

MINUTES

UUMAN Program Council December 3, 2015

Committee	Chair Or Rep.	Attended	Reported	Committee	Chair Or Rep.	Attended	Reported	Committee	Chair or Rep	Attended	Reported
Adult Enrichment	Kitty Meyers	✓		Hospitality	Jim Saunders	✓		Nominating *	MB Stevens		
Anniversary Celebration	Bev Jordan	✓		Interim Comm. on Ministry *	Laurie Wheeler	✓		Operations	Susan Wilson	✓	
Care Circles	Rosie Popp			Library	Ilona Walker			Personnel *	Steve Smith	✓	
Communications	Dan Ben-David	✓		Long-Range Planning *	-----			Safety & Security	Randy Blasch		
Coffee House	Janet Lacey			Membership	Darya Aberback	✓		Search Team *	Shelley Nagrani		
Earth Ministry	Bruce Langston			MCY	Kathy Hubbard	✓		Social Justice	Sheila Smith/Jen Saltzman		
Finance*	Kirk Bogue	✓		Music	Laurie Wheeler	✓		Stewardship	Bob Popp	✓	
Healthy Congregations*	Dave Hudson							Worship	Brian Kohn	✓	

* Committees with an asterisk after them report directly to the Board of Trustees and attend Program Council meetings as appropriate.

Present: Darya Aberback, Kirk Bogue, Dan Ben-David, Bev Jordan, Brian Kohn, Kathy Hubbard, Kate Hudson, Bev Jordan, Kitty Meyers, Bob Popp, Jim Saunders, Steve Smith, Laurie Wheeler, Susan Wilson, Rev. Cynthia Prescott,

Chalice Lighting

6:45

Check- In

Old Business

Time Keeper: Steve Smith

Calendaring -- all

- Reminder: December 13, 2015 Congregational meeting. Please attend or complete a proxy.

Finance -- Kirk Bogue, Kelly Callen

- Financial health update
 - Finance committee had a meeting to discuss ways to present the financial story to the congregation at the congregational meeting.
 - Hope to inspire.
 - Kirk presents some info that will be delivered at the cong meeting.
 - Seeking feedback from council about that information and choices about allocation of funds
 - Three steps to our plan last June:
 - Funded a "there call" to tune of \$21,150.
 - Refinanced mortgage-- took a long time
 - Savings this year from mortgage refinancing: \$20,048.
 - Potential capital campaign was a piece of the plan.
 - Will another "there" call be useful?
 - Forecast for this fiscal year has changed.
 - We anticipate a negative \$10,000 for this year:
 - First group of new member pledges didn't meet the forecast in the current budget.
 - Auction came in low due to higher expenses this year.
 - Communications savings anticipated didn't meet expectations.
 - Basement repair: \$15,500 for air conditioner, mold remediation, addressing recurrent humidity.

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- Team led by Kelly Callen has done amazing work.
 - The space will be beautiful and more functional.
- Where do we have options?
 - Finance committee has some challenging decisions in this year of Ministerial search.
 - Working with the Search Committee to forecast budget for next year: we forecast a \$6000 deficit.
 - Paying down the mortgage could still be helpful
 - We could start an endowment for uuman.
 - Better impact than paying down mortgage
 - The committee expects to firm up some of those numbers before cong meeting.
 - if we use all available monies in separate liability accounts (ex: sustainability fund,) we might end up with forecasted surplus of \$4000. Is this the best course of action?
 - We could target Zero surplus and reserve the extra for next year.
- Discussion:
 - Use 2/3 of these reserve funds now and save the rest for next year.
 - We need to figure out how to stay balanced.
 - What's the downside of asking for more money from the congregation now to cover basement and additional expenses?
 - Downside is that we might also need to do call at end of canvas for ministerial relocation or other.
 - Better to do one call for everything rather than one now and one later
 - it may be too premature to do call now, because there is much we don't know about relocation, insurance etc of moving minister here.
 - What's more important a safe heated space or a playscape?
 - There's no joy in writing this list of reductions.
 - Concerned about the playscape and labyrinth. This was a promise, but there may need to be some shared pain. We are one congregation.
 - Trying to do this equitably.
 - Current plan accounts for new minister getting fair compensation... between minimum and mid point in the range.
 - Costs for basement remediation: if we had more volunteers we might have saved some money.
 - We have saved thousands of dollars with the volunteer labor we had.
 - If you can't support this approach of the committee, please share that now with Finance..
 - We have a pledge campaign coming up in February, earlier than usual.
 - Do we want to put out the potential for "there" call at cong. meeting?
 - The goal is not to do "There" call, but to meet all our financial needs in the pledge drive.
 - Let's have a great campaign so we don't need a There campaign
 - Congregation needs to understand why there was a need to spend \$15,000 on basement.
 - Complexity and dire necessity of the problem wasn't clear to many.
 - How many will be surprised that that so much was needed?
 - Numerous requests for help went out.
 - Was the need for \$15,000 advertised?
 - Initially the goal was to get this cleaned up for reasonable price
 - Professional clean up estimate: \$8000 without paint,

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- Goal was to do it for \$10,000, but then we discovered asbestos particle flooring that needed to come up.
 - Had to address the flooring for an additional \$5000.
- Recommendation for congregational meeting:
 - One sheet explanation of the costs and ins and outs of basement work.
 - Two biggest ticket items: new humidity thermostat, HEPA filter and UV light.
 - Wifi thermostat has been added in Discovery Hall to allow for resetting thermostat from off campus, reducing times when it is set too high or low.
 - Will provide savings.
 - Celebrate success.
- Thank you to Kirk and Kelly!
- **Vote of Confidence**- A unanimous vote of confidence is made by Program Council to the Finance committee's plan going forward in preparation for the congregational meeting and preparations for meeting budget deficit.

