



Minutes of the Board of Trustees Business Meeting

June 28, 2022 - 6:30 to 8:30 PM via Zoom

Present: Becky Densmore, Jody Hanger, Joe Finnerty, Jenny Hunt, Adelaide Aime, Penne Beckett, Karen Folk, David Gross (arrived at 7:22 p.m.); Rev. KB not present - on study leave

Meeting called to order at 6:31 p.m.

Welcome/Check in

- Question: Who could use your whole hearted attention today?

The agenda for the evening was finalized with no changes.

CONSENT AGENDA

- The Board received reports from the Lead Consulting Minister, the Associate Minister for Congregational Life, the Director of Business Administration, the Consulting Minister for Religious Exploration and Engagement, and the Coordinator of Religious Education and Engagement.
- The Board received minutes from the 5/24/22 BOT Business Meeting and the 6/14/22 Combined Business Meeting and Study Session.

Discussion around items in the consent agenda:

- Hanger drew attention to recent issues regarding the A/C - she will follow up with Tim Voelker and Jerry Carden
- Densmore noted that she is working with Rev. KB about the replacement of the membership coordinator noted by Rev. Sally in her staff report; it is definitely on hold right now until hiring decisions are made about the youth coordinator
- Hunt noted that REE reports were all focused about Strategic Plan Goal 1 when she knows there are other things happening; she will follow up with Rev. KB about REE noting the bigger picture in staff reports

The consent agenda was accepted.

ADMINISTRATIVE UPDATE

- Treasurer's Report for May 2022 Monthly Financials - Adelaide Aime
Resource: [Summary Report MAY](#)
[MAY Financials.xlsx](#)
 - The report looks good to her, but noted that it was written by someone else (Lan Richart, outgoing Treasurer)
 - This fiscal year is shaping up to be okay
 - staff really did look at spending and cut back
 - congregants stepped up and donated more
 - would like to find a way to let everyone in the congregation and on staff know that their efforts paid off - looking at around September 1st to do that when the FY22 is officially closed.
Densmore - PPP recipients can also apply for tax credits, Aime - we only pay employment taxes, those may not apply - she hasn't looked yet
 - larger issues and goals for the fall:
 - presenting a longer time frame to the BOT to show patterns of income and better context for showing how the church is really doing (1, 3, 5 year looks)
 - looking at putting together a one page **WHERE WE ARE AND WHERE WE NEED TO GO**
 - revision of the dashboard to give better context



Minutes of the Board of Trustees Business Meeting

June 28, 2022 - 6:30 to 8:30 PM via Zoom

- quantify how much time the Treasurer's job really takes and look at systems for possible streamlining so that someone can actually do the job

OLD BUSINESS

- **Action/Discussion:** Transition Team (T-Team) Budget - Rev. KB, Becky Densmore

MOTION: The Board of Trustees moves to add an expense line to the 22 - 23 budget, "Transition Team," to assist with the work and efforts of interim ministry and requests the Treasurer to move \$2000 to cover costs related to these efforts.

Background - Becky Densmore

- the previous board forgot to set aside money for the interim ministry
- expenses include book, facilitator, supplies for retreat and meetings

Finnerty moved to accept the motion as written; Aime seconded.

Discussion

- Hunt added that expenses would include monthly meals/treats for congregation as we all meet for interim conversations
- Aime - helping Rev. KB is one of the most important things we can do this year
- Densmore - do we need to figure out where the money is going to come from
- Aime - can do a comprehensive budget adjustment in January, don't need to worry now

Motion carried unanimously; \$2000 will be added to a budget line for Transition Team/Interim Ministry expenses.

As a side note, Densmore noted that Rev. KB will be updating the Board orally every month on interim activities. She will not be submitting a staff report.

- **Action/Discussion:** Rev. KB and BoT Covenant

Background

Rev. KB and the Board are working toward a covenant to help codify how we will be in relationship with each other. Please refer to the resource which includes Rev. KB's elements she desires to be included. The BoT should add any additional promises that we want included. A Board affirmation motion will be requested during the July 28, 2022 regular business meeting.

