

# First Unitarian Society Board of Trustees Minutes

Date and Time: September 19, 2018 6:30 – 8:30 pm

Location: Gabler Living Room

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## **Attendees:**

Trustees:

- Joe Kremer, President (Governance Committee)
- Terri Pepper, President-Elect
- Megan James, Secretary (Personnel Committee)
- Dorit Bergen
- Mike Lienau
- John McGevna
- March Schweitzer (Finance Committee)

Youth Advisors:

- To be filled in October 2018
- To be filled in October 2018

Clergy and Staff:

- Doug Wadkins, Interim Minister
- Kelly Crocker, Minister of Congregational Life
- Monica Nolan, Executive Director

Guests:

- Carin Bringelson, Student Minister
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Materials:

- August 15, 2018 Board of Trustees Meeting Minutes
  - Staff Updates
  - Interim Minister letter from the Board outlining goals
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Current Vision of Ministry – We will...

- Increase opportunities for exposure to the rich diversity of human experiences, beliefs, and identities within our FUS community and in the larger world.
  - Build and nurture deeper connections among our members in all our work.
  - Live our UU principles within our larger community.
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## **Opening Reading**

Reading of Audette Fullbright By Dorit

## **Review of Board Covenant**

*FUS Policy Manual, Revision Date 05/17/2018; Section 1, Page 5, subsection 1b, paragraph 3*

### **We promise to each other we will:**

- **Be considerate toward one another.** We will do this by:
  - Following through on our individual tasks,
  - Asking for help when we need it,

- Being on time for meetings,
- Arriving prepared for meetings by having thoughtfully read materials in advance
- Being fully present for each meeting,
- Staying on schedule during the meetings so that they end on time

Next Review in November

### **Minutes Review**

- Name badges for the Board members are done
  - Wear at service and around the church

### **Introduction of Carin Bringelson, Student Minister**

- Part Time, two year internship
- Kelly is her teaching pastor
- Have lived in Madison for 24 years
- Year One: Student Minister
  - Main Learning Objective: To Learn about Life in the Congregation
    - To identify an underserved or an area of the congregation that needs some one
- Year Two: Ministerial Intern
  - Implement a preprogram or project that will serve the need identified that will outlive her

### **Approval of Minister's Housing Allowance**

- The Board needs to approve this for legality purposes for the IRS.
  - Doug: \$27,760
  - Kelly: \$39,000
- Dorit moves to approve the housing allowances
  - Mike seconds the motion to approve the allowances as stated
    - Vote: 7-0

### **Committee Updates**

- Nominations Committee
  - Youth Advisors
    - We will vote on them in October
      - Sarah Bennett
      - Jenna Grady
    - We need two board members to step up and be advisors
      - Duties:
        - Every month to check in with them
        - Encourage them to participate
        - Make sure they are feeling comfortable
        - Help answer any questions
        - Support them
      - Board Advisor Volunteers: John and March
- Governance Committee
  - Joes is having a hard time setting dates for meetings

- Finance Committee
  - Last year ended with -\$17,000 between the pledges amount and actual amount
    - Where do we get the \$17,000 to cover the gap?
      - From the designated non-restricted funds.
        - We had moved \$100,000 to the operating fund to help with cash flow issues
        - Moved \$50,000 back this year and it is recommended we move the other \$50,000 at the beginning of the next fiscal year
        - We hope that we have a \$20,000 surplus next year to return the \$17,000
    - In 2017-2018 we had 796 pledges, currently we are at 639
      - Will have to do some catch up in the next couple of months
      - The pledge campaign runs through the end of the fiscal year, so it isn't unusual to be at a lower number at this time of the year, we are about 50 pledge units down from where we were last year
      - Stephanie and Cheryl are going to hit the ground by pushing the pledges hard
        - Post Cards, Emails, phonathon, and individual calls
          - Focusing on about 150 people that pledged last year and have not done so yet this year
  - Two new members
    - Paul Stang
    - Julie Swanson
  - We had about \$1,000 more in pledge payments at the close of the fiscal year than we did last year
  - Overall giving in the operating fund we were up about \$24,000 with pledges, gifts, collections, and fundraising income
  - As a result of the capital campaign we were able to double our cash on hand
    - We have \$3 million dollars on hand to deal with some of the deferred maintenance and the mortgage
  - Program Income
    - Our CRE and RE programs are shrinking
    - We are seeing about half the amount of income every year
      - We now are down to 350 kids in our RE versus 400 in the past year
      - Specifically 11 o'clock has reduced
    - In future, it may be something the Board should discuss the trends in CRE and RE
      - Reflective of the changes in religious education overall in the US
      - Investigate further, is it the RE program, or change in demographics
    - General feel is that the program is good and continues to improve, but that families are very busy and this is the first thing that tends to get dropped

- During Monica's absence, Nick from our accounting firm will communicate with the Finance Committee and attend meetings to assist
- Staff Updates
  - Posted in Dropbox
  - Pick up a copy of the *Guide to the UUniverse*

### **Interim Minister's Priorities, Presented by Doug**

Based on what he has learned in the last couple of months and research, these are the four priorities identified and will focus on;

1. Work with staff to renew energy and moral
  - a. Very significant issue at this congregation
  - b. Common when there is a long tenure of a minister
  - c. Working to create a culture of trust, creativity, and appropriate accountability
2. Staff Development
  - a. Work with the leadership and congregation to help the understand compensation and benefits as staff is below average
  - b. Work to get more staff development funds
  - c. Strength based teambuilding and retreat
  - d. Review job descriptions
  - e. Review how supervision is going, a identify more empowering forms of supervision
  - f. Work with the congregation in finding ways to show them what is true with staff and their accountability in maintaining staff energy
  - g. Improving onboarding
3. Fostering the Culture of Hospitality
  - a. Increase the understanding that hospitality is an essential component of our principals
  - b. The sense of who we are as a community and relationship to the world around us
  - c. Sustains growth, how we can grow in terms of our mission
  - d. Welcomes the change that new people bring
  - e. Organic growth and how it changes the community by adding new people
  - f. Looking honestly at what sabotages growth
  - g. Rethinking how we understand our sense of stewardship,
  - h. Increasing transparency about the financial situation of the congregation
4. Models of Governance
  - a. How power and authority makes its way through the staff and clergy
  - b. How clergy work together and what model do they use
  - c. Bring the congregation on board with changes
  - d. A clarity of responsibilities and authority

### **Parish Meeting: October 14, 2018 at 12:30 PM**

- Open Question will be developed by the Transitions Taskforce
- It is not always clear as to why we are doing this and what are we going to do with this.
- Open Question is to create space for a more creative and less controlled conversation; a way to find out what is really on the mind of the congregation.

- Doug would like that there are small group discussions followed by a large group check-in.
- Dorit proposes that moving forward it is made more clear as to the purpose and end result and a follow up report to the congregation.
- Megan proposes that a recap is done as to what was discussed in the last two years, and what has changed
- Will be announced for 3 weeks in the Red Floors, newsletters, in the service

### **Governance History and Discussion Meeting**

- After discussion on availability, it was determined that not all members will be able to make it so it will be videotaped
- October 16<sup>th</sup> 7:30pm – 9:30pm
- We can look at inviting Governance Committee Members to future Board meetings

### **Congregation Member Concerns Discussion**

- Confidential Discussion
- A personal follow up will be done by Board Member with the concerned persons

### **Closing Reading**

By Dorit

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### **Agenda Items for Future Meetings**

- Discussion on CRE and RE programs
- November: Board Covenant Review *“Be Open, Honest, and Respectful.”*

**Snacks for October:** Mike