

Unitarian Church of Norfolk  
Board of Trustees Meeting  
July 14, 2011  
7:00 p.m.

- I. Call to Order – The meeting was called to order by Karen Forget at 7:01 p.m. The following individuals were present: Gary Copeland, Veronica Vaughan, Chris Holbein, Jerry Slosser, Paul Moss, Doug Throp, Anne Marie Curran, Nancy Duncan, Francie Siegfried, Karen Forget, Brian Brennan, Mark Geduldig-Yatrofsky, and Glenn Coates. Everyone introduced themselves during a check-in period and shared a recent anecdote. Past members of Dream Catchers were invited to share in the discussion as the Dream Catchers initiative transitions into Phase II.
- II. Minutes of June 9, 2011 – Corrections or edits were called for. As none were suggested, approval of the minutes was motioned and seconded. Next, the minutes were unanimously approved.
- III. Reports: Oral Additions and Clarifications of eVersions
  - a. Treasurer: Paul Moss
    - i. Moss inquired of the Board as the status of bonuses for the outgoing ministers. Forget referred to bonuses from the previous fiscal year. The Board confirmed that no bonuses were eliminated from the current budget. Salaried positions were cut as revenue dwindled to balance the budget; however, year-end bonuses were used to compensate affected employees as revenue increased throughout the fiscal year.
    - ii. Discussion continued to include salaries from the previous year, payments made to compensate for clerical errors, and the minutes from July 8, 2010 as well as June 9, 2011 were read. As this action was previously approved by the board, consensus to follow the action, and pay the bonuses, was reached. No vote was cast during this meeting.
    - iii. Moss continued to supplement the written report, indicating that the Church experienced a successful year financially as well as spiritually.
    - iv. Forget offered those present an opportunity to ask questions:
      1. Duncan inquired as to the status of why certain line items were listed under liabilities. Moss indicated these were accounting conventions.
  - b. Financial Secretary: Ed Welp contributed the financial and treasurer reports.
  - c. Director of Religious Education: Brian Brennan.
    - i. Dr. Brennan indicated that support was being solicited for CRC and improvement of the CREC.
    - ii. In addition, Dr. Brennan will incur the role of president-elect of the Faith Development Board and thus become the president during the following church year. This opportunity will require an investment of

time and energy but should also reap a deeper connection with the larger UU community.

- iii. Dr. Brennan also shared that efforts to streamline communications continue in terms of the *Gazette* and the newsletter. The newsletter is progressing more of a quarterly journal, and there is a faith development aspect supported by this transformation. The first issue of the revised newsletter format will include GA and SUSY. This journal is not designed to be a timely news product but more of a journal of the significant growth and celebrations of UCN. Time sensitive news and events are more appropriately reported in the weekly *Gazette* and Friday email.
- d. President: Karen Forget reviewed an updated organizational chart for those present. Five committees report directly to the board. These committees required board liaisons. The Worship Services committee's placement on the chart has been revised to reflect current practice. The Transition Team has reverted back to the Committee on Ministry. Please see attachment.

#### IV. Old Business

- a. Choir Director Search Update: France Siegfried
  - i. Siegfried indicated that efforts are underway to hire a music director as well as an accompanist. Multiple interviews and auditions have been conducted. Working with personnel, an advertisement for director and accompanist was placed. The panel interviewed five candidates and conducted two auditions. None of the candidates were deemed a good fit at this time. Another candidate applied and this individual is in process of being vetted.
  - ii. The concept of a music director combined with accompanist was discussed. The pros and cons were weighed in terms of talent, skill, and salary. Such a change would require congregational vote.
  - iii. The choir would like to see two separate roles and positions in place and expressed lament that one of the key candidates had not been hired. It was further discussed that the music program was a strength and would continue to contribute to the growth of the church.
  - iv. In the end, it was discussed that minister input on the nature of the position as well as prospective candidates was valued.
- b. Committee Liaison Assignments: Karen Forget recorded notes on Board Liaisons to various committees.
  - i. Personnel: Francie Siegfried
  - ii. Leadership Development: Karen Forget and Veronica Vaughn
  - iii. DC Phase II: Karen Forget and Nancy Duncan and Ann Marie Curran
  - iv. Program Council: Chris Holbein
  - v. Finance: Ed Welp and Paul Moss
  - vi. Endowment: Paul Moss
  - vii. CREC: Brian Brennan
  - viii. Policies and Procedures by-laws:
  - ix. UU Tidewater Cluster:

1. (The UU Tidewater Cluster meetings are conducted annually or twice per year. This group facilitates communication among congregations. The liaison would be the point of contact for UCN. For example, NN, Williamsburg, and Richmond are experiencing unique capital gains challenges. Another example would be the sharing events such as the Emma Revolution concert).
    - x. Building and Grounds:
    - xi. Stewardship:
    - xii. Membership:
    - xiii. Worship Services: Veronica Vaughn
    - xiv. Communications: Ann Marie Curran
  - c. August Schedule: Karen Forget
    - i. Forget also recorded potential dates for the Board Retreat in August. Members present expressed preferences and shared summer plans. Forget indicated that email correspondence would serve to finalize the retreat date.
- V. New Business
- a. Policies and Procedures Manual Additions: Karen Forget (see proposal)
    - i. The policy of the definition of membership was discussed.
      1. The definition of membership, to include pledge waivers, reflects multiple concerns: being a welcoming congregation, recognizing the worth of all, funding the mission of the church, sensitivity to the spiritual path of all congregants, and many others. At this time, the by-laws indicate that members may seek a waiver to be free from pledging by following the waiver process. There is no official waiver procedure in place currently. The Board was unclear as to exactly how waivers were granted. Currently, no waiver is denied.
      2. Membership is reported annually to the Unitarian Universalist Association. UCN then submits membership fees reflective of total membership in the church.
      3. Currently pledge waivers are indefinite and granted without question. Concerns about placing consideration for waivers before the Board or other large group was discussed. Pledge waivers reflect very personal, very confidential information. The Board discussed ways to balance being a welcoming, supportive congregation with requiring funds to operate. The annual pledge drive was discussed in this vein.
      4. In the end, it was decided that the PPM committee will submit revised policy for consideration in August.
    - ii. Weapons policy: Discussion of UCN's weapons policy was deferred until August.

