

Second Unitarian Church  
Board of Trustees Meeting  
Wednesday, December 12, 2012

**I. Gathering**

A. Meeting called to order at 7:09 pm.

B. Attendees:

1. BOT: Berlinda Browne, Andrea LeVasseur, Amy Markley, Gregory Redfeairn, Melanie Bienemann, Laura Barnes
2. Absent: August Staas, Monica Drane, Jonathan Dunmore, Kellie Kelly, (P.D. Wadler – resigned)
3. Staff: Rev. Adam Robersmith, Jen Duston
4. Additional: Neal Shankman, Lew Harding

C. Agenda Finalization - Berlinda

D. Approval of Minutes

**Approved:** Andrea moved to approve the November 2012 board meeting minutes; Laura seconded; approved unanimously.

**II. Staff Reports**

A. Minister - Rev. Adam Robersmith

*Please refer to the written report – Attachment A*

1. Rev. Adam reported that he will be using a new report format that will help with COMs evaluations.
2. Visioning group needs to form to help build vision from workshops and search materials.
3. Membership orientation improved, but we need to address the full sanctuary on Sunday mornings.
4. 2U as a Neutral Party is still waiting on lawyer input to approve a draft letter.
5. Social Justice Council retreat went well and accomplished a lot.
6. Office will be closed from Christmas through New Year's Day.

B. Office Administrator – Jen Duston

1. Jen reported that new renters started in loft.
2. The new tables have arrived.

C. Director of Faith Development – Kellie Kelly absent

**III. Board Reports**

A. Board Chair Report – Berlinda

Berlinda reported that she will be meeting with the Sunday Service Committee.

As board chair, Berlinda approved all current committee chairs: Building and Grounds Committee: Don MacGregor, COM: Jill Althage, Darrin Weatherspoon, Finance: Gregory Redfeairn, Green Sanctuary: Libby Harvey-Hill, Hospitality: Ann Nelson & Nathan Miller, LFD: Sue Dunmore, Membership: John Broome, Music: Rosalind Hurwitz, SSC: Linda Marquis, Safe Congregations: Lourdes Guerrero, and Social Justice: Curtis Smith.

The Esther Fleishman Family Trust distributed a check for \$57,977.72 to the Fleishman Reserve Fund, held by Second Unitarian Church, to be used for the specific purposes of the Fleishman Reserve Fund, unless the Board of Trustees of the Second Unitarian Church affirmatively vote to use the funds for the general charitable purposes of the Second Unitarian Church.

B. Treasurer's Report – Gregory

*Please refer to the written report – Attachment B*

1. Gregory reported that the \$57,977.72 bequest from the Esther Fleishman Family Trust was specified to be placed in its entirety into the Fleishman Reserve Fund.
2. The Finance Committee continues to discuss reallocation of Rasmussen Fund into a longer term investment profile leaving \$10,000 in cash.

3. Gregory encouraged the board to start paying back the balloon payment as mortgage rates are at historic lows.

C. Finance & Fundraising

1. Neal Shankman proposed a folk music festival in the sanctuary as a 2U fundraiser, featuring Laura Joy and Chris Corsale, on February 16. Rev. Adam agreed to check out the musicians first. Tickets would be \$25 bundled with a CD. Revenue would be split between 2U and musicians. The board discussed.
2. **Approved:** Neal Shankman moved that 2U approve and promote a folk festival fundraiser, pending musician approval from Rev. Adam; Melanie seconded; approved unanimously.
3. Lew Harding offered suggestions for reminding the congregation about the budget deficit. The board discussed. Jen agreed to put the deficit numbers from the budget report into the body of the Anvil newsletter.
4. Lew asked for information on the fall fundraiser. The board discussed. Gregory suggested that the board owns the followthrough regarding fundraising events.

D. Council Report – Laura

1. Laura reported that only one person attended the council meeting and that Building & Grounds have been doing a great job.

IV. **New Business**

A. Classroom Carpets

1. Lew reported that Gabrielle used to vacuum the classrooms. Kellie asked the teachers to do it. Lew suggested it be added to the cleaning budget. Jen reported that vacuuming would add \$85 a month to the cleaning costs. The board discussed.
2. **Approved:** Melanie moved that board ask hospitality to vacuum the classrooms, if they are unwilling, then add vacuuming to the cleaning budget; Gregory seconded; five in favor, one abstention.
3. Jen reported that the cleaning service recommended steam-cleaning the carpets for a one-time charge of \$195. The Building & Grounds committee is over budget, so they are requesting the additional funds.
4. **Approved:** Laura moved that the board approve a one-time charge of \$195 in order to steam clean the carpets; Melanie seconded; approved unanimously.

V. **Old Business**

1. Adam reported no info on cost of window repairs.
2. Jen reported that Endpoint will be rehearsing soon. They started moving their items out of the loft.
3. Adam reported that Tom Kepler is working on the new brochure for renting the loft.
4. Berlinda reported she needs a letter in writing about PD's resignation.

