

## **Unitarian Universalist Fellowship of Durango Meeting Minutes** **January 22, 2019**

Board Members Present: Tom Miller (President) , Mark Swanson (Treasurer), Katie Kandarian-Morris (Minister), Julie Jordan (Member-at-Large), Kathleen Adams (Member-at-Large), Elizabeth Long, and Becky Malecki (Member-at-Large).

*Opening words read by Elizabeth. Covenant read by Julie. Check-in was done. Becky is process observer.*

### **Consent Agenda**

Motion was made, and accepted to approve the consent agenda. Note the trend line in the attendance numbers!

Guest Teresa thanked board for supporting her attendance (along with Becky Malecki) at the Pacific Western Region Leadership Conference in Albuquerque over the past weekend..

### **Minister's Report**

We have 154 members, up from 144 last year. This is "net," which means the inactive members have been removed. According to Rev. Katie, approximately 10 more are getting ready to join.

### **Mid-year Proposal for Faith Formation (FF)**

Guest, staff member Lisa McCorry, was present via Skype. The proposal asks that additional monies be allocated for FF for the rest of the fiscal year. Childcare is an important area of church spending as it reflects attracting younger families. It was suggested that we ameliorate the cost of childcare with more volunteers. If even one person requests care, must have two people present (one could be a volunteer). FF is currently serving 20 to 40 youth per week.

Tim Miller shared that the FF budget can be changed from 7500 to 10,000 by allocating the \$2500 currently unspent contingency reserve. Work done by FF leaders has lowered the monthly run rate so that they are confident to be able to end the year at or under \$10,000 total allocation. One way this was done was by reducing YA hours from 4 to 2 per week.

A motion was made, seconded and unanimously approved to reallocate funds (\$2500) from mid-yr contingency spending + money for payroll taxes.

### **Financial Review**

Tim Miller presented. The half year mark was an easy place to see where we are. We have collected 65% of our income (it is typical for people to pay ahead). Might have a modest deficit of about \$10 K at the end of the year (3%) as we just used all of our \$2500 mid-year contingency to cover childcare, Bookkeeping and utilities are running a bit higher than anticipated. It is a signal that we need to step up some budget categories next year. We are still adjusting to having three buildings, and the expenses (e.g. utilities) involved in such. Also, we do have to increase pledges to cover the decrease of \$20,000 in the ministerial commitment fund.

FY 20 budget process will include input from many.... The Board will discuss the vision for ministry at the February Deep Chair meeting, setting top level priorities for the rough budget work which will begin in March. The budget will be finalized in April at the board meeting, and presented at the May 19th final meeting.

UUA dues are changing due to new allocation rules, increasing a little over six percent with annual increases capped at 10%. We will hit that within two to three years, going from \$1200 to \$1500... another budget pressure.

Our legacy fund was jump-started to \$568,000 from Dave Rich's bequest, which we are investing at the rate of \$30,000 per month. The Finance Committee is completing the process of changing our bank to Bank of San Juans.

### **Review of Ministerial Task Force (RMTF) Update**

Ken Rice, one of the three members of the Review of Ministries Task Force (along with Allison Andersen and Tekla Miller) reviewed their progress to date. All designated ministries are cooperating fully and good quality of information is being collected. The RMTF has set up a suggestion box and has scheduled meetings with each of the ministry teams employing a member who is a trained moderator to run the meetings. Phase 1 meetings will occur over the next three weeks. Phase 2 is the congregation-wide interaction, getting direct feedback from members over the next three Sundays. One piece of feedback is that a lot of people say they would rather put their thoughts in an email. The TF is not offering that option as of now, but it's a possibility for the future. The RMTF has also scheduled a meeting February 17th with new members (here two years and less). Following those meetings, the collected information will be compiled and prepared for sharing with the Board in March.

There was an extensive discussion about anonymous feedback. The RMTF has so far not required or asked for comments to be individually attributed. In a covenantal organization, a major concern was that accepting only anonymous feedback risks getting information without context and thus inhibiting the Board's ability to respond appropriately to significant concerns that may be expressed. Also, anonymous feedback increases the potential of unaddressed undercurrents, discomfort and triangulation. The flip side is that some useful feedback in sensitive areas could be withheld. The Board considered the trade-off between quality feedback and insisting on people owning their feedback.

After reviewing the specific charge to the TF, most of the board shared that they strongly feel that we should encourage people to own and be responsible for the feedback they provide, but to not refuse anonymous feedback. The RMTF's responsibilities are to collect and summarize the most useful information regarding our various ministries and to present the major themes that emerge from the various individuals and groups who are contacted. Individuals participating in the review should be assured that individual names, quotes, or other identifying information will be held confidentially and not shared beyond the members of the TF, unless specifically authorized. The Board, staff and members need to operate from a position of assumed trust that the TF will be responsible, working within the limits of our covenantal relationships. If the RMTF determines, based on their experience in obtaining feedback, that there is a significant issue with regard to people being willing to sign their name, that becomes a particular data point regarding our culture which needs to be addressed.

