

FUUCA Board of Trustees

Meeting date: **Tuesday, December 21, 2010** **Started: 6:30 PM** **Ended: 8:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Eric Stimmel

Minutes rec. by: Klondike Steadman

Attendance:

Present: Brent Baldwin, Margaret Borden, Ed Brock, Sean Hale, Chris Jimmerson, Kae McLaughlin, Nell Newton, Klondike Steadman, Brendan Sterne, Eric Stimmel, Susan Thomson, Michael West

Regrets: Eric Hepburn, Laura Wood

Absent:

Late:

Guests:

Beverly Donoghue (present), John Keohane (present), Roseanne Reeser (present)

Meeting Documents:

- 12-10 DoM report to the BoT.doc
- 2011 Budget Cover for BoT Mtg 21-XII-10.doc.pdf
- Board Covenant 11.doc
- ED report XII-10.pdf
- For Approval - Complaints - 12-13-10.pdf
- FUUCA 2011 Budget Proposal Dec BoT 21-XII-10.pdf
- FUUCA Policy for Serious Covenant Breaches.pdf
- Minutes_10-19-2010.pdf
- Minutes_11-16-2010.pdf
- Report To Board For Month of Nov. - Austin.pdf

Meeting Minutes:

1. Committee business

1.1. Call to Order

Eric Stimmel

Status: Completed

1.2. Board Covenant

Ed Brock

Status: Completed

1.3. Adopt Consent Agenda & Approve Last Meeting's Minutes

Eric Stimmel

This item covered minutes from both the October and November meetings since the October minutes had not been officially approved at the previous meeting.

moved Margaret

seconded Chris

approved all

Documents:

- Minutes_11-16-2010.pdf

Status: Completed

Comment:

On Tuesday, December 21, 2010 6:38 PM Michael West wrote:

Just a quick note that the October Minutes were not approved. I do not see them on this agenda. Perhaps I'm missing them somewhere.

Michael

1.4. Adopt Agenda

Eric Stimmel

Resolution #:

Moved by: Chris Jimmerson

Seconded by: Kae McLaughlin

Status: Carried

Vote: all

1.5. Process Survey

Eric Stimmel

Eric totally spaced this but promises he'll bring it next time.

Status: Completed

1.6. Visitors Forum

Eric Hepburn

John Koehane presented the attached report from the Denominational Affairs Committee and wanted to know about any conflicts with the date of Jan. 30th at 12:30 to have a congregational response to the UUA Social Action Resolutions.

Beverly Donoghue gave the board an update on Austin LEAD. A participatory weekend residential workshop February 4-6th for high school youth on diversity and democracy. Interfaith Alliance, 1st UU, and Texas Impact are sponsoring the project. The Veatch Program of the UU Congregation at Shelter Rock, Austin Area Interreligious Ministries, and Live Oak Endowment are early supporters of the project. (see attachment)

Documents:

- !Brochure - 11 18 10.pdf
- Austin LEADD - Where We Stand - 1st UU Board - 12 21 10.doc
- Meet with Others from Our Church to discuss and vote on a congregational response to UUA Social Action Resolutions.doc

Status: Completed

2. Old business

No Old business

3. New business

3.1. Wording of the Board Covenant

Michael West

Mike propose several changes to the wording of the board covenant. The attached document was approved.

Resolution #:

Moved by: Kae McLaughlin

Seconded by: Chris Jimmerson

Status: Carried

Vote: All

Documents:

- Board Covenant 11.doc

3.2. Communication with congregation regarding board meeting minutes and agenda

Klondike Steadman

The secretary will begin the practice of posting the agenda online and at the church the week before the meeting. In addition, he commits to be better about getting the printed version of the minutes up at church in a timely manner.

Status: Completed

3.3. Planned Giving

Kae McLaughlin

Kae gave a report on the progress toward a planned giving campaign. Roseanne Reeser added more information about how donors could restrict the moneys they are willing to a particular fund.

Margaret added that there are other ways that someone can make a planned gift. Roseanne acknowledged this but suggested that we should start with wills because that is the most well-known way to make a planned gift.

Status: Completed

3.4. Governance Task Force

Chris Jimmerson

The Governance Task Force lead an exercise on Policy Based Governance where they broke into 2 groups and considered the following questions: "What are the traits, qualities and skills of a person who would function well on PBG Board?" and "What should a prospective board member expected to do?" (see attached document for answers).

Documents:

- Brainstorm.doc

Status: Completed

3.5. Reports from the Policy Writing Teams

The process of completing the Board Policies will include each group presenting their written work on their assigned Policy area by email to be reviewed by the board before the meeting so that anyone on the board can give feedback before the meeting. Once the work is presented the board will discuss and "accept" or not accept the work. As each area is accepted it will be added to an overall document which will then be reviewed for internal consistency of wording. This final document will then only be brought up for a vote of approval when we are ready to officially move to Policy Based Governance.

Susan, Chris and Klondike orally presented their work on the Bylaws Revisions. The group has made some decisions for recommendations on how to structure the officer positions and will continue their work as soon as some of the other major policy work is completed.

Margaret and Brendan presented the attached complaints document Chris motioned to accept, Susan seconded, all approved accepting their work.

Documents:

- For Approval - Complaints - 12-13-10.pdf

Status: Completed

3.6. Endorse "Serious Covenant Breach" Policy submitted by minister

Ed Brock

Ed presented the attached document for approval to the board.

Mike moved to endorse the document

Kae seconded

All approved.

Documents:

- FUUCA Policy for Serious Covenant Breaches.pdf

Status: Completed

3.7. Speaking with one voice at Congregational Meeting

Eric Stimmel

There was a discussion about how we respond when there are discussions that are on topics that the board has not considered.

Status: Completed

3.8. Membership Update

Ed Brock

Ed noted that recent analysis of the membership has led to the conclusion that voting membership is below 500 (probably somewhere in the neighborhood for 425-450). This is to be expected given the fact that we are in the second year of intern ministry and very significant trauma of the dismissal of the last minister. It is typical that when there is a settled minister in place for membership to steadily rise.

It was suggested that for the purposes of staff compensation at mid-point for a "large church" it would be impossible to run the church based on the membership number at any individual moment in time as we might be forced to change compensation packages that had been contractually agreed upon.

Status: Completed

3.9. Recapping Pre-congregational meetings

Eric Stimmel

There was a brief discussion of what took place at the pre-congregational meetings.

Status: Completed

3.10. Break

Eric Stimmel

Status: Completed

3.11. Budget Discussion

Ed Brock

Ed and Sean presented that they have been working on the 2011 budget in detail almost daily. The differences include:

- 1) reducing expected pledges by 4% based on detailed analysis of past results.
- 2) The budget for the DRE position has been reduced. Lena has brought up that it is important that the church has a credentialed DRE and that the position in her opinion is a 3/4 time position, not a full-time position. It was also noted that the months of June and July could be without a DRE for this year since church attendance is typically down. These months could be covered through volunteers who would be set up by Lena in her work before she leaves in May.

