

Second Unitarian Church
Board of Trustees Meeting
Wednesday, January 9, 2013

I. Gathering

A. Meeting called to order at 7:08 pm.

B. Attendees:

1. BOT: Berlinda Browne, Andrea LeVasseur, Amy Markley, Gregory Redfeairn, Melanie Bienemann, Laura Barnes, August Staas, Monica Drane, Jonathan Dunmore
2. Absent: Kellie Kelly
3. Staff: Rev. Adam Robersmith, Jen Duston

C. Agenda Finalization - Berlinda

D. Approval of Minutes

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

II. Staff Reports

A. Minister - Rev. Adam Robersmith

Please refer to the written report – Attachment A

Rev. Adam reported that he will be putting together the visioning statement team.

Attendance for 2U 101 was up in December, will continue to gather monthly.

Membership will look at the time and talent survey before putting it into use with members.

The sanctuary is full; there is a need to discuss increasing our capacity to seat and welcome people.

Pancake breakfast went well, donations more than covered the cost of supplies.

Latino Union letter is to be drafted for approval by lawyers.

Attending the Community Renewal Society MLK day meeting on Jan. 26.

Applying to seminary for three-year doctoral degree program.

Looking at working with Nominating Committee to work with leadership development

B. Office Administrator – Jen Duston

1. Jen thanked Jonathan for his help in untangling the reconciled books.
2. Hospitality declined the task of vacuuming, so the cleaning service is authorized to add vacuuming.
3. Internet service provider AT&T Uverse is being changed but will stay at the same cost.

C. Director of Faith Development – Kellie Kelly absent

Rev. Adam reported that the youth group start up meeting went well.

Meadville Lombard professor Mark Hicks will host an LFD council retreat.

III. Board Reports

A. Board Chair Report – Berlinda

Berlinda reported that she met with the Sunday Service Committee regarding the lack of volunteers for lay-led services. Twelve lay services a year may be too many. We could increase the budget for more guest preachers, making use of seminarians in the area. A board chat or town hall meeting will be scheduled to discuss this with the congregation.

Berlinda plans to attend 90% of committee meetings to keep updated in church happenings.

Tom Denio will be the new chair of the Finance Committee.

B. Treasurer's Report – Gregory

Please refer to the written report – Attachment B

1. Gregory reported that the Finance Committee will meet to discuss long-term and short-term plans for investments, comparing the Rasmussen Fund with the UUA investment fund.

C. Council Report – Laura

1. Laura reported great participation at the January council meeting with six attendees. Discussion topics involved leadership development, town hall meetings, and another involvement fair. Membership asked that council members and board members attend orientation to show support to new members.

IV. Old Business

The visioning statement team will include Rev. Adam and Laura Barnes, but still needs to include a member from COMS and an additional member of the congregation.

Rev. Adam reported no info on cost of window repairs.

Rev. Adam will follow up with August and Tom Kepler on the new flier for renting the loft.

V. New Business

1. August submitted a proposal to amend the by-laws to reduce the number of board members from ten to seven and reduce the number of nominating committee members from seven to five. The board discussed. August agreed to talk with current nominating committee members and further the discussion at the Board Chat this Sunday. Jen agreed to add the event to the order of service.
2. Going to two services will be put on next month's agenda to discuss and then generate proposal. Rev. Adam, August, Melanie, and Gregory agreed to form this task force.
3. PD Wadler has resigned from the board. The matter of his seat was discussed and no action was taken at this time.

VI. Closing

A. Meeting adjourned at 9:03 pm.

1. August moved to adjourn the meeting; Monica seconded; approved unanimously.

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

Minister's Report for January 9, 2013
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.*

FYI: I will be on my annual January vacation from Jan 11-25.

Visioning: We now must 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:

- Next Orientation will begin at the end of February
- 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. Our top attendance so far is 195 people! We are running right around 150 at the moment. We can't let this slide into summer and forget what our sanctuary feels like now before we talk about how to accommodate those who are finding what they need with us.
- Last month, I said that 2U101 had not had a lot of takers. Dec 2nd's 2U101 had 12 or 13 folks. Jan 6 had 5 attendees and a very good conversation. We'll continue this!
- Membership will look at the Time & Talent survey and bring it back to the Committee Council for refinements before putting it into use with new members and the congregation's current members.

Worship:

- We must talk about increasing our capacity to seat and welcome additional attendees!
- Since the last board meeting, I've led 3 Sunday, 3 vespers, & Christmas Eve services. 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 Christmas Eve service went well, but I have found a few more tweaks to make for next year; Jen and I have developed a worship calendar page that will allow us to develop the order of service very easily in the future.
- I continue to take stock of how vespers is going to see if I want to adjust it in some way for the future. (add a pianist? promote it more heavily? train additional leaders?)

Administration & Community:

- Building & Grounds will finish winterizing the sanctuary on Jan 20. With the gift of new tables and a couple of other adjustments to how we use our space, we are making some good headway
- The post-Christmas pancake breakfast was a great success, as I understand it, and donations more than covered the cost of supplies.
- I will continue to work with 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:

- I am preparing to teach a class on prayer in February and on intercultural communication in the spring.
- I am considering how to have "Making Peace with Your Religious Past" happen at least once a year, if not twice, and whether there are laypeople who might be able to help offer the class. I have had a number of people say that they would like to be in the next session.

Outreach (Justice and Denomination):

- I haven't yet completed the Latino Union letter -- the holidays were not conducive to doing one more thing! I hope to have a draft by the end of the day tomorrow for August and Chris Williams to look at.
- I plan to attend the CRS MLK Day meeting and celebration on Sat. Jan 26th.

Second Unitarian Church Treasurer's Report to the Board for January 2013

2012 August Operating Budget Summary:

as reported:	Aug 2011	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013
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	23,955	77,594
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	18,260	18,646
	(\$1269)	(\$403)	(\$2669)	13,257	13,637	5695	58,948
Combined Pledges YTD	14,190	9,263 (Aug 7, 2012)	34,704	44,456	56,200	71,431	\$82,080
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 now reflected in the Balance Sheet report for this month. His months Total income shows \$77,594 as a result.
2. Since this is the half way point for our fiscal year:
 - Pledges are on track at 50%
 - Collection Plate is 2,900 ahead of the budgeted number
 -

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. Tom Denio has spent a great deal of time researching the Wells Fargo investment product and is comparing it to the UUA Common Fund. Currently, the UUA offers a better return but there is a 10 day wait to access funds which would necessitate keeping a lot more cash available than has been the practice the last few years. Cash does not currently accrue much interest.
2. We are approaching 3 individuals to run the Annual Pledge Drive.