

Thomas Jefferson Memorial Church  
Board of Trustees  
June 9, 2010  
Meeting 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.

Attendees: Donna Baker, Pam Philips, Jean Shepard, Doug Webbink, Raven Long, Dan Grogan, Rich Olin, Bill King; Johan Madson, Ellen Pratt, Jen Lucas, Paul Fritz, Ian Sole

Absent: Liz Benzinger; Karen

Guests: Tony Perrino, Leia Durland-Jones, Morris Hudgins, Beth Jaeger-Landis, Dorothy Schaefer, Shirley Gordon, Janet Newman,

- I. Opening Meeting (10 minutes)
  - A. Devotion/opening words
  - B. Check-in (optional)
  - C. Acceptance of Agenda
  - D. Approval of Minutes
  - E. Public Comment
  - F. Vice President's Report (Jean)
  - G. Treasurer's Report (Doug)
    - Surplus for May – successful Auction.
    - Letters sent to members – where they stood on pledges.
    - Currently have \$14000 surplus (but June is usually month for expenses to be reported. Historically a low income month, AND member bonds repayment of \$15000 (with \$5000 offset). Expecting a small deficit for the year.
    - Currently at \$405,000 in pledges. Ministerial assistance now fully funded. Need to settle on a fixed number for budget within June.
    - Kathey Polly comptroller for the church. Volunteers her time and her business' time (students help).
    - Concern expressed about music budget and Computer budget – large expenditures after a request went out to curb spending. Both are within their budgeted amount for the year.

- Member bonds – concern about paying \$15000 for bonds when we're so tight on money.
  1. MOTION: Wait until year-end statement before choosing to pay off member bond. One opposed and one abstention. Motion Passes.

#### H. Minister's Report (Morris)

- On hold until personnel report has been released.
- Two points to remember:
  1. Use the interim period to re-vision the future.
  2. Tendency for liberals to want to be perfect. Natural for us to point out where we're not perfect. NEED to celebrate successes – increased by 81 members over the last 3 years – size of the average UU church.

#### I. Board Liaisons to Councils' Report

- Worship council – will meet before Fall.
- Jean – there are now only 5 councils – communication is now under community Life.

### II. Consent Agenda (5 minutes)

#### A. Green Sanctuary – Board Sustainability Covenant

#### B. Conflict Resolution – 2 motions

- Discussion needed for both items. Moved to new business.

### III. Old Business:

#### A. Safe Congregations update (Beth Jaeger-Landis, Chair) <5 minutes>

- Goal is to become a Safe Congregation.
- 2 subcommittees
  1. Emergency situations – Jean Sorrell-Jones chair
    - a. Working on emergency evacuation plans, with fire drill.
  2. Sexual Misconduct – Beth Jaeger-Landis chair
    - a. draft of 9 page document, from Balancing Acts (manual for setting up these kind of documents)
    - b. Includes setting up a response team – ongoing team.

#### B. Office Key – Is a combination lockbox the answer? (Morris and Jean) <5 minutes>

- Members of various councils ask for access to office after hours (making copies, using phone, etc). Chairs are recommending lockbox in the mail room.
- Staff saw several possible problems with lockbox (missing keys, lack of accountability). Suggests a small number of keys instead.
- Other solutions: different place for copier and for phones.
- Referred back to admin council – how to provide needs without access to office.

- C. Trash Service – Allied vs. Dixon (Morris to report for Carole) <5 minutes>
  - Dixon is fee-based, contracted through sometime in 2011. Would have to pay \$930 completion fee.
  - Carol is following up with a lawyer.
  - Dan will be point person with Carol
  - Check in with U-House – they also use dumpster.
- D. Demolition Permits – Admin Council needs direction (Doug and Jean) <5 minutes>
  - Proposal to seek demolition permits for Summit House and U-House in case we want to tear them down in the future. Possible that they might be eventually declared historical. Admin council is wanting direction from the Board.
  - Need to determine if the demolition permit is renewable, what cost is.
  - Board requests more information.
  - New board liaison for Admin council is Jen Lucas.