The net change to the operating fund under this new budget would be \$150 - in other words, a balanced budget.

Resolution #:

Moved by: Kae McLaughlin

Seconded by: Brendan Sterne

Status: Carried

Vote: All

Documents:

- 2011 Budget Cover for BoT Mtg 21-XII-10-1.doc.pdf
 - FUUCA 2011 Budget Proposal Dec BoT 21-XII-10.pdf
-

4. Committee business

4.1. Process Survey

Eric Stimmel

Status: Completed

4.2. Board-Executive Team Covenant Reading

Klondike Steadman

Status: Completed

Total time scheduled: 138 min

Report to the Congregation – Director of Music
12/21/10

Adult Choir

The FUUCA Adult Choir just wrapped up a busy few weeks. We celebrated Thanksgiving with longtime FUUCA music director Janet McGaughey's "Thanksgiving Meditation," and then sang for a packed house at the North Central Austin Caregiver's annual holiday concert on December 3rd. We then presented a multi-anthem service on December 5th to close the fall season.

Choristers Rebecca Frazier-Smith and Ashley Gaar sang a service of holiday duets on December 19th. Ms. Frazier-Smith will sing for this week's Christmas Eve services, and Sherrille Reed for the December 26th service.

Children's Choirs

The FUUCA Children's Choirs finished out their second fall session with a multi-anthem service on December 12th. They then sang as part of the FUUCA Christmas pageant on December 15th.

Pianists and Pianos

We continue to roll along smoothly following John Sanders' abrupt departure in October. Many thanks to Bryan Uecker, Kathryn Govier, Wendy Kuo, Klondike Steadman and Austin Chamber Music Center's Michelle Schumann for ensuring that the church did not witness a dip in music quality during this transitional time.

As you are probably aware, John left behind a number of upright pianos in the building. He had hoped the church might purchase them all from him, but I decided that a) we have a few more pianos than we currently need, and b) buying all six would not be financially feasible.

I brought in an independent piano appraiser to assess the pianos, and worked out a deal with John for the three highest-quality uprights. While the amount was below John's asking price, it was a fair deal in accordance to instrument depreciation and the current market (\$4,000 for the Baldwin-Hamilton, Yamaha, and Kimball uprights).

The funding for the purchase came from a combination of music restricted funds, remaining 2010 music program funds, and unspent music personnel funds. Possession of these pianos will enable us to maintain a quality instrument for a) children's choir rehearsals, b) Howson Hall productions (for both FUUCA and outside events) and c) the music office.

John and I (with help from Sean) will soon craft some documentation absolving the church of any legal liability pertaining to John's remaining three pianos at FUUCA (which John hopes to sell).

Respectfully submitted,
Brent Baldwin

2011 Budget Proposal

For the Board of Trustees

By Ed Brock and Sean Hale (Executive Team)
12/21/2010

Recommended Budget:

The Executive Team recommends a 2011 budget designed to maximize the success of our settled minister search and build the foundation for us to fully live our mission. To that end, this budget prioritizes those budget items that will attract the largest number of qualified candidates and allow us to retain the best possible match.

Highlights	
Minister's Package	Full Package. Large Church Midpoint plus all UUA recommended benefits (health insurance, long-term disability, pension, and life insurance), plus moving expenses and professional expenses at UUA recommended rate.
Staff Compensation	Full Package. Large Church Midpoint for all staff, same benefits for FT staff as the minister, appropriate compensation for staff (per responsibilities).
Settled Minister Search Cmte.	Fully funded per UUA recommendations.
Religious Ed	Higher skill level for DRE position at roughly $\frac{3}{4}$ time. Rev. Lena Breen, a credentialed DRE/Minister will work Jan-May. June and July to be volunteer-led using a system to be created by Rev. Lena Breen before the end of her term. A credentialed DRE is funded for Aug-Dec. with the expectation that the new settled minister will wish to be involved in the decision of who to hire. Based on the assessment of Rev. Lena Breen, the higher skill level of a credentialed DRE is justified by the size and challenges of the FUUCA religious education program. At the same time, due to the way the religious education program has been staffed, only $\frac{3}{4}$ time DRE position is justified at this time.
Event Team	Hours cut 20% in anticipation of likely savings by switching to in-house event team/custodian/sexton.
Other	Other department and committee budgets frozen at 2010 levels with the exception of costs beyond our control like utilities and insurance.

The budget includes a line item on the income side not usually included, namely a fundraising event, specifically an auction. The \$18,000 target for this event represents a reasonable estimate of what a well-run auction could raise based on past auctions at FUUCA and auctions held at UU congregations of similar and even smaller size nationwide. This fundraiser should require no staff support beyond identifying and recruiting event leaders. A congregant has stepped forward to provide leadership for an auction fund raiser in the spring or early summer.

Board Covenant 11/10

As servant leaders of the congregation, we the Board covenant with one another to:

~ Frame all of our activities with mindful regard for the church's mission and vision.

~ Respect our time together by being focused, prepared and timely.

~ Engage with one another and our work by

being present and participating,

listening to ~~one another~~,

and supporting one another's leadership.

~ Communicate clearly by,

seeking to understand ~~one another~~,

addressing concerns directly ~~with one another~~,

and, at the end of our discussion, speaking with one voice.

~ Encourage our personal and collective health by

showing compassion and support ~~to one another~~,

respecting boundaries and limits,

and enjoying each other's good humor,

~ Conduct ourselves openly and respectfully in times of agreement and disagreement,

keeping confidentiality when it is requested,

and agreeing to be called back into covenant.

Executive Director's Report to FUUCA Board of Trustees

November 5 – December 10, 2010

The pace of office activity has accelerated considerably over the last several months. The retirement of two long-time, beloved staff members has also contributed to the workload as remaining staff have taken on their work and have managed the side effects that change and transition always bring.

My own responsibilities have grown tremendously. Although Ed Brock has taken direct responsibility for the religious education department, the transition there will continue to require additional time from Natalie, Jamie, and me as we help the system navigate change and deal with the anxiety that change causes. The transition to policy based governance has generated new responsibilities including the quarterly Church Council Meeting, a higher level of interaction with a variety of committees, and input to the board as they design and implement the new system.

We anticipate that the pace will pick up in the coming weeks. Although official church activity often slows down during this time of year, the office has many responsibilities related to the ending and beginning of the year. These include tax reporting, setting up pledges in the system, distributing year-end pledge statements, closing the books for the year, and updating ongoing reservations in the system.

Long story short, we find ourselves on a good path and all the changes will put us and the church in a better place in the long-term. However, in the short-term, we find our response time growing and fear that the quality and thoroughness of our work may slip noticeably.

