

## MINUTES

### UUMAN Program Council November 5, 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	Ryan Vidal	√**		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 by phone.

**Present:** Darya Aberback, Bev Jordan, Kathy Hubbard, Kate Hudson, Brian Kohn, Janet Lacey, Kitty Meyers, Bob Popp, Jim Saunders, Ryan Vidal ( by phone), Laurie Wheeler, Susan Wilson, Rev. Cynthia Prescott,  
**Guest:** Kara Sweeney, MCY Sabbatical Committee member;

**Chalice Lighting:** Kate  
**Check- In:** all

### Old Business

**Proposed end-time for PC meetings: 9:00 -- Kate**

- As we discussed after the last meeting, there is a need for the meeting to go longer than 1 hour and a half.
- Majority at last meeting supported going until 9:00
- Some members of the group were not present at that meeting, and their perspectives are now sought.
- Some will have to leave at 8:30 for commute/ childcare/ work reasons.
- Concerns about racing through agenda brought up need for 9:00 end.
- Suggestions:
  - Start at 6:45; end at 8:45;
  - Encourage us to get proposals out via email several days before meeting so all have time to read.
  - Consider doing business by email.
    - Difficult. How many votes would we need? Will most have time to read all emails?
  - Have a time keeper.
- **Decisions:**
  - We will appoint a time keeper at each meeting.
  - **We will start at 6:45 and end at 8:45** for the next few months and then assess how it is going.
  - We will all make every attempt to send out any proposals at least 48 hours prior to the meeting.

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### Time keeping:

- Laurie Wheeler will keep time at this meeting.

### Calendaring --

- No changes or additions

### Cleaning at UUMAN -- Kate

- We have volunteers for one week of the 4 or 5 weeks each month in addition to two full church cleanings by our cleaning crew.
- We have approval for funds for additional light cleanings for the one (or two weeks) that are not already covered.

### 25th Anniversary Update -- Bev Jordan

- Next committee meeting will be Monday, Nov. 9th @ 7:30 here. All are welcome.
- Ideas, suggestions volunteers are welcome.
- Some surprises for the Harvest Moon Auction: graphic is in the works and almost complete.
- T-shirt orders will be taken after the auction.
  - Order for shirts won't be placed until we have complete pre-paid orders from congregants.
- Announcement of the event is on the uuman website. Some former members have already seen it.

### Coffee House Update-- Janet Lacey

- 60 people were in attendance in Sept.
- Fewest number usually attend in October at which there were 28 in attendance
- \$10,000 made for church over 3 1/2 years.
- There are at least 2 members who found UUMAN through coffee house. Perhaps more.
- Coffee House encourages Membership Committee to ask what was new member's first interaction with uuman?

## New Business

### MCY Sabbatical Announcement -- Kara Sweeney

- The board has approved a sabbatical for DMCY, Toniann Read for four months: January -April of 2016.
- The sabbatical committee is in the process of hiring a short-term RE coordinator/ administrator for reduced program during that time period.
- Sabbatical team is a subcommittee of MCY council with Kara Sweeney, Merribeth Stevens, and Randy Blasch as members.
- Why is MCY committee recommending a sabbatical?
  - This follows Liberal Religious Educators Association (LREDA) guidelines, which recommends sabbaticals to Ministers and DREs after specific tenures of service.
- When will we be interviewing candidates for minister and will DMCY Toniann Read be available for that process?
  - She will be back for Candidating Week

### Social Media Policy Proposal -- Kate Hudson for Healthy Congregations Team (HCT)

- What is the intent of this proposal?
  - Policy Proposal applies to any social media vehicle that is the voice of uuman, including both our official facebook page that all can see, and our unofficial "closed" pages: UUMAN, UUMAN Social Justice, Men's Group, MCY, 25th Anniversary, Other?