- b. Signature Cards:
  - i. A motion was put before the Board and seconded that the bank signature cards be revised to Remove Jerry Slosser and Ed Welp and add Karen Forget and Paul Moss. The motion passed unanimously.
- c. DreamCatchers Phase II: Karen Forget
  - i. Forget indicated that at the annual meeting, the congregation demonstrated support to the Board to begin to explore the implications of moving the church. The Board is tasked with structuring that process to include systematic communication. As such, members of Dreamcatchers were invited to share with the Board their experiences over the past year.
    - 1. Doug Throp:
      - a. In the closing meetings, we made a commitment to meet with the new committee to meet one or more times to share what we learned and bring them up to speed.
      - b. If a small steering committee is formed, then more sub-committees will be needed. The lesson learned is that no one or two people can do everything.
    - 2. Glenn Coates:
      - a. See list of next steps. Many of the next steps were originally the intent of the Dreamcatchers committee. It is now realized this work was not the work of one year.
      - b. Coates shared with the Board and new committee members that internal as well as external communication was extremely important. Next steps include developing a set of guidelines to use as a starting point in conducting research. Wikis and emails can be successful.
      - c. In the beginning, the overall challenge proved daunting. However, as the process began, the team worked together to define tasks and goals. Indeed, Rev. Manwell proved very helpful as did Martha Shore, in focusing the group's work. The goals, plans, and tasks remained flexible, which is critical.
      - d. What did not work well? We could have done, should have done, and need to do a much better job of keeping the congregation informed and updated. We could have managed certain situations better, especially in anticipating diverse viewpoints.
      - e. Having a strong steering committee with task forces worked well. The work is too much for one committee.
    - 3. Gary Copeland:
      - a. Communication: Wiki spaces and wikis were used extensively and as many as 40 people reviewed results

- of the surveys. These devices were used to facilitate communications. Perhaps the Board use them as well. Those present will be given an invitation to review Wiki conversation. New notifications will be explored.
- b. The task forces worked well. The survey was a big job. Understanding the data was a big job. The steering committee might be comprised of 6 or 7 members.
  - c. The previous committee met weekly and biweekly. There were at least 50 meetings of 1.5 hours or more.
4. Discussion continued as the Board reviewed the *Possible Goals/Tasks for the Next Building Committee*.
- a. We can now take the congregation in the direction of imagining other places. For example, members might visit other services to share stories. We might now conduct focus groups on what would a new place look like? What would we want? Focus group, town meeting. Could also visit other facilities and develop sharing sessions. *Refer to Possible Goals/Tasks for the Next Building Committee* report submitted.
    - i. Imagineering
    - ii. Capital Campaign
    - iii. Real-Estate Research
    - iv. Green spaces exploration
    - v. Chrysler museum/others interests and intentions
    - vi. Exploring interim spaces
    - vii. Demographic research
    - viii. Experiences of other Congregations
  - b. Some of the above items represent tasks that were not completed. Specific task forces have the worked chunked into smaller pieces. Hopefully, this strategy will make recruiting easier.
5. What is status of DreamCatchers II?
- a. Doug Throp indicated that he wanted to maintain momentum. While willing to transfer the work to others, it must keep moving forward and Throp is willing to serve.
  - b. The board accepted responsibility for recruiting steering/task committee membership. Discussion ensued regarding the value of a fresh group. The focus of the work is changing. Coates to continue with designing tasks. Copeland to continue finance.
  - c. The new group must be able work together. They will need to look at the tasks and let number be defined by the work. More clearly defined tasks will help to dictate the work and the group. These tasks may be flexible.

- d. Communication and respect need to be developed quickly so arguments do not arise. However, one must develop strategies to deal with bullies. It forced committee to deal with the process. There may have been a failure in communication and working through the concerns; however, the benefit was that the group had to look at these concerns. Lessons were learned.
    - ii. The Board offered DreamCatchers a round of applause as a show of support for their dedication and hard work to the life and mission of the Church.
    - iii. Moss was also commended for his design of a new church with significant detail that supported the finance team.
    - iv. Discussion of next steps continued. The Board is faced with the task of recruiting for the next steering committee. Perhaps the work should determine the number, makeup, and structure of the next phase. One of the first tasks for the next committee (DreamCatchers II? DreamWeavers?) is to set a goal and timeline for June of 2012.
    - v. Perhaps with Board should meet specifically with the next team to determine more direction. DreamCatcher's helped to define the work and now more is known.
    - vi. Forget to email Copeland Board contact information to begin the Wiki process.
- VI. Other
- VII. Board Bouquets (Send to Kila Chong)
  - a. John Schaberg: When the office printer was without ink to print the orders of service for his Sunday7, he printed them himself and delivered them to the office.
  - b. Adele and Elisa for their hard work in the very warm sanctuary and music room, trying to straighten up our music library.
  - c. Dal Paul for "rescuing" our building when he found both front and back doors wide open this past Sunday afternoon. He came in and secured lights, fans, and the doors.
  - d. Lynn Jacobs for her faithful work as our secretary.
  - e. Karen Smith for her hard work as our music coordinator.
- VIII. Assignments for August (with the retreat, these may not be necessary):
  - a. Set up
  - b. Process
- IX. Did we serve the congregation well?
- X. Calendar Dates of Note:
  - a. Board Retreat in August – just us. Background and skills and teamwork. Goals for the year. 9:30 to 2:30, lunch, Sat, 8/13. Forget to continue formulating date through email.
- XI. Potential items for next meeting:
  - a. Choir and music director
  - b. Weapons policy
  - c. Waiver policy

- d. Welcoming the new minister

Unitarian Church of Norfolk  
Board of Trustees  
September 8, 2011

The meeting was called to order at 7:00 p.m. by the president. After a brief check-in period, the meeting began with financial matters.

Discussion ensued regarding financial matters. Moss reported that...

1. Some sheets were late but this did not present a large problem.
2. The finance committee asked about moving expenses to reimburse Simpson who indicated that the moving expenses totaled far below the \$6800 limit. It was stated that there was no deadline.
3. When Ed gave final approved budget. There were \$16,000 on the expense side not allocated and was called a reserved account. This is similar to a capital reserve fund. We decided to call this a reserve fund. Refer to line 7190.

Simpson indicated that the executor of Will Frank's estate shared that Will left a bequest to the church. There was no information about how much money or which historical artifacts would be left to UCN. The University of Virginia had already contacted Simpson. Old Dominion was no longer interested. Custody of the artifacts would present a great responsibility to the church. There was discussion regarding whether this responsibility was appropriate for the church to assume. Discussion continued regarding contacting Harvard University which already has an extensive UU library.

Dr. Brian Brennan submitted the DRE report and requested the board members consider carefully and respond to the questions found in the report.

