

U2C3 Board Meeting
16 Feb 2015 6:30 pm

In Attendance

Board Members: Angela Leach, Sylvia Wilson, Rev. Pam Allen-Thompson, Lauren Cantatore-Causey, Jillian Whitbeck, Margaret Lawrence, Jan Miller, and Linda Fetters. Absent: Fernando Figueroa and Kerri Cockerham.

Visitors: George Clower, Debbie Sundermann, Druzy Casper.

Comments from Congregation

- All present agreed to entertain congregational comments at the end of the meeting.

Check-in

- Sylvia reported good participation in the Search Committee voting.

Centering

- Rev. Pam gave a reading about courage.

Approval of Last Meeting's Minutes

- Minutes from the January 19th Board meeting were approved.

Minister's Report

- Board assessment (of the interim minister) is due May 15. Rev. Pam proposed planning a time for discussion and preparation of a consensus document.
- Rev. Pam will work with Lauren to prepare the worship program for June and July 2015.
- The church website is being updated, with help from Lisa Rosenthal and Jillian Whitbeck.
- The Communications committee will have a representative (to be determined) on the Leadership Council.
- Jillian has set up a virtual project manager to help handle communications needs.
- Lauren will be working to assess the best way to meet the goals of the Membership committee.
- Church responsibilities
 - Rev. Pam will create a list of church positions to be addressed (will include both paid and volunteer positions). Starting spot: Those positions listed in the Church Directory.
 - Angela will create a binder with sections for each position.
 - Information will include job description and primary responsibilities.

UULC Leadership Council Report/Minutes

- Margaret Lawrence presented the minutes from the February 4, 2015 Leadership Council meeting (included here in Appendix B.)
- Highlights included:
 - The church is forming a Safety Task Force (to be headed by Joe Pierce)

- Membership committee (specifically Christy Stockman and Cindy Forbes) will be busy with maintaining the Church Directory, resuming Circle 6 Suppers, and considering revisions to the bylaws that will clarify and improve the functioning of this committee.
- The Finance Planning committee, a newly-formed committee combining finance, fund-raising, and stewardship, got off to a good start with more than 20 members attending the initial meeting on February 1.
- Social Action committee (Colin Sykes) was asked to consider one or two activities that the Social Action committee would like to focus on and report this at the March Leadership Council meeting. Note: The Timons Ministry Saturday lunch program has ceased.
- Jan will prepare a set of laminated posters, for display in church hallway, that list the chair and members of each committee, including the Board, the Transition Team, and the Search Team.

Treasurer's Report

- Linda Fetters passed out copies of financial report (dated February 16, 2015 and included here in Appendix A.)
- A previous action item had been to investigate financial institutions that would allow more electronic banking features than we currently have with Coastal Community Teachers Credit Union.
 - Navy/Army Federal Credit Union had been discussed as a possible alternative.
 - Jillian, Margaret, and Linda met with a representative from Navy/Army FCU on Saturday, February 14. They were told that Navy/Army FCU requires nonprofit organizations to have business accounts.
 - Linda will investigate what implications and restrictions this will place on us before switching the accounts.
- Margaret Lawrence suggested that the board vote on whether or not to restore windstorm insurance to the 2015 budget (an issue originally brought up in the January Board meeting), in executive session prior to the March 16 Board meeting.

Ministerial Search: Next Steps

- Settled Minister:
 - Final ballots for the settled minister Search Team will be collected March 1.
 - The Board will meet in executive session on March 3 (6pm) to count the ballots and determine the four team members that will come from the congregation's suggestions.
 - The Board will then select three additional members, to make a committee of seven.
 - The Board will also select at least one alternate Search Team member.
- Interim Minister:
 - The search for an interim minister starts in March.
 - Members of the interim minister search team are: Angela, Margaret, Linda, Kerri, with extra help (if needed) from Jan during the interview process.

- Angela and Margaret will determine meeting times for the interim search team.

Worship Planning

- Next meeting for Worship committee will be February 17.
- Brandon Gomez will be joining the Worship committee.
- Rev. Pam will determine who will be the Worship committee representative on the Leadership Council.
- The Wizarding Camp (youth activity) will be conducted in June.

Board Receives Communication from Congregation

Debbie Sundermann expressed two concerns.

