

Minutes of Board Meeting on February March 8, 2007

Harry Campbell chaired the meeting.

Chalice lighting and reading by Harry Campbell at 6:38.

Board members present: Harry Campbell, Lynn O'Keefe, Irving and Lou Yabroff, Carolyn Colbert, Bill Scarvie and Bill Robertson.

Visitors present: Julie Doyle.

Approve Agenda and Minutes –

Minutes of February 15th approved as posted and agenda approved for today's meeting.

Committee Reports –

Julie Dolye presented a report from the Nominating Committee with proposals for all of the open positions for the 2007-2008 year. The text of her report is attached below. The assembled board members commended Julie and her committee for the slate of candidates that were selected.

Minister Comments -

Postponed until Carolyn's arrival.

Old Business –

Review of remaining focal points for the year

They are included here inline with updates:

1. Creation of job descriptions, evaluation procedures, and employment agreements for all support staff. [Responsible: Communications and Administration Work Group – by June 2007]

Status: Sabine Omvik has agreed to be in charge of the Michelle Sierra and Nina Kalmoutis's evaluations. Irving Yabroff has agreed to be in charge of Edgar Cruz and Adrienne Gormley's evaluations.

8. Presentation of a clear and specific Safe Congregation Policy that is widely understood and is approved by the congregation. [Responsible: Carolyn and board]

Status: There is no status to report at this time.

Review Job Descriptions for Board Members

Harry clarified that the Board Member job descriptions should also encompass that member's committee's responsibilities as well. These should be brief, clear and no more than one to two pages.

RESOLVED that the Board Member job descriptions be due by the May board meeting. Moved by Lou Yabroff and Seconded by Lynn O'Keefe. PASSED Unanimously

Policy Manuals – Board, Personnel, ... (see bylaws VII Section 1 - Duties of the Board) -

Harry presented a revised policy and procedure entry for updating the Membership List. This was a two page example of how the board should structure entries in the policy manual. The Purpose and Policy statements were on the first page and the Procedures were on the second. Again, the idea is to be short and to the point like the Job Descriptions wherever possible. Our existing Personnel Policy Manual is to be included.

Harry also provided a list of potential policy items from the Church in Eugene Oregon web site. These policy items prompted a lively discussion. After the Board generates a prioritized list of items for our Fellowship, it was generally agreed that a 12 to 24 month time frame would be reasonable to complete the manual.

RESOLVED that the Board decided to develop a Policy Manual over the next two years with the help of the Communications and Administration Work Group. Moved by Lou Yabroff and Seconded by Bill Scarvie. PASSED Unanimously

Continuing discussion was tabled until next the Board meeting.

(Carolyn Colbert arrived at 7:07)

Minister Comments Revisited –

Carolyn clarified that the major job focus for the remainder of her stay will be on mentoring the administrator in preparation for the settled minister. June 10th will be her last pulpit day and she will be attending the General Assembly. Carolyn wished specifically that the Board discuss the status of the Stewardship Committee Canvas report. An early estimate was tallied and issues of whether the Fellowship should pursue a balanced or a growth based budget. Irving passed out copies of the UUA giving guidelines.

The full text of Carolyn's report is attached below.

New Business -

Harry Campbell presented Nina Kalmoutis's request for UUFLG Congregational Sponsorship. Her letter to the Board was discussed along with what her responsibilities to our Fellowship would be during here sponsorship period.

RESOLVED that the Board approve Nina Kalmoutis's request for UUFLG Congregational Sponsorship. Moved by Lynn O'Keefe and Seconded by Lou Yabroff. PASSED Unanimously.

Harry opened the planning discussion for our Annual Membership Meeting on April 29th. Items to be covered at this meeting are election of board members for 2007, election of the nominating committee for 2007 and a change in the bylaws (Irving's request).

A proposal from Linda Krenicky to have monthly lunches sponsored by a different committee or group was presented. There was some concern about the additional load on committees to plan and execute lunches with a monthly schedule. An interval of every two months was recommended. It was, also, clarified that proceeds raised from events of this kind are to go into the General Fund as per the bylaws. A decision was made by the Board to give its full support for Linda to proceed with the lunches.