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- Our official UUMAN facebook page open to all is run by Communications Committee. All posts for this page are vetted before posting.
- Previous stance of the communications Committee and the church was that unofficial facebook groups would be not touched by official church.
  - This may be an issue of church governance.
  - Paula Watson recommends a revision shifting the language from "endorsements of a political candidate or party", to "postings that indicate support for a political candidate or party."
    - Some of those who post would probably not see some posts as "endorsements."
    - We may need to take it even lower, so "support" rather than "endorsement"
  - The church has obligation to avoid confusion around the official voice of uuman.
    - Visitors are often invited onto our "closed" pages, and discussions there may seem to reflect official opinion there.
  - Communications Committee doesn't have current manpower to enforce this policy. How will it be enforced?
    - if we want to have these tools, we are going to have enforcers.
    - It shouldn't be that complicated: we must have moderators or couple of moderators for each page.
    - Many facebook pages may eventually be created. Each one needs to be moderated.
    - Can't our right relationship covenant cover our social media?
    - Perhaps anyone on the facebook page should be responsible for enforcing.
    - Every one of these groups has an administrator/ moderator.
    - Everyone should be moderator.
  - This policy arose from a consensus between Healthy Congregations Team and the Board that the need exists.
    - Policy proposal is compiled from three UU churches' policies.
    - This is insurance against problems.
    - Before a group creates a page it probably should be sanctioned and every page should have a moderator.
      - How will that happen? Who will be the "sanctioning body"?
      - 25th Anniversary Group was recently added.
      - Men's Group has a page.
      - An alternate idea: We could make these groups 'officially unofficial'. If any claim to have sanction we force them to take them down.
        - If the pages are used by uuman and include our name, they are associated with us.
  - Recommendations for wordsmithing should go to board.
  - **Program Council Recommendations for next draft of social media policy:**
    - Address the official UUMAN facebook page as being different from the unofficial pages:
      - Com. Com. currently reviews everything before posting on official page.
      - Everything is vetted.
    - Clarify who will moderate each unofficial page.
      - This policy would give the administrators/ moderators a large responsibility.
      - The board must communicate with each current moderator to make sure they want this added responsibility and/or find individuals who do want that responsibility.
    - Clarify whether messages must be vetted first as with official page, or simply reviewed after the fact.
    - Clarify how often moderators must be checking the pages they are responsible for.
    - Clarify how future uuman facebook pages would be approved.
      - Would this responsibility fall to the communications committee? to the board?
    - Clarify if all references to issues on Social Justice page should come directly from UU pages/websites or could they be broadly related to topics that are endorsed by UU groups.

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### By- Laws Review -- Kate Hudson

- The by-law review committee has recommended a few changes for your feedback.
- Changes are based on :
  - UUA recommendations
  - The by-laws of other similarly-sized churches, which have recently been rewritten (Northwest and Gwinnett)
  - Our needs
- Significant changes include:
  - Changes to the manner in which a search committee is selected.
    - This reflects UUA guidelines and reflects our experience last year.
    - The board last year decided that the by-laws should reflect the new UUA guidelines with respect to Search Committee selection.
  - Changes to the quorum needed at congregational meetings
    - This reflects UUA recommendations, our experience and the by-laws other local UU churches.
      - We have employed a 50% +1 quorum, which has proven difficult to achieve without numerous email reminders and without buttonholing people on the day of the meeting.
      - New recommendations reflect UUA suggestion and other congregations' use of 20% quorum for most congregational meetings.
      - They also reflect UUA suggestion and other congregations' use of 40 % quorum for the vote to call a new minister.
      - **Discussion** about by-laws around election to call a minister:
        - Why should there be a higher quorum(40%) for this special meeting?
        - Why shouldn't we allow proxies?
          - We are asking a human being to make a deep commitment to us, to move across the country and make a long-term commitment.
          - We owe it to the ministerial candidate we have invited here and to ourselves to be present at their final service, to hear the sermon and to experience his/her leadership directly immediately prior to voting to call or not.
  - Removal of paragraphs that no longer serve us including one on 'waiver of notice' and another on 'record date' of membership lists, which occurs by default every time membership is notified of a congregational meeting.
  - Question: shouldn't the paragraph about election of a Search Committee be included in the section on committees that the board is responsible for creating
    - Yes, part of the section does belong there.
    - Kate Hudson will revise this section.