- The new practice of storing surplus chairs, rather than having them easily available in the gathering room, could create a lack of available seating that might seem unwelcoming to visitors.
- The results from the congregational survey were given to the Leadership Council, so that the chairs of the various committees could take action by addressing the congregation's suggestions within their committees. She felt this was not an effective way to handle the congregation's requests.

Adjourn: The meeting adjourned at 8:10pm.

Action Items

Date Assigned	Task	Responsible	Status
2/16/2015	Prepare the worship program for June and July 2015	Rev. Pam and Lauren	On-going
2/16/2015	Determine the best way to meet the goals of the Membership committee.	Lauren	On-going
2/16/2015	Create a list of church positions (paid and volunteer) that need to have clearly defined (written) responsibilities	Rev. Pam	On-going
2/16/2015	Create a binder to hold church responsibility information (i.e. who does what in the church). Binder will have sections for each responsible position. (Note: Must first get list of positions from Rev. Pam)	Angela	
2/16/2015	Prepare a set of laminated posters, for display in church hallway, that list the chair and members of each committee	Jan	In process
2/16/2015	Determine meeting times for the interim search team	Margaret	Done
2/16/2015	Determine who will be the Communications committee representative on the Leadership Council	Rev. Pam	Done
2/16/2015	Determine who will be the Worship committee representative on the Leadership Council	Rev. Pam	Done
1/19/2015	Contact a TWIA representative with questions about windstorm insurance.	Kerri	Done

Date Assigned	Task	Responsible	Status
12/15/14	Meet to see if there is extra money to cover the salary requested by the Music Director	Angela, Linda, Margaret, & Sylvia	Done
12/15/14	Form an Interim Minister Search Committee	BOT	Done
12/15/14	Discuss Board's questions about future role of Interim Minister with Keith in the settlement office.	Angela, Margaret, Linda, (and Pam?)	
12/15/14	Have a meeting of the Finance Committee in January to discuss options for banks and plan schedule for transition to new bank	Linda	Done
12/15/14	Contact Jennifer Innis (MSR) to determine her suggestion for the time-frame for this second visit "When do you (Jennifer) come back for your second visit, and when do we call in the "Beyond Categorical Thinking" folks?"(asked by Pam on 1/11/2015)	Rev. Pam	Done
12/15/14	Approve minutes presented at the December BOT meeting (use email)	BOT	Done
11/17/14	Create a list of expectations and guidelines for church cleaning tasks	Rev. Pam & Angela	Done
10/20/14	Send Margaret a "short list" of policies to be developed	Rev. Pam	On-going
10/20/14	Remove references to Phil from website	Jill	On-going
10/20/14	Evaluate website during the next month.	BOT	Done
10/20/14	Create a comprehensive project schedule for the settled minister process.	Jan	Done
10/20/14	Talk to Joe Pierce about the alarm process	Kerri	
10/20/14	Call alarm company to find out process for changing code word	Kerri	
10/20/14	Meet to discuss the child care process.	Rev. Pam & Angela	Done
10/20/14	Check with the band to see if conflicting date (for Tai Chi) can be resolved.	Kerri	Done
09/15/14	Send log in information for the online directory to all BOT members	Jill	Done
09/15/14	Examine current bylaws and will send comments and suggestions to the BOT	Rev. Pam	Done
09/15/14	Hold a special meeting to discuss the Rev. Pam's suggestions for bylaw revisions (contingent on receiving suggestions from Rev. Pam)	BOT	Not needed
09/15/14	Investigate banks that provide electronic transfer and online banking	Finance Committee	On-going
08/18/14	Continue efforts regarding use of credit cards on website	Jill	On-going

Date Assigned	Task	Responsible	Status
7/21/2014	Provide the alarm company with an updated list of people to be contacted.	Jill	

Appendix A: Treasurer's Report February 2015

**Treasurer's Report for February 16, 2015
Linda Fetters**

Account Balances - January 19, 2015

Checking	\$12,398.37
Regular Savings	\$12,550.95
HEB Savings	\$11,075.48
Building Fund	\$58,060.92
Restricted Savings	\$ 5,100.42

Account Balances - February 16, 2015

Checking	\$32,557.74
Regular Savings	\$12,550.95
HEB Savings	\$17,555.07
Building Fund	\$58,057.90
Restricted Savings	\$ 5,102.59

Changing Banks

Jillian, Margaret, and Linda went to Navy/Army Credit Union Saturday, Feb. 14 to set up our new checking account only to be told that nonprofit organizations fall into business banking which they have just started and could not be done on Saturday, regardless of what I had been told upon my several visits and phone calls. Fortunately they made copies of our documents and told us that their business account manager would call me on Feb. 17 about opening the account. I will need to find out what the business account restrictions are before deciding whether to open our account at Navy/Army CU.