Office & Staff

- Weekday Volunteers – Ann Edwards, Nancy Groblewski, and Mary Jane Ford continue helping us regularly in the office during the week.
- Custodian – I have conducted phone interviews with three promising candidates and hope to make a final decision regarding our new custodian before Christmas. The custodian will replace our paid cleaning service, close the building at least five nights per week, and also take care of general room setup.
- Temporary Opening and Closing Coverage – I intend to bring this temporary coverage situation to an end by the end of the month (at least for the most part). Among our volunteers, Monty Newton, Tom Martin, and Jim Burson have lent a hand. Among our staff, Lansing Bicknell, Beth Cortez-Neavel, and Andrew Young have each picked shift. Natalie Freeburg especially deserves recognition as she's currently closing 2 – 4 nights per week and helping out with special event sexton duties as well.

Finances & Data

- 2011 Budget – Ed and I presented, and the board approved, a proposed budget for the congregation. The congregation will consider it in January.

- Fall Canvass – at last count, the fall canvass figures have exceeded the pledge amount that appears in the budget. We expect a few more pledges to trickle in before the end of the year.
- Voting List – We have figured out how to generate the voting list from the new database. Fortunately, the process is much easier and less error prone than generating it from the old database.
- UUA Annual Fund – the UUA uses a different fiscal year from FUUCA (July to June rather than Jan to Dec), which creates many opportunities for confusion in recording our pledge and pledge payments to the UUA. In conjunction with Laurel Amabile (UUA Program Fund Officer), I believe we've found a solution. Going forward, we'll let them know in January or February what our pledge is for their fiscal year beginning in July. For example, in Jan/Feb 2011, we'll notify them of our pledge for their FY 2012 and pay the pledge in full in July 2011 (the month their FY 2012 begins). Our past records with the UUA will look a bit screwy for a variety of reasons (not only our annual giving), but that is pretty much beyond our control at this point. At least we'll have a system going forward on our giving.

Facility & Hardware

- Facility Committee – This month, the committee (particularly Charles Galloway) has worked with the RE department to install a double door between rooms 19 and 21. This follows a strong recommendation for such a door from Rev. Lena Breen. This work has begun (we now have a hole in the wall) and should wrap up by the end of the month..
- Parking Lot Czar – I don't remember exactly giving a specific title, but the winner is George Denny. George has noticed people parking in fire zones on Sundays and has graciously volunteered to leave them polite notes regarding this. I have granted him full and perpetual authority, power, privileges, and prestige to undertake this task.
- Rental Rates – our new minimal rental rates have allowed Natalie to increase her efficiency and better prioritize her time. This is particularly welcome as the number of large, potential new contracts has risen. She has detected no negative impact.

Other

- Policy-Based Governance – The transition to PBG will increase the long-term health and vitality of the church, but requires a significant time commitment. I spent at least 20 hours this month directly participating in meetings to forward the church's move towards PBG. Our transition has created additional work in the form of new responsibilities (like Church Council Meetings and working directly with committees that used to interact directly with the board) and managing the concerns that change creates.
- Congregational Meeting – due to the rescheduling of the congregational meeting to January, we will need to invest additional time in the coming weeks in redoing the voting list and the documents for the meeting.
- Website Redesign – our webteam has made significant headway in creating a new, user-friendly website. They hope to unveil the new, improved homepage by the end of January. I already feel great excitement from the early versions I've seen. Peter Roll and

Andi Windham have lead the effort and enlisted the valuable support of Julia Gregory and Lisa Carrell.

No Update this month

- Keys & Alarms
- Security Task Force
- Memorials & Staff
- Main office configuration
- Playground Safety
- Bequest Society
- 403b
- New Member Follow up
- Archive
- ChurchDB
- Room use analysis
- FORTH Taskforce

Some of my other regular activities (Reports for these usually appear elsewhere)

- Finance Committee Meetings
- One-on-one meetings with direct reports
- Board of Trustees
- Board Executive Committee
- Bridge Builder Action Team (A-Team)
- Volunteer recruiting and coordination
- Management Team Meetings
- Church Council & Congregational Meetings
- Office Staff Meetings
- Monthly meeting with Search Committee co-chairs

Respectfully submitted by Sean Hale. December 13, 2010.

Section I. Executive Limitations

The Senior Minister shall not cause or allow any practice, activity, decision, or congregational circumstance that is unlawful, in violation of professional ethics or commonly accepted business practices, or inconsistent with our values.

[Revised: November 20th, 2010]

A. Treatment of Members, Friends and Visitors

With respect to interactions with members, friends and visitors of the church the Senior Minister shall not allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

Accordingly, the Senior Minister shall not:

- Violate the confidentiality of member pledge information, except as required by members of the Finance and Canvass Committees to carry out their responsibilities.
- Fail to provide a reasonable level of safety, upkeep, access and functionality for the facilities.
- Fail to maintain and enforce procedures to ensure the safety of congregants and children while at the Church or at Church functions.
- Fail to establish, publicize and follow written policies for processing member grievances and suggestions.
- Fail to maintain a serious breach of covenant process.

Brendan Sterne 12/13/10 9:21 AM

Comment [1]: Removed imprudent, reordered

Brendan Sterne 12/13/10 9:21 AM

Comment [2]: Use disrespectful instead of undignified

Brendan Sterne 12/13/10 9:21 AM

Comment [3]: Removed mention of membership directory

B. Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Senior Minister shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional. Accordingly, the Senior Minister shall not:

- Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.
- Fail to make available to staff a written copy of the personnel policies.
- Prevent staff from approaching the board when internal grievance procedures have been exhausted and the employee alleges either that:
 - a) board policy has been violated to the employee's detriment, or
 - b) board policy does not adequately protect the employee's rights.
- Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications.

Brendan Sterne 12/13/10 9:23 AM

Comment [4]: Wordsmithing

H. Communication and Support of the Board

With respect to providing information and counsel to the board, the Senior Minister shall not cause or allow the board to be uninformed or unsupported in its work.

Accordingly, the Senior Minister shall not:

- Fail to submit the monitoring data required by the board in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored.
- Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.
- Fail to inform the board in a timely manner of material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
- Fail to gather sufficient staff and external points of view, issues, and options as needed for fully informed board decisions.
- Fail to report to the Board behavior or conditions that are detrimental to the work relationship between Board and the Senior Minister.
- Fail to advise the Board if, in the Senior Minister's opinion, the Board is not in compliance with its own policies.
- Fail to recommend changes in board policies, as the need becomes known to them.
- Deal with the Board in a way that favors or privileges certain board members over others.
- Make public statements about the position of the Church, if the official position is not formally adopted.

Brendan Sterne 12/13/10 9:24 AM

Comment [5]: Trimmed away redundant and overly detailed points.