The Review of Ministry is a new process in the life of UUFD. We need to capture as much learning as possible about how our members respond and the nature of the data and conclusions we gather.

### **Governance Committee Recommendation on Personnel Committee**

The draft charter was amended to say that the Personnel Committee would collaborate with the Human Relations Team. The motion to amend and approve the Charter was unanimously approved.

The Board will now need to staff the Committee with qualified members and add it to the governance model.

### **Facility Use Policy Revision**

Reviewed the proposed Facility Use Policy (revised). There is still work to be done before this can be finalized. We still need to:

- address what criteria are needed for groups exempted from rental fees
- specify the type of groups with generic language - such as, a nonprofit whose mission is consistent with that of the UUFD, or if they are on the list of the people that we share the plate with.
- address issues of advance notice (2-3 weeks? perhaps limit the advance notice of non-UUFD affiliated groups or people?)
- how often someone can utilize the space
- who shall settle disputes about whether or not the group meets the criteria
- who should have priorities - looking at the categories?
- who can be bumped and the criteria for doing so
- address the issue of rental fees.

### **The Legacy Fund Brochure**

Tim presented the final draft of the Legacy Brochure, designed by Shanan. It will be put up on the website with a button to click next to "Donate." Formal kickoff has not been scheduled – considering after worship, at 11:30 or 12:00 with a couple of local estate attorneys. There will be an announcement in the Feb newsletter that this is coming out. At the Feb meeting we will have a pre-read and discussion about policies that need to be in place regarding how to use legacy funds. A brief discussion of whether the endowment would be used to support the operating budget generated the sentiment that the legacy fund is primarily to strengthen the long-term goals of liberal religion in this region and should not be used for regular operating expenses, though some thought that there should be a narrow window for emergency operating use.

### **Proposal for Committee on Ministry (or Ministries) (COM)**

Aline Schwob was present to advocate that UUFD establish a Committee on Ministry. She stated that we probably should have done this 40 years ago. Most congregations have a COM. As we grow, we need a structure to deal with a controversy that could split the congregation. It would provide a way to deal with conflict in a positive and healing way. Initial thinking is that this would be a mediation body to resolve problems. Without this, there could be unproductive backchannel communication.

Kathleen, who has previous experience as a member of a COM in a previous congregation, reminded us that the UUA, with a strong focus on professional ministry has many resources to help congregations think through this issue. For instance, UUA has a 10+ year old guideline written by Robert Lathum. We can also consult with our Pacific-Western Region representative. Katie shared that she served congregations with such a committee (Committee on Shared Ministry and Reconciliation).

Aline agreed that if UUA has such guidelines and resources, that we should work with them. She does not feel qualified to research this issue.

The Board suggested forming an ad hoc study group to get input from UUA, or online, or other congregations. The goal would be to explore the needs of our current system, what the goals of such a body would be for UUFD, what the committee would look like, it would fit into

our governance structure, how would it operate? Aline and Elizabeth, both agreed to participate with this.

### **Stewardship Campaign**

Sheryl Guy presented materials on the annual pledge drive. Pledge cards will be distributed on March 17th - Celebration Sunday (except for the Board who received them at the meeting). The logo is "Love in Action." There are little hearts that can be affixed to their name tags. The last Sunday that packets will be ready will be March 10th - if not picked up, they will be mailed. There will be verbal testimonials at church and written ones in the newsletter.

### **Vision for Ministry**

This agenda item was deferred to the next Deep Chair meeting

### **Mid-year Evaluation of the Board's Work**

How are we doing?

What are we doing to help ourselves and others focus on our Mission?

How are we doing in regard to our fiscal responsibilities?

How are we doing as partners in shared ministry?

How are we doing on implementing the strategic plan and moving us forward?

We are clarifying our Mission, and working to keep it at the forefront. We have prioritized this over the last few months. Everything is helping us to focus on Mission. We operate with consciousness and intention.

In regard to our fiscal responsibilities, it seems the people tasked with this have done an amazing job. We have expanded our campus, remodeled our sanctuary, the Legacy Fund, and handled changes to the budget in a very professional way. There is a high level of trust of Mark, Tim, and Trisha - and they explain and lay information out in ways that are very helpful. Fiscal responsibility is the Board's responsibility

Being partners in shared ministry means having clear responsibilities - perhaps sometimes we are too much in the weeds. For example, we should write the policy, and then hand it off. It was agreed that to make good policy, we do need deep discussions - so even if they wander or take too much time, it is crucial to have them.

### **Process Observation**

Becky shared... we went over time on a couple agenda items, but everything was important. We had good discussions, covering a lot of material. We do need to make sure all voices are heard. For the most part, we did stay on the timeline.

### **Upcoming Meetings:**

Deep Chair Meeting for February 19th at Elizabeth's home.

Board Meeting Feb 26th - both meetings on Tuesday. Julie will do opening and closing words. Elizabeth will be process observer

Leadership Council this Thursday Jan 24th