Simpson did not submit a written report. Simpson reported that she had conducted multiple one-on-one meetings and that the topics of these meetings represented a wide variety of concerns. Overall, anxiety level could be characterized as high. Simpson has been working with the worship committee to set the worship schedule for the year, with monthly themes. There have been a lot of requests for non-church member weddings. Responses to these requests will be balanced. There have also been requests for non-member memorial services which will most likely be declined. There are legal issues. Some UU ministers will not sign marriage licenses until all marriages are legal.

Many of the one-on-one visits centered on pastoral and theological concerns. Larry Scripp indicated that the Will Frank Memorial is set for Saturday, November 5, 2011 at 2:00 pm. The Church has literally been hearing from people all over the world. Rev Mark Morrison-Reed has

made contact. The family will determine memorial. As beloved as he was here, not all members will be able to do something. The memorial will be here. We fit 250. The question was asked if the church was big enough? However, to not have it here would create other issues. ODU would charge. Other overflow venues would also cost.

It was pointed out that Will Frank served in the military; therefore, a live bugle was essential to properly honor his memory.

The question of accounting for time in units was brought up. Ministers work in time units: 3-4 hours long. For example, units consist of mornings, afternoons, and evenings. 12-14 units per week are expected. A typical day off might be Friday and Monday for study and sermon writing. The Worship services committee is working well together and has routines.

Simpson indicated that the Church and Board should also consider the yearly church schedule in terms of lay-led services. Current thinking was that a three month absence in the summer was outdated. Simpson would conduct the same number of Sundays in the church year, but they would be more spread out throughout the year.

Simpson indicated that everyone had been very welcoming and trusting in terms of sharing sorrows and concerns. She has spent 10 years preparing for the role. There is a plan to prepare people for growth.

Choir Director: Stephen Z. Cook. The first choir service is September 18, 2011. He has Robert Brown's old job at the Governor's School. He is getting maximum of budgeted money: 8,500 per year. We will still need to revisit how this role is structured. The choir respects him. He is also a professional organist. Kila will allow him use the office. Cook needs space here and will share with Kila.

The Personnel Committee met last night to review a manual for all personnel matters. The Committee had some questions: Did we decide healthcare and we do have one? Ms. Forget will send. Offering the UUA plan is in the manual. It was also decided that someone from personnel to look at QuickBooks to make sure salary and budget match. We will have to recognize cost and budget may differ due to time frames of years are not all reflected in one budget year. We need to look at numbers and be transparent. The plan is to have a report to submit to the board next month. When you retire from UUA, do you have to work a year? We paid the retirement in full and they vetted. The manual might also include search and hiring processes. Simpson would like to see drafts. All job descriptions and evaluations should also be included.

Karen Forget indicated that we have 2 groups of committees, one group reports to board and we are responsible for those:

Membership: Christine

Stewardship:

Tidewater Cluster: Meeting cancelled for 9/24 – if they are held quarterly then they can plan events and activities. Next meeting is in Williamsburg: Tracie Whitelaw for Tidewater Cluster rep

The Board retreat was rescheduled for 09/25/11.

Discussion ensued around areas of concern from a previous hurricane. It was recommended that the vapor barrier be removed, dried, and replaced. There was some damage to the roof. The Board discussed getting an estimate on replacing the roof.

Brian Schiller has agreed to chair the finance committee. A motion was made to accept Brian Schiller and then it was seconded. The motion passed unanimously.

In the Church surveys, the number one item that people complained about was social hall. Whatever is decided in long term, the current building will be in use for a while. It was recommended that we put together a task force, to really look into what we could do about social hall. A full assessment and recommendations to address immediate concerns would be made. Tracie Whitelaw and Veronica Vaughn agreed to head up social hall committee.

Internet accessibility: This issue has come up many times. Mark Geduldig-Yatrofsky has worked with technical support committee for a year to provide the ideal base for office equipment, vetted proposals for the minister's computer, and replaced the office computer. The committee does not support an open-Internet environment in which external parties could review Church Internet activity. Best practices in the industry reflect not granting open access to the wireless network. The fact that we have a closed system does not preclude to making it open. The Committee recommends an application process similar to getting a key to the building or key code. Mark recommends that anyone with a business need be granted access. If the Board decided to grant access on a broader basis, members and friends of the church, the Committee recommended using passwords. Cox provides much more bandwidth, so the amount of bandwidth is no longer a concern. We now have enough to share. The highest demand times are off hour times from when staff was here.

The organization Out of the Box wishes to provide for student access to develop a web development class. This is not the concern. The main concern with using our wireless network is those who would do so for nefarious schemes. Discussion continued regarding pros cons and

risks, also it was proposed that there be a trial period. Who are the users? Could we count the number of users? Concerns continued regarding ability to provide oversight, perhaps a password on fridge, fulltime use of oversight. The Church administration could change password every 90 days. Mark asked if the Church should hold a town hall meeting.

A motion was made to conduct a trial period of 90 days to extend Internet wifi access to the entire congregation, members, friends, and homeschooled students by placing an obvious and simple password in a central location. The motion was seconded and passed unanimously.

A policy or practice regarding Gifts in Kind was moved to October to provide time to see what's in place. The Church needs sound policy and practice to facilitate other than cash donations.

Weapons and Waiver policy discussion moved to next time.

#### Board Bouquets

- 1) Doug Throp and Building and Groups Team – way above and beyond the regular call of duty.
- 2) Dal Paull and the Caring Team. Contacted everyone at risk, ensured plan if needed to evacuate
- 3) From finance committee – Dave Gist for his work with finance committee
- 4) Veronica Vaughn for getting us to work on social hall.