Section II. Board-Executive Relationship

The Board's official connection to church operations, achievements, and conduct is solely through delegated authority to the Senior Minister.

[Revised: November 20th, 2010]

B. Accountability of the Senior Minister

The Senior Minister is the board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Senior Minister.

- The Board shall refrain from giving instructions to persons who report directly or indirectly to the Senior Minister.
- The Board shall refrain from evaluating, either formally or informally, any staff other than the Senior Minister.
- The Board shall view the Senior Minister's performance as identical to organizational performance, so that accomplishment of the Ends and avoidance of policy-proscribed means will be viewed as successful Senior Minister performance.

Brendan Sterne 12/13/10 9:26 AM

Comment [6]: Wordsmithing

A. Delegation to the Senior Minister

The Board shall delegate authority to the Senior Minister through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies. Accordingly, the Board shall:

- Develop policies instructing the Senior Minister to achieve specified results. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.
- Develop policies that limit the latitude the Senior Minister may exercise in choosing the organizational means. These limiting policies shall describe those practices, activities, decisions, and circumstances that would be unacceptable to the board even if they were to be effective. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies.
- Authorize the Senior Minister to use any reasonable interpretation of the board's Ends and Executive Limitations policies, to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities. Such decisions of the Senior Minister shall have full force and authority as if decided by the board.

Brendan Sterne 12/13/10 9:27 AM

Comment [7]: Wordsmithing

B. Monitoring Senior Minister Performance

Regular and systematic monitoring of the Senior Minister's job performance will be solely measured by accomplishment of Ends in accordance with Executive Limitations policies.

- Monitoring determines the degree to which Board policies are being met.
- The Board shall acquire monitoring data by one or more of the following methods:
 - (a) By internal report, in which the Senior Minister discloses compliance information to the Board;
 - (b) By external report, in which an external, disinterested third party selected by the Board assesses compliance with Ends and Executive Limitations;
 - (c) By direct Board inspection, in which one or more Board members designated by the Board, or the Board as a whole, assess compliance with Board policy.
- In every case, the standard for compliance shall be any reasonable interpretation by the Senior Minister of the policy being monitored.
- All policies that instruct the Senior Minister will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on the attached schedule (Appendix A).

Brendan Sterne 12/13/10 9:27 AM

Comment [8]: Wordsmithing. Please note that Monitoring Schedule (Appendix A) is TBD.

2011 Budget Proposal v 12/21/10

	2010 BUDGET	2010 ACTUALS (Jan-June)	2011 PROPSAL
INCOME			
Contributions			
Forum	\$0	\$961	\$2,000
Pledge (12/21/10 w/4% discount)	\$450,000	\$218,461	\$531,090
Sunday Plate	\$65,000	\$13,952	\$45,000
Sunday Coffee Service	\$4,000	\$1,455	\$3,000
Other	\$5,000	\$3,929	\$7,000
Rental	\$50,000	\$26,469	\$55,000
Misc. Income	\$2,000	\$5,784	\$10,000
Fundraiser	\$0	\$0	\$18,000
Interest & Dividends	\$72	\$187	\$300
	\$576,072	\$271,198	\$671,390
EXPENSES			
Ministry Department	\$104,292	\$47,710	\$137,272
Music Department	\$80,431	\$36,388	\$86,762
Religious Ed Department			
2010 Categories	\$107,897	\$44,569	\$109,784
Sunday Kitchen			\$11,473
Program Support Dept	\$190,204	\$77,536	\$210,048
Infrastructure Dept	\$68,525	\$37,487	\$65,579
Committees			
Board/Council	\$0	\$0	\$0
Congregational Care	\$50	\$0	\$50
Facilities	\$20,000	\$5,621	\$20,000
Fellowship	\$1,000	\$177	\$1,000
Finance	\$0	\$0	\$0
Forum	\$250	\$0	\$250
Grounds	\$6,000	\$2,955	\$6,000
Media	\$625	\$621	\$625
Membership	\$500	\$0	\$500
Nominating	\$1,000	\$324	\$1,000
Settled Minister Search	\$750	\$37	\$8,300
Social Action	\$1,500	\$228	\$1,500
Webteam	\$0	\$0	\$0
Stewardship	\$2,250	\$432	\$2,250
Other Operating Fund			
Income Offsets	\$0	\$4,563	\$10,730
Misc Expenses	\$9,692	\$2,105	\$5,161
Charitable Contributions	\$12,350	\$3,150	\$12,350
	\$607,316	\$263,904	\$690,634
Net Budget Income/Expense	-\$31,244	\$7,294	-\$19,244
Paradox Players Transfer/Pledge			\$5,000
Annual MSF Transfer to Operating Fund			\$14,394
Net Change to Operating Fund			\$150

The Infrastructure Department includes what was previously called the Facilities and Grounds department, less the facilities and grounds committees budgets.

The Sunday Kitchen 2010 budget and actuals appear in the Other Operating Fund and Infrastructure budgets.

The annual transfer to operating fund is based on 5.5% of 9/30/10 Memorial Savings Fund Balance of \$261,707. This is not a true income item, but rather the removal of restriction from funds as provided for by the FAMP, making the funds available to the operating fund.

The fundraiser assumes a 95% lay leader role, with Executive Team's role being limited to recruiting volunteers to lead and organize the event.

Updated: 12/21/10

FUUCA Policy for Serious Covenant Breaches

DECEMBER, 2010

I. Introduction

A. The foundational principles guiding our relationships are expressed in our UU principles, the FUUCA Mission Statement, our Covenant of Healthy Relationships, and in FUUCA's Values and Ends Statements.

We define a breach of Covenant to be the explicit and clear violation of FUUCA's Covenant of Healthy Relationships or its Value and Ends Statements.

B. FUUCA strives to be an inclusive community, embracing our differences in beliefs, opinions, and life experiences. We value inclusivity and understand that freedoms are stifled when relationships are unhealthy or feel unsafe; thus we are committed to ensure that relationships in our community are strong and vibrant. Significant, repeated and, most especially, intentional breaches of our Covenant are injurious to our relationships, and threaten the vitality and viability of our community.

C. We believe that FUUCA members and participants are each responsible for maintaining an atmosphere where both safety and openness thrive. When a breach of Covenant occurs (by which we mean a violation of our Covenant of Healthy Relationships or FUUCA's Values and Ends Statements), it is appropriate for persons in a position of leadership, or any individual who observes the breach, to address the situation promptly out of caring and with reference to our Covenant. A satisfying resolution is the desired outcome.

II. Chronic and/or Serious Covenant breaches

A. Chronic and/or Serious Covenant breaches occur when a perceived serious breach of covenant threatens the emotional and/or physical security of members, staff, friends and guests. The privileges and inclusion of any individual must always be balanced by concern for the congregation as a whole as well as another person or group of persons.