- Resource: [Rev KB and BoT Covenant](#) (draft)

Discussion

- from Aime - just make sure the wording around confidentiality is completely clear

- **Action/Discussion:** Governance Assessment update - Jenny Hunt
Resource: [MOU Governance Assessment](#) (Approved 5.24.22)
[Governance Assessment Directory](#) (this information was provided to Rev. Pyle to begin the assessment work)
 - the requested materials have been sent to Rev. Pyle by Brian Franklin



Minutes of the Board of Trustees Business Meeting

June 28, 2022 - 6:30 to 8:30 PM via Zoom

- the taskforce is meeting on July 16 to think about how best to be in relationship with Rev. Pyle
- taskforce has two prongs: 1) dealing with recommendations from the assessment and, 2) organizational restructuring to make it more efficient
- would love to add 2 more people to the taskforce

Discussion

- Aime - heard several times that some of the staff feel overworked or stretched too thin; they feel understaffed. Will the assessment look at right sizing our staff for our strategic plan? There is a climate and culture issue.
- Hunt - Rev. Pyle is not addressing staff issues at all, but there is a group meeting in July looking at long term sustainable staffing
 - hoping that the newer Council model for church committees will help the balance - each Council has a staff member attached to it so lay leaders and council members will know which staff member to address with questions
 - make sure that we express gratitude to them when we can
- **Action/Discussion:** Operations Manual Updates - Becky Densmore
The Finance Committee and the Generosity team recommend that Section B.2.11 Stewardship Committee be deleted from the Operations Manual. This Committee doesn't exist and has never existed. The Stewardship Committee description was aspirational. Our leaders wanted to have a year-round Stewardship Committee. However, no one was ever recruited to serve on a year round committee.

Resource: [Section B.2.11 Stewardship](#)

Background

This is a carryover issue from last church year as part of the Gift Policy revisions headed by Mona Shannon. Because of larger and more timely issues last year, Densmore put this discussion about an Operational Manual update on hold.

MOTION: Based upon the recommendations of the Finance Committee and Generosity team, the Board moves to delete Section B.2.11 Stewardship Committee from the Operations Manual and requests the Director of Business Administration to make this modification.

Hunt moved to accept motion without revision; Gross seconded

Discussion

- Hunt - tricky time to take this up with the assessment review by Rev. Pyle occurring right now
- Gross - not the time to work on Operations Manual - we are coming out of a pandemic
- Densmore - we can wait until after his assessment to actually update it but let Pyle know that we've moved to make these these changes
- Beckett - we should wait until we get his assessment - not make a motion
- Folk - describing what things were like WAY Back when; new description will give Pyle a better picture of what's going on
- Densmore - will ask Brian Franklin to make the changes immediately

Motion carried unanimously; Section B.2.11 regarding the Stewardship Committee should be stricken from the Operations Manual.



Minutes of the Board of Trustees Business Meeting

June 28, 2022 - 6:30 to 8:30 PM via Zoom

- **Action/Discussion:** Revision of Finance Committee Description - Becky Densmore
Generosity (formerly known as Stewardship) has always been an annual canvas team that operated as a subcommittee of the Finance Committee. Mona Shannon, Generosity Chair, is engaged in year round activities, but does not have the capacity to recruit and chair an independent Generosity Committee. Finance and Generosity agree that the current team format is appropriate at this time and have worked in tangent to revise the Finance Committee description linked below.

MOTION: The BoT moves to accept the recommended Finance Committee description as linked below and requests this update is made to the Operations Manual.

Resource: [Finance Committee Description](#) (proposed with track changes)

Folk moved to accept the motion as written; Beckett seconded.

The motion was carried unanimously; the revised Finance Committee description is accepted by the Board.

- **Action/Discussion:** The Finance Committee also recommends that revised descriptions of the Planned Giving Subcommittee and the Generosity Subcommittee be added to the Operations Manual.

MOTION: The Board of Trustees moves to approve the Generosity Team and Planned Giving Team as described in the links below be added to the Operations Manual.

