

**UNITY CHURCH UNITARIAN**  
**BOARD OF TRUSTEES MEETING**  
MARCH 16, 2013 12:00 – 4:00 PM ANDERSON LIBRARY

**ATTENDEES**

*BOARD MEMBERS:* Marg Walker, Deborah Carter McCoy, Rich Hamer, Steve Harper, Bob Peskin, Sarah Pradt, Lia Rivamonte, Tim Thoreen, and Terry Linskey.

*EXECUTIVE TEAM:* Rob Eller-Isaacs, Janne Eller-Isaacs, Barbara Hubbard, and Lisa Friedman

*OTHERS:* Mae Gibson Wall

**WELCOME AND FOCUS**

Steve Harper provided Reading and Focus Question.

**REVIEW OF THE PAST**

*APPROVAL OF FEBRUARY MINUTES*

Motion to approve Minutes from February Board of Trustees Meeting was made by Bob Peskin. Steve Harper seconded the Motion. There was no discussion and the Motion was unanimously approved.

*EXECUTIVE TEAM REPORT*

Staffing

*Office Manager.*

Executive Team has reviewed this Position. They have decided to advertise this position publicly, and not open this position to a member of the church for the following reasons:

1. Minority hiring goals.
2. Issues arising when having to deal with disappointment of choosing between church members.
3. Becoming a member of the Staff changes a persons' relationship with the Church.

In addition, the new Office Manager will have additional responsibilities for the oversight of the Church's Data Base. New candidate will need to exhibit considerable computer skills.

*Half-Time Intern*

Executive Team has decided to add a second half-time Intern to the Staff. The interview process for this position will begin next week.

New Visitors

The Church is experiencing several challenges in this area. The first involves the fact there are more visitors coming to the Church than we are able to meet and track. Visitors have also noted that they find the Parish Hall coffee hour' an intimidating and unfriendly experience. Barbara noted "*we are still living into the new Building*", and are investigating methods to deal with this situation. Lisa also mentioned that new methods of welcoming and tracking would be tried out this spring and summer. Lisa will provide an update to the board later this summer.

## *DISCUSSION OF FINANCIAL REPORTING*

### Changes to Financial Balance Sheet

Barbara has been conferring with Rich Hamer and Tim Thoreen to discuss possible changes to the current Financial Balance Sheet. One item under investigation is looking at the difference between Capital Campaign and Pledging Campaign, and how they play out within the Balance Sheet. This change will be reflected in future Balance Sheets.

### Meeting with Schechter, Dokken, and Kanter

Barbara met with the Auditors this past week. Site Work will begin the second week of April. Results of this work will be presented to the full board in June.

Barbara also made note of how the Auditors have several new software programs available that can affect how church boards may review their Financial Statements. The Auditors have offered to run our numbers into several of these programs so we may determine which of these may have an application to our needs. This is still a work in progress. Barbara will report back when she has additional information.

### Operating Budget

Barbara reported that Pledges are not coming in to meet the approved 2013 Budget. To meet this projected shortfall, the Executive Team and Pledge Committee will call about 50 families who have not yet pledged for this year.

The ET will also review Expenses for the remainder of the year. The following steps will be taken regarding Expenses:

1. The Church will enter into a Maintenance Contract. This is required to fulfill Warranty Agreements for the new equipment installed this past summer.
2. Salaries for the new Staff will be adjusted.
3. Adjustments will be made to Summer Staffing needs.
4. 10% across the board cuts will be made in Program, Facilities, and Administration budgets for the remainder of the year.

It should be noted that making adjustments at this time of the year is a positive shift from past patterns of drawing down reserves and short-changing building maintenance.

### Capital Campaign

Continued work by the Capital Campaign Committee has been delayed until April so the Congregation can focus on the many activities involved with the development of the new Ends Statements.

### Monitoring Reports

A brief discussion was held regarding the various Reports and the timing of these Reports. It was noted that Policy J has yet to be incorporated into the monitoring schedule. The board's Policy Sub-Team will follow-up to get this done.

A longer discussion was held regarding the issue of Board Evaluation of the Executive Team. Discussion revolved around Comprehensive Evaluation of the Executive Team, Individual Evaluation of each Executive Team Member, Criteria for Evaluation, and the creation of Professional Development Plans for all members of The ET.

The Board's Sub Team for Executive Team Composition will convene to review these matters and make recommendations to the full Board.

### *RECOGNITION OF LORELEE WEDESTROM*

The Board decided that there would be some of sort of recognition for the services Lorelee provided in the planning, development and construction of our new space. Exact details are still being worked out.

## **CREATION OF THE FUTURE**

### *STEFAN JONASSON VISIT: LEARNINGS AND IMPLICATIONS*

Members of the board provided their thoughts on the evening with Stefan.

Executive Team then provided feed back on the daylong visit Stefan had with the Executive Team and members of the Staff. Topics included:

1. Succession Plans,
2. Staff Transitions
3. Staffing for Growth
4. Executive Team Composition
5. Trends in Membership Development
6. Trends in Financing

There are several ways the Board may continue to pursue these issues going forward. The Sub-Team on Executive Team Composition will incorporate key learning's in their current deliberations. In addition, the Board can re-engage Stefan as needed, study staffing patterns at other large congregations, and | or ask Janne Eller-Isaacs to provide training on how to conduct ministerial searches. The Executive Team also may consider clustering staff duties differently in conjunction with any new hires.

### *DEMONSTRATION: SHARED FILE SYSTEM*

Barbara gave a demonstration on how Board Members may gain access to Shared Files on the Church's Server.

### *ENDS PROCESS UPDATE AND DISCUSSION*

Bob Peskin, and others from the Ends Statement Sub-Team, provided the Board an update on the activities surrounding the internal information gathering during the first two weeks of March. He also provided a preview of what was going to happen through the end of the month.

Bob also gave a brief update on the progress regarding the discussions with outside Moral Owners. Those are still very much in the planning stages. Discussions with these Outside groups will be held during the month of April.

### *EVALUATION AND SURVEY: 2013 AND BEYOND*

Bill Etter

It was announced that Bill Etter would continue to work on Evaluations and Surveys for Unity.

## Transformational Index

Rob provided some background on the work done to date surrounding the *Transformational Index*.

Unity Consulting has been working for some time with Theo Jalosky to develop the *Transformational Index*.

Briefly, the *Transformational Index* is a scientific device to measure the impact of a church in peoples lives. Forty congregations have been approached about implementing the *Transformational Index*. It is hoped to have ten churches actually implement it over the next year. Unity Consulting hopes the Unity will be one of those ten congregations to utilize the Index.

Following the pilot, the Board will consider whether to implement the *Transformational Index* every other year, alternating with the *Congregational Survey* that measures other aspects of the Ends Statements

Motion to approve, in principle, the development of the Transformational Index in place of the Congregational Survey for use in the Spring of 2013 was made by Bob Peskin. Deborah Carter McCoy seconded the Motion. Following discussion, the Motion was unanimously approved.

Rob Eller-Isaacs will provide the draft survey to the Board for review prior to implementation.

## WRAP-UP AND FORECAST

### Outside Moral Owners Conversations

Board Members were reminded to watch for upcoming Moral Owners conversations during the month of April.

### Heritage Society Dinner

Board Members were reminded that they are invited to take part in the Annual Heritage Society Dinner held May 3, 2013.

## CLOSING READING

Tim Thoreen provided the Closing Reading.

## ADJOURN

The Meeting was adjourned precisely at 4:00 PM.

Respectfully submitted,  
Terry Linskey, Board Secretary