Voting on Amended Budget

At the previous meeting, the board discussed a request to restore windstorm insurance to the 2015 budget. The board decided by consensus to table the issue until the February board meeting in order to get a list of questions answered from TWIA. Kerri Cockerham volunteered to contact a TWIA representative. Copies of the amended budget will be distributed for discussion and voting.

Appendix B: Leadership Council Minutes February 2015

LEADERSHIP COUNCIL MINUTES
FEBRUARY 4, 2014 - 6:00-7:30 P.M.

Present: Margaret Lawrence (facilitator), Colin Sykes, Druzy Casper, Bill Randall, Kirk Newport, Debby Sundermann, Harley Doerfler, Sharon Shapiro, Joe Pierce, Cindy Forbes, Christy Stockman, Wes Burkett.

<p>SAFETY TASK FORCE</p> <p>Joe Pierce</p>	<p>Joe passed out copies of a proposal to establish a safety task force whose mission would be to create a proactive response system to a variety of potentially hazardous scenarios which might develop in or around our church. The packet included several examples from disruptive individuals to adverse weather conditions.</p> <p>Discussion included the following points:</p> <p>(1) Changing membership and attendance will complicate attempts to assign specific members to specific responsibilities; however, key people will be needed to take charge of things like calling 911, helping children exit the building quickly, etc. How to address this problem?</p> <p>(2) It was suggested that people's POSITIONS rather than their names be targeted for such assignments, e.g. the ushers who collect the offering</p> <p>(3) Creation of a First Responders directory, including Red Cross, fire and police departments, and EMT and ambulance numbers</p> <p>(4) Discussion of the various entrances and exits at the church building, and people needed to lock or open doors quickly.</p> <p>(5) The need to write a safety section in the policy manual currently being created by the board of trustees.</p> <p>The congregation will be informed and interested people asked to contact Joe, who will chair the safety task force. When queried about whether UUA has any material we could use as a starting point, Joe answered affirmatively and referred LC members to the packet he had distributed. This issue will continue to be followed in future LC meetings.</p>
<p>RELIGIOUS EDUCATION</p> <p>Debby Sundermann, Chair</p> <p>Lauren Cantatore-Causey, DRE</p>	<p>Debby reported the following:</p> <p>Druzy Casper is now the senior youth advisor.</p> <p>The RE committee will meet Sunday, February 6 right after church. The agenda will include (a) how to organize the committee on a "portfolio" basis, with each member having primary responsibility for one area of RE work, and (b) publicizing the 2015 summer wizarding camp.</p> <p>Lauren Cantatore-Causey and Druzy Casper will attend the SWLREDA (Southwest Liberal Religious Educators Association) midwinter conference February 20-22 at UBarU.</p> <p>U2C3 will host a middle school youth conference April 10-12. Young people from the Austin, San Marcos, and San Antonio areas are invited. They will have one major social action project to accomplish --- perhaps a beach cleanup. Details to follow.</p>

