

Second Unitarian Church
Board of Trustees Meeting
Wednesday, November 14, 2012

I. Gathering

A. Meeting called to order at 7:10 pm.

B. Attendees:

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

C. Agenda Finalization - Berlinda

D. Approval of Minutes

Approved: Andrea moved to approve the October 2012 board meeting minutes; Monica seconded; approved unanimously.

II. Sponsorship of Karen Mooney

A. Sponsorship of Karen Mooney

1. Karen Mooney requested sponsorship from 2U. The board discussed.
2. **Approved:** Karen Mooney moved that the board affirm and sponsor Karen Mooney for Unitarian Universalist ministry; Melanie seconded; approved unanimously.

III. Staff Reports

A. Minister - Rev. Adam Robersmith

Please refer to the written report – Attachment A

1. Rev. Adam reported that the visioning session participation is less than hoped. Laura Barnes agreed to help gather a team from board, COMs, and congregation for the next steps.
2. The new orientation format has been successful, a three part session done three times a year, five new members signed the book.
3. The meeting yesterday with Laura from the UUA was a greatly useful discussion.
4. Building & Grounds meeting is scheduled for November 18 with Don McGregor as chair.
5. Staff is working really hard, work load is 5 hours per person more. The office will be closed Wed. 21 for Thanksgiving.
6. 2U as a Neutral Party is waiting on lawyers to meet to write the letter.

B. Office Administrator – Jen Duston

1. Jen reported that the plumbing has been repaired and the furnace has been checked.
2. Space Rental of Loft – Curt Powell of Endpoint Theater Company explained his plans for the continued lease of space in the loft. Lew Harding shared his concerns about the company's items in the loft bathroom. The board discussed.
3. The Walkabout Theater is interested in using 2U space. The board discussed.

C. Director of Faith Development – Kellie Kelly

Kellie reported contracting with a new criminal background search company.

Approved: Kellie proposed to do both national and county background checks for all new LFD volunteers; Laura moved to approve; Melanie seconded; approved unanimously.

LFD recruited 7 new volunteers at the involvement fair.

IV. Board Reports

A. Board Chair Report – Berlinda

Berlinda reported that orientation went well. She requested a board member facilitate the next visioning session, Laura agreed to facilitate Sunday November 18.

B. Treasurer's Report – Gregory

Please refer to the written report – Attachment B

1. Lew Harding offered suggestions for reminding the congregation about the budget deficit. The board discussed. Gregory agreed to write an Anvil article.
2. Gregory reported that we are on track for our fundraising budget.
3. The UUA Fair Share check was sent out, our pledge has been fulfilled. Gregory provided a history of 2U paying UUA Fair Share.
4. Jen is able to use the operating account to buy supplies, but doesn't sign checks. Chris still has debit card and needs to be removed as signatory.
5. **Approved:** Melanie moved to remove Chris Engler as a signatory on the operating account at North Community Bank; Laura seconded; approved unanimously.
6. **Approved:** Melanie moved to remove Jeff Siegel as a signatory on the accounts at Wells Fargo, North Community Bank, and Devon Bank; Laura seconded; approved unanimously.

C. Council Report – Laura

1. Laura reported that the council had a frank conversation about the point of council meetings. Laura offered a change in content, with a 15 minute leadership development, new check-in format, more connection points, and a spotlight committee of the month.
2. Another involvement fair is coming in February. Talent survey is also in the works.

V. Closing

A. Meeting adjourned at 9:44 pm.

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

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

Minister's Report for November 2012
Rev. Adam Robersmith

- I am finally feeling like I'm in something approximating normal for my preaching schedule, and that fewer out of the ordinary things that have come up at 2U, in my other UU commitments, and at home. I am grateful for this, as it seems to be evening out just in time for the holidays. Speaking of the holidays, we'll have the 2U holiday decorating party on Wed, Nov 28th at 7pm.
- Participation in the visioning discussions has been lighter than I had wished, but I think that we can take the information, combine it with the search committee info, and develop something that can give us a little further sense of how 2U wants to live out its covenant. We need to gather the team for the next step of vision development.
- The new membership orientation format worked very well and has resulted in 5 new members, 4 new member pledges, and the likelihood of more memberships and pledges in the near future. I am very pleased with this result and think that we're onto something good here. Thanks to John Broome, Monica Drane, and the people who have helped present info about 2U during the three sessions. We'll tweak things as needed, but this feels like the right direction for this time.
- 2U101 has not had a lot of takers so far. We'll continue to try and then change the format if needed.
- UUA staffer Laurel Amabile met with Jen Duston, Jonathan Dunmore, Larry Lefferts and I at 2U on Tuesday, Nov 13th. She works with the Annual Program Fund, and wanted to meet with us regarding support for our work, thanks for our growing pledges to the APF, and check in about what's happening at 2U. It was a great discussion, and she affirmed the ministry that we're doing together and in the world.
- Talking with staff, it's clear that we have more hours of work needing to be done than available person-hours. The analysis with Gabrielle and Chris was that their 1.5 FTEs was insufficient and that we could use 2 FTE positions to meet the needs of the tasks. We should add another 5 hours to the Music Director at minimum. This is just to say that your staff is working at capacity, that we will be looking for ways to get volunteer help where possible, and that we appreciate your kindness and patience as we try to meet the immediate, urgent, and important needs of the congregation.
- Don McGregor is chairing the Building and Grounds Committee, which will meet on Nov 18th with Jen Duston to prioritize the tasks that we all have identified. He has an additional three members working with him: Tammy Tamayo, Libby Harvey-Hill, and Tyler Harries.
- 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. In the past two months, I have had more calls and needs than usual, with a couple of particular crises that have taken significant amounts of very well-spent time.
- This weekend, I will be preaching and also attending the American Academy of Religion conference here in Chicago. I will be in Boston Dec 3-6 for a UUMA meeting.

- The office will be closed on Wed, Nov 21st.

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

2012 August Operating Budget Summary:

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

Highlights

1. \$9900 from 'Fundraising' (Budget Report line 407)
2. \$2700 check due to UUA for partial Fair Share did get sent. Therefore, our projected deficit for this year will increase by \$2700.

Finance Committee

1. - Finance Committee decided to reallocate Rasmussen Fund into a longer term investment profile (Wells Fargo) leaving \$10,000 in cash.