The last item of new business was the selection process for sending delegates to the General Assembly (GA). It was decided that an announcement would be made to the Membership about the availability of two sponsored tickets. Individuals wishing to be sponsored can submit a request to the Board to be voted on during the May meeting. Katie Rall has chosen to attend the GA using her own personal funds.

The meeting was adjourned at 8:08 PM.

Respectfully submitted Bill Robertson.

The UUFLG Nominating Committee of 2007 including members Nan Bixler, Linda Krenicky, Joe Rafferty, Sharon Graham and Julie Doyle p: to the UUFLG Board of Directors our nominations for the year 2007-2008.

President: Ann Campbell

Vice President: Jim Stahl

Trustee #1 Building: Coralee Linton

Trustee #2 Sunday Programs: Chris Magee with Chair: Linda Krenicky

Trustee # 3 Social Justice: Jim Beebe with Chair: Connie Springer

Nominating Committee for 2007/2008

1. Sharon Graham
 2. Joe Rafferty
 3. Lida Kluzek
 4. Tim Connelly
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**Interim Minister's Report to the Board
March 2007**

Programs

I thought I would begin to review the various program areas I've been working with and note possible ideas the Fellowship may want to consider in the future.

**Sunday Services/Worship Associates
& Music Programs**

The people responsible for the quality, consistency and ongoing improvement of this central program meet with me monthly. The feedback, especially about the addition of professional musicians at the piano, affirms the work of Linda Krenicky and Ruth Webb who auditioned and arranged for Larry Chinn and Dave Coldren. Linda is also very attentive to the enrichment of our Music Program. She lines up special music, encourages the Fellowship musicians, and keeps developing ideas for the future. Our fellowship musicians have been freed to be more innovative and Lay Leaders can count on a steady professional presence supporting their programs.

The congregation has also appreciated the look of the order of service. "It is easy to follow and artistic." We can thank Adrienne Gromley for her attractive programs. The expanded crew of folks who help out each week will be good supporters of the Settled Minister as that person begins their work.

To Think About for the Future: Attractive furniture for the chancel. A new pulpit, various sizes of "cubes" that can be used for flowers, art work, the sharing candles, etc. Seasonal banners. And, of course, a fresh paint job.

Stewardship Program

We'll see. The small but mighty Stewardship Team continues to pant toward the big Celebration Sunday, April 1. Connie Springer has taken on all design elements and will present a brochure draft very soon. A letter with all information about this years approach will be mailed mid March.

The April newsletter will have more info, and everyone will be encouraged to come to make their pledge **during the service!**

Some really fun stuff is planned for that service with JJ Martin heading up the fun. The lunch after the service will really be a celebration of the whole community. It is hoped that a good chunk of the 2007-2008 pledge income will be accounted for by the end of the lunch.

But Stewardship Keeps on Giving! Not only will there be important follow up (Thank you letter, letters to those who have not yet pledged, and phone calls to the last stragglers) but folks will be encouraged to think about stewardship as a year round program. Which means that, as new folks join, they will need to be asked to make their gifts to the fellowship for the remaining months in the 2007-2008 year.

To Think About for the Future: The formation of a year round Stewardship Team who will evaluate this year's canvass and start planning next year's right away.

Membership Program

The Welcome and Recognition of new members will be March 25. The current Newcomer's Orientation approach seems to be helpful in getting people in touch with each other and feeling welcomed by the Membership Team. And the great work that has been done on refining the greeting process has been admired by both old timers and new folks. The team continues to refine their process and have set their sites for next year on deepening their work by focusing on the integration of new members into the life of the congregation.

There will probably be another 5 to 10 folks joining on the 25th which means they will be eligible to vote at the Annual Meeting and at the meeting to call a minister

The folks who have not only kept records and followed up on newcomers but have also staffed both "Getting to Know UU" series are Jim Beebe,

Harry and Ann Campbell, Lou Yabroff, Audrey Freeman, Marion Peterson, and soon. . .Sarah Mozelle.

