

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

December 20, 2017



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Board members attending: Von Welch, Steven Gilbert, Michelle Monroe-Cook, Pat Brantlinger, Sharon Wiseman, Hans Kelson (Youth Liaison)

Not attending: Helmut Henschel, Sandra Churchill

Present by invitation of the Board: Harv Hegarty

Ministers attending: Reverends Mary Ann Macklin, Scott McNeill

Submitted by: Steven Gilbert

Appended Documents:

- A. Reports to the Board (Von Welch)
- B. Senior Minister's Report (Reverend Macklin)
- C. Notes on the Board Retreat (Nancy Olson)
- D. UUCB Board Discussion re: Visioning and Planning (Reverend McNeill)
- E. UUCB-Specific Documents (Reverend McNeill)
- F. Letter re: Gift from Katherine Lazerwitz (Jay Pacitti)

I. Call to Order (Von Welch)

Von Welch called the meeting to order at 7:05 p.m.

II. Chalice Lighting and Reading (Sharon Wiseman)

III. Check-in (All)

IV. Approval of the Minutes (Steven Gilbert)

1. Motion to Approve November 17 Board Minutes

Motion to approve the Board minutes by Von was seconded by Michelle and approved unanimously.

2. Motion to Approve the December 10 Congregational Meeting Minutes

Motion to approved the Congregational Meeting minutes by Von was seconded by Michelle and approved unanimously.

V. Senior Minister's Report (Reverend Macklin)

See senior ministers report (Appendix B attached). Reverend Macklin also shared a letter with the Board recognizing the substantial contribution to UUCB from the estate of the late Katherine Lazerwitz (Appendix F).

VI. Old Business

1. Congregational Meeting Debrief (all)

Members present felt the meeting went well. Steve noted to Von and others that the amended bylaws have been sent to Carol for posting and placed in the board's folders.

2. Next Steps Right Relations Committee (Von Welch)

Informational Item. See Von's comment in Reports to the Board (Appendix A, attached)

3. Notes from the Board Retreat

Informational Item. Notes from the Facilitator Nancy Olson are attached in Appendix C.

VII. Monitoring (per Board Policies, Section IV)

1. Personnel Policies and Safety Procedures ([II.B] Staff and Volunteer Treatment)

Board members had no comments on personnel policies document presented. Reverend McNeill noted he had attended an active shooter policy presentation by John Summerlot along with about 20 church leaders. They found the presentation very useful and may suggest a similar presentation for the congregation at some later date. Reverend Macklin shared a paper copy of our safety procedures (copies are distributed around the church). Von asked Reverend Macklin to ensure that all board members get a copy. Von recognized the value role of the usher program. He asked whether additional diversity of the ushers would be useful and Reverend Macklin agreed that it would.

2. Religious Education Update ([II.] Religious Education)

Update was deferred until January at request of RE program.

3. Report from “Coffee With the Board” (Steven Gilbert)

Nothing new to report to Board.

VIII. New Business

1. Ministers’ Housing Allowances (Von Welch)

Motion by Von to approve the minister’s housing allowances as stated in Reports to the Board (Appendix A, attached) was seconded by Sharon and approved unanimously by the Board.

2. Gifts for 25-Year Staff

Gifts for twenty-five year staff members, Carol Marks and Susan Swaney, were noted.

3. Meeting with LCC (Harv Hegarty)

Chair of the LCC Harv Hegarty reviewed significant actions of the LCC since its establishment in 2016, noting the transition of the LCC from the role of just filling leadership roles at UUCB to the cultivation of leadership in promising members of the congregation. LCC is currently identifying promising future candidates (about 20 per year) for leadership roles, interviewing them to determine their interests. He also discussed a new effort led by Danny Callison to establish mentorships in the church leadership and discussed considerations that must be recognized in establishing such a program. In terms of current leadership. Harv will pass LCC leadership to Deb Hutton at the end of spring 2018. Two positions on LCC, three board positions, one position of SPF and the youth liaison position

will need to be filled this spring. Von noted that the LCC appears to be working well and is in excellent shape at the present time.