Resources: [Generosity Team](#) (proposed description)
[Planned Giving Team](#) (proposed description)

Beckett moved to accept the motion as written; Folk seconded.

Discussion

Centered around when changes would be made to the Operations Manual.

All agreed that we should have them made now and send the updates to Rev. David Pyle to be included in his governance assessment.

The motion was carried unanimously; the descriptions of the Generosity Team and Planned Giving Team will be added to the Operations Manual immediately.

- **Action/Discussion:** Board Vacancy update - Becky Densmore
The congregation afforded us the opportunity to add one more board member for a total of 9 voting members. We need to appoint the individual to fulfill this two year term.

Hunt has reached out to someone and is waiting to hear - wants to meet in person with this individual. Beckett added that the other two names mentioned as possibilities by Board members last month were not considered by the Nominating Committee according to Brian McDermott and so could also be approached.

- **Action/Discussion:** Council Model of Governance adoption - Becky Densmore



Minutes of the Board of Trustees Business Meeting

June 28, 2022 - 6:30 to 8:30 PM via Zoom

MOTION: The Board of Trustees moves to install an Operations Council to serve as a primary conduit to review, inform, streamline, and recommend operational decisions for Board actions that provide for the overall effectiveness of church operations.

- Resources: [Council Model of Governance \(draft\) Diagram](#)
[Councils Aligned to Mission](#)
[Operations Council Overview](#)
[Operations Council Diagram](#) (draft)
[Operations Council Chair - Role and Responsibilities](#) (draft)

Finnerty moved to accept motion as written; Hunt seconded.

Discussion

Hunt shared that Operations Council chair candidate declined position, so looking for new candidate ideas.

Motion carried unanimously; the BOT has agreed to the formation of an Operations Council.

NEW BUSINESS

● **Action/Discussion:** Liaisons and Council Assignments

Action/Discussion: Individual BoT members are aligned to each Council with two individuals aligned specifically to the Operations Council. The Chair, Vice Chair, Clerk, and Treasurer do not have liaison assignments given their ongoing officer roles, noting that the Vice Chair does serve as the chair of the Committee Council which is being proposed to be rebranded to the “Council of Shared Leadership.” Listed below are the five Councils we need to identify the Trustees who will be aligned to each one.

- Congregational Life Council - **David Gross**
- Operations Council - **Karen Folk** and **Joe Finnerty**
- RE & E Council - **hopefully the new board member**
- Social Action Council - **Penné Beckett**
- Worship Council - **Rev. KB**

MOTION: I move that the Committee Council be renamed to the Council of Shared Leadership to more accurately align and reflect a Council Model of Governance.

Hunt moved to accept motion as written; Hanger seconded.

Motion to rename the Committee Council to the Council of Shared Leadership carried unanimously.

● **Action/Discussion:** Mediation Policy and Practices

Following up on the congregation’s action to remove the Mediation Committee from the Bylaws, the Board needs to take next steps to ensure a replacement picture is developed and communicated.

MOTION: The Board of Trustees moves to create a Mediation Taskforce as outlined in the Charter.

Resource: [Mediation Taskforce Charter](#) (draft)

Folk moved to accept motion as written; Beckett seconded.

Motion carried unanimously; the BOT moves to create a Mediation Taskforce.



Minutes of the Board of Trustees Business Meeting

June 28, 2022 - 6:30 to 8:30 PM via Zoom

- **Action/Discussion:** Safety and Security plan - Becky Densmore
Given the rampant gun violence sweeping our country, it is of critical importance UUCUC identify and implement a safety and security plan for Sunday mornings and throughout the week to ensure staff and volunteers remain safe and secure. What is the board's action plan to address this critical function?

