

Unitarian Universalist Congregation of Grand Traverse  
Board of Directors Meeting  
Sept. 17, 2014

Present: **President**, Marco Cabrera **Vice-President**, Jerry Beasley **Treasurer**, Kay Sturgeon  
**Secretary**, Jan Zerbel  
**Trustees**: Richard Miller, Sally Mitchell  
**Spiritual Leader**: Rabbi Chava  
**Guests**: Ann Swaney representing Leadership Development Committee, Karen Mars,  
Becky Somsel

Call to order: 7:00

Chalice lighting, reading of Board Covenant, Check in

#### **Discussion regarding Minutes:**

Kay suggested we keep in mind that people will be reading the minutes who might not be able to fill in the blanks if we're too vague about details.

Marco mentioned that the report from Communications Committee included that same suggestion. He asked Jan to rewrite minutes for the previous month's meeting, which she missed, in the usual form, keeping that thought in mind.

**Jerry moved to approve the minutes as amended. Richard seconded. Motion passed unanimously.**

#### **Changes/Additions to the Agenda:**

Richard said he would have liked to place the report from Communications Committee on the agenda but the current version just came to Marco.

Marco mentioned that Sarah's report included youth group. Amazing job by RE committee to meet needs of special needs children and also their work towards ensuring a safe environment. They had a security expert come in to offer advice.

Jerry said that Safe Congregation Policy needs to be on the website. Marco said it has been added. Jerry asked if it would be possible for a *shorter version with critical information right up front to be posted with a link to the full version for those who want more details.* Marco asked Kay to follow up.

Rabbi Chava suggested that when forming Board meeting agenda, take a hard look at what items are governance and which are ministry questions. There's not enough time for the Board to do both.

Marco said that in the google drive there is a folder called "agenda" and it is editable. There are 3 folders called "agenda" and *he will back some of them out to help with confusion.*

#### **Consent Agenda:**

Richard questioned what is included in the Consent Agenda. Marco clarified: Staff reports (includes Rabbi Chava's) and Finance reports

Richard suggested that in the future, *items in the consent agenda be listed.*

Marco questioned items in Financial Report that are for Interim Minister. Kay explained that the Fiscal year includes Rev. Cassie's time with us as well as Rabbi Chava's.

**Jan moved to accept Consent Agenda. Kay seconded. Motion passed unanimously.**

### **Officer Reports:**

Kay will give update on purchase of hymnals

### **Potential Opportunity Analysis:**

Chava: What are the potential opportunities? What do you notice that's awesome?

Sally: All the people! The seats are full.

Marco: People were willing to accommodate in unlikely circumstances.

Jerry: Lots of new people.

Richard: The level of excitement on the part of the people filling the seats. Excitement, energy, enthusiasm.

Jan: All the cars got parked.

Marco: The RE program. The way it is now being formed (teaching teams) seemed to generate a lot of excitement.

Ann: There's a buzz all over town.

Chava: The donations were increased.

Marco: The new spiritual leader is awesome.

Chava introduced "Potential Opportunity Analysis", which is a systematic process for taking our list and figuring out how to turn that into our operating plan so that these opportunities are maximized. This is a copyrighted process. After identifying positive things that have happened since our new start, the Communications Committee will take on the task.

*Marco requested that Chava send out to the Board the information about the process so we can go over some of the concepts.*

### **Business:**

Marco: Excited that both Becky Somsel and Karen Mars expressed willingness to fill the open trustee position. Becky was initially invited and accepted before Karen volunteered.

Ann: The LDC has the names and they could be on the list of nominees for next year.

**Jerry moved that we appoint Becky as our new trustee. Jan seconded. Motion passed unanimously.**

Becky was welcomed and immediately became a voting member of the Board.

Kay: Reiterated the two options for purchasing hymnals. Finance Committee recommends purchasing from ministerial reserve. **Kay moved that the Board approve the purchase of the gray hymnals for approx. \$1700 from the ministerial search reserve restricted fund. All donations received for hymnals be deposited into this fund until the total amount spent has been recouped. Richard seconded.**

Discussion followed. Richard asked about the teal hymnals versus gray hymnals. Information will go in this week's Flash to clarify the hymnal donation situation.

