

UFLG Board of Trustees Meeting  
8/12/04 Minutes

Revision 4 dated 8/27/04

APPROVED

Called to order 6:30pm

Chalice lighting

Attendees: Walt Main, Hollie Dunham, Russell Malley, Jim Beebe, Nan Bixler, Bob Bixler, Bill Crawford,

Guests: Irving Yabroff, Charlie Walton, Margo Smith (note taker,) Bill Scarvie

July minutes accepted as revised

REVIEW OF PREVIOUS ACTION ITEMS

resident's report from Susan Parks. Matter Closed

Process for updating membership list. No action reported.

New Action Item: Russell & Irving & Jim will have process for updating membership in September

Discussion of refinance options. No action reported.

New Action Item: Finance Committee will have a proposal at the September meeting.

Using UUFLG as polling place. Charlie Walton has agreed to manage project.

New Action Item: Walt will get necessary paperwork to Charlie.

Pancake breakfast on September 5th: Hollie Dunham has agreed to manage the event with the support of RUMS & the Women's Group, Ruth Webb will be the point person.

ANNOUNCEMENTS

New member of Bylaw Task Force: Ann Campbell

New members of the Membership Committee: Lou Yabroff (Caring Committee) Harry Campbell, Ann Walton

Membership Resignation Process is now in place. Notify Jim Beebe of all oral or written resignations.

MOTIONS

Report from Nan on the candidate slate from the Task Force to identify a slate for the Sunday-only minister search committee. Her report is attached.

RESOLVED that the secretary will include on the ballot for the next business meeting the slate of five search committee candidates: Julie Doyle, Sharon Graham, Coralee Linton, Sabine Omvik and Wes Peyton and, as a petition candidate, Charlie Walton. PASSED

Schedule special business meeting:

RESOLVED that a special business meeting will be held 8/29/04 at 12:00 PM. PASSED

RESOLVED that Diana Humphrey be removed from the membership due to her move to Massachusetts. PASSED

RESOLVED that Lynn Patee be removed from membership due to his move to Hawaii and has not been heard from for an extended period of time. PASSED

Disruptive behavior policy:

RESOLVED that the Membership Termination Policy of 1999 and the Disruptive Behavior Policy of 2003 are hereby suspended and that these policies will be referred to the Safe Congregation Task Force or its successor for thorough revision as soon as that Task Force has cleared its current work and is able to take on a new task.

PASSED

Action Item: When SCTF is out of work, they will work on these two policies.

Action Item: Walt will get copies of these to the secretary for inclusion in official record.

RESOLVED that any motion passed by the board on Nov 13, 2003 with respect to Jim Beebe, Ann Campbell, Harry Campbell, Sue Fera, Sharon Graham and Charlie Walton are rescinded, and the apologies of this board are extended to those persons. PASSED

Action Item: Walt Main will write a letter for above purposes.

Action Item: Secretary will mail a copy of this resolution to these people

Discussion regarding possible Leadership Workshop for the Board, CoM and DRE, to be lead by Jim Burneo, to determine the current stage of our Fellowship in its community building and what we should do to move to the next stage.

RESOLVED that we try to arrange leadership workshops on Saturdays in September and January as outlined in Jim Burneo's email (attached.) PASSED

Documents to be included in official record for this meeting:

Sunday-Only Minister search committee report by Nan Bixler

Membership Termination Policy of 1999

Disruptive Behavior Policy of 2003 – hard copy only

Jim Burneo's email

Stages of Building Community – separate PDF file

Meeting closed at 7:50PM

New Action Items:

Walt will get paperwork to Charlie Walton regarding Polling Place.

Secretary will mail a copy of this resolution, regarding Board action on Nov. 13, 2003 to the five people concerned.

Walt will write a letter to the five members mentioned in the action on Nov. 13, 2003.

When SCTF is out of work, they will work on these two policies, Membership Termination Policy of 1999 and the Disruptive Behavior Policy of 2003.

Walt will get copies of these to the secretary for inclusion in official record.

All Board members to send Walt the list of Saturday's in September and January that will not be available for a workshop.