25th Anniversary Update -- Bev Jordan

- T shirts have been ordered
 - Begin selling week from Sunday with samples available for sizing.
- Bob has postcards that Margot designed to go to former members who are part of our history.
 - Postcards are beautiful!
- Planning for Saturday celebration with a subcommittee headed up by Merry Beth Stevens.
- Sunday service and post-service celebration will be under a separate sub-committee headed by Kevin King
 - This subcommittee needs to be in touch with Worship Committee.
 - Worship will contact Kevin and begin conversation and collaboration.
- Any suggestions or interest -- speak to Bev.

Cleaning at UUMAN -- Kate, Susan

- We have two volunteers for cleaning one of the two or three times needed each month.
- Philosophically, we need to come up to the money to support this basic need of the congregation.
- Financial impact is less if we pay for only light cleaning
 - \$150 /month without volunteers
 - 8 times between January and June for a total of \$560. Double that if we don't use any volunteers.
 - Who is going to supervise the cleaning?
 - Supervision of staff belongs to the Personnel Committee.
- Currently the refrigerator is full of stuff that doesn't need to be there.
 - This creates real hardship for those needing to use it for an event.
 - Nobody is currently responsible for refrigerator - a problem.
 - We do not want any food left in the refrigerator. period.
 - Should we have a "double ask"? money or volunteer?
 - Should we decide we need to own it in the budget?
 - It's part of keeping the lights on. It's not a luxury.
- Request that we change the budget to reflect cleaning need.
- Solve refrigerator issue: on Thursday, everything is thrown out before the weekend.
- Ask Suzy to be responsible for: sign on refrigerator and throw out everything out every Thursday.
 - Retain a shelf for minister and staff.

Social Media Policy Update -- Kate

- The board will be considering the social media policy at their December meeting.

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Website Update - Dan Ben-David, Brian Kohn

- Current face is the old website. The expected change over will be the end of the month.
- There are sections of the new website that will need to be maintained:
 - Portion that pertains to programs and committees
 - adult enrichment:
 - committees and programs
 - Discussion:
 - It's sometimes hard to know how to get involved as new member of UUMAN.
 - Website can provide critical help with understanding how the congregation is organized.
 - UUMAN is doing wonderful things: it's hard to get a handle on it.
 - Titles on website don't always match the listing in directory. This needs to be monitored.
 - Two documents need to be incorporated on website:
 - One is UUMAN Works.
 - This is a listing of all the working committees at UUMAN.
 - It has been frustrating to share this document with congregation.
 - Once it is on website, everyone will have access to the document online rather than an out-of-date paper copy.
 - UUMAN Works concerns committees that report to the Council: Logical place for this info to be cared for is the Council itself.
 - If the Program Council takes ownership for any changes in leadership, changes can be made on the website.
 - Second document is Adult Enrichment.
 - We need someone to keep it up to date
 - Whos going to edit it?
 - With the old website we have been scrambling to stay on top of the necessary changes.
 - Role of Communications Committee will concern the technical side of the website
 - Different groups taking responsibility for the content.
 - Kitty Meyers has worked on documents for UUMAN Works and Adult Enrichment and is willing to supervise the content of those documents on the website with support from the Council chair.

New Business

Leadership Development --Kate

- Website on the UUA provides new ideas about how to foster leadership development:
 - <http://www.uua.org/governance/leadership>
 - <https://www.midamericauua.org/programs/leadership-development/webinar-videos/1567-from-nominating-committees-to-leadership-development-teams>
- Issues that arise that this might help us with:
 - New and old member integration
 - Volunteer recruitment
 - Volunteer database
 - Committee structure
 - Nominating committee
- UUMAN has not engaged much with leadership development within denomination. May of our leaders reinvent the wheel or struggle needlessly without helpful training.
 - We have never had much leadership development covered within our budget.

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- Interest in a sub-committee of the Council to explore possible new avenues for leadership development and to consider recommendations we might make to the UUMAN Board.
- Interested members: Bev Jordan, Dan Ben-David, Bob Popp, Jim Saunders, Kate Hudson

Adjourn

8:45

Leadership Covenant August 2015

In the spirit of doing what is best for UUMAN, we, as UUMAN leaders, covenant together to do the following:

- We come together joyfully to lead our congregation in pursuing UUMAN's shared mission and vision.
- We set realistic expectations and agreements together and hold each other accountable to achieve them. We will uphold our personal commitments and ask for help when needed. When situations do not go as well as planned, we recognize that we are all responsible for the outcome and will participate in evaluating the process for a better result.
- When a decision is made, we will all support it with a unified message and actions; even if doing so requires courage. We will communicate honestly, directly, and respectfully in a manner that inspires our community to be its best. When practical, we will conduct our work in an enthusiastic and fun way.
- We will act with integrity and respect, including the way we use our time efficiently in starting and ending meetings on time as well as responding to communications in a timely manner. We will recognize one person speaking at a time and avoid cross talk in the group. To reach the most productive decisions possible, we will generate and consider the best ideas through critical conversation with each other, acknowledging that some communication requires both courage and vulnerability.
- We pledge to keep our sense of humor, to act with courage in affirming our values, and to embrace innovative and big ideas that can positively impact UUMAN. Together we will create a culture conducive to speaking our truth while keeping an open mind to others and everything they bring.
- In everything we do, we will model the Right Relations Covenant, remembering that each other has the best intention for UUMAN in their minds and hearts. All of our work together will be grounded in a spirit of love for the beloved community we call UUMAN.

UUMAN Board, Staff and Program Council 2015-2016