B. The policy applies to a situation occurring on FUUCA property, off-site FUUCA- sponsored gatherings and all forms of electronic and written communications. It applies to any individual whether a member, staff, friend or visitor, whether an adult or child, and to an individual, two or more people and groups.

C. Some situations that might constitute a serious Covenant breach are: perceived threats to anyone's sense of safety; disruptions of activities; intentional and repeated violations or disregard for FUUCA policies, procedures and official decisions.

III. *Process*

A. If an incident described in section II above occurs, it is the responsibility of a leader or member of the congregation to bring this to the attention of the Executive Team, who will then make a decision regarding a response. The response will be a.) decide it is beneath the threshold to trigger recognition of the incident as a behavior activating this policy and no further attention to the matter is merited. b.) decide the incident is beneath the threshold to trigger recognition of the incident as a behavior activating this policy but requires action

(possibility quickly) to deal with the matter (such as a certified letter to a non member who has acted in a threatening manner toward staff or members). c.) decide the incident is beneath the threshold to trigger recognition of the incident as a behavior activating this policy but needs a response involving some form of mediation or reconciliation. d.) decide the incident does trigger recognition of the incident as a behavior activating implementation of this policy in which case the process described in point B. below begins.

B. A sub-committee of at least one member of the Executive Committee and Senior Minister, or a person chosen by the Senior Minister as his/her surrogate, to be called the Healthy Relationships Team, formed and dissolved on an as needed basis by the Senior Minister, will be formed to address serious and chronic breaches of covenant. When a serious breach requires an immediate response, this may be done by the Senior Minister, Board President, Vice President, or person delegated the role by the Senior Minister, with the understanding that this task is to be taken up by the Healthy Relationships Team as soon as possible. If the behavior does not stop in response to a request for such, the Healthy Relationships Team may choose to implement one or more of a range of options, including, but not limited to, the following: asking the person(s) to leave the committee or group they were attending in which the behavior occurred, removing them from electronic networks, suspend the meeting or activity they were engaged in until the matter can

satisfactory resolved. The ultimate step, all other avenues and approaches failing, would be to call the police for assistance.

C. Any time such actions are taken and a minister is not present, a member of the Executive Team (the Senior Minister, Assistant Minister or Executive Director) should be notified as soon as possible.

D. In the situation where a serious breach of the church covenant does not allow or require an immediate response, but merits a serious response, an oral or written report may be written by the Healthy Relationships Team and given to the Executive Team. Careful thought and prudent care should be given prior to making such a report.

E. Once a matter is referred, confidentiality will be maintained except in cases in which a behavior poses a threat to self or others and then the decision to reveal information must be thoroughly considered.

FUUCA will follow all applicable state laws and reporting procedures for child and elder abuse.

F. When a written report is made, a member of the Healthy Relationships Team will inform the person that a concern has been filed about their behavior and is being assessed by the Healthy Relationships Team. An exception to this rule is if such action would be deemed unwise from a legal standpoint or due to the possibility of physical harm.

G. General guidelines to be followed by the Healthy Relationships Team:

- 1. Deal with people and situations on an individual basis.**
- 2. Do not pre-judge until all the facts are known.**

3. Focus on facts, and not imagination, rumor, assumptions, biased opinions, and secret agendas posing as objective opinion.

4. Avoid stereotyping.

5. Gather the information required to obtain a complete picture of the situation.

6. Consult, as needed, useful, or prudent, with appropriate individuals and resources to get clarity about relevant laws and legal implications.

7. When deemed essential to the assessment process, the Executive Team may be asked to authorize funds for a professional background check to assure the correct identity of the person in question and determine if there are records of past criminal activity involving threats, harassment, or actual harm to other persons or property. (Acts of conscience or civil disobedience which may have resulted in criminal charges or convictions may receive distinct consideration.)

H. The following questions must be considered:

1. Dangerous: Is the behavior a real or possible danger to persons or property?

2. Disruptive: How much interference is caused to safe, healthy interactions, the community as a whole, FUUCA events and the functions of the staff as a result of this behavior?

3. Offensive: How likely is it that existing or prospective members will be driven away by this behavior?

I. The following issues provide a useful framework to explore the incident in question:

1. Causes: Why is this disruption occurring? Is it due to a lack of information or familiarity with the FUUCA community? Is it due to cultural differences? Is it a conflict between the individual and others in the community? Is it due to a professionally diagnosed condition of mental illness?

2. History: What is the frequency and degree of disruption? Have there been other reported breaches of a similar or different nature in the past?

3. Probability of change: How responsive has the individual(s) been to previous coaching or intervention? How likely is it that the behavior will diminish in the future due to attempts at encouraging change?

4. To what extent might others in the community have provoked the disruptive behavior?

J. The Healthy Relationships Team may implement the following levels of response, as appropriate to the situation:

1. No Action: It may be determined that no action is warranted, and a designated person from one of the Team will explain and discuss this with the person(s) who filed the report. Mediation or other resources may be offered in the event of a conflict between two parties.

2. Warning: A designated person from the Team will meet with the individual(s) whose behavior is determined to be dangerous, destructive or offensive, to communicate the concern and behavioral expectations with reference to our Covenant.

3. Suspension: The individual(s) whose behavior is determined to be dangerous, destructive or offensive will be excluded from FUUCA

and/or specific activities for a limited period of time, with the reasons and the conditions of return made clear in writing.

4. Expulsion: If the requested behavioral change is intentionally or repeatedly ignored, or the content of the breach is so serious, and after a thorough assessment and meeting with the parties involved, the Healthy Relationships Team, acting as a hearing panel, may recommend to the Board of Trustees that the individual(s) be expelled from membership and/or participation in the congregation. The Board of Trustees may accept or reject the recommendation or may consider the matter *de novo*. If expulsion is approved, the Board shall write a letter to the individual explaining the reasons for the action taken.

FUUCA Board of Trustees

Meeting date: **Tuesday, October 19, 2010** **Started: 7:00 PM** **Ended: 8:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Eric Stimmel

Minutes rec. by: Klondike Steadman

Attendance:

Present: Brent Baldwin, Margaret Borden, Ed Brock, Sean Hale, Eric Hepburn, Chris Jimmerson, Kae McLaughlin, Nell Newton, Klondike Steadman, Brendan Sterne, Eric Stimmel, Michael West, Laura Wood

Regrets:

Absent:

Late:

Guests:

Gary Bennett (present), John Franks (present), Michael Kersey (present), Sharon Moore (present), Jill Wiggins (present)

Meeting Documents:

- 10-10 DoM report to the BoT.doc
- Church Committee Communication and Reporting X-10.doc
- ED report X-10.doc
- Minister's report 10-10.pdf
- New P and P changes per Committee changes X-10.doc
- Sept 2010 Financial Report 11-X-10.xls
- Sept 2010 Financial Report Cover Sheet X-10.doc
- SMSC request for midpoint.pdf

Meeting Minutes:

1. Committee business

1.1. Call to Order

Eric Stimmel

Status: Completed

1.2. Board Covenant

Ed Brock

Status: Completed

1.3. Adopt Consent Agenda & Approve Last Meeting's Minutes

Klondike Steadman

adopted

Status: Completed

1.4. Adopt Meeting Agenda

Klondike Steadman

Item 3.6 will be moved to next month's meeting.

