

FUUSN Board of Trustees
Tuesday, November 26, 2019
Children's Chapel, 7:00 PM

Staff: Erin Splaine, Minister, absent Amanda Graff, DLRE Board: Chris Krebs, Chair Christine Lookner, Vice Chair Karen Burns Ted Hess-Mahan Will Kisiel, Youth Clark Lakowski, Youth, absent Siena Lerner-Gill, Youth Demie Stathoplos Brooke Foucault Welles Clerk: Kit Ryan	Visitors: Elli Crocker-Morse Sharon Sisskind, Operations
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INVOCATION / CHALICE LIGHTING/READING OF THE BOARD COVENANT: 7:08 PM.

MONTHLY REVIEW: STAFF-BOT COORDINATION: Aligning staff development, initiatives, activities with the Board's activities and responsibilities:

Amanda Graff:

- Gearing up for December activities.
- Need a temporary RE (Religious Education) staff member, have interviewed one person. Will resume job search in February, desirable skills to include administration and curriculum development experience. Plan search to address diversity. Brooke can post to Facebook to help broaden search.
- Will be out of town for family, December 21-29, Julia Huston to cover for pageant responsibilities.
- · Rosemary Dean started as Membership Coordinator, 20 hours/week. She has another 20H/week position so will split her time. For benefits she is still on her family's plan.
- Plan to revitalize Adult Faith Development in 2020.
- Curriculum changes in RE: will have Spirit Play for 1st & 2nd grades; Harry Potter curriculum for older grades.
- Pledge to End Racism training was done this month by the Richmond, VA, trainers/developers, 18 FUUSN members received the initial training. There are 10 modules, plan training for wider congregation.
- Attended the recent LREDA (Liberal Religious Educators Association)

CONGREGATIONAL APPRECIATIONS: Board recognition of members of the Congregation who have gone above and beyond in their recent co-ministry of FUUSN: Thanks to the Operations Council for their ongoing work in recognizing members.

GOVERNANCE/ PROCEDURAL: Ministry Review: Approach and Planned Launch—Board discussion: Elli Crocker-Morse. Handout: Agenda for the 1st Meeting of the Ministerial Review Committee.

Discussion points included:

- Elli has met with Chris & Demie
- Last review was 2014; Erin's contract specifies every 3 years, although her sabbatical year changed the planning time frame. The current review time schedule was altered for Erin's recent surgery/recovery.
- Team members: Sheila Ardery, Neil Kleinman, Matt Ritter, Connie Stubbs, Karen Edwards (who may not be available, so there will be a need to replace). Alice Nichols serves as facilitator, Demie as Board liaison, Greg Sullivan as IT support. Plan launch December 11 with Erin, Chris & Demie included with the group (?), group to have read the 2014 report, plan to assign responsibilities
- Using best practices from the UUA. Theme to encompass ministry as a congregational responsibility. Assessment to include Erin's performance in terms of FUUSN's overall ministry, within the congregation, to include shared ministry; and to also consider the community without. Congregational feedback will not be anonymous; staff comments to be (relatively) anonymous. Among the key members to be included will be Youth.
- Overall process should benefit Erin and FUUSN, provide support and guidance for future work, while being as transparent in the process as possible.

GOVERNANCE/PRIORITY PROJECTS: Handout: First Call – November 2019

- Discussion on organizing and carrying out Board priority projects.
- Reviewing team leader/project assignments, how and when to involve non-Board members on a team, timelines, outcomes, target deadlines, criteria for updates at Board meetings vs. First Call updates
 - Develop Future Staffing Plan (future staffing structure, succession planning, hiring practices, diversity focus, etc.).
 - § For staffing we need to plan for the Treasurer position, do we need a volunteer (which requires a number of hours every week) or a professional?
 - § Also need to plan for succession for other key roles, to include Fran, as Administrator, and laurel, for Building and Grounds.
 - § Need to include Erin's input regarding the vision for FUUSN's future.
 - § What have similar sized UU congregations done for such roles? Can we determine salary ranges?
 - § Karen and Brooke: need to involve the PPC (Personnel Policy Committee), need staff members to help plan succession.

