

**First Unitarian Society of Newton  
Board of Trustees  
June 14<sup>th</sup>, 2011  
Alliance Room**

Present: Erin Splaine, Minister, Barb Greve Consulting DRE  
Board: Susan Bartlett, Chair, Alan Cody, Treasurer, Margaret Costello, Barney  
Freiberg-Dale, Bruce Henderson, Pamela McA’Nulty, Carl Metzger, Strom  
Thacker, Ann Woodbury  
Absent: Gordon Moriarty, Conrad Buys, Youth Rep

Meeting was called to order at 7:36 PM

**Invocation/Chalice Lighting**

**Covenant**

As we, the members of this Board and staff gather to serve this congregation in leadership, we commit to ourselves and to each other: to be present and prepared for the work of this meeting; to listen well and contribute respectfully; to balance both our short and long-term visions with fiscal responsibility; to support the decisions of the Board; to uphold the democratic process; and to lead with goodwill and faith in the work we can accomplish together.

**Welcomed new members** - All members introduced themselves and new members were given manuals with the by-laws, governance structure and handouts. Pete Roberts is making nametags and members should pick them up in BOT mailbox and wear them to the services. Susan reviewed meeting process and encouraged questions. Alan suggested having an introduction for the new members of the financials before the October Board Retreat. Barney spoke about the above covenant and the importance of open, respectful discussion prior to making decisions but then once a decision is reached there be agreement to support that decision. Discussed confidentiality. BOT meetings are open to all members and minutes are posted to FUSN website. The Executive Sessions are confidential as they deal with personnel issues.

Susan would like to set a date for a Potluck at her house for the members and their spouses in the near future.

**Administrative (Susan Bartlett)**

email votes unanimous for:

- 1.Social Action Committee to add Isabelle Thacker
- 2.Wendy Atamian and Bonnie McDonald for membership

**Vote on members of Conflict Transformation**

Carl Metzger-Chair, Erin Splain, Alan Cody, Barbara Bates, Alice Nichols

**Vote on members of Operations Council**

Pat Rohan –Chair, Jeannie Chaisson, Alan Cody, Laurel Farnsworth, Ann Hess-Mahan

Motion to approve, seconded, unanimous

Some discussion about plan for when members turn over. There are no term limits and worry is that the same people sit on committees and board and may burn out. Should there be a plan for recruiting and mentoring new members?

**Vote on chairs:**

Finance committee-Karen Bottar

Building and Grounds committee- Laurel Farnsworth

RE Council-Kim Shanks

motion to approve, seconded, unanimous

**Summer Services schedule** –start time is 9:30AM. A BOT member needs to be at each service. There are 10 summer services and Susan will email everyone to sign up. Strom Thacker will go to the first one Sunday 6/19.

**Regular Service schedule-** BOT members rotate attending the services during the year as well as to greet people and read announcements.

**BOT Meeting Schedule-** 8/9 is the next meeting. Susan will send the schedule for the year. It is generally on the 2<sup>nd</sup> Tuesday of each month. The reading and snack will be rotated.

**BOT Member contact information** – Susan updating contact info and will distribute

**Electing Vice Chair:**

Much discussion about the role and duties of the Chair and Vice Chair. The Board Chair runs the BOT meetings, sets the agenda with input, meets with Erin and others. The Vice Chair duties include running the BOT meetings if the Chair is unavailable and attending other meetings that the Chairperson usually goes to if they are not able to. Discussed benefits of having someone who has been the Vice Chair become Chair but also that it is not absolutely necessary. Discussed whether there should be a protocol as to how one moves on the board from member to vice chair to chair and some thought it best to just ask board members who had been on the committee at least 2 years. Limit is 3 years for board members, but the chair usually just serves as chair for 1 year. Motion to defer discussion and selection of Vice Chair until the August meeting, seconded all agreed.

**Board Retreat**

Continued from April meeting Erin discussed having a combined retreat with Operations Council and the Board, facilitated by (Doug Zelinski from Mass Bay District of UUA), to discuss the process of shifting from pastoral level to program level in size and function of the congregation. Discussed topics such as financial pressures, burn out, not enough members, how to grow well. Date agreed upon was Saturday, October 1<sup>st</sup> possibly from 9-2pm but possibly all day. Suggested Needham Church as a good location. Erin is going to contact Pat Rohan –Operations Council and discuss agenda with him and Susan.

### **Leadership Development Committee**

Discussed the purpose and function of the committee and its charter. Erin met with Barbara Bates and Jeff Baker who are the 2 members who currently sit on the committee. The past year the focus has been on Conflict Resolution.

Erin asked the BOT members what they would like the LDC to be focusing on in the future: Some ideas included;

- Training for committee members and board members
- Recruitment and retention of committee and board members
- Identifying and mentoring congregation members who are interested in serving in leadership positions
- Alan Cody talked about other congregations that have this type of training and find it helpful
- Also the skills taught could be useful at work and be part of Adult Education
- Encouraged the committee to draw on former Board Members who know the organization and the larger picture and can help in training and mentoring
- Also to include the membership coordinator's input

### **By-Law Revision**

Still functioning under old By-Laws and Pam's goal is to have the new By-Laws presented to the congregation by December or January of 2012. Discussed what are the steps needed to change the By-Laws, develop changes, education strategy and then vote. Currently the Operations Council has a 3year time period to work outside the Bylaws and it is coming close to the end of that time. Barney suggested a separate By-laws Committee to develop the time line and draft new ones and it was noted that there already is a By-Laws Committee. Pam to check to see if anyone is still on it or if it is still functioning. It was suggested to have 2 BOT members and 2 Operations Council members and a Chair- Pam. Barney also mentioned Bill Horne would be a good resource.

### **Visioning for next year, 5 and 10 years:**

Susan put this on to begin discussion. Bruce then shared his personal goals and asked others to share theirs. This led to members talking about what they hope to bring to the Board as and their personal interests:

Bruce Henderson- wants to increase membership through canvassing

Alan Cody- shares this goal

Carl Metzger- was on the search committee and wanted to be a bridge for Erin as she began her ministry at FUSN and help to ensure long term success

Margaret Costello-also was on the search committee and hoped to help ease Erin's transition. Margaret also talked about learning about the concept of a "program church" from Bob Zeeb and how this motivated her to want to support growth as well as to help current members through social action committee and leadership

Susan Bartlett agreed with everything and also wants to make it easier for all to be involved.

Strom Thacker notes he came to FUSN when his family was young and he has participated in the RE program, COA and now wants to grow more involved in other aspects

Barney Freiberg-Dale talked about how to keep members invested after RE ends. To improve retention rates and provide something for adult members such as social action, adult RE, something that is meaningful on many levels

Pam McA’Nulty states that they developed a new model 2 years ago that included structure, social action policies, bylaws, operations council and wants to work on a vision and how to get there

Ann Woodbury-coming at an exciting time, changes that have been put into place are in motion and this is a good time in her life to be involved and give her time.

Barb Greve shared that he was here to help the congregation find another DLRE, to try different things, experiment and give feedback on the process

Susan thanked everyone for their input. More visioning to be done at the Board Retreat.  
Next meeting 8/9/2011 at 7:30pm

Meeting adjourned at 10:00pm

Respectfully submitted,  
Wendy Atamian  
FUSN Board Clerk