### Volunteers wanted -- Kate Hudson

- It's come to our attention that we both need and want to find ways to integrate new members at UUMAN as well as fill our committees with volunteers.
- We want to support the process of matching interests, talents and needs.
- We hope to encourage folks to get involved in the life of UUMAN because that is where the lifeblood of the congregation is, how they will connect with new friends and feel a part of the congregation.
- We need to be careful NOT to jump on people before they are ready to commit.
- We can invite new folk to try experiences and committees on for size prior to making any commitment.

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- Sometimes folks have been recruited from one committee to another. How can we recruit leaders without cannibalizing ourselves?
- Some congregations have a Leadership Development Team instead of or in addition to a nominating committee.
- "Raising the Roof" suggests that each new member and long-term members too, be interviewed one-on-one about their interests.
  - We should use a personal touch, a personal connection to help integrate new folk and sustain connection for those who may be seeking a change in their involvement.
- Membership committee has an interest survey. But is the form clear?
  - For example, when you check that you are interested in the coffee house, does that imply you wish to help on the committee or to come to the event?
- Ideas:
  - Help Wanted section on website and/or newsletter.
    - Bob Popp would be willing to write a column for newsletter.
  - Committees need transition plans.
    - We need to be developing our leaders from within: Use co-chair position for training
      - Every committee needs a co-chair or a vice-chair.
  - Membership data base needs to be resurrected and utilized.
  - Do we still have
  - Should committees be asked to write up end-of-year reports?
    - We used to do this.
    - It's not in our institutional memory
    - It's not in our by-laws.
    - We might need an archivist to keep all the records of previous decisions about such things.
    - Currently our archives are mostly the minutes that our Secretary of the Board maintains and keeps, in addition to files kept in the office.
  - There are a number of ideas we need to continue to explore around integration of new members and maximizing our human potential and interests.
  - We will return to this topic at future meetings.
    - Perhaps we could appoint a sub-committee to explore these ideas in greater depth.

#### **Welcoming Congregation poster --Janet Lacey**

- We have been a Welcoming Congregation for ten years.
- Rev. Cynthia gave a sermon on Welcoming Congregation providing background for newer members and reminding us all of its value.
- We have a poster that announces our accomplishment, and it needs to be framed and hung where all can see it.
  - Folks now know what our purple poster means, thanks to Rev. Cynthia's sermon.
  - We have no funds for framing.
  - Jim Saunders volunteers to provide a frame. Thank you, Jim!
  - It would be nice in front hall where it can be seen by visitors.
- We were the 500th Welcoming Congregation.
- Are we supposed to renew our WC? No, there are no further requirements.,
- There are ways to stay engaged.
- There are further credentials, but it require people to lead and we are already spread thin.
- If we are interested we can go on uua website and learn more.
- There is a need for building greater awareness and support of transgender issues.

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- Social Justice is planning to honor Transgender day of remembrance.
- Should we work on establishing gender neutral bathrooms?
- Yes, how? This idea can use leadership
- There is always more we can do.

#### **Sound System** -- Janet Lacey, Laurie Wheeler

- There have been comments/complaints about sound system during worship.
- Music committee has put together a survey for OOW asking folks about their experiences with sound on Sunday mornings.
  - A copy of the survey is passed around.
    - Detailed and helpful.
    - The PC members in attendance support this effort.
    - The survey will be in the OOW.
  - The music committee will coordinate with worship committee to choose a good day to include the survey in the OOW.
  - It will help us understand the nature and depth of the problem we have.
- Question about sound system. Is there any way to have the sound on in foyer?
  - The only person who knows how to switch the sound on in the foyer is Huu.
  - There is a separate amplifier that goes to speaker in foyer. it keeps breaking and is currently being fixed.
  - Dave, who does the sound for the coffee house has fixed broken wires. He is suggesting a rack to mount the amplifier, so it will be more secure. The hope is that it will keep it from being jostled and disconnected.
  - A workday is being planned to secure the boxes.
  - Still need to talk to Huu about this and make sure it's ok with him.
  - Music committee wants to have more trainings for sound team, so it's not dependent on just one or two people.
  - Having someone at every Sunday service doing the sound turning the sound up or down as needed for different speakers in the podium will help
    - Worship might need to take responsibility for the sound during the service and have members of their committee trained on the sound system.