- Foster Inclusive & Resilient Culture (develop congregational covenant and processes to address and resolve breaches of the covenant).
 - § The issue arose as a priority at the Board Retreat. Amanda mentioned UUA has staff covenant examples.
 - § Siena is working on action items to get the process started. She will send the BoT members information, questions, for discussion at future meetings.
 - § UUA has guidelines, examples; we should look at examples before involving the congregation in discussion (example such as the Listening Circles) to address why is the issue important, how does it fit with FUUSN's mission? How do we establish a covenant? How to support it, how to change it as needed, how to manage behaviors that fall outside the covenant?
 - § Safe Congregations is an example of where such guidelines are useful, to include management of disruptive behavior
 - § UU group exercises "Soul Matters" addresses RE, worship, small group ministry as examples. Chris will send the information/link.

- Looking Outward--Gaining a deep understanding of FUUSN's current and future operating environment (identify key aspects to understand, research these, prepare report).
 - § Christine and Demie are working on the project. Goal is the "big picture" or strategic view. It is important to identify relevant, sometimes overlapping, communities, to include neighboring congregations/faith-based groups. For example, St Bernard's is interested in what is going on at FUUSN. Myrtle Baptist had been strong partner in the BLM (Black Lives Matter), but former pastor died recently, new minister has been very busy with his new congregation
 - § Pledge to End Racism is an example of a project that can reach beyond our own congregation, also example of a project that will be ongoing.
 - § Aiming to get a sense of "headwinds" that may impact FUUSN's future
 - § Plan is to report in May, with interim status reports.

- Revisiting & Clarifying FUUSN's Mission/Purpose: develop & implement platform and forums for congregational & adult faith conversations.
 - § Ted and Clark will be working on this project.
 - § Plan to use UUA resources: more to follow

- New proposed priority project: develop FUUSN social media communications strategy.
 - § Social media is useful not only for communication, but for building alliances within and without the congregation community.
 - § Chris will meet with Ashley Levesque, parent, family new to FUUSN, who mentioned interest in this area at the All Committee meeting

§ Will need to assure appropriate overlap with the Operations Council on the subject.

Additional discussion points included:

- Brian Gill encourages the BoT (Board of Trustees) to have the priorities set and communicate to Finance as early as possible to aid in developing the next year's budget.

STRATEGIC: Update on Stewardship:

- Reimagining Stewardship.
- Revised Stewardship team charge.
- Current status on recruiting for Stewardship team.
- Focus on priority Stewardship projects—FUUSN Engagement Initiative.
 - Deferred

STRATEGIC/FINANCIAL: Discussion and vote on Operations Council recommendation regarding Legacy Circle matching funds: Sharon Sisskind

- Discussed letter from Brian Gill, recommendations from the Finance Committee regarding Legacy Circle funds.
- Long Island congregation offered matching funds (*for Legacy Circle?*); FUUSN has received \$9,000 so far, anticipate total of \$36,000. Discussion regarding where Legacy Circle funds should go.
- Demie made the motion that Legacy Circle matching funds should be allocated to the Board-directed endowment fund for the future; the motion was seconded by Christine, passed unanimously.

STRATEGIC/BUDGET: Building as a financial component: income, expenses, income/expense ratios. Handout: Report from Connie Stubbs, generated November 2018.

- Laurel has sent email to update the current expenses versus income for the building. Information is available as a talking point as needed.
- Close topic.

OPERATIONS COUNCIL REPORT: Brief report on Operations Council meeting. Christine recommended the BoT members review the Operations Council minutes monthly, and the liaison report to the BoT any relevant information (*??? - nothing big to report this time around, you captured it all!*)

PROCEDURAL:

- Vote to approve in principle FUUSN artisan's booth at Providence GA in June 2020.
 - General Assembly will be in Providence, Rhode Island. Discussion regarding FUUSN artisans having a booth at GA. Booth cost \$1500. Proceeds to support Social Action for Youth.

- Chris will sign formal statement of the BoT's support for the booth if Operations will concur.
- Christine made the motion to support the FUUSN artisan booth at the Providence GA with the funds to support Social Action for Youth; the motion was seconded by Ted, passed unanimously.
- Formal vote to confirm Board email approval earlier this month extending offer to hire Rosemary Dean as FUUSN membership coordinator. Ted made the motion to approve Rosemary Dean as FUUSN Membership Coordinator; the motion was seconded by Karen, passed unanimously.

ADDITIONAL BUSINESS: Demie reported she attended the Board of Investment (BoI) meeting as the BoT liaison. She requested that the BoT invite Urban Larson to the December BoT meeting to discuss BoI issues.

Meeting adjourned at: 8:59 pm.