Resource: [Safety GUURU Webpage](#)
[Emergency Plan \(draft 4.16.19\)](#)

Background

- some staff members are not feeling safe and secure at church
- a draft safety emergency plan was never adopted by the board or finalized
- no wording about active shooter in draft document

Discussion

- Hunt - we should let Rev. Pyle see this - maybe he would have recommendations
- Folk - church website is inaccurate; no Safety Committee is active now
- Densmore - feeling a sense of urgency; approached the UUA but hasn't gotten response yet
 - Staff doesn't want police to visit church, but feel like we need expert advice
- Aime - has a friend whose business is to help churches develop safety plans
- Folk - would other ministers in the community have resources?

- **Action/Discussion:** Board of Trustee 22 - 23 Goals - Becky Densmore
Beyond normal and customary church business, what goal(s) shall the board be focused on accomplishing in 22 - 23? Please note board goals will be finalized during August retreat.

Resource: [BoT Goals for 22 - 23](#) (working draft)

- **Action/Discussion:** BoT Resources - Becky Densmore
Action/Discussion: The link (also included in the footer of the agenda) included in the "Resource" section is a Board of Trustees resource directory that may be useful in your trustee role. What additional resources might we provide that will be helpful to you this year and beyond?

Resource: [BoT Resource Directory](#)

GRATITUDE PRACTICE

- Card Shower Recipient(s)
 - First Universalist Church of Norway, Maine Board of Trustees - Adelaide Aime visited while on vacation and they are facing some challenges

ACTION ITEMS

- Review New
 - Hanger will follow up with Tim Voelker and Jerry Carden about A/C situation
 - Hunt will talk with Rev. KB about REEs staff reporting - could have a wider focus
 - Densmore will add time for finance discussion (Aime to lead) to BOT retreat agenda
 - Aime will let Rev. KB know about word clarity issue around confidentiality in BOT draft Covenant
 - Densmore will talk with Brian F. about getting the new changes made to Operations Manual; Brian can then forward revised information to Rev. Pyle for governance assessment
 - Densmore will contact Chris H. - how's the search for new Finance Chair going?



Minutes of the Board of Trustees Business Meeting

June 28, 2022 - 6:30 to 8:30 PM via Zoom

- Hunt will handle communication about Committee Council name change (let Brian F. know, send email to current list, and write enews article)
- Densmore - will start to identify Mediation taskforce members and leader
- Aime - will contact friend who consults with churches on safety plans
- Densmore - will ask Rev. KB if she has any safety plan resources
- Densmore - will have Brian F. send draft safety plan to Rev. Pyle
- Aime - will send out address for Norway church for gratitude practice
- Aime - will add new church budget to BOT Resources Directory
- Review Old (from Study Session on 6/14/22)
 - All members will add thoughts to the Covenant working draft (link included in the meeting agenda).
 - Adelaide will follow up on getting KB and Rev. Sally added to the Ministers' Discretionary account. (in progress)
 - Becky will follow up with PNC about signatory accounts - she will provide them with the new motion (DONE).
 - Jenny will make an appt at PNC to provide signature (DONE)
 - Penne will talk to Brian McDermott about possible BOT candidates and then work with Jenny and David to reach out to those candidates. (DONE)
 - Becky will create an infographic for the enews regarding congregants updating their Breeze profiles (she will work with Brian Franklin). (in progress)
 - Becky will publish in enews the change in July study session date from 7/12 to 7/19 and let Rose know; she will also make sure that the meeting is recorded. (DONE)
- Review Ongoing/In Progress
 - All Board members will write card shower cards
 - Jody will send out the addresses for card shower recipients
 - Board will make [a Covenant with KB](#) about how we will be in relationship with her, our Interim Lead Minister with plans to affirm this during July business meeting (In Progress)
 - Board members will [add elements](#) they wish to see in their Covenant with each other with plans to finalize our promise to each other during the August Board Retreat (In Progress)
 - Board members will add [suggested board goal\(s\)](#) for discussion and finalization during our August retreat (In Progress)

FUTURE DATES

- July 15 - 16, 2022 - Transition Team Retreat
- July 19, 2022 - BoT Study Session rescheduled for July (Rose St. Clair will be attending)
- August 19 - 20, 2022 BoT Retreat (David and Claudia Gross Home)

Meeting was adjourned at 9:00 p.m.