<p>MEMBERSHIP</p> <p>No chair at present. Needed discussion on reorganization, and plan going forward.</p>	<p>Margaret announced that Sonia McLaughlin would not be able to continue as membership committee chair at present due to personal and family issues. Margaret thanked Cindy Forbes and Christy Stockman for coming to tonight's meeting to help the LC reorganize the committee on short notice. Cindy will handle organization of the Circle 6 dinners which were supposed to start this month or early March. Christy will try to keep the directory of voting members updated and keep communications going with the other members of the membership committee, and between the membership committee and other church entities. Between Cindy and Christy, they will try to keep membership committee meetings going. The LC is very grateful for their assistance in stepping up at such a critical time. A HEARTFELT THANK YOU AGAIN TO BOTH WOMEN!</p> <p>Discussion also centered on the needs to : (a) revise the bylaws to include a more precise description of what does and does not constitute a voting member, (b) restructure the Path to Membership meetings, (c) outreach to and partner with other community groups so as to increase our name recognition within the larger metropolitan area, (d) resolve whether the hospitality or the membership committee will handle the assignment of greeting attendees at Sunday services, and (e) establish a system for tracking visitors and frequent attendees who are non-members. Better contact information will be a must.</p>
<p>SOCIAL ACTION</p> <p>Colin Sykes</p> <p>Need discussion on transition team requests.</p>	<p>Colin reported the following:</p> <p>(1) Next Tuesday he will meet with Reverend Pam and with representatives from Timons Ministry to see if a way can be worked out to reopen the Saturday lunch program that Timons recently discontinued. <i>Note: An update from Rev. Pam - The program did not close due to lack of funds but because of problems arising from some attendees causing disruptions. Timons was concerned about liability if some situations were to escalate.</i>) Colin will continue to investigate, with the possibility that our members could join another social service program such as Good Samaritan, Salvation Army, or the Food Bank.</p> <p>(2) The Martin Luther King March on January 19 had a good turnout from our church. Colin thanked those who turned out for the march.</p> <p>(3) A gathering for peace and justice will be held in the Rio Grande Valley this weekend. Colin will be driving down there to represent the church and can take any riders who would like to support the gathering. It was suggested that he make in-service announcements for any future events of this type so that the whole congregation will be aware of the event ahead of time.</p> <p>(4) Colin will be attending a UUA economic inequality conference in Evanston, Illinois, in March.</p> <p>Discussion turned to the transition team's request that the social action committee plan some non-major projects which would encourage and/or include U2C3 outreach to the larger Corpus Christi community. Colin was asked to think about one or two such activities and report back to the LC at our March meeting. He was assured that the LC would give him backing and support for the development of these types of projects so that he would not be handling them solo.</p>
<p>BUILDING</p>	<p>Bill reported the following:</p>

<p>Bill Randall</p> <hr/> <p>GROUNDS</p> <p>Kirk Newport</p>	<p>The kitchen door now has a sign reading "NOT AN EXIT", because if church members attempt to go out of that door when it has been previously locked, they will not be able to get back inside the kitchen.</p> <p>The building powerwashing project is on hold until there is an improvement in the weather. It will be a top priority as soon as that occurs. In the repainting which will follow the powerwashing, Bill suggested that if a darker shade of green - or another darker color - is used, the paint will dry faster.</p> <hr/> <p>Kirk reported the following:</p> <p>He will be assisting Bill Randall in powerwashing the exterior of the building when that is able to be scheduled.</p> <p>Kirk took the riding mower in for a tuneup and new blades. He was asked to keep receipts or an accounting of the money used for this maintenance, since the newly-reorganized finance planning committee will be tracking committee expenses for 2015.</p> <p>Michael Causey is working with Debbie Cannatella to replace the sign on the front corner of the building. This sign was torn down last year due to its deterioration.</p> <p>Harley Doerfler commented that the front walkway and parking lot are extremely dark at night, posing tripping and/or falling hazards. Bill Randall suggested that solar path lights be purchased and installed.</p>
<p>FINANCE PLANNING COMMITTEE</p> <p>Discussion of input from the Feb. 1 finance, fundraising, & stewardship committees' reorganization meeting</p> <p>-----</p> <p>***IMP. NOTE: THE FOLLOWUP MEETING SET FOR FEB. 19 WILL BE POSTPONED UNTIL MARCH!</p>	<p>Margaret Lawrence summarized the Feb. 1 meeting that was held to gather congregational input for reorganizing the finance, fundraising, and stewardship committees into a single finance planning committee. Over 20 members attended the discussion. Treasurer Linda Fetters welcomed everyone and turned the meeting over to Margaret, who gave the background leading up to the meeting. Margaret then opened the meeting for comments and discussion from all who were present.</p> <p>Main points of consensus:</p> <ol style="list-style-type: none"> (1) A year-long timeline should be constructed in organizing the annual pledge drive, with a regularly updated membership list. (2) More church members need to be brought into the budgeting process. (3) Fundraising projects should be ongoing, on at least a monthly basis. They do not all have to be large-scale projects. We should utilize our parking lot for regular food sales events. (Federal and state sales tax regulations should be adhered to strictly.) We should emphasize fundraising activities for which members would spend money anyway, such as the H.E.B. cards, or a monthly Parents Night Out so that parents could drop off their children and then go to events for which they would have engaged and paid a sitter outside the church anyway. (4) Without shrinking the number of successful in-house fundraising activities, emphasis should be placed on drawing in members of the community - perhaps even partnering with other nonprofits or other organizations and splitting the profits. <p>Linda Fetters had cataract surgery Monday, Feb. 2. She is recovering nicely</p>