Laura moved, Chris 2nd, adopted

Status: Completed

1.5. Visitors Forum

Sharon Moore

The smsc presented a report advocating for a budget that provides for a settled minister's salary at midpoint. See attached report.

Documents:

- SMSC request for midpoint.pdf

Status: Completed

2. Old business

No Old business

3. New business

3.1. All Council delegated to Executive Team

Sean Hale

It is proposed that the Executive Team shall organize and facilitate All Council Meetings in order to better facilitate communication between committee chairs and the executive team (see attached document)

Susan raised the concern that the by-laws state that the board appoints committee chairs. Sean answered that this is in effect delegating that authority.

Chris moved

Kae

Resolution #:

Moved by: Chris Jimmerson

Seconded by: Margaret Borden

Status: Carried

Vote: All

Documents:

- Church Committee Communication and Reporting X-10.doc
-

3.2. Committee Chairs to report to Executive Team

Sean Hale

In keeping with our transition to PBG we are requesting that committee chairs now report directly to the executive team, except in cases of abuse.

Resolution #:

Status: Carried

Vote:

3.3. Appointing By-Laws Task Force

Chris Jimmerson

The Governance Task Force offered to handle this in the course of their meetings, if they could bring in other church leadership resources.

Kae expressed concern for the members of the Governance Task Force regarding their work load. The members answered that they were capable of doing this by mid-Spring if they are able to bring in outside assistance.

Resolution #:

Status: Carried

Vote:

3.4. Nominating Committee Chair Proposals to go to Exec. Team

Eric Stimmel

The Nominating Committee will give its committee chair recommendations to the executive team in May 2011 for the following year.

The board delegates the authority vested in us to appoint or approve the committee chairs to the executive team.

The language from the earlier motion gives the exec team the power to negotiate the best procedures with

the Nominating Committee.

Motion was moved by Chris
Eric H seconded
All approved except Michael
Status: Completed

3.5. Report on Linkage

Susan Thomson

Our linkage plan currently includes a linkage form that is on the website under board documents. It has only been used once, so please use this form to report linkage opportunities.
Susan reported on the feedback she received from an elderly couple about the lack of programs for elderly members.

Status: Completed

3.6. Policy and Procedures Manual Approval

Brendan Sterne

This vote is to clarify exactly which version of the manual one has officially been adopted and is in use. The official version will then be posted to the website.

Resolution #:

Status: Deferred: 11/16/2010

3.7. Stewardship Request for \$750 in additional funds

Eric Stimmel

Given that Stewardship has used it's extremely sparse budget, which was cut by 50% this year, this amount is requested as the absolute minimum necessary to continue to do the extremely good job they are already doing.

This money would come from the board's discretionary fund.

Resolution #:

Moved by: Brendan Sterne

Seconded by: Eric Hepburn

Status: Carried

Vote: All

3.8. Break

Short break since we will be having dinner provided before the meeting.

Status: Completed

3.9. Governance Exercise

Brendan Sterne

The board gathered into small groups to try to come up with the top level policy statement on the exec limitation.

There was some discussion about how restrictive or open the limitation should be. Chris pointed out that all of them were pretty broad and that is good since we can continue to write lower level limitations until we feel that we would be happy with any reasonable interpretation.

We then went on to consider one or two areas in which we might want some additional limitation.

Again, there was a discussion of how detailed the additional limitations needed to be.

Finally Brendan handed out a comparison sheet from Joe Sullivan which compared 4 sets of policies on three level 2 limitations.

Status: Completed

3.10. Budget and S.M. Search Committee offer

Ed Brock

Ed Brock presented a budget priorities overview based on the latest canvass numbers. A more complete budget will be presented at the November meeting.

The board voted to authorize the Search Committee to offer the UUA midpoint of \$87,900 in Salary and

Housing and accompanying benefits as recommended in a total package not to exceed 117,560, to Settled Minister Candidates in the First UU online Congregational Record and other documents they may create.

Resolution #:

Moved by: Eric Hepburn

Seconded by: Chris Jimmerson

Status: Carried

Vote:

3.11. Executive Session

Eric Stimmel

Executive session to discuss personnel matters.
(Laura Wood, Minutes)

Status: Completed

3.12. Interim DRE reports

Nell Newton

Discussion of Interim DRE's reporting procedure: The trustees discussed that the accountabilities and responsibilities of the DRE should be delegated to the Executive Team and that once a DRE is hired, they should report directly to the Executive Team, not the Board.

Resolution #:

Moved by: Chris Jimmerson

Seconded by: Brendan Sterne

Status: Carried

Vote: All

4. Committee business

4.1. Process Evaluation

Michael West

Status: Completed

4.2. Board-Executive Team Covenant Reading

Ed Brock

Status: Completed

Total time scheduled: 126 min

FUUCA Board of Trustees

Meeting date: **Tuesday, November 16, 2010** **Started: 6:30 PM** **Ended: 8:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Eric Stimmel

Minutes rec. by: Klondike Steadman

Attendance:

Present: Margaret Borden, Ed Brock, Sean Hale, Eric Hepburn, Chris Jimmerson, Kae McLaughlin, Nell Newton, Klondike Steadman, Brendan Sterne, Eric Stimmel, Susan Thomson, Michael West, Laura Wood

Regrets:

Absent: Brent Baldwin

Late:

Guests:

Bill Edwards (present)

Meeting Documents:

- 2011 Budget Cover for BoT Mtg 16-XI-10.doc
- Board Covenant Final.pdf
- Copy of Linkage Calendar.pdf
- Cov Bd and ExecTeam.doc.pdf
- ED report XI-10.doc
- FUUCA 2011 Budget Proposal BoT Mtg 16-XI-10.pdf
- Fuuca Policies and Procedures 2010-03-09.doc
- Oct 2010 Financial Report Cover Sheet 5-XI-10.doc
- october financial report 5-XI-10.xls

Meeting Minutes:

1. Committee business

1.1. Call to Order

Eric Stimmel

Status: Completed

1.2. Board Covenant

Ed Brock

Mike asked that the covenant be amended at the next meeting.

Status: Completed

1.3. Adopt Consent Agenda & Approve Last Meeting's Minutes

Klondike Steadman

adopted except minutes which are waiting on confirmation of the exact number the Settled Minister Search Committee has been authorized to offer candidates.