4. Introduction to Visioning and Strategic Planning (Revs. McNeill and Macklin)

Reverend McNeill reviewed information on handouts defining appreciative inquiry and outlining information relating to board policy governance and visioning (Appendix D, E). Reverend Macklin reviewed the historical development of board policy governance at UUCB to the present, pointing out that in two things are necessary in order for a policy board system to operate well: a model positing trust in the minister and, also, a good understanding of a policy operational model on the part of the board. Reverend McNeill recommended two books (*Governance and Ministry* by Dan Hotchkiss, and *Inside the large Congregation* by Susan Beaumont) as background reading for the board. Von cautioned against rushing to accomplish too much in the remainder of this term. After discussion, the board agreed that it should continue to work in spring meetings on understanding and laying the groundwork for use of visioning and strategic planning related to policy governance. Reverend McNeill suggested establishing a small study group within the board to further such study and to keep the board engaged.

IX. Executive Session

Board entered executive session at 8:38 p.m.

X. Adjournment

A motion by Von to adjourn, seconded by Pat, was approved at 8:55 p.m.

APPENDIX A

Reports to Board

Von Welch, President

December 20th, 2017

Old Business

Congregational Meeting Debrief

Update on Bylaw changes from Steve Gilbert.

Observations?

Right Relations Committee Next Steps?

The Right Relations Committee has been formed and no further action is required from the Board. The proposal is we give them some space to get organized, but check in with them in March and June to see if there is any beneficial support the Board could offer.

Board Retreat

[Notes from our November 18th Board Retreat](#), as taken by our Facilitator Nancy Olson, are available in the Google Drive folder for this meeting.

Monitoring

Personnel policies, Safety Procedures (II.B: Staff and Volunteer Treatment)

[Personnel Policies from ChurchDB](#)

RE

Deferred to January at request of RE.

New Business

Ministers' Housing Allowance

The board votes to set housing allowance for the ministers for the 2018 calendar year. Additional information is available at: https://www.uua.org/sites/live-new.uua.org/files/clergy_housing_allowance.pdf

Amounts requested by ministers and endorsed by the CFO and the Treasurer:

Rev. Macklin: \$15,000

Rev. McNeill: \$26,000

Rev. Leite: \$16,000

Motion: Approve Ministers' housing allowances as shown.

Gifts for 25-year Staff

Gifts have been purchased for Sue Swaney and Carol Marks on behalf of the Board. Von is accepting contributions towards those gifts from Board members.

APPENDIX B

Report to the Board
Reverend Mary Ann Macklin
December 20, 2017

Within the last month, we have had a Board Retreat and a Congregational Meeting, so I will keep this short.

Letter from UUA re Kathy Lazerwitz
(read letter)

For the Record:
Middle Way House has never been a 25% plate recipient

Bloom Magazine:
Do take a look at the last issue. A number of Unitarian Universalists wrote in regarding “Where I Stand”. In these challenging times in our country, it is important to make our voices known.

Successful Celebration of 25 Years with Susan Swaney
People have been reporting that between the celebration and the Hogwarts dinner later that evening, it was one of the most joyous days in memory.

Grief Support Group
Caring Committee Chair, Sharon Yarber and I led a four session Grief Support group. On our final day, we did evaluations. Very positive and encouragement to have more groups in the future. Our End of Life Task Force is also interested in being part of this care. Of note, I will have regular monthly meetings now with Sharon and Health Concerns Team chair, Melinda Swenson.

End of Life, Diane Kondrat
Diane will return to Bloomington on March 3rd for another End of Life Interactive Theater presentation. After a standing room only presentation last year, a congregation member offered to sponsor the presentation again for 2018.

As we conclude 2017, I offer gratitude for Associate Minister Reverend Scott McNeill and all of our staff, lay leaders and congregation members.

Peace, Mary Ann Macklin

APPENDIX C

Notes from Bloomington UU Board Retreat

November 18, 2017

Meaningful Experiences at BUU

Members shared stories of meaningful experiences at BUU. The following responses/themes were shared:

- Teaching/mentoring children/youth; enjoy being with children/youth, hearing their ideas, being a part of their learning process
- Support for youth; especially from the pulpit
- Participation in choir/music; especially focus on learning and growing through participation
- Warm and welcoming congregation; the congregation has a “big heart”
- Formal and informal pastoral care
- Messages on Sunday
- Recognizing one’s gifts and sharing those
- Fellowship; opportunities to be together to learn and contribute
- Facilitating adult classes/programs

What might these experiences tell us about BUU?

Leaders are appreciative and engaged in congregational life.

