

# AGENDA UUCS BOARD MEETING

June 5th, 2019

[Attendance](#)

[Check-in](#)

[Committee Updates](#)

[Finance Committee Update](#)

[Nominating Committee](#)

[Events](#)

[Annual Meeting](#)

[Annual Picnic](#)

[Staff](#)

[Search for New Admin Assistant](#)

[Onboarding Process](#)

[Other Topics](#)

[Congregation Evaluation Form](#)

[Social Justice Causes](#)

[Review Program Calendar](#)

[Board Retreat](#)

[Review Pending Action Items](#)

# Attendance

Board: Zubair Ashley, Hannah Hamilton, Sharon Williams, Kim Fitzgerald, Albert Pucio

Minister: Rev. Alexa

Finance: Paul Roche

## Check-in

## Committee Updates

PowerChurch Chat

1. \$450 per annum
2. Hard to use, hard grow with, people not happy with this
3. Just use Spreadsheets?

## Finance Committee Update

1. Pledges
  - a. What percentage of pledges received to-date?
  - b. What percentage left to collect?
    - i. \$14k to collect (this should be possible)
    - ii. \$5.7k attrition projected (about 5%)
  - c. Any plan to reach out to members to remind them of remaining pledge amount?
    - i. Automated pay reminder forwarded last month
2. Rev. Aileen's request to increase salary if she declines health insurance.
  - a. Decide what amount we can offer as salary raise in lieu of insurance.

## Nominating Committee

1. Bios of nominees
2. Big Thanks to the Nominating Committee for getting this full slate of volunteers!
3. Have the bios printed for the current board members - for get to know purposes. For this Sunday.
4. Copies of the budget will be run by the Finance Committee

# Events

## Annual Meeting

1. Agenda
  - a. Chalice lighting
  - b. Julia's doing a hymn
  - c. Summary of last year (mostly from annual report).
    - i. Situation when current board took over
    - ii. Effort to stabilize and find sustainable activities. Focus and support the most important task of ministerial search.
    - iii. Decided to cut down some activities/events that we couldn't find volunteers to lead and organize.
    - iv. Established and grew relationship with Loudoun Backpack coalition.
    - v. Successful ministerial search process culminating in Rev. Aileen accepting our offer and unanimous vote of approval.
    - vi. Next year's big items
      1. Gradually revive social justice activities.
      2. Research and decide whether to continue to rent same building or move/buy.
      3. Organization restructuring to avoid burnout and relieve the same volunteers doing multiple things.
  - d. Motion to approve new board members and Treasurer.
  - e. Motion to approve new nominating committee members.
  - f. GA: Someone motions to nominate delegates
  - g. Benediction
  - h. To Do Prior Meeting
    - i. Print ballots
      1. Need to correct year.

## Annual Picnic

1. Terry Dick and Sharon Williams are organizing.
  - a. How many people expected?
2. Need to broadcast an update for the time. Say we're meeting immediately after service
3. Volunteer of the year selection and award

# Staff

## Search for New Admin Assistant

1. Who is leading the effort? -> Hannah (thank you!)
2. When do we advertise?
  - a. July 15
3. Where do we advertise?
  - a. Need to check with Laura
  - b. Laura, has a friend who's interested
4. How/who will receive job applications?
5. Who will review resumes?
6. Need to ask Laura to stick around till September?
7. Rev. Aileen can get involved remotely.

## Onboarding Process

1. Need to review (or create) on-boarding process.
2. What do the new hires need to know that is not in the job description
  - a. In general
  - b. Specific to their jobs
  - c. Process for checking-in monthly
  - d. Should a board member do it or someone from COM?
    - i. Need to discuss with COM and Rev. Aileen on whether this is feasible
  - e. What to do with concerns that are brought up from the employee?
  - f. A process should be in place for what the COM member does once a concern is brought up to the COM member
    - i. It is recommended that the COM member
      1. Asks what's been done to address the issue between the staffer and minister.
      2. COM member encourages staffer member to communicate with supervisor
      3. Barring the above, the COM member and staffer will meet with the supervisor
      4. Escalate to the board if no progress after some time has been made.
    - ii. These conversations are to be confidential between the staffer, supervisor, and COM member
  - g. This should get started once the COM is assembled
    - i. COM should be composed of 5 members

1. 5 needed for preliminary ministership
2. Recommended membership
  - a. Transition team member
  - b. Search Committee Team member
- ii. For note -- Transition Team member (mix of committee members and long term members)
  1. Bonnie Lepoff
  2. Steve Dick
  3. Raj Mehta
  4. Gus Douoguih
  5. Joan Johnson
3. Laura has expressed interest in sharing time while training.

## Other Topics

### Congregation Evaluation Form

1. Send to all board members to review.
2. Decide deadline for review.
3. Hannah will submit it to UUA after deadline.

### Social Justice Causes

1. Review Loudoun Backpack Coalition support
  - a. Does everyone feel good that we decided to support one cause for the entire year?
  - b. Review the reasons we decided to support.
    - i. Local
    - ii. Attacks root cause
    - iii. Continuation of established relationship
  - c. Need to shine a light on this for the congregation
2. Should we continue to support Loudoun Backpack Coalition for the next year?
3. Should we add one more cause, in addition to Loudoun Backpack Coalition, to support throughout the year vs. donating small amounts and occasional volunteer work to multiple organizations?
  - a. If we do then how do we split the weekly offering?
    - i. Can we give up to a fixed amount every month to Loudoun Backpack Coalition and the rest to the second cause (possibly LAWS - Loudoun Abused Women's Shelter) ?

- ii. Perhaps have a line item where funds that exceed some number goes to the second initiative
  - iii. Divide evenly or Fixed ratio ?
- b. Should we do this for 6 months then wait for Rev. Aileen to call a possibly reinvigorated Social Justice Cause to explore other initiatives.
- 4. The point is we need to build relationships digging deep into the cause. Targeted, long term social justice.
- 5. We had not seen a hit with pledges with our approach to Social Justice this year.
- 6. Need to check with members involved with Loudoun Backpack Coalition to see if they want to continue.

## Review Program Calendar

1. [New program calendar for next year](#)
2. Review it with new board in July's meeting
3. Try to get the potlucks and talent shows on the calendar
4. Ministerial Launch needs to be scheduled. Need to check with Megan Foley

## Board Retreat

1. Should we do a board retreat with the new board like last year?
2. Should we invite other people (Raj Mehta) to discuss organization restructure and membership development?
3. This needs to be scheduled, sometime in August?.

## Review Pending Action Items

1. Review of Safe Congregations policy.
  - a. 5 policies
  - b. 2 are waiting on Rev. Aileen
  - c. 3 of these should be passed before hand, as it would be less of a load for Rev. Aileen
2. Next meeting should be on July 2nd, Tuesday.