

**Unitarian Universalist Congregation of Sterling**  
**Board Meeting Minutes**  
**July 6, 2016**

President	Koren Barwis	Vice President	Rosalie Clavez
Secretary	Albert Pucio	Treasurer	Karen Hawley
At Large	Jackie Mills	At Large	Paisley Ashland
At Large	Teagan Kutz	Past President	Paul Roche

Also Present: Rev. Anya-Sammler Michael, John Monroe

Absent: Ben Friedson

6:00 – 6:50 PM Dinner & Discussion

Political vs. Partisan

6:50 – 7:00 PM Discuss “elephants in the room”

- Try think more critically regarding presented options (Action: Board)
- Try to think more about more term length (limits). Do we want longer terms, to preserve institutional knowledge? (Action: Board)

*Chalice Lighting – Rev Anya*

*Bonnie Lepoff – spoke at the Meadville Lombard breakfast at GA. She spoke beautifully.*

7:00 – Welcome and check-in

7:10 – News from the past month

- Picnic attendance
  - Well attended, well run, well done
- Vigil
  - It was awesome
  - Media outreach - excellent
- General Assembly
  - Next Year, Teen Scholarships (lots of youth - nice to send one of our own)
  - Attended by Koren, Rev. Anya, Bonnie, Karen and John Monroe
  - Election of new President (next year) in New Orleans
  - Recommended to watch the Sunday Sermon
- Power Church (next steps?)
  - Online database – allows for multiuser access
  - Tracking attendance, pledges, nice interface, great for membership
  - Needs to be installed,
  - Allie and Sonia is willing to be learn the system. Diedre is the same.

7:20 – Financial Report – Alyssa Lum

- Income is better from subtenants and from people who contribute but don't pledge, and other income
- Accounting for missed pledges – covered by budgeted attrition.
- UUA Dues — 7% of Budget (21K), currently pay \$6600
- Expense Prioritization
  - Question ( how are these waited?)
  - More hours for Admin
    - 1 Hour - Data Management (Attendance, Attendance Reports)
    - ½ - 1 Hour - Membership Support (Welcoming New Visitors, Sending Reminders to New Visitors for Upcoming Events)
    - ½ - 1 Hour - Publicity (Advertisement beyond our doors)
    - 1/2 Hour - Year-long Stewardship Support (Working with our Stewardship Team)
  - Printer is covered by last year's budget.
  - 1% raises, Clean up, Guest Speakers, Music, Youth Choir Funded, RE Cuts

#### 7:35 – Board Mtg. & Board Host Schedule

<https://docs.google.com/spreadsheets/d/1vGZdXLWBx1oIUOcVANaudY9wCGRTjTXIDrzSw37IVI8/edit?usp=sharing>

- Coverage
  - Cover your spots if you can't make it (Action: Board)
  - Check in with Dierdre to update the OOS
- Google Hangout/Zoom
  - Have this as an option if you can't make it (Action: Board)
- Board Host Training – 7/17 after service, 7/19 7:30pm
  - Let Terry know. (Action: Board)

#### 7:45 – Board Retreat Planning

Sunday 7/24, 2-8pm, Location at Reston (a board room). Led by Rev. Megan Foley

- Checking in for charges.
  - 14 people. Karen will check in Thursday or Friday (Action: Board)
- Food ? (Delivery) Need a Budget.
- What does “boldness” look like at the Board level?
- Communication styles: How do we communicate with each other?
- Strategic planning
- Key areas for Board attention this year/goals
  - Communication (internal and external), membership, and future space
- Overall restructuring to program sized church

#### 7:55 -- Board Liaisons for Committees and Events

##### Expectations

- Board member at each event
- Try to nail down assignments
- Have committee leaders report on targets