The congregation values:

- life-long learning,
- inclusion of children,
- active social justice groups,
- invitations for reflection,
- follow-up/attention to new people (visitors and new members).

How does this relate to work as leaders in the congregation? How do leaders foster these experiences and values?

- Continue to minister to each other;
- Help recognize people’s gifts and opportunities to share;
- Awareness that get back 10 fold what one contributes;
- Support staff, especially opportunities for professional development;
- Lift up how meaningful experiences reflect and support congregation vision;

- Acknowledge importance of intellectual stimulation, as a given and highlighted;
- Recognize the spiritual feeling of being cared for (?).

APPENDIX D

Basic Principles of Policy Governance

Accessed via: <https://www.uua.org/leadership/governance/policybased/articles/63172.shtml>,
Condensed from John Carver & Miriam Mayhew, Carver Guide Series on Effective Board Governance, with notes inserted on adapting the model to Unitarian Universalist churches by Margaret Keip

Policy Governance is a fundamental redesign of the role of a board, emphasizing values, vision and the empowerment of both board and staff. It is built on ten principles:

(1) The *Trust* in Trusteeship

Boards exist to own an organization on behalf of some identifiable ownership to which they are answerable. Simply put, a board governs on behalf of persons who aren't seated at the table.

(2) The Board Speaks with One Voice or Not at All

(3) Board Decisions Are Predominantly Policy Decisions

Policy is here defined as the value or perspective that underlies action. Board policies express the board's soul, embody the board's beliefs, commitments, values, and visions, and express its wisdom. Board policies should be generated by the board itself, not brought to it from other sources. Policies develop out of the board's struggle with values, from the stage of initial musing to crafting a written document.

The board decides what to have policies about, and to what level of detail it will develop them. Its policies fit into four categories:

- **Ends**—The board defines which human needs are to be met, for whom, and at what cost. Written with a long-term perspective, these mission-related policies embody the board's vision, and the organization's reason for being.
- **Executive Limitations**—The board establishes the boundaries of acceptability within which staff methods and activities can responsibly be left to staff. These policies limit the means by which Ends shall be achieved.
- **Board/Staff Linkage**—The board clarifies the manner in which it delegates authority and how it evaluates performance relative to ends and limitations.
- **Governance Process**—The board determines its philosophy, its accountability, and the specifics of its own job.

(over)

Except for what belongs in bylaws, these categories of board policy contain everything the board has to say about values and perspectives that underlie all organizational decisions, activities, practices, budgets, and goals.

(4) The Board Formulates Policy by Determining the Broadest Values Before Progressing to More Narrow Ones

(5) The Board Defines and Delegates, Rather than Reacting and Ratifying

(6) Ends Determination is the Pivotal Duty of Governance

The board will become more of a think tank for vision than a reviewer of staff decisions and activities. It will focus on outcomes; focus on the reasons for which the organization exists at all.

(7) The Board Controls Staff Means by Limiting, Rather than Prescribing

The organization's conduct, activities, methods, and practices are its "means" rather than its ends. *Board means* relate to how the board will organize, structure, and conduct itself in order to accomplish its job. *Staff means* are the various arrangements and actions needed to accomplish the ends or to safeguard the operations that produce them. Resist the temptation to prescribe staff means. (The board does not tell staff how to do its job.)

The board's role is one of boundary-setting—specifying in writing which staff means would be unacceptable, unapprovable, or off limits. (In other words, the board says what kind of means it will not put up with.) Beginning with broad prohibitions, advancing thoughtfully toward more detailed ones, the broader statements act as a safety net. Producing a "don't do it" list sounds negative, but in outcome is not. It allows a secure freedom, the boundaries of which need not be guessed, and within which staff creativity and action are encouraged. This key method of *means constraint* enables a board to govern with fewer pages of pronouncements, less dabbling in details of implementation, and greater accountability.

MK: Recall that in churches, *staff* includes both hired folks and volunteers. Paid staff manage those tasks for which volunteers lack skills or energy or time—tasks that would otherwise divert members from the spiritual growth, sustenance, and opportunities for gifted service which they've come to church seeking, and which lie and the heart of a church's reason for being.