Respectfully submitted by Margo Smith and Jim Beebe

Sunday-Only Minister search committee report by Nan Bixler

To UUFLG Board members and DRE:

Last May the UUFLG membership voted to hire a UU minister to speak twice a month during the 2004-05 Fellowship year. A sum of \$ 1,000. per month was budgeted for this contracted position.

In July the Board appointed a task force to do outreach for candidates for a "Sunday Only Minister" Search Committee and report this slate and any "petition candidates" back to the Board in August. The Task Force is composed of Nan Bixler, Sunday Programming Trustee; Jim Beebe, Membership Trustee; and Bill Scarvie, Committee on Ministry member.

The Task Force has publicized the Search Committee openings and process through the newsletter, the Order of Service announcements, at information meetings and by doing individual outreach. The following slate is our recommendation to the Board.

**JULIE DOYLE.** Julie joined the Fellowship in 1981. She has served as teacher and has chaired Children's Program, Social Activities, and Building committees. She has been Vice President and President of the Board. She served on the Search Committee that chose Parisa Parsa and has served on three Search committees for DREs. She is currently on the COM, a facilitator for the Small Group Ministry and will be a mentor for a Coming of Age teen.

**SHARON GRAHAM.** Sharon joined the Fellowship in 1983. She has served on the Children's Committee (before there was a DRE), the Social Activities Committee, Sunday Services, and Finance. Currently she leads the annual Auction and is active with the Women's Spirituality Group.

**CORALEE LINTON.** Coralee joined the Fellowship in January 1998. For almost six years she served as Bookkeeper for the Fellowship. During that time she also acted as Secretary for two

years, taking and reporting minutes for the Social Justice Committee and for some months worked as a volunteer on the job now held by the paid Administrative Assistant. Currently she shares the writing and sending of "caring" cards and is the liaison for the Building and Grounds Committee.

SABINE OMVIK. Sabine, her husband John and children Kassandra and Andreas have been coming to the Fellowship for some time and joined within the last two years. They were formerly members of the North Andover UU Church in the east. Sabine is active in the R.E. program for children and taught during the last Fellowship year.

Wes Peyton and his wife Jewel came to our Fellowship and joined within the last two years and has helped arrange and present Forums. Wes is a member of the By-Laws Committee. Their adult son, David, is a friend, and shares his music in the Sunday Service. Wes and Jewel were members of the San Jose UU Church when the children were young.

The Task Force has notified the few members who indicated they would be willing to serve on the Search Committee if chosen and none has indicated an interest in serving as a Petition candidate.

The Task Force asks that the Board consider our slate and recommend to the UUFLG membership that they vote for these members.

Respectfully submitted by Nan Bixler, Task Force member.

To be included here:

Disruptive Behavior Policy of 2003 – hard copy only

Stages of Community Building Table (in a separate PDF file)

Membership Termination Policy of 1999

Membership Termination Guidelines

A request for termination of the membership of a member or to expel a church attendee is a serious matter that should only be undertaken for the most serious reasons. In these guidelines the term "member" shall include "attendee" and the phrase "termination of membership" shall include the possible expulsion of the member from the church or any church gathering. These guidelines allow that there may be other methods, such as counseling that may correct the problem. It is intended that all procedures and inquiries made under these guidelines be conducted consistent with Unitarian Universalist principles.

Activities of a member or other person associated with the church that may cause that person's termination from membership and/or expulsion from the church include, but are not limited to, the following kinds of reprehensible conduct:

Constant and repeated loud and intrusive interruptions at church meetings and services.

Annoying or molesting a child or lewd and lascivious conduct with the child where on or off the church premises.

Committing any crime of violence or threatened violence upon any member, friend of the church, or child from the church, whether committed on or off the church premises.

Procedural steps:

Anyone may make a report in writing about any member's or attendee's conduct that he or she believes should lead to the expulsion of that member or attendee. The report, which should be kept confidential, shall be referred to the Senior Minister (or any minister fulfilling those duties) and the Board President (or if not available, a Vice-President) within seven (7) days of the referral.