Regular check in schedule

## Events

- Planning Meeting Recap
- Outreach materials inventory and budget (Action: Board)
  - To send to the membership folks
  - Do we have stickers, buttons? Do we need to order more?
  - Does this fall under membership's purview?
    - Hard to find people to lead this group?
    - Something happening on the 1<sup>st</sup>
    - Provide Lead specific roles
    - September Meeting : Membership check IN,
      - Expectation of a plan to meet goals set by the board
      - Following up with attendees who've been around for a year and a half.
    - Were there goals for this last year? Not met.
    - Provide goals, start from a new slate
- Calendar and space management
  - Google calendar to manage roles and committees and scheduling
  - Members:
    - Hospitality –greeters
    - Pastoral Care
    - RE Leaders
    - RE assistance
  - How to manage this?
    - Set up views
    - Meet with Karen (Action: Karen & Albert)
- Upcoming Events
  - Need a process to list these events (Action: Rev. Anya)
    - Disarm Hate Rally 8/13 (promote?)
    - Fun Fest 9/24 (Voter Reg)
    - Pridefest 10/1
    - SterlingFest 10/8 (Tony Barney?)
    - Lift Every Voice – Songfest 10/22
    - Community Table of Loudoun (Teagan)
    - Non-Partisan Gun Roundtable (confirm)

## Committees

### New Open Roles:

- New Space Task Force: Sunjoy, Liz, Stevens, Kathee
  - Locating a commercial realtor
- Security/Emergency Team (Stephanie)
  - Protocols
  - Personnel
  - Attacks / Fires / etc.

#### Existing Open Roles:

- Cluster Council Rep (Action:Teagan)
  - Like Bob Brown from last year?
  - Requirements and expectations
    - Preferably, a board member
    - Voting will happen
- Stewardship
  - Fall mini canvas, all year — 2 year term
  - Joan Friedson (possible lead?)
- Leadership and Development
  - Leaders had moved on
    - Kaari (moved)
  - Covenant Groups
    - Lavonne (moved)
  - Arts and Aesthetics
    - Judy
  - Green Sanctuary
    - James (moved)
- Lifespan Faith Development – LREC (needed?)
- Lisa Jones Bateman will be Chairing RE
  - Adult RE – Bob

#### Committees in Need:

- Membership
  - August 1 meeting
  - New member process, Covenanting, summer greeters
- Endowment Committee

#### 8:10 -- Syrian Refugee Program Update (Iraq, Iran, Syrian Refugee Program – Update)

- \$1500 paid, \$1100 remaining in (School fund) acct
  - Roshan provided an update from the pulpit
  - A separate website for this(?)
- Share the plate for October (~\$900)
- Rosalie is our liason to the Refugee program team
- Wasn't a vote for this yet.

July 21 – Allocation meeting – Rosalie will take lead of the meeting as well as represent the board  
Paul will look for documentation to prioritize targets and forward these to Rosalie.

#### 8:15 – Facilities Update

- Subtenant Liaison (Terry will continue, but wants to divest some of those tasks) (need

- additional Leadership)
- Subtenant treatment
    - Make sure they feel loved and welcomed
    - And have more consideration when asking them to give up hours
  - Facilities need to be under a different heading.
    - (e.g. adding a bulletin board)

8:20 – Rev. Anya's Update

- Summer schedule
  - July – Rev. Anya is off
  - August – John Monroe is off
- Mini Sabbatical April/May 2017 ( \$750 Beyond Partisan Division) -- England 2-3 weeks
  - Requires board approval – Anya's call

8:30 – DRE Update

- UU 101
- Voices of Faith

July 28 JustUUS will be playing at Ashby Ponds.

8:35 - Last Month and carry-over to-do's

Next Board Meeting – August 3

Zoom is an option

Review Action Items

8:55 -- Checkout and Closing Reading – Rev Anya

Vote for approving \$1500 of the \$2600 fund that we didn't use for the partner church fund to be allocated to the Refugee programming. Unanimous

Vote for \$750 Rev. Anya to use the UUA monies for her minisabbatical. Unanimous Vote.