

Unitarian Universalist Fellowship of Manhattan
Minutes

The regularly scheduled meeting of the Board was held on Tuesday, September 13, 2016 beginning at 7 p.m. Present were:

Reverend Jonalu Johnstone, Minister
Matt Campbell, Chair
Courtney Albin, Chair Elect
Katie Kingery-Page, Past Chair
Chris Bailey, Member-at-Large
Linda Kroeger, Member-at-Large
Kathleen Oldfather, Treasurer
Jessica Sievers, Secretary
Sue Turner, Office Administrator

The meeting began with check in, and then Reverend Jonalu Johnstone provided opening words from Reverend Susan Ray about covenant and religious freedom, followed by lighting the chalice.

Kingery-Page moved to approve the minutes of the May, June, and August meetings with amendments, Kroeger seconded, motion passed by voice vote.

Minister's Report: (see report)

- City Commission voted to pass the BGLTQ anti-discrimination ordinance
- Introducing monthly themes, revamped newsletter, and provided information about this approach at REPO and in Convener training
- Six members attended the Soul Matters workshop in Topeka; initiating Chalice Circles in October to deepen our experience with the theme and connections with one another
- Chris Renner will serve on planning committee for UU Social Justice Workshop February 4, 2017 in Lawrence
- The chairs and I, with Dori Davenport-Thexton, recognize our leadership structure is an issue as leaders are spread thin—consider re-structuring
- Minister's Cluster Meeting suggests ministers provide up to two Sundays a year to cover another's sabbatical, receiving church covers mileage
- Need to create "No Guns" policy for UUFM, post signage
- Annual staff evaluations completed, began tracking time to comply with wage hour laws
- Fifteen people attended Convener Training on August 28
- Path to Membership is scheduled for September 11, 18 and 25
- Worked with connecting ReImageMHK with the religious community

Chair Report: (see report)

- Thank you notes signed for Jen Campbell for preparing Board Retreat dinner, Mark Clarke for donating laptop, Graham Kreicker for donation to choir
- Testing timekeeping policy (implementing existing policy)
- Testing added cleaning responsibilities for Custodian, such as window sills
- Developmental Ministry workshop with Dori Davenport-Thexton
 - Congregational-wide workshop on topic of "Welcoming"
 - Board workshop topic TBD (growth, membership, etc.)
- Developing a wall display of action toward Developmental Ministry goals

DRE Report: (see report)

- June averaged 13 kids per Sunday, July was 9, August was 17
- Family Fun events:
 - June's Summer Fest with 3-4 youth volunteers
 - July's Blackhawk helicopter visit
 - August's free swim at CiCo pool
- Seven volunteered at soup kitchen servers, three volunteered as soup kitchen bakers
- Summer programming had 19 volunteers from congregation
- Teen OWL September to December
- Grades 4-6 OWL January to March
- Challenge to find space for classrooms- using minister's office for teens
- Working on attendance analysis and class division

Treasurer's Report: (see report)

- July expenses were \$17,550
- August income was \$11,654, net -\$5,896, year to date -\$10,814
- No money has been transferred out of Ministerial Savings yet
- Moved \$980 Grow Green Matching money to Grow Green Endowment Fund at GMCF as previously voted
- Summer Fest event cost \$438.28
- Sanctuary Lighting costs so far \$2,858
- Finance Committee met September 7, 2016
- Human Resources staff meeting held with Rev. Johnstone, Turner, and Nelson to review HR issues and benefits
- Pledge Update: Current pledges estimated to be \$95,000 from 50 households (compared to \$107,000 last year) \$125,000 budgeted
- Recommend amending the Personnel Policy Manual (see under New Business)

New Business:

- Personnel Policy Manual Change:
 - Page 1, I. Employment Policies and Practices,
 - A. Statement of Purpose, paragraph six:
 - “If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Lead Administrative Officer which shall be the minister. In the absence of a minister, the Lead Administrative Officer will be the UUFM Chair of the Executive Board.”
- Bailey moved, Albin seconded, motion passed by voice vote to raise honorariums for visiting speakers, paid out of Sunday Services budget:
 - \$300 for UU ministers, \$200 for non-UU clergy
- Social Action Committee Chair vacancy discussion:
 - Committee Chair stepped down.
 - Oversees Helping Hands, Happy Kitchen
- Organizational Structure Discussion:
 - Review current structure and send to Dori Davenport-Thexton
 - UUFM Organizational Structure document created about 10 years ago
 - Pastoral/Informal Structure is appropriate for current congregational size
 - Minister is main point of contact
 - In the interim, attempt to maximize communication about social action- related events to the congregation
 - Begin discussion of changes, if necessary, as we grow/evolve

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Jessica Sievers, Secretary