

Thomas Jefferson Memorial Church
Board of Trustees
March 25, 2010
Minutes

Goals for the Board of Trustees
2009-2010

- Support the Ministerial Search Committee.
- Encourage participation of the broader congregation and make ourselves available and recognizable, especially at council meetings.
- Evaluate the council structure.
- Clarify the roles and responsibilities of the church staff, board, and councils.

Donna Baker, Liz Benzinger, Dan Grogan, Johan Madson, Pam Philips, Ellen Pratt, Karen Shaffer, Jean Shepard, Doug Webbink, Guest: Morris Hudgins

- I. Opening Meeting (10 minutes)
 - A. Devotion/opening words (Morris)
 - B. Check-in (optional)
 - C. Acceptance of Agenda – amended to add Discussion of TJ District Naming – approved unanimously
 - D. Approval of Minutes (March 11) – approved unanimously; (March 25) – approved unanimously
 - E. Public Comment
- II. Consent Agenda (5 minutes) – approved unanimously
 - A. Approve Natalie and Dick Somer as delegates to the TJ-District Meeting
- III. Old Business
 - A. Interim Ministry Search Committee
 - Interim vs. consulting discussion: Interim involves 5 candidates suggested by UUA approximately 1 week after request is submitted, committee completes telephone interviews, committee makes a recommendation to the Board and the Board selects and hires; Consulting typically is utilized in a church looking for a part-time support for ministry, however we could still follow this path, the UUA would assist with recommendations for consulting; one of the discussion points was that we could potentially call or hire the consultant upon completion of the contract, which is not an option for an interim; the UUA will discourage hiring/calling the consulting minister, as it is important to complete the formal search process; it would not be wise for the interim minister search to take a long time which would be a reason to utilize the UUA interim process (which takes a lot of the work off of the congregation to select an interim); suggested that the interim search committee request both interim and consultant names from the UUA; the formal interim process includes UUA vetting, which would allow the search committee to not have to vet the candidates; the leadership will need to vision what is needed from the interim and share this with the interim minister; clarified that there were 70 ministers in search during this process who did not match with a church, these folks can be in the consulting pool though many may not choose to be in an interim type of position; Moved to utilize the interim ministry process – approved: 8 yes, 1 no; Moved to pursue consulting minister

concurrently with interim ministry process, within the timeline of the interim ministry process – approved: 8 yes, 1 no

- Interim search committee discussion: looking for folks with time, organizational skill and knowledge of the church; Pam will make calls to invite folks; list of potential members was discussed; move to invite membership (5-7) based on the suggested list - approved: 8 yes, 1 abstentions

B. Ministerial Search Committee

- Recommendations on aspects of the committee make up for the ministerial search committee:
 1. Number of members is 7-9
 2. People from the previous search committee who have expressed interest
 3. The Board recommends that it would be good to give the congregation members the opportunity to volunteer and seek nominations
 4. The Board encourages the committee to review the folks previously interested if that list exists
 5. Finding a committee that represents all aspects of the church

C. Budget Discussion

- Board was asked to set aside Thursday, April 29 at 7:30 pm as a possible additional Board meeting date for final budget decisions (to decide on April 15)
- \$290,000, 178 pledges as of last week; this is somewhat behind last year
- Last year many of our pledges came in after the pledge period
- Perhaps we can move the Canvass earlier in the future to better administer the budget process
- The Administrative Council will be making additional recommendations to the Board after the entire group has been able to weigh in; Finance Committee will continue to make suggestions as well
- It has been recommended that we not plan the budget at a deficit
- It will be recommended that we pay the interest on the member bonds
- On or before April 15, we will need to confirm the salary plus housing offering for the interim minister and are the benefits by UUA guidelines; the total benefit package above salary is planned at approximately 40%; the UUA range for our geographic region and our size of church \$61,400-99,800, the mid-point is \$80,500; moved that we offer \$80,500 salary (\$112,000 approximate total package) – approved: 8 yes, 1 abstention
- Can do multi-budget options (if we raise \$x, this would be the way it would be spent; if we raise \$y, this would be the way it would be spent, etc.); Can also frame this as we need to raise \$x to meet the goal of doing y (e.g. to have a second minister/minister support, we need to raise \$x); need to be careful not to give the message that the Canvass has failed prior to the completion of the Canvass
- The Board has a priority for supporting a second minister or at least half-time additional ministry support; it has been suggested that we escrow money towards this support at the beginning of the selected minister's term
- Doug will bring several alternative budgets to the next meeting

D. Discussion of TJ District Naming

- Discussed the possibility of a second meeting to accommodate folks who would not be able to be at the April 11 meeting (facilitated by Morris); decided to add an April 18 meeting facilitated by Pam and Donna; will not have proxy votes in these meetings; will get it in the Order of Service and Friday email

IV. Closing Activities (5 minutes)

- A. Process evaluation
- B. What do we need to communicate to others?
 - Pam will invite potential interim search committee members
 - Johan will notify those who have expressed interest and were not selected to serve on the interim search committee
 - Karen send out an email to add April 29 potential Board meeting
 - Morris will communicate the April 18 meeting to be added to the Order of Service and Friday email
- C. Closing words (Morris)
- D. Adjournment

Upcoming dates:

March 25 – Executive Committee of the Board Meeting, 6:30 pm in Social Hall

March 25 – Board Meeting, 7:30 pm in Social Hall

April 15 – Board Meeting, 7 pm in Social Hall

April 2010 Meeting

Positions to be filled on the Board and on Board-appointed Committees, leadership retreat, canvass update, congregational meeting planning, budget approval, Disruptive Persons Policy and Conflict Resolution group

May 2010 Meeting

Review of committee chairs and Board-appointed committees list, budget review, congregational meeting, General Assembly planning, Board retreat planning, Personnel Committee report on staff evaluations, completion of review of policies manual, Discuss Board/Selected Search Committee discussion regarding expectations of a called minister

June 2010 Meeting

Welcome of new minister and new Board members, farewell to departing Board members, 2010-11 budget review, congregational meeting review, General Assembly planning

Fall 2010

Re-covenanting committee and process (Pam, Dave Dawson?) – possibly begin at “leadership retreat”