

**UNITY CHURCH UNITARIAN**  
**BOARD OF TRUSTEES MEETING**  
JULY 13, 2013 9:00 AM – 1:00 PM ANDERSON LIBRARY

**ATTENDEES**

BOARD MEMBERS: Marg Walker, Rich Hamer, Steve Harper, Sarah Pradt, Lia Rivamonte, Tim Thoreen, and Terry Linskey.

EXECUTIVE TEAM: Barbara Hubbard, and Lisa Friedman.

OTHERS: Pauline Eichten - ARLT Representative, and Tom Merritt – Unity Tomorrow

**OPENING AND FOCUS**

Steve Harper provided Opening Reading, and Focus Question.

**REVIEW OF THE PAST**

*APPROVAL OF JUNE MINUTES*

Motion to approve Minutes from June Board of Trustees Meeting was made by Rich Hamer. Sarah Pradt seconded the Motion. The following corrections were noted. Mary Morris was in attendance representing the ARLT [Not Morrison]. Rich Hamer provided the Closing Reading [Not Tim Thoreen]. There was no further discussion, and the Motion was unanimously approved as amended.

*EXECUTIVE TEAM REPORT*

**STAFING**

Barbara announced that Pat Haff would be retiring from Unity Church. Pat will work 25 hours per week for the 2013 – 2014 church year beginning in September, before moving on to full retirement.

Barbara explained the much of the time during the Executive Team Retreat in August will be spent evaluating current staffing needs.

**UNITY TOMORROW**

Meeting have been recently held discussing various warranty questions around the new systems that have been recently installed. There is a one-year warranty on most of the Unity Tomorrow work. There will be a walk through in September with McGough and Miller | Dunwoody to address these warranty issues.

**UNITY CONSULTING**

Barbara reported that Laura Park is still looking for active partners to assist with the growing number of clients that Unity Consulting has obtained. The search is national in scope, with Laura researching other churches, organizations outside the UUA, and other consulting companies.

## VISITOR TRACKING

Summer is the height of “church shopping season”. This summer there has been higher attendance of Visitors this summer. Lisa reported the new Visitor Cards are working well. They have been busy following up with the increased number of visitors. Staff is working to make better use of Shelby [the church's software system] which has three integrated parts: finance, membership, and calendar.

## 2013 – 2014 WORSHIP SERVICES

Barbara and Lisa reported that the ET is still recommending three worship services for the Fall. The 4:30 Service is still very popular well attended, but still presents challenges for staff, volunteers, and Religious Education. ET will also discuss this at their August Retreat.

## ABOVE EVERY NAME CHURCH

Barbara and Lisa announced that a four-month temporary agreement has been reached with Above Every Name Church to rent our Sanctuary and Parish Hall from 1:00 – 3:00 PM Sunday afternoons.

Barbara and Lisa stressed that this is a trial period. Barbara and Lisa felt in spite of the obvious logistical issues there were many positive things that warranted moving forward at this time. Board Members expressed enthusiasm and full support for sharing our space with this church as an excellent example of the collaboration and engagement we hope to foster within our community.

## TOM MERRITT RECOGNITION

Tom Merritt was honored for his outstanding work on the Capital Campaign for Unity Tomorrow. The Board thanked Tom for his service and presented him with a gift.

## *RESULTS OF STAFF | VOLUNTEER SURVEY*

Marg Walker reported the results of the Staff | Volunteer Surveys.

### STAFF SURVEY

Marg reported that the Staff Survey had a low return rate. Barbara noted that could be the result of a long tenured staff who has learned to deal with their internal issues. Additional discussions will be held to investigate other survey techniques with the hope of gaining a larger response.

Marg reported that when respondents' voluntary provided their signature it was not obvious whether or not they wanted follow-up. The question will be worded more clearly for next year.

The summary for Question 2 on the survey contained an error in recording of The responses, reversing the “yes’ and “no’ responses. This will be corrected Before the survey is placed on the website.

### VOLUNTEER SURVEY

Marg reported there was a very strong response from the Volunteer Survey. Systems in place seem to be working well. There were very few issues that required any further discussion

## **CREATION OF THE FUTURE**

### *DISCUSSION OF ENDS STATEMENTS DRAFTS*

Marg Walker provided the Board the latest version of the new Ends Statements. A long, wide ranging, and fruitful discussion followed with Marg taking the feed back from the Board to the Ends Statements Writing Team. The Writing Team will incorporate the comments from the board and provide another version of the Ends Statements at the August Board Meeting.

### *DISCUSSION OF RESULTS OF BOARD SELF-EVALUATION*

The Board reviewed and discussed the results of the Board's Self-Evaluation Survey. Responses to open-ended questions were not included in the summary. Marg will follow-up and get these to the Board.

### *LEADERSHIP DEVELOPMENT AND TRANSITION*

#### SKILLS AND ATTRIBUTES FOR BOARD SERVICE

#### TRUSTEE RECRUITMENT

#### ARLT RECRUITMENT

Considerable discussion was held around these three interrelated topics. Board Members felt that the qualities needed for board service [outlined in the UUA article provided] were more important than a specific skill set. They felt it was important to recruit from a diversity of age groups and places from within the church, and not from a perceived "closed circle" of people.

At the conclusion of the discussion, two lists of potential Board of Trustee and ARLT candidates were developed. Individuals on these lists will be contacted in July and August. Based on their interest in each position follow-up interviews will be held in September, with formal recommendations brought to the Board in October.

#### OFFICER SELECTION

Selection of Officers for the 2013-2014 Board will also be resolved by the Fall. Board Members from 2015 Class, Deborah Carter-McCoy, Rich Hamer and Steve Harper will meet with Marg Walker in August to discuss the responsibilities each Officer must fulfill.

### *ET COMPOSITION – UPDATE FROM SUB-TEAM*

Steve Harper provided an update of the activities of the Sub-Team. There are still several members of the Executive Team to be interviewed. Those Will be scheduled when everyone returns from vacation. The Team also has three meetings scheduled in July and August.

The Sub-Team will provide a written progress report for the August Board Meeting.

### *ET EVALUATION – REVIEW PROCESS AND LAUNCH*

Sarah Pradt will have the Evaluation Survey developed by early August. Board Members will be asked to complete the survey by mid-August.

## **WRAP-UP AND FORECAST**

### *UPCOMING EVENTS OF IMPORTANCE*

August 15<sup>th</sup> - Latest Drafts of new End Statements should be completed.

August 21<sup>st</sup> - August Board Meeting.

October 5<sup>th</sup> - Top Donor Tea. Board members are encouraged to attend.

October 6<sup>th</sup> - Pledge Sunday. Jay Leach will be preaching.

## **CLOSING READING**

Terry Linskey provided the Closing Reading.

## **ADJOURN**

The Meeting was adjourned at 1:00 PM.

Respectfully submitted,  
Terry Linskey, Board Secretary