#### **Operations** -- Susan Wilson

- A beautiful Ficus tree has been gifted to us by the Fogles, who are moving. It would be nice where the India poster is, because it is near the window where it can get more light.
  - All present are in support of this.
  - Susan will check with the India Partnership Committee.

#### **MCY**

- MCY has a proposal for Volunteer Appreciation in Fellowship Hall, a line with cards hanging within children's reach so that all could show appreciation for all who volunteer.
  - Suggestion: Make this line easily movable for groups planning events.
  - MCY will maintain this, but all can use it.
- Susan Wilson has a 9 foot tree Christmas tree to donate if it could be utilized by MCY.
  - Yes!

**The meeting adjourns at 8:55.**

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### Reports Requiring No Action

#### 2015-2016 Stewardship Canvas – Status Update – 11/5/15 -- Bob Popp

##### Overall Strategy

- Communicate vision of UUMAN such that people will see easily and simply what UUMAN means to them, where UUMAN wants to go and what it will take to get there.
- Provide UUA giving recommendations understanding that everyone's situation and abilities to contribute are different and that some people are able to contribute more time than money.
- Recognize that UUMAN needs both member time and money to thrive and grow.

##### Canvas Elements

1. Video
2. Care circle canvas meetings
3. Canvas collateral
4. Canvas process.

##### Video

- Progress made on video – outline created. Goal is to have a multi-media video reviewing UU history, UUMAN highlights both past and current and Vision of the future from the eyes of current members and friends.
- Put video on website and make it available on CD – TBD
- Goal is to have the video completed and ready to show and distribute at the 25<sup>th</sup> anniversary celebration on 2/6
- Team members: Dan Ben David, Mike Chambers

##### Care Circle Canvas Meetings

- Care Circle's have begun to sign-up for Care Circle/Stewardship gatherings during February.
- Need to sign-up Stewards to facilitate these Care Circle Canvas Meetings. Stewards will discuss our goals for the next year and questions.
- Care Circle Canvas Meetings will be from Feb 7 through Feb 28

##### Canvas Collateral

- Brochure material with financial information – not created yet
- Video on CD and website – In Progress
- Pledge form – need to decide on how to handle capital campaign if decision is to include
- Packet party with core team to stuff and label envelopes – TBD scheduled for late January

##### Canvas Process

- Stewards contact Care Circle coordinators to discuss Care Circle Canvas Meeting
- Steward is primary point of contact for follow-up questions or if anyone wants a one-on-one meeting also
- Stewards pass out packets during the Care Circle Canvas Meeting or any day after the start of the campaign
- Preference would be that members turn pledge forms in during the Care Circle Canvas Meeting if possible
- Members will return pledge forms to either the Stewardship Committee Chair or Treasurer.

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#### Website Subcommittee Update -- Ryan Vidal

- We've got the test site up and running and are actively updating the template content, and working through what we still need. Having an in-person meeting is proving difficult with schedules, so we'll probably stick to email for most discussions for now.
- Anyone is welcome to check out our current work at <http://test.uuman.org>.
- One somewhat related discussion item:
  - At our last Communications Committee meeting, we discussed the desire to make sure that the Website Subcommittee stays focused purely on website-specific issues.
  - During the first meeting, a broader communication vision for the future was briefly discussed, and if we want to continue that discussion, we'll need to do so during an actual Communications Committee meeting to ensure that all the relevant people are present and able to provide input.
  - There was some concern that big changes would be made to our committee without our committee actually being involved, but I assured everyone that I wouldn't let that happen
- If anyone has any further questions or comments about the website or the broader Communications future, please speak with Ryan Vidal.

#### 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