**Minutes**  
**UCN Board of Trustees Meeting**  
**October 13, 2011, Curtis Room, UCN**

- The meeting was called to order at 7:03 PM by Karen Forget, Board President. Cyndi Simpson, Chris Holbein, Paul Moss, Ed Welp, Anne Marie Curran, Francie Siegfried, Brian Brennan, Nancy Duncan, Christine Hyde, Tracie Whitelaw, and Veronica Vaughan attended the meeting. James Kirk was not able to attend. Copies of the book Church Folly Lane were distributed to those Board members who needed them and Cyndi passed out suggested reading hints.
- I. Opening Words and Chalice Lighting: Cyndi Simpson shared a reading.
  - II. Check-in and Rumor Check: The Board completed a brief check-in and Karen asked if anyone had any rumors to share. Our Board Covenant was read out loud later in the meeting.
  - III. Approval of Minutes from September: The minutes were not approved because they were not been sent out to the Board for review.
  - IV. Questions and Clarifications in E-Mailed Reports: There was some discussion about Brian Brennan's report on childcare. Brian asked for clarification on the procedure for securing childcare providers. Brian reported that he was advertising for approved childcare providers to assist Ann Daly, the Nursery Supervisor, in the nursery and provide care when she is unavailable. The DRE is responsible for approving all childcare providers. The CREC will be asked to help in developing a system for scheduling childcare and ensuring adequate childcare is available. The nursery will be staffed by two children/teens and an adult on Sundays due to the high volume.
  - V. Report on Ministry: Cyndi Simpson reported that she recently attended a cluster meeting of seven churches in the area. On March 24<sup>th</sup>, there will be a "cluster day" worship and people who do the same jobs in each church will have an opportunity to meet. Cyndi stated that she spoke with her mentor, Robert Latham, about UCN and how she sees it operating. Cyndi said she does not feel that the minister is at the center of congregational life at UCN and that we function in some ways like a family church. In order to move to the next level and become a pastoral church, trust in leadership must be developed. Cyndi plans to focus her current efforts on building relationships to help us move to the next level.
  - VI. Disruptive Behavior: Karen Forget stated that we need a policy regarding disruptive behavior at the church and that a behavioral covenant is not sufficient. A sample policy was distributed prior to the meeting. A small group from the Board, including Cyndi, Christine Hyde, and Veronica Vaughan, was put in place to test the sample procedures and report back on their effectiveness.
  - VII. Board Policy Regarding Gifts in Kind: Paul Moss from the Finance Committee reported that there is a policy regarding gifts already in place at UCN. It was suggested that an extra paragraph be added to the policy for clarity. Paul will work on the additional language. It was discussed that the congregation will need to be

- made aware of the procedures for donating gifts. In discussing communication methods at the church, it was brought up that there are currently a couple of Facebook pages related to UCN. Cyndi suggested that no one should use our name without our permission and that there should just be one official UCN Facebook page administered by the church. Other groups who wish to have pages should not use UCN in the title. This issue will be addressed in the upcoming Communications Committee meeting.
- VIII. Personnel Policy Manual: A motion was made by Chris Holbein to approve the Personnel Policy Manual put together by the Personnel Committee. It was seconded by Tracey Whitelaw and approved by the Board. Francie Siegfried will send the manual to Phil Gillette for formatting for inclusion in the PPM. Francie reported that the Personnel Committee would like to take a collection for employee bonuses based on length of employment and hours of position to be distributed at an Employee Recognition Dinner in February. Paul Moss made a motion to establish a Staff Appreciation Fund, Tracey Whitelaw seconded and it was approved by the Board. Checks made be given to Kila or Cyndi and will be processed through the church accounts with a special line-item added to the budget. The Board was asked to lead the effort by donating and spreading the work to other church leaders.
- IX. Cindy's Ordination: If approved by the congregation, Cyndi would like to hold her Ordination at UCN in late Spring. Some lead time is needed to be sure the date gets on the District Calendar. Cyndi stated that she needs a Committee on Ministry and that they would be involved in the ordination. Time is also needed to inform the congregation about the ordination process and prepare them for a vote at the Annual Meeting in mid-January. Questions were asked about the cost to UCN of hosting the ordination. Cyndi will put together an estimate.
- X. Building Questions/Dreamcatchers II: Karen stated that there are a few people in place to work on a Steering Committee. Board members were asked to describe their dream vision for the church building. Determining who we are and what we want the church to be will be critical.
- XI. Board Bouquets: The Personnel Committee for working to develop a Personnel Manual for UCN. The Fun-raising Group for providing lunch during Homecoming in September and for hosting the Fall Plant Sale.
- XII. How are you feeling about tonight's meeting?: The Board completed a final check-in.
- XIII. Assignments for November 10<sup>th</sup>: Francie Siegfried, Set-Up/Paul Moss, Process Observer
- XIV. Upcoming Dates: UCN Yard Sale: Oct. 22<sup>nd</sup>/Board Retreat: Nov. 12<sup>th</sup> Noon-6:30PM
- Meeting adjourned at approximately 9:10 PM.

Unitarian Church of Norfolk  
Board of Trustees Meeting  
November 10, 2011

Members Present: Karen Forget, Chris Holbein, James Kirk, Nancy Duncan, Christine Hyde, Anne Marie Curran, Francie Siegfried, Tracey Whitelaw, Jerry Slosser, Cyndi Simpson, Brian Brennan

Members Absent: Veronica Vaughn, Paul Moss, Ed Welp

The president called the meeting to order at 7:00 p.m. The meeting began with a moment of silent meditation. The Board then read the Board covenant, and Jerry Slosser agreed to record action items for review at the end of the meeting.

Brief Check-In

September and October Minutes Approval:

Questions and comments were called for regarding the September minutes. The wording of UU ministers will not sign marriage licenses until all marriages are legal was clarified. The word “legal” needed to be added. In addition, the point was that many UU ministers will do ceremonies but not sign licenses. Also, Cyndi Simpson is not properly referred to as “Reverend.” It was moved and seconded that the September and October minutes be accepted with these changes made to the September minutes. The motion to approve the minutes was accepted unanimously.

Review of Reports (Financial Reports, Organizational Chart, Vice President, President, DRE):

The above reports were previously sent to Board members. Questions regarding these reports were called for. It was noted that 33% of church year has passed and 34% of pledges have been collected.

**Action Item:** The Finance Committee to obtain an estimate on roof repairs.

Report on Ministry:

A review of the minister’s time log, since mid-August, 55-60 hours of work have been devoted to resolving conflict between individuals at the church. This time investment is taking a toll on other areas, i.e. weekly cycle of worship and projects, improving worship, membership committee, and is not sustainable. These efforts also drain energy and emotion that could be invested elsewhere. Interestingly, the incidents involved individuals who are not members (either they are not in good standing or they are friends of the church).

Cyndi Simpson outlined several priorities for this year:

We need to develop a sense of identity as a church.

We must develop sound decision making processes. It is critical that the Board understand their roles and responsibilities. Relationships with others change when one is on the board. One is always a Board member. As a Board we need to develop a shared understanding of this role. For example, how we behave toward each other, to members, and to others is visible and noted by the congregation. Staff is in a similar aspect of losing some privileges as members. Board members and staff lose the privilege of being free to behave in any manner. As leaders, we set the example.