#### IV. New Business

- A. Determine if we have a quorum for the July meeting. (Donna) <2 minutes>
  - There will be a quorum. Meeting will happen 7/8/10.
- B. Update and “Charge” for the Conflict Resolution Committee (Morris) <5 minutes>
  - Bill Speidel not a part of committee.
  - MOVED: Accept charge for conflict resolution committee and approve the 4 people on the list as members. Unanimously accepted.
- C. Help Needed: Policy review & new manual Volunteers? (Jean) <5 minutes>
  - Currently have 4 policy manuals not consolidated.
  - Donna and Raven will be a part of this.
- D. Personnel recommendations about building use by DOM (Morris for Dorothy) <5 min.>
  - Use sanctuary and instruments for teaching purposes for monetary gain.
  - Admin council requested Personnel to review request. Policy does permit DOM to use facilities for lessons and recital purposes as space is available. This policy applies only to DOM. There are no other staff allowed this privilege.
  - Concern that policy does not allow all staff to this privilege.
  - Question – who determines if the space is available? Who to deal with scheduling conflicts?
  - Liability and tax concerns.
  - Clarification if any other choir is affiliated with church.
  - Concern about group size and potentially parking problems.
  - Take these questions to Admin, request a proposal for the July 8 board meeting.
  - Vancouver, WA uses this policy. Suggest contact about their implementation.

- E. Welcome and Summary Q&A for Janet Newman <10 minutes>
  - Would be useful to have a transition team to develop projects appropriate for 3<sup>rd</sup> interim year. Requests the search committee take on that role to begin with.
  - Need for ministerial support. Janet has been talking with Alex, will be more report on development.
  - Will be here in her office, Monday, August 16.
- F. The Tree
  - Large limb fell into neighbor's backyard. No injury.
  - Making tree safe – got quotes. Don't know yet what cost is, or what will be covered by insurance.
  - Have talked with neighbors about actions taken.
  - Ian will continue as liaison in this resolution.
  - MOVED: Ian authorized to deal with the situation, including paying for work needed to make the tree safe. Unanimously approved.
- G. Green Sanctuary – Board Sustainability Covenant
  - MOVED: accept covenant. Unanimously approved.
- V. Executive Session: (New board members and ministers are invited to stay in room. Morris may need to step out, if anyone wants him to.)
  - A. Report from Personnel Committee about ALL staff evaluations <20 minutes>
- VI. Closing Activities (5 minutes)
  - A. Process evaluation
  - B. What do we need to communicate to others?
  - C. Closing words (Pam)
  - D. Adjournment

Attachments:

Treasurer's Report  
Vice President's Report  
Budget  
Procedures for Terminating a Group or Committee  
Procedures and Application for a New Group or Committee  
Membership Report

Upcoming dates:

June 20 – Morris Hudgins' last Sunday in the pulpit  
June 23-27 – General Assembly, Minneapolis, MN  
June 24 – Executive Committee Meeting, 7 pm, Social Hall  
July 8 – Board Meeting, 7 pm, Social Hall

**Fall 2010**

Re-covenanting committee and process (Pam, Dave Dawson?) – possibly begin at “leadership retreat”; Board and Ministerial Search Committee retreat to set minister priorities

Carry-over agenda items which still need attention *soon*:

1. Planning of the Leadership Retreat and the fall Board Retreat -- Will a Board member work with the Leadership Development Committee? (We want input from Janet and Annette too.)
2. Feasibility and policy/procedure about increased use of electronic communication for the Monthly Bulletin and other mailings
3. Policy about appointing delegates to GA and to TJD meetings
4. Review and rewrite of the Covenant Statement (Pam?)

Long-Range agenda items:

1. Congregational Conversations about “growth” and the need for Capital Improvements to existing facilities. What’s the plan?
2. Annual Reports: Purpose? Who requests? When are they needed? Who determines the format?