VI. **Closing**

A. Meeting adjourned at 8:52 pm.

1. Melanie moved to adjourn the meeting; Laura seconded; approved unanimously.

Respectfully Submitted,  
Andrea LeVasseur  
Secretary, Board of Trustees  
Second Unitarian Church

**Minister's Report for December 12, 2012**  
**Rev. Adam Robersmith**

Update from the November board meeting:

*I'm trying a new format for these reports that will help the COMs and I with the evaluative work that we need to do on an annual basis -- I'll continue to tweak it as time goes on. The titles in **bold** are either goals for the year or the normal tasks of church life.*

**Visioning:** It's time to put the team together to help us build our vision from the info we received in this year's meetings and last year's search materials.

**Improved Capacity for Managing Membership:**

- With the improvement of our Orientation, we have made a good stride forward.
- Our need to discuss the fullness of our sanctuary on Sunday morning has not gone away -- although I think it will help us to have the visioning work completed before we dive into it deeply. This past Sunday, we had 191 people! It was a special Sunday, of course, but that's just the peak on a very full stretch.
- Last month, I said that 2U101 had not had a lot of takers. Dec 2nd's 2U101 had 12 or 13 folks. I don't think we'll change anything for the time being!
- We are putting on hold discussions of improved membership software and the time and talent survey until after the holidays.

**Worship:**

- Since the last board meeting, I've led three Sunday services and 3 vespers services, and been working on the upcoming four services (2 Sunday, 1 vespers, & Christmas Eve). Things are going well with Sunday services in terms of attendance, reception, and planning, overall. Lay services continue to need tweaking here and there, but also seem to be generally good.
- The Holiday Music service was a great success and a joy in which to participate.
- I'm taking stock of how vespers is going to see if I want to adjust it in some way for the future (add a pianist? make it an occasional thing, rather than every Wednesday? promote it more heavily? train additional leaders?)

**Administration & Community:**

- Building & Grounds winterized the loft and will do the sanctuary next. With the gift of new tables and a couple of other adjustments to how we use our space, we are making some good headway in the care of our physical resources.
- Holiday decorating was enjoyable and brought in a nice range of folks, with quite a few young adults helping make it happen! The post-Christmas pancake breakfast should be a good time as well.
- I am working with the COMs and members of the board on creating a simple and useful system for setting yearly goals and evaluating our progress & my part in that. I think we are coming to something that will work well. It is part of the COMs charter rewrite that you all will see in the spring.

**Pastoral Care:**

- As our pastoral care needs have shifted, I have been less focused on the pastoral care team. Currently, I tend to touch base with the folks providing care personally, but I would like to reconstitute a care team once again. I'll be meeting with a member who has a specific interest in this work and returning a focus to this team as other, more urgent institutional needs are met.
- I continue to have pastoral counseling/discussion sessions with 2U members, some ongoing and others occasional, depending on the situation and need. I usually have a minimum of one in-office meeting/week, a couple of phone calls/week, and one or two off-site visits each month.

**Faith Development:**

- Making Peace with Your Religious Past has wrapped up. It went very well, and I've received comments from the participants that it was useful and powerful for them.
- I am preparing to teach a class on prayer in February and on intercultural communication in the spring.
- Small Group Ministry is going well overall; two of our groups are ready and able to accept new members as some participants dropped out early on.

**Outreach (Justice and Denomination):**

- I was at my final UUMA Committee on Anti-Racism and Multiculturalism meeting in Boston last week, as I finish my term with them in June. I'll continue to have conference calls and so on, but this major commitment is coming to a close -- and I think it's a fine time for that to happen. I will continue, though, to be involved with the work the committee is doing, but as a worker in the field, rather than a planner at headquarters!
- I am still waiting for direction in terms of the third party negotiations work with Latino Union. I'm going to take a shot at creating a draft letter and get lawyerly approval of it before I send it out.
- I attended our Social Justice Council's retreat this past Saturday, and feel that very good work was done at that meeting. I look forward to ongoing work with the SJC around how their next steps.
  
- The office will be closed from Christmas through New Year's Day. Staff will be checking email and voicemail during that time.

## Second Unitarian Church Treasurer's Report to the Board for December 2012

### 2012 August Operating Budget Summary:

as reported:	Aug 2011	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012
Total Income YTD	18,405	13,507 (July 11, 2012)	44,388 (Sept 19 <sup>th</sup> Budget Report through the month of Aug)	36,730	100,738	23,955
<b>Total Expense YTD</b>	<b>19,674</b>	<b>13,104</b> (Aug 7, 2012)	<b>47,057</b> (Sept 19 <sup>th</sup> Budget Report through the month of Aug)	<b>23,473</b>	<b>87,101</b>	<b>18,260</b>
	<b>(\$1269)</b>	<b>(\$403)</b>	<b>(\$2669)</b>	<b>13,257</b>	<b>13,637</b>	<b>5695</b>
Combined Pledges YTD	14,190	9,263 (Aug 7, 2012)	34,704	44,456	56,200	71,431
Combined Pledge %	10,303	?				44%

### Highlights

1. On Sunday Dec 2, Jenny Fleishman came by to give us the bequest from her father's will. The check, in the amount of \$57,977.72, was specified to be placed in its entirety into the Fleishman Reserve fund. This deposit is not yet reflected in the Balance Sheet report for this month.
- 2.

### Finance Committee

1. - Finance Committee is continuing to research and discuss reallocation of Rasmussen Fund into a longer term investment profile (Wells Fargo) leaving \$10,000 in cash.