We need to develop a culture of respect among congregants. Some people are dealing with individual issues, but others are behaving or making decisions that may be based on the history or culture of the church. It may only be 15-20% of congregation. However, that's too big. Some have drastic reactions. Some individual are "going nuclear." Has this behavior been enabled in the past?

One of the most critical aspects of the needed cultural shift is the shift from a Family/Pastoral Church to a Program Church. This shift is about trust. Trust is built in part through communication. Discussion continued about working at the next retreat on shared language, i.e. "We don't act that way here."

#### Report from the Disruptive Behavior Task Force:

After our October meeting, Karen Forget sent a letter to a specific individual informing her that a task force had been set up to meet with her and to work with her to find a better way for her to be with the congregation. The task force set up a meeting with her.

The meeting was challenging. The individual came into the meeting, refused to address the issues, shouting at those present. When she refused to adhere to reasonable behavior, she was asked to leave. She continued to shout and did not leave. Cyndi Simpson left the room to call the police. At that time, the individual left the room but did not leave the church. Instead, she went downstairs and sat in the sanctuary where the choir was rehearsing. When the police officer arrived, the individual departed with her peacefully.

After the incident in question, Cyndi and the Board members spoke with the choir and answered their questions about the incident.

This behavior has gone on for two years and escalated when she was asked to stop. Are there ways to deal with this outlier behavior? It is our responsibility to help to establish a culture of respect and tolerance of diversity, not tolerance of misbehavior. Enabling this behavior is not respectful of this individual. Tolerance and religious freedom do not equate to tolerance of rudeness and abusive behavior. The question about the physical safety of the congregation was raised.

The task force recommends asking the individual to leave the church, level 3 on the policy. The Board unanimously accepted this recommendation. We will inform her in writing. And appreciation was expressed to the task force for their good work.

**Action Item:** K. Forget will write to the individual.

Safety Committee:

The Board will establish a task force to work on a safety and emergency response plan for the church. Allen Perry, a police officer in VA Beach, Dave Hutchinson, a VB fire fighter, and Michael Minor, head of the Ushers and Greeters, were suggested for the Task Force. We will ask them to consider a communication plan, crisis tree, evacuation plans, reaction to emergency plan and other considerations.

**Action Item:** Brennan to talk to Allen Perry, Michael Minor, and Dave Hutchinson.

Disruptive Behavior Policy:

The Disruptive Behavior Policy was reviewed.

It was suggested that we strike out the causes. We cannot know why the person is behaving in a disruptive fashion. Investigations and disposition should focus solely on an objective reporting of behavior. This behavior has been tolerated and avoided. It needs to be confronted.

The Disruptive Behavior Policy has three levels. Level one is a warning or discussion. Level two is excluded from some activities for a determined period of time. Level three is exclusion from participation in any church activity. This individual (current concern) has been taken through the three levels. Extreme behavior, including but not limited to physical violence, may require a level three disposition.

In regards to the current concern, the question was asked: How much interference of church functions is going on? How extensive is the interference to church functions. Tolerance is not absolute. If we had a policy in place, there may be some good families/people who would still be with us.

It was moved and seconded to pass the Disruptive Behavior Policy as amended. The motion passed unanimously.

**Action Item:** J. Slosser to insert the policy into the Policy and Procedures Manual.

**Action Item:** K. Forget will compose a letter to the congregation offering an opportunity for questions and concerns.

**Action Item:** B. Brennan will place the policy on the website.

These decisions and policy should be communicated to the congregation through the website, blogs, and sermons. Communication is one key to begin a culture shift.

Break

UCN Bookstore and Library:

The Board reviewed the previously sent proposal from the current bookstore manager. It was suggested that the bumper stickers, tee shirts and other non-book items be given to the Social Justice Committee for sale with their fair trade item.

The library needs purged and combined with the bookstore in a systematic fashion. There are books that committees could use and should have. Some books currently in the book store will be good additions to the lending library.

There is a bookstore fund with \$1900. These monies are to go into general fund. The question was raised about the origins of the Bookstore initial funds. It was discussed that the Bookstore has been maintained by Church funds for an extended period and that is appropriate to absorb the money into the operating budget.

It was moved and seconded to adopt the plan. The motion passed unanimously.

**Action Item:** K. Forget to communicate the Bookstore plan to the congregation after Thanksgiving.

#### Request to Join Outside Organizations:

The Board reviewed the previously distributed proposal regarding UCN membership in outside organizations. One example of such an organization might be Hampton Roads Pride: LBTG group.

Discussion ensued concerning the question of the source of funding for the membership: the sponsoring committee or the church? It was suggested that the dues be paid for from the budget of the committee or group.

Empower Hampton Roads is a coalition of churches and is handled differently.

The language was added to the policy: "Including how it aligns with UCN's principles and mission."

It was moved and seconded to adopt the plan. The motion passed unanimously.

**Action Item:** K. Forget and C. Simpson to follow up on Cherie and Katrina Gamble.

**Action Item:** J. Slosser to incorporate into PPM.

#### Midwinter Meeting:

Midwinter meeting set for 1/21/12 around dinner time. Details will be determined at the December Board Meeting.

#### C. Simpson Request for Ordination:

We need to education the congregation and plan for a vote in January. The date needs to be placed on the District Calendar, at least as a place holder. The Board agreed to support the date selected by Simpson in April or May, pending congregational approval.

**Action Item:** C. Simpson will choose a date and put it on our calendar and the district calendar.

Designated Gifts Policy:

The Board reviewed the previously distributed proposal regarding designated gifts.

It was moved and seconded to adopt the policy. The motion passed unanimously

**Action Item:** J. Slosser to incorporate into PPM.

Dreamcatchers II Update:

Dreamcatchers II met with Dreamcatchers I. Our theme for this year is “Create the Vision”. The Board, committee, and stakeholders were charged to build excitement around the possibilities and hope. We should cast a non-judgmental, wide net for ideas and information and input. Communication is the constant challenge. We must maintain momentum. Could we perhaps conduct a charrette activity in terms of designing a church? Get people of excited about the church; build a sense of abundance, not scarcity.

Childcare:

Check with Anne first. If she’s available she will be here. If she is not available, she or Kila can provide a list of approved childcare providers. Kila will have names, but does not make the actual arrangements.

**Action Item:** C. Holbein to communicate with committee chairs, the Friday email, and the Gazette to contact Anne for childcare.