Status: Completed

1.4. Adopt Meeting Agenda

Klondike Steadman

Added visitors forum and moved 1.5 to after 3.5

Eric H moved

Chris 2nd

amended agenda adopted.

Status: Completed

1.5. Item moved.

This item was moved to later in the meeting.

Status: Completed

2. Old business

2.1. Policy and Procedures Manual Approval

Brendan Sterne

This vote is to clarify exactly which version of the manual one has officially been adopted and is in use. The official version will then be posted to the website.

Margaret brought up that since we have not thoroughly read this 113 page document and since we will be delegating the upkeep of this document to the executives we should not be expected to vote to adopt it.

The board adopts this document as its "best effort" collection of the policies and procedures as of June 1 2010.

Resolution #:

Moved by: Brendan Sterne

Seconded by: Chris Jimmerson

Status: Carried

Vote: Mike West abstained

Documents:

- Fuaa Policies and Procedures 2010-03-09.doc
-

3. New business

3.1. Visitors forum

3 visitors, none wished to speak. Mike said there was a "virtual" visitor (email message) who wished to see the agenda ahead of time.

Status: Completed

3.2. Update on the RE Director situation

Ed Brock

Ed summarized Lena's visit as very productive and well received. he recommended that Lena be the interim director until May or June, while acknowledging that this might not be possible.

Ed went on to state that whoever is interim for the remainder of this year is not as important as who is the interim for 2011-12. We will need to have a second interim so that we can do an excellent job finding a permanent DRE for 2012-13.

Nell brought up that we need to be aware that having an interim through the summer of 2011 is important so that we can have strong summer program, or at least a solid curriculum set up for the summer.

Status: Completed

3.3. Report from the Nominating Committee

Eric Stimmel

The nominating committee reported the resignation of Amy McFadden a few months ago. They are pleased to recommend that Derek Howard be appointed to the nominating committee to complete Amy's one year term.

Mike moved, Chris seconded the motion to appoint Derek to the Nominating Committee.

Motion passed.

Status: Completed

3.4. Budget

Ed Brock

Ed Brock presented the attached budget. There was general agreement that this represented a major step forward for the congregation to be able to meet all staff salaries at midpoint without borrowing from savings.

There was consensus among the board members to recommend this budget at the congregational meeting.

Documents:

- 2011 Budget Cover for BoT Mtg 16-XI-10.doc
- FUUCA 2011 Budget Proposal BoT Mtg 16-XI-10.pdf

Status: Completed

3.5. Volunteer Coordinator position

Eric Hepburn

Eric H proposed bringing to the congregational meeting a proposal to hire a volunteer coordinator. Pending the December and May congregational votes FUUCA commit to using a maximum of \$40,000 for the first year, \$20,000 for the second year and \$10,000 for the third year from the Memorial Savings Fund for funding a volunteer coordinator.

Resolution #:

Moved by: Eric Hepburn

Seconded by: Chris Jimmerson

Status: Carried

Vote: All, Laura abstained

3.6. Governance Task Force

Chris Jimmerson

The GTF reported on:

1) a possible date for a special congregational meeting (Feb. 27th)

2) Progress toward a Disruptive Behavior Policy

Ed has put together one that he will bring to the board at the next meeting.

3) Reminder about Policy Picnic (Nov 19-20)

4) Linkage updates

Susan presented the updated linkage calendar for everyone to mark their calendars.

Status: Completed

3.7. Process of Bringing in a consultant.

Eric Stimmel

There was a discussion of the Process of Bringing in a consultant, spurred on by the hiring of the RE consultant. It was agreed that the executive team is empowered to make whatever hires are within its budget.

There was further discussion of how operating as if we are under Policy Governance allowed the executive team to take effective action in the best interest of the church and on point with the mission in a timely manner.

Status: Completed

3.8. motion to extend meeting by 5 minutes

Eric Stimmel

Resolution #:

Moved by: Chris Jimmerson

Seconded by: Eric Hepburn

Status: Carried

Vote:

3.9. Delegating the agenda of the congregation meeting the executive committee

Eric Stimmel

There was a motion to delegate the agenda of the congregation meeting the executive committee.

Resolution #:

Moved by: Brendan Sterne

Seconded by: Chris Jimmerson
Status: Carried
Vote: all

4. Committee business

4.1. Process Evaluation

Eric Hepburn

Given the late time of the meeting, we elected to forego this process.

Status: Completed

4.2. Board-Executive Team Covenant Reading

Eric Stimmel

Status: Completed

Interim Minister's Report to the Board for Month of November

Rev. Ed Brock

FUUCA

December 21, 2010

Activities

Preached three Sundays

Attended one transition team meeting

Attended one executive committee meeting

Attended a Board meeting

Had approximately four pastoral care meetings per week each week of the month

Had three meetings with Rev. Lena Breen

Had one meeting with Executive Director and Rev. Lena Breen

Mid-month assumed supervisory responsibility for religious education staff

Had one meeting with Executive Director and chair of Nominating Committee

Led one Pre-Congregational meeting

Continued conversations with two church members regarding their interest in UU ministry

Met twice with Rose Ann Reeser regarding plans for a Legacy Circle

Met twice with chair of Social Action Committee

Attended two staff meetings

Sat in on three conference calls regarding policy governance implementation

Met twice with chair of Worship Committee

Met three times with Co-Chair of Search Committee

Focus for the Month of November

The Religious Education Program

Anticipated Focus for Month of December

Religious Education Program

Issues on the Horizon

Working with Rose Ann Reeser on Legacy Circle

Working with Religious Education program

Dialoguing with church leaders about policy governance

Finalizing the 2011 budget with congregational approval

Observations

The Board has worked diligently and skillfully to develop policy governance. There is a gap between the Board's high level of comprehension of policy governance, on the one hand, and committee chairs and committee members and church members generally, on the other hand. Misunderstanding flows into this gap in certain places.

Over the next several months, it will be useful to close this gap through conversations.