(8) The Board Explicitly Designs Its Own Products and Process

(9) The Board Forges a Linkage with Management That is Empowering and Safe

Board and Executive constitute a leadership team. Clear differentiation in their roles and responsibilities enable them to fulfill and excel in them, mutually support each other, and influence each other toward ever greater integrity and capability for leadership.

(10) Performance is Monitored Rigorously, but Only Against Policy Criteria

APPENDIX E

UUCB-Specific Documents

Our Vision Statement

Seeking the Spirit, Building Community, Changing the World

Our Mission Statement

In this liberal religious community of inspiration, love and action:

- we celebrate life
- we nurture one another
- we welcome all
- we care for the earth and
- we work for the common good. –Approved at Congregational Meeting, June 7, 2009

Our Ends Statements

The Ends statements were adopted by the board in September of 2010 during the transition to policy governance and are a living document maintained by the board with input from the congregation.

- SEEKING THE SPIRIT
 - We have a meaningful liberal religious experience which includes:
 - A rich diverse worship life.
 - Compassionate pastoral care.
 - Life-long opportunities for spiritual growth through religious practice, leadership roles, and community action.
 - Knowledge of denominational and congregational history and traditions.
- BUILDING COMMUNITY
 - We have a policy of nondiscrimination - we welcome all and are supportive of people of all ages, races, gender, sexual orientation, abilities, education, and politics.
 - We are generous with our time, talent, and resources.
 - We actively encourage shared ministry and lay leadership.
 - We responsibly manage our staff, resources, and facilities.
- CHANGING THE WORLD
 - We are leaders in our community and world.
 - We are committed to social justice and equality for all people.
 - We advocate against prejudice, injustice, and oppression of any person or group.
 - We work with other congregations and institutions with shared values and goals.

- We work with the Unitarian Universalist Association and the MidAmerica Region.
- We help heal the earth.

RASCI Chart from Meeting

This chart was created during the meeting. Its creation was rushed at times and it should not be considered official or complete. It is included in these notes to serve as an example. The duties, at the far left, were provide by the UUCB ministry team from a UUMA list of ministerial duties.

RASCI # When does Board get involved in "A" Column?

	R	A	S	C	I
Worship	3 Ministers	MAM	RE Staff, UUCB Music, Worship Assoc	Worship RE, Building & Ground Admin Staff	Custodian Building & Ground
Rites of Passage	3 Ministers	MAM	Staff Ministry Team, RE, Music, Av, Caring	Caring, Building, RE Staff	Admin Congregation
Pastoral Care	3 Ministers, Carol Admin, Health Concern, Caring	MAM	RE	Carol?	
Spiritual Develop	Ministerial Support Committee, HOW MUCH DO YOU SHARE IN STAFF?	E/S	MAM	Qualities Under 2 people, Ministers, staff	Admin Ministers, Admin
SJ	S, Justice	MAM	Trust Force, SS Fund, CFO	Judicial Congregation	Board Congregation
Admin / Navg	MAM but don't want Carol?	MAM			
Prof Develop			MSE		
UO Groups	S/MAM				
Vision			Staff Board	Congregation	Congregation
RE	E/A	MAM	RE Staff, Teachers, Ministers	Parents Congregation, Youth Board	
MAM Commander?					
S Executive Officer?					

Following this, Rev. Mary Ann, Scott, and Rev. Emily worked on an internal RACI chart that we're still fine-tuning. But this document (above) gives a helpful picture of the overall expectations placed on the senior minister.

APPENDIX F

December 13, 2017

Rev. Mary Ann Macklin
Unitarian Universalist Church of Bloomington
2120 North Fee Lane
Bloomington, IN 47408-1646

Dear Mary Ann,

I am delighted to enclose a check payable to the Unitarian Universalist Church of Bloomington in the amount of \$18,561.28. This check represents unrestricted gift to your congregation from the late Katherine Lazerwitz.

During Katherine Lazerwitz's lifetime, she made a generous contribution to the UUA Charitable Gift Annuity Fund. It was her express wish that the Unitarian Universalist Church of Bloomington receive 100% of the value of the remainder of the gift, after her death.

The Association is pleased to have played a role in such great philanthropy on behalf of Unitarian Universalism through our Umbrella Giving Program. We are also grateful to the members of the congregation who have supported the larger UU movement for many years with their contributions to *Friends of the UUA* and the Annual Program Fund.

Sincerely,



Jay Pacitti
Legacy Gifts Officer

Enclosure