Board Liaisons:

Stewardship should perhaps be a responsibility of the Board as a whole. Simpson indicated a desire to be a part of the Stewardship committee. Simpson shared the vision of moving stewardship towards membership in terms of fostering connections to the church, no pledge campaigns, concentrate on the actual work of church, not just getting some money. This shift has helped congregations generate energy and ideas. Committee can take steps in that direction. Thus, stewardship is a year-round effort.

Ministerial Reflections Committee: Three to five members. Please send suggestions to C. Simpson.

Healthy Congregations training: 4 monthly meetings, January 14, February, March, April. K. Forget, C. Simpson, C. Hyde, B. Brennan and C. Holbein expressed interest. C. Simpson will follow up with registration information.

Board Bouquets:

Please consider and send to Kila.

Closing Thoughts:

We are excited about vision and bright future if we shape it.

We got a lot of work done tonight.

The meeting was uplifting and feel re-connected to the Church and the work.

Appreciation was expressed for Hyde's input.

Sometimes in order to heal and grow we must confront issues first. And that part is hard. We have

to work through them.

Simpson's mentor is Robert Latham and Simpson also asked for an accountability partner among her colleagues.

Unitarian Church of Norfolk  
(Unitarian Universalist)  
Board of Trustees Meeting  
December 8, 2011

Members Present: Cyndi Simpson, Karen Forget, Chris Holbein, James Kirk, Paul Moss, Francie Siegfried, Nancy Duncan, Christine Hyde, Anne Marie Curran, Jerry Slosser.

Members Absent: Veronica Vaughan, Ed Welp, Tracie Whitelaw, Brian Brennan.

Guests: Joe Cook, Annelore Butler

The president called the meeting to order at 7:00 p.m. The meeting began with a moment of silence and the reading of the Board Covenant.

Minutes Approval:

After a brief check-in period, questions and comments were called for regarding the November minutes. It was noted that the minutes were dated November 12, the day of the Board Retreat. The date should read November 10, 2011. It was also noted that the word “not” should be inserted in the sentence regarding UU ministers and marriage ceremonies. Many UU ministers will “not” sign marriage licenses until all marriages are recognized legally. Given the above revisions, acceptance of the minutes was then moved, seconded, and passed unanimously.

Financial Reports, Organizational Chart, Vice President Report, President Report, and DRE Report:

The above reports were previously sent to Board members. It has been requested that these reports be filed with approved minutes. No questions or concerns were voiced.

Presentation by Guests:

Joe Cook requested time to present information for the Board’s consideration. Neither Joe nor Annelore Butler was satisfied with response of the Board regarding the recent exclusion of a specific individual.

Joe shared the following concerns and thoughts:

- The Board policy was enacted without congregational input and applied retroactively.
- The communication method to the individual involved was inappropriate.
- He remains unaware of what transpired in the meeting with the individual involved.
- He raises this concern because he cares about the church.
- A Covenant of Right Relations should solve behavior problems.

- Trust goes to the heart of many of the current concerns
- The Church exists to provide acceptance and understanding and emotional support through all stages of life.
- Real issue is a question of the authority of the Board versus the authority of the congregation in terms of adopting policies.
- Another concern is the matter of appeal procedures.

Joe submitted a proposal to replace the current Disruptive Behavior Policy. In addition, Joe would like the question of any exclusion of any member to be put before the entire congregation.

Joe indicated that he requested minutes from the meeting on Wednesday, November 9, 2011. It was later clarified that this meeting was not a Board meeting, and no minutes from that confidential proceeding would be forthcoming.

Joe expressed several times that he would still like to know the details of this case.

Annelore Butler shared that the letter sent to the congregation was disturbing to her as was the revelation of the individual's name in the letter.

Annelore expressed that she believes the purpose of the church is to protect the weakest members and to ensure that none feel excluded.

Karen Forget responded:

The Board agrees with need for a behavior covenant (or covenant of right relations) and mission statement and has set that as a priority for this year. The Board has discussed ways to bring congregation into the development of these foundations of trust.

Karen indicated, however, that the situation with this specific individual's behavior was disruptive and threatening in many situations, not just one isolated incident. The Board's role is to protect the Congregation. To allow congregants to feel threatened repeatedly and not take action would be irresponsible of the Board.

Karen then shared that a committee was formed and attempted to develop and enter into a behavioral covenant with the individual in question. The committee met with the individual. Unfortunately, the individual demonstrated no willingness or intent to discuss and resolve the problem. The individual's behavior became disruptive, combative, and hostile. The committee then did what was felt to be in the best interest of the Church. The Board then affirmed this decision unanimously.

Karen then shared that a Behavior Covenant or Covenant of Right Relations is distinctly and significantly different from the Disruptive Behavior Policy. The Disruptive Behavior Policy was enacted to provide clarity, consistency, and equity in dealing with extreme behaviors. When the current situation became untenable, the Board recognized there was no policy in place to guide an appropriate response. The Board then sought assistance from the Unitarian Universalist Association as well as reviewing the policies of

other congregations. The current policy was developed so that if this problem arose again, future Boards would have the appropriate guidance which was currently lacking.

Karen also stated that the action the Board took was indeed within the authority of the Board. At the time the committee made and implemented the decision, it acted within the parameters of current policy. The process followed best practices found throughout the UUA. The Board then affirmed this decision. The Board then adopted more formalized policy to clarify future action, should it become necessary.

Joe indicated that he did not think the current policy addressed due process and fairness. Joe shared that the UUA policy is flawed, that there are not enough protections in place. He also indicated that an appeal process should be in place.

Karen indicated that the proposals brought to the Board will be given full consideration. An development of a Behavioral Covenant or Covenant of Right Relations will be the central work of the Mid-Winter Meeting.

The Board encouraged Joe and Annelore to be involved in the development of a Behavioral Covenant.

Karen encouraged congregants to read the book *Moving on from Church Folly Lane*. The book puts many of these concerns into perspective and often provides insight into how some things work well and other things do not at the church.

Jerry Slosser stated the UCN has by-laws and it has Policies & Procedures. Policies are the purview of the Board. By-laws must be approved by members of the church.

**Action Item:** Karen will place the proposed changes to the Disruptive Behavior Policy on the agenda for the January Board meeting. The Board will then make whatever changes, if any, are deemed appropriate.

The Board expressed its appreciation to Joe and Annelore for their time and commitment to the church.

**Action Item:** Karen indicated that the time and devotion demonstrated by Joe and Annelore was worthy of a response from the Board. Karen is to compose and send a response, not to the proposed changes which require Board action, but to Joe and Annelore, more formally thanking them for their time and consideration.