Jerry suggested that people who donate signify on their check which hymnal the money is donated for.

**vote: Motion passed unanimously.**

### **Potential Change of Meeting Time**

Discussion of reasons and possibilities. Concern about driving distance of 35 minutes or more for Chava and others, especially in winter weather.

After discussion of various time change possibilities it was decided to *change Board meeting time to 10 a.m.* on the third Tues. of the month.

Chava suggested that we try it for a period of time, being mindful of whether it's a problem for others who may want to attend.

### **Strategy for and with the Greeters/Ushers counting money on Sundays:**

Update by Marco. Chava pointed out that it's a ministry issue.

Kay wonders if it's a gray area because Finance cannot be left out of that loop.

Jan brought up the related issue of security. Richard suggested that our concerns about building security be formulated in as comprehensibly a way as possible and handed on to the facilities committee to search in its entirety and then make a recommendation. Anybody who has input might mention it to Dave Halsted.

Getting back to the counting of the money - Discussion included several possibilities for Sunday donations to be counted. Money only needs to be counted once by two people by Monday. Is this a governance or ministry issue?

Chava offered to follow up on this. Kay offered to go to finance committee to get a person to participate in the counting.

Marco: *We will need a recommendation in writing so it can go to the (yet to be formed) Security Policy.*

### **What are the limits we should be mindful of using email as a form of communication?**

Discussion: We have our googlegroup and Becky will be added. Linda also receives those emails.

Richard: It only works if everyone checks their emails regularly. Also, as the subject thread gets longer it's easy to lose track.

Jerry suggested that we stop the thread when it's time for a motion. That makes it easier to get it into the minutes.

Discussion regarding what, how time sensitive an issue is. Everyone agreed to check email daily.

Chava mentioned that it's sometimes better for her to make phone calls to individuals. We shouldn't hesitate to do that, as well.

Kay: How are we protected from sending an email that should not include certain individuals?

*Marco will create a separate email address for Board members only.*

### **Discussion of Board and Chava mini-retreat**

Kay commented that she would like to see us together without a huge business agenda.

Chava: Planning a similar retreat for staff. Would love to be part of planning and offered the use of the Bahle family cabin.

Jerry suggested Chava look at the schedule for the cabin and come up with some dates.

Chava asked members to ruminate on what they would like the take-away to be.

*Marco will start an email conversation tomorrow with his thoughts and others can add their ideas.* Chava can use this to aid in her planning.

**Announcements:**

Kay has accepted position of chair of Policy Committee.

Judy Myers has accepted position of Chair of Stewardship.

We now have guest access for computer in the library.

Discussion about letting people know about this.

Is it filtered? So, if children use it..

No. They are not able to install stuff but there is no filter on the browser.

Chava suggested waiting on that before we launch. Jerry concurred.

Marco: These are issues for the Computer Use Policy as that's developed. *Will look into NetNanny.*

**Add MUUSJN as a budgetary item. (Michigan UU Social Justice Network)**

Marco: Added last year with intention to revisit in 2-3 years. Kay suggested we request Social Justice to request the line item they've always had and have them pay for it. Chava mentioned that it might be a ministry, not governance issue.

Kay: Not sure they still have a line item, but they should.

Chava: That should be a practice of the committees, to request a line item.

Marco: Perhaps what we should do is use the new list to send an email out to all committees to be thinking about their budget items.

Chava: Ministry could work on this. Will talk with Marco about what he learns from them. Jan will share the information she gathered from the committees she contacted.

Marco: Need someone to volunteer to send an email to Facilities Committee to discuss this idea. (Kay: and the whole security of the doors issue.) Richard volunteered.

Discussion about painting the walls in Chava's office. Jerry: Hope there will be some discussion regarding the heavy front doors - replacing with automatic doors.

Kay asked that Finance Committee be kept in mind as a part of both ministry and governance.

**Closing words** by Marco

Meeting adjourned - 9:00

Respectfully submitted,  
Jan Zerbel, secretary