If the Senior Minister and President determine that the conduct may warrant removal, they shall schedule a meeting with the member in question. In that meeting, the member or attendee in question shall be informed of the allegations, be given the opportunity to respond and offer a resolution, and shall be reminded of the option to resign from his or her membership in the church and agree to remain away from the church and any of its gatherings ("the option") rather than be the subject of any further action, should such action be recommended. The option is open at any time during the process outlined in these guidelines and, if exercised, all action on the case shall be stopped immediately. The member may also accept or not contest the allegations at any time during the process outlined in these guidelines and if so accepted, all action on the case shall be stopped immediately. It is the intention of the procedure to resolve the matter both confidentially and at an early stage if the Senior Minister and Board President believe that such resolution is appropriate.

The Senior Minister and the President shall submit an oral report regarding any referral to the Board in executive session at its next scheduled meeting, or if exigent circumstances exist, at a special meeting called by the President. The report shall detail the allegations and the meeting if any with the member in question, and offer recommendations as to what resolution or further action may be appropriate.

After hearing the report, the board members present shall decide by majority vote whether there are sufficient grounds for, or a need for, further inquiry. This may occur, e.g., where the member or attendee has not cooperated with the Senior Minister and President or where the claimant's report is weak. If they so find, the President shall immediately appoint three church members, one of whom shall be a Board member, to make inquiries into the allegation(s). This subcommittee shall immediately notify the member involved in writing and the member shall be allowed a week to voluntarily terminate his or her membership or association with the church and to agree to stay away from the church and any church gatherings. The subcommittee shall immediately begin its inquiries such as by attempts to interview witnesses and gather other evidence as may be pertinent to the allegations. The subcommittee shall report to the board in writing and in person within two months of their appointment as to whether in its opinion, by majority vote, the preponderance of the evidence supports the allegations or other charges developed by the evidence and whether they believe it is in the best interests of the church to therefore remove that person from the membership roles of the church and/or expel him or her from the church. If the decision is to remove the member and the board, by a majority vote, is in agreement with the report the board shall immediately inform the member in writing of the result. Again, that member shall be allowed a week to exercise the option, accept the determination or to file a notice with the board of his or her intent to take the matter before a special congregational meeting. If there is no response within a week, and if there is not good cause for delay, the decision of the board will become final. As indicated that member may also have the matter heard at a special congregational meeting called for the purpose provided the meeting is called in accordance with Art. III, sec. 4 of the bylaws. That meeting shall be held

within two months of the notice to the member. If such a meeting is called the committee will cause its report to be published and distributed to all members. It may then present its case at the special congregational meeting, as it deems appropriate. As the special congregational meeting the decision of the majority of the members present to terminate or not terminate the membership of the individual shall be final. In no quorum is present the decision of the board will also become final.

If the board is in disagreement with the subcommittee's report calling for the termination of the membership of the member it will notify the original complaining person or persons in writing stating the board's reasons for denying the request.

If the Senior Minister or President is the subject of the complaint or they have a conflict of interest than the matter shall be immediately referred to the Board and the subcommittee will be assigned the complaint.

If problems develop with the expulsion of the member from the church premises, the board may expend funds for an attorney to obtain the necessary restraining order from a court.

Approved by the Board of Directors on February 24, 1999

Email from Jim Burneo

Walt,

Been thinking (not laughing) about your plan, which I do think is doable and I would be delighted to play a part. Here is what I suggest;

That we do two all day workshops -- the first right away, like in September, with the leadership as you laid out and the task being to formulate a plan to move the congregation up at least one notch.

The second follow up workshop ought to be part of that plan and be scheduled for say, January. (It has been my experience that groups take the whole thing more seriously when they know there will be a real follow up session.)

Ah yes, the cost. The usual charge for a single day workshop is \$ 500 plus mileage, but we only charge \$ 750 for a two day weekend. Because there would be so little background work I'd have to do for you folks, I'd be very comfortable charging only \$ 600 for two days (one now another later) and the roundtrip mileage cost each time of 15 cents per mile. (As I remember, I think it is about 90 miles from here to there, so I think the total mileage would come out to about \$ 50. There would be no charge for materials and handouts.

Look forward to working with you.

Send mail to [email\\_link\("admin", "uufg.org", "Our Administrator"\)](mailto:admin@uufg.org) with questions or comments about this web site.