#### Report on Ministry:

The discussion was opened to questions and comments on the report on ministry. Cyndi shared that she aims to develop a Ministerial Reflection Committee. Various names were shared as potential candidates for this team. This committee will provide feedback and support to the minister but is not the appropriate forum for members to express concerns regarding the minister. That remains the responsibility of the Board of Trustees.

Cyndi is in the process of putting together a Worship Arts Task Force to review and recommend changes to the order of services.

Hampton Roads Pride:

A motion was put before the board to support the Social Justice Committee to use funds to enroll UCN as an organizational member of Hampton Roads Pride. The motion was seconded and passed unanimously.

Blogs

Members were encouraged to visit the various blogs on the UCN website and to spread the word. The blogs will be one more means to communicate with the congregation and others.

**Action Item:** Chris Holbein will do the first blog post for the Board.

Planning for Listening Session:

Discussion ensued regarding planning for a Board Listening Session. This forum would be a means for the Board to hear the thoughts, questions, and concerns of the congregation directly and for the Board to inform the congregation of the work of the Board. These listening sessions will be conducted monthly (unless there is an annual or semi-annual meeting).

The current proposal for the listening session would be a forum open to the entire congregation. The listening session would begin with a 25 minute presentation period to share the work of the Board and make introductions. Presentations will be made by various Board members.

Following the 25 minute presentation period, the forum will be open up for thoughts from the congregation. We will try to limit the total time to 50 minutes. Two minutes per speaker with a time keeper to ensure that all interested parties would have an opportunity to share was suggested.

Proposed Agenda for Listening Session:

- I. Chalice Lighting & Opening Words
- II. Board Priorities
  - 1) Mission Statement: James
  - 2) Behavioral Covenant: Karen
  - 3) Communication Plan: Chris
  - 4) Size Transition: Chris
  - 5) Staffing Assessment: Ed
  - 6) Membership: Anne Marie
  - 7) Dreamcatchers: Nancy
  - 8) Social Hall: Paul

9) Worship Arts: Cyndi

10) Disruptive Behavior Policy: Karen

III. Congregation Sharing – open microphone

#### Midwinter Meeting

The Mid-Winter meeting will focus on development of a Behavioral Covenant or Covenant of Right Relations.

During the Mid-Winter meeting, members will be also asked to vote on Cyndi's ordination. It will be important that everyone understands this vote is very different from "Calling" a minister. Cyndi will remain a developmental minister, not a called one.

Members will also be asked to vote on the Action Items that will be on the agenda for the UUA General Assembly this summer. Information is available on the UUA website. It is not a vote for or against, but simply should the issue be on the agenda.

The proposed date and time for the Mid-winter Meeting: January 21, 2012 from 3:00 p.m. to 6:00 p.m.

**Action Item:** Karen to work with Kila on reviewing the membership list. Only members-in-good-standing are to vote.

**Action Item:** Karen will write a letter to the congregation regarding the Mid-winter Meeting and make sure that it is mailed by December 21, 1011

#### Board Bouquets

1) The entire CREC and Membership Committee, including Doug Throp, Forrest Crock, Seairth Jacobs for pictures, and Santa for all of their hard work, energy, and enthusiasm for the Hanging of the Greens and First Friday event. Thanks!

2) Judy Welp, Elisa Dickon, and Julie Hurst for all of their hard work with the Holiday Bazaar. What a great shopping experience. Thanks!

3) Doug Throp and the entire stage crew for putting together our holiday stage this year and every year. Now it feels like the Holidays! Thanks!

Unitarian Church of Norfolk  
(Unitarian Universalist)  
Board of Trustees Meeting  
January 19, 2012

Members Present: Cyndi Simpson, Karen Forget, Chris Holbein, James Kirk, Ed Welp, Paul Moss, Francie Siegfried, Nancy Duncan, Christine Hyde, Veronica Vaughan, Anne Marie Curran, Tracie Whitelaw, Jerry Slosser, Brian Brennan.

Members Absent: None

Guests: Mark Geduldig-Yartrofsky and Phil Caminer

The president called the meeting to order at 7:00 p.m. The meeting began with a moment of silence, and the reading of the Board Covenant.

Minutes Approval:

After a brief check-in period, questions and comments were called for regarding the December minutes. Various spellings of names and grammatical corrections were noted. The motion to accept the minutes with noted changes was then moved, seconded, and passed unanimously.

Financial Reports, Organizational Chart, Vice President, President, DRE:

The above reports were previously sent to Board members. It has been requested that these reports be filed with the approved minutes. No questions or concerns were voiced.

After clarification of questions and explanations of various accounting conventions, the motion to accept the reports was moved, seconded, and then passed unanimously.

Report on Ministry:

- The visitor's table is making significant progress.
- Worship Arts Task force has met. Brainstorming sessions and reflections upon what worship means taking place.
- Minister Reflection. A Reflection on Ministry Committee assists the minister in self-reflection. It is necessary for fellowship in UUA to conduct an evaluation of minister. This group has met. It is important to distinguish between the role of the Reflections group and the Board. Concerns regarding the minister remain the Board's role. This group is for feedback from the group; they do not necessarily represent the congregation as a whole.

- The minister explained that she would prefer not to discuss ordination at the mid-winter meeting. The timing is not conducive to a healthy process. More discussion and education on ordination is needed. Discussion ensued with Board Members expressing gratitude, apologies, and support for the minister's decision. Cyndi re-affirmed her commitment to the church.

Reflections on Process for Listening Sessions:

The dynamic of scheduling a listening session just before a Board Meeting may have created a perception that a response and resolution to concerns were imminent. This perception affects trust. The Board recognizes the need to communicate effectively.

Disruptive Behavior Policy Adoption:

The revised Disruptive Behavior policy was discussed. Clarifications regarding membership versus participation, petitioning for return, and definitions of behavior were discussed. The policy was then moved, seconded, and passed unanimously.

Planning for the Mid-Winter Meeting:

Discussion took place regarding the mid-winter meeting. Plans developed to discuss the purpose of a Covenant of Right Relations, other various announcements, and then to divide the participants into small groups for brainstorming sessions. Members were asked to facilitate and record the small group work.

Board Bouquets:

The Board offered Bouquets to the Office Staff: Kila and Brian, for remaining focused and patient.

The Board also offered a Bouquet to all those who worked so hard and donated so much to make the holiday boutique a success.

The Board was reminded of the April 21<sup>st</sup> staff appreciation dinner.

