairman of the endowment committee is on finance committee
 - Any unrestricted check of \$1k or more will go to endowment

5. Vision 2020 - Goals, passions and core activities (Dave)

6. Ministerial transition process (Dave & Bing, Dillman)

- Dillman gave guidance on selecting the taskforce to choose the interim minister – must trust these representatives to have the whole congregation in mind, and not a particular piece (e.g. only RE, worship, etc.)
- UUA strongly recommends planning to have interim minister for two years rather than one

- A clean break with previous minister is recommended – important that they do not become “shadow minister” with members of congregation going to them over the interim minister
- Possibility of having lay-led congregation raised – BOT in consensus that UUFC needs a minister, particularly to be point person for work like CAPER

Motion to obtain interim minister then move to have settled minister for UUFC.

Motion: Dave

Second: Michael

Passed unanimously

- Review of why we need to continue holding minister, in event these need to be shared with other members of congregation: community contact, continuity, large fellowship, staff coordination, pastoral care, and public presence
- Interim Selection Taskforce – suggested two BOT members, one non-BOT member
 - Commitment – Taskforce would be 2-3 people who between Feb 1 and mid-April will build the congregational record (e.g. resume, job posting, profile document); from mid-April to May candidates will review congregational record to determine whether or not we are a good fit, in which case they may submit an application; beginning of May, UUA rep will come to taskforce with information on the candidates (possibly links to sermon videos) including references; by end of May a selection should be made by taskforce. Selection process depends on number of offers candidate received and how many congregations they applied for, but decision should be made by June.

7. “Electronicals” - board email addresses, shared files, etc. (Bing)

- No account numbers or social security numbers need to be shared via email
- We get \$10k/month value in Google ads, but we would need to ensure it was somewhere that would get a response in order to keep them running

8. Set board meeting schedule for 2020 (mutual agreement) 20 min

9. Other business (as needed) 30 min

10. Adjourn