FUUCA Board of Trustees

Meeting date: **Tuesday, December 21, 2010** **Started: 6:30 PM** **Ended: 8:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Eric Stimmel

Minutes rec. by: Klondike Steadman

Attendance:

Present: Brent Baldwin, Margaret Borden, Ed Brock, Sean Hale, Chris Jimmerson, Kae McLaughlin, Nell Newton, Klondike Steadman, Brendan Sterne, Eric Stimmel, Susan Thomson, Michael West

Regrets: Eric Hepburn, Laura Wood

Absent:

Late:

Guests:

Beverly Donoghue (present), John Keohane (present), Roseanne Reeser (present)

Meeting Documents:

- 12-10 DoM report to the BoT.doc
- 2011 Budget Cover for BoT Mtg 21-XII-10.doc.pdf
- Board Covenant 11.doc
- ED report XII-10.pdf
- For Approval - Complaints - 12-13-10.pdf
- FUUCA 2011 Budget Proposal Dec BoT 21-XII-10.pdf
- FUUCA Policy for Serious Covenant Breaches.pdf
- Minutes_10-19-2010.pdf
- Minutes_11-16-2010.pdf
- Report To Board For Month of Nov. - Austin.pdf

Meeting Minutes:

1. Committee business

1.1. Call to Order

Eric Stimmel

Status: Completed

1.2. Board Covenant

Ed Brock

Status: Completed

1.3. Adopt Consent Agenda & Approve Last Meeting's Minutes

Eric Stimmel

This item covered minutes from both the October and November meetings since the October minutes had not been officially approved at the previous meeting.

moved Margaret

seconded Chris

approved all

Documents:

- Minutes_11-16-2010.pdf

Status: Completed

Comment:

On Tuesday, December 21, 2010 6:38 PM Michael West wrote:

Just a quick note that the October Minutes were not approved. I do not see them on this agenda. Perhaps I'm missing them somewhere.

Michael

1.4. Adopt Agenda

Eric Stimmel

Resolution #:

Moved by: Chris Jimmerson

Seconded by: Kae McLaughlin

Status: Carried

Vote: all

1.5. Process Survey

Eric Stimmel

Eric totally spaced this but promises he'll bring it next time.

Status: Completed

1.6. Visitors Forum

Eric Hepburn

John Koehane presented the attached report from the Denominational Affairs Committee and wanted to know about any conflicts with the date of Jan. 30th at 12:30 to have a congregational response to the UUA Social Action Resolutions.

Beverly Donoghue gave the board an update on Austin LEAD. A participatory weekend residential workshop February 4-6th for high school youth on diversity and democracy. Interfaith Alliance, 1st UU, and Texas Impact are sponsoring the project. The Veatch Program of the UU Congregation at Shelter Rock, Austin Area Interreligious Ministries, and Live Oak Endowment are early supporters of the project. (see attachment)

Documents:

- !Brochure - 11 18 10.pdf
- Austin LEADD - Where We Stand - 1st UU Board - 12 21 10.doc
- Meet with Others from Our Church to discuss and vote on a congregational response to UUA Social Action Resolutions.doc

Status: Completed

2. Old business

No Old business

3. New business

3.1. Wording of the Board Covenant

Michael West

Mike propose several changes to the wording of the board covenant. The attached document was approved.

Resolution #:

Moved by: Kae McLaughlin

Seconded by: Chris Jimmerson

Status: Carried

Vote: All

Documents:

- Board Covenant 11.doc

3.2. Communication with congregation regarding board meeting minutes and agenda

Klondike Steadman

The secretary will begin the practice of posting the agenda online and at the church the week before the meeting. In addition, he commits to be better about getting the printed version of the minutes up at church in a timely manner.

Status: Completed

3.3. Planned Giving

Kae McLaughlin

Kae gave a report on the progress toward a planned giving campaign. Roseanne Reeser added more information about how donors could restrict the moneys they are willing to a particular fund.

Margaret added that there are other ways that someone can make a planned gift. Roseanne acknowledged this but suggested that we should start with wills because that is the most well-known way to make a planned gift.

Status: Completed

3.4. Governance Task Force

Chris Jimmerson

The Governance Task Force lead an exercise on Policy Based Governance where they broke into 2 groups and considered the following questions: "What are the traits, qualities and skills of a person who would function well on PBG Board?" and "What should a prospective board member expected to do?" (see attached document for answers).

Documents:

- Brainstorm.doc

Status: Completed

3.5. Reports from the Policy Writing Teams

The process of completing the Board Policies will include each group presenting their written work on their assigned Policy area by email to be reviewed by the board before the meeting so that anyone on the board can give feedback before the meeting. Once the work is presented the board will discuss and "accept" or not accept the work. As each area is accepted it will be added to an overall document which will then be reviewed for internal consistency of wording. This final document will then only be brought up for a vote of approval when we are ready to officially move to Policy Based Governance.

Susan, Chris and Klondike orally presented their work on the Bylaws Revisions. The group has made some decisions for recommendations on how to structure the officer positions and will continue their work as soon as some of the other major policy work is completed.

Margaret and Brendan presented the attached complaints document Chris motioned to accept, Susan seconded, all approved accepting their work.

Documents:

- For Approval - Complaints - 12-13-10.pdf

Status: Completed

3.6. Endorse "Serious Covenant Breach" Policy submitted by minister

Ed Brock

Ed presented the attached document for approval to the board.

Mike moved to endorse the document

Kae seconded

All approved.

Documents:

- FUUCA Policy for Serious Covenant Breaches.pdf

Status: Completed

3.7. Speaking with one voice at Congregational Meeting

Eric Stimmel

There was a discussion about how we respond when there are discussions that are on topics that the board has not considered.

Status: Completed

3.8. Membership Update

Ed Brock

Ed noted that recent analysis of the membership has led to the conclusion that voting membership is below 500 (probably somewhere in the neighborhood for 425-450). This is to be expected given the fact that we are in the second year of intern ministry and very significant trauma of the dismissal of the last minister. It is typical that when there is a settled minister in place for membership to steadily rise.

It was suggested that for the purposes of staff compensation at mid-point for a "large church" it would be impossible to run the church based on the membership number at any individual moment in time as we might be forced to change compensation packages that had been contractually agreed upon.

Status: Completed

3.9. Recapping Pre-congregational meetings

Eric Stimmel

There was a brief discussion of what took place at the pre-congregational meetings.

Status: Completed

3.10. Break

Eric Stimmel

Status: Completed

3.11. Budget Discussion

Ed Brock

Ed and Sean presented that they have been working on the 2011 budget in detail almost daily. The differences include:

- 1) reducing expected pledges by 4% based on detailed analysis of past results.
- 2) The budget for the DRE position has been reduced. Lena has brought up that it is important that the church has a credentialed DRE and that the position in her opinion is a 3/4 time position, not a full-time position. It was also noted that the months of June and July could be without a DRE for this year since church attendance is typically down. These months could be covered through volunteers who would be set up by Lena in her work before she leaves in May.

The net change to the operating fund under this new budget would be \$150 - in other words, a balanced budget.

Resolution #:

Moved by: Kae McLaughlin

Seconded by: Brendan Sterne

Status: Carried

Vote: All

Documents:

- 2011 Budget Cover for BoT Mtg 21-XII-10-1.doc.pdf
 - FUUCA 2011 Budget Proposal Dec BoT 21-XII-10.pdf
-

4. Committee business

4.1. Process Survey

Eric Stimmel

Status: Completed

4.2. Board-Executive Team Covenant Reading

Klondike Steadman

Status: Completed

Total time scheduled: 138 min