Unitarian Church of Norfolk (Unitarian Universalist)

Board of Trustees Meeting

February 9, 2012

Members Present: Cyndi Simpson, Karen Forget, Chris Holbein, James Kirk, Ed Welp, Paul Moss, Francie Siegfried, Veronica Vaughan, Nancy Duncan, Anne Marie Curran, Jerry Slosser, Brian Brennan.

Members Absent: Tracie Whitelaw, Christine Hyde

Guests: Mark Geduldig-Yartrofsky and Phil Caminer

The president called the meeting to order at 7:00 p.m. The meeting began with a moment of silence, opening words, and the reading of the Board Covenant.

Rumor Check

The Choir Director has not applied for positions in other churches.

Minutes Approval

After a brief check-in period, questions and comments were called for regarding the January minutes. The motion to accept the minutes was then moved, seconded, and passed unanimously.

Financial Reports, Organizational Chart, Vice President, President, DRE, Report on Ministry

The above reports were previously sent to Board members. It has been requested that these reports be filed with the approved minutes.

The date of the Emergency Task Force was January 25, 2012. The Emergency Task Force does not have a budget. Some of the items are expense items. The Board suggested that the Task Force pursue these items and present costs, including a prioritized list. The Task Force asked for the Board's support in trainings, including emergency response on Sunday's mornings. Appreciation to the Task Force was expressed.

Memorial Day camping was set up and sites reserved. Paul Moss will set up a fund for reimbursement.

UCN has 203 members and 171 non-member Friends. Friends are "Pledging" Friends. Definitions of membership and clarification of who is a Friend and who is a Member was discussed. This discussion will be placed on the agenda and continued to resolve the concern.

It was suggested that New Member recognition take place in April.

The role of the Ministerial Reflections Committee was clarified. The Committee reflects upon all of the ministries of the Church, not just Cyndi's work as minister. The by-laws will be reviewed to clarify the need for a Committee on Ministry.

A hand-out, "Growing Healthy Congregations: Responding to Anxiety and Change," was shared with Board members and guests. It was suggested that the hand-out be reviewed for discussion for the next meeting. These works also connect to the Healthy Congregations training attended by various Board members.

### Revised Weapons Policy

The motion to accept the policy was moved, seconded, and passed unanimously with no changes. Additional discussion will take place to review the wordings for signs and postings.

**Action Item:** Jerry to ensure the policy is included in the PPM.

**Action Item:** Chris to include notification in the Friday email.

### Communications Task Force

Karen called for names for a Board liaison to help get the Communications Task Force off the ground. Members of the task force should be users and receivers of information. The motion to accept the scope of the work was then moved, seconded, and passed unanimously.

### Board Priorities

The Board discussed the priorities set at the beginning of the year and reflected upon progress made towards each of them. The Board discussed the completion of a new Religious Mission Statement and its place within the list of priorities. It was agreed that the process should be researched and done well.

Another priority discussed was educating the congregation on church size transitions. Various ideas were discussed as mediums to facilitate this communication, learning, and growth.

Another priority discussed was DreamCatcher's II. The importance of continuing this work was discussed as well.

### Upcoming Dates

2/26/12 – Listening Session

3/18/12 – Listening Session

3/25/12 – Board Retreat

### Board Bouquets

Sally Daniels for pitching in and supporting the nursery.

## **Unitarian Church of Norfolk (Unitarian Universalist)**

### **Board of Trustees Meeting**

**March 8, 2012**

Board Members Present: Cyndi Simpson, Karen Forget, Chris Holbein, Ed Welp, Paul Moss, Christine Hyde, Veronica Vaughan, Anne Marie Curran, Brian Brennan, and Francie Siegfried

Board Members Absent: James Kirk, Nancy Duncan, Jerry Slosser

Guests: Joe Cook and David Crandall

The President, Karen Forget, called the meeting to order at 7:03 PM. The meeting began with a moment of silence and a Board member check-in.

#### Minutes of February 9, 2012

The minutes were approved with the following changes:

- Add Nancy Duncan to members present and Christine Hyde to members absent.
- Delete "...for a Consulting Minister." from the end of the sentence on page 2 beginning "The bylaws will be reviewed to clarify the need for a Committee on Ministry..."
- Change the word "meetings" to "members" as the last word in the next paragraph.
- Under Communications Task Force, change the paragraph to read "Karen called for names for a Board liaison to help get the Communications Task Force off the ground. Members of the task force should be users and receivers of information. The motion to accept the scope of the work was then moved, seconded, and passed unanimously."
- Take out the action item "Karen to contact these candidates to solicit their assistance."

#### Reports

The following reports were sent out prior to the meeting: Meeting Agenda, Financial Report, President's Report, DRE Report, and Minister's Report. In addition a letter from the Committee on Conscience and a petition with signatures were distributed in advance of the meeting. An Observation Sheet was passed out for use recording information about churches visited for the Dream Catchers II.

Karen Forget had some questions regarding FICA in the Financial Report. Paul Moss said he is working on sorting that out. There was a question about whether to move some building and grounds expenses to building and ground contingencies.

## Discussion Items

### 1. Committee on Conscience

Joe Cook requested that the Board respond to the Committee on Conscience's request to hold three town hall conversation meetings after church to discuss a new Disruptive Persons Policy draft generated by the committee. Joe stated that the committee (made up of 4 people) is concerned about the current policy and wants to see changes made. Joe was advised to schedule the meetings of the Committee of Conscience with Kila in the office. There is a workshop already scheduled for the afternoon of April 15.

Karen Forget passed out copies of sections from the bylaws and policies and procedures that relate to congregational meetings. A committee of three people was decided upon by the Board to establish the meeting agenda, settle on the date and time, and decide on procedures for conducting the meeting as required in the bylaws. The Board suggested that Karen Forget, Paul Moss, and Dave Hutchison serve on the committee. Everyone was in agreement and Karen and Paul agreed to be on the committee. Joe asked that Mark Geduldig-Yatrofsky be considered for the committee if Dave Hutchison is no interested in serving.

**Action Item:** Karen will contact Dave to see if he is willing to be on the committee.

### 2. Minister's Report

Cyndi Simpson stated that the six sources will be used as the basis for worship services this summer.

Cyndi met with the ministers from Newport News and Williamsburg recently. They talked about potentially sharing resources and holding a joint "UU revival" next spring.

**Action Item:** Cyndi requested that the Board consider her contract renewal

Cyndi stated that her evaluation for preliminary fellowship will need to be completed in late summer or early fall.

Cyndi said that she has had more requests for pastoral care recently. She said that Jane Dempsey