Think About for the Future: The creation of several entry way groups and offering a variety of one shot community building events: An All Fellowship Talent Show. Family Movie Night. Spiritual Retreat Weekends. New Chalice Groups.

Religious Education Program

Nina Kalmoutis and I are facilitating the Parents as Spiritual Guides workshop. While it is a smaller group than expected, it has been an important way for those attending to know each other and share their parenting experiences with each other. There are two more sessions left in the workshop. Several good ideas for building the parent/kid community have emerged. Those attending are: Sarah Mozelle, Leslie Jones, John & Sabine Omvik, Esther Kaplan, and Margo Terrill.

Attendance on Sunday morning varies but the programming has been terrific. Both the young teen group and the K-5 group are engaged and enjoying a wide range of activities. Our littlest ones feel safe and secure in Michelle and Nan's care. Chris Dunham will be substituting for Nina while she is away with her mother. He brings his teaching gifts and will be just perfect with the large number of boys in that class.

A very well attended teachers orientation and informational meeting was expertly planned and presented by Leslie Jones, Sabine Omvik and Nina Kalmoutis. I joined them for some of the session to revisit our Safe Congregation rules and how they are enforced. Nina has transformed the organization of RE supplies and a very clear procedure for the playground use is now in place. The playground revamp was a great success.

Think About for the Future: Start planning for next year's staffing needs as soon as possible. It is essential that an administrative person be in place as a new minister begins. Three teaching teams will be needed for next year:

Nursery/Pre School, K-5th, and Teens. Curriculum selections should be in place and teams recruited to start immediately in the fall. Registration forms need to be ready for continuing and new families and Teacher Orientation scheduled for late August.

Administration & Building

Lots goin' on! It's great to see the building being cared for and fixed up. Kudos to the Building and Grounds folks! Our custodian is out sick for at least a month so I asked Adrienne to do some checking around and comparative pricing. She set up appointments with possible folks and found a great gal who will be cleaning the whole building every week. She comes with her own supplies and equipment, a helper, and a toolkit of skills. We pay \$150 per weekly visit. The contrast to our usual cleaning is amazing. Makes we realize that we get what we pay for.

To Think About for the Future: With more people and more programs the use of the building increases and needs more cleaning. Consider increasing this budget line and hiring more reliable and better janitorial help.

Upcoming Work

This is the time in the Interim year that I am turning my focus toward completing my part of the things we started together. That means I'll be concentrating on the Safe Congregation Policy and ongoing support of the three main areas we agreed needed attention during this year; Membership, Sunday Service, and RE. Helping the Fellowship prepare for a successful settled ministry continues to guide me. Mentoring the work of the Administrator, affirming people in their leadership, and keeping an eye and an ear open for whatever will make it easier for both the new minister and the congregation to begin together well.

And of course, I'll be starting to end our time together. Endings are very important.

They bring closure and looking forward. We'll make sure we do it well. Meanwhile, I will try to discipline myself not to take on anything new. There

just won't be time. And, of course, I'll need to deal with my own goodbyes as, you may know by now, I've grown very fond of you.

Important Dates

March 17: Hospitality Workshop in Palo Alto

March 20: Newsletter deadline including Canvass Info

March 25: New Member Sunday & Lead In to Celebration Sunday

April 1: Celebration Sunday "Fools for Love" Celebration Luncheon

April 15: Honoring the Elders Service.

Carolyn travels to Florida for Interim Conference. Returns 4/20.

April: 27-29 District Assembly in Redwood City

Possible Candidating Week

April 29: possible Annual Fellowship Meeting

June 10: Carolyn's Last Sunday. All Saints Sunday. "Last Sundae" Celebration

June 20 to 24: GEneral Assembly in Portland Oregon

July to August 15: Interim on vacation, then board & Interim evaluation, finish up here, and move to next job.

Rev. Carolyn Colbert
Interim Minister