<p>COMPASSIONATE LIVING TEAM</p> <p>Druzy Casper</p>	<p>but will not be working during this week.</p> <p>Sonia McLaughlin is temporarily out of pocket. She will be in California to assist in the settlement of her in-laws' affairs. We will miss her and hope that she is able to return soon.</p> <p>Michael Vargas reports that the case involving her grandson will be taken over by U.S. marshals. We wish her and her family the best.</p> <p>Hanna Brown is still recovering from her recent surgery.</p> <p>Judy Sykes continues to experience some chronic pain, which always takes a toll. The LC encourages the congregation to express its support for Judy - one of our longest and most valuable church members - through our cards or calls.</p>
<p>WORSHIP</p> <p>Rev. Pam Allen-Thompson, Chair</p> <p>Sharon Shapiro, Representative</p>	<p>Sharon reported the following sermon topics for February:</p> <p>February 8: Courage to Lead (Pam - sermon, Sharon - lay leader)</p> <p>February 15: Grace and Gratitude (intergenerational service)</p> <p>February 22: The Gospel of Charlie Chaplin</p> <p>Special services are being planned for the Easter service on April 5, and for the Memorial Day Weekend service on May 17. Reverend Pam's farewell service will be held on Sunday, May 31. The council inquired whether worship committee plans were ongoing to organize all Sunday services during the months of June and July after Rev. Pam leaves. Sharon replied that these would be taken care of.</p> <p>Sharon, we are delighted that you have joined our leadership council, and we look forward to working with you. Welcome!</p>
<p>HOSPITALITY</p> <p>HARLEY DOERFLER</p> <hr/> <p>COMMUNICATIONS COMMITTEE</p> <p>Lisa Rosenthal</p> <p>TRANSITION</p>	<p>Harley reported the following:</p> <p>At the Feb. 15 service the hospitality committee will perform a skit designed to attract additional people to the hospitality teams. After the service the teams will recruit new members and also set a date for a major kitchen cleanup. During the cleanup the teams (and any other volunteers!) will also reorganize and relabel all drawers and cabinets, and put up signs giving directions on how to use the coffee-makers. Barbara Briody donated a tool bag & is soliciting hand tools for kitchen.</p> <p>Harley, the finance planning committee expresses its appreciation to you for directing finance planning committee attendees through the first Sunday lunch line ahead of everyone so that the organization meeting could begin on time. You also have their warm thanks for putting up a tea and coffee bar for meeting attendees!</p> <hr/> <p>General discussion of the many times in which LC members need to give information to and/or receive information from the communications committee. Reiteration that at least one communications committee member should attend the leadership council each month. No problem with this being rotated!</p>

<p>TEAM</p> <p>Judy Pate, Chair</p>	<p>Judy was not able to be present, but she sent the following report:</p> <p>The transition team held its regular meeting on Sunday, January 25, after church. The team invited the board of trustees to be part of our meeting to discuss the results of the recent congregational survey that was conducted in November, both online and at a well-attended congregational meeting.</p> <p>The purpose of the joint session was to develop plans to put into action some of the input on improvement garnered from the survey. The discussion was lively and resulted in a firm plan and dates to show progression. The survey results were sent to the leadership council for advice on who and how we can move forward. Both the board of trustees and the transition team offered support and assistance in this effort.</p>
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<p>ACTION ITEMS</p>	<ol style="list-style-type: none"> 1. E-mail blast about interest in formation of a safety task force - Joe Pierce 2. Path to Membership meetings - Take pledge cards and pictures - Druzy Casper 3. Organize Circle 6 dinners. - Cindy Forbes 4. Organize a congregation-wide training session on IGive. - Christy Stockman Ditto for A-V group - Wes Burkett 5. Bring a proposal for at least 2 small social action projects to the next LC meeting which include outreach to the Corpus Christi community. - Colin Sykes 6. Look into software to make and print labels for pledge drive, and for similar events needing mailouts. Talk to Joel Weiss about obtaining such software. - Debby Sundermann 7. Get name of new member. Talk to Christy about Amazon account. Check with Debby on her progress re multipurpose software. - Margaret Lawrence 8. Update membership list quarterly - Christy, consulting with Linda Feters
	<p style="text-align: center;">Next meeting: Wednesday, March 4 6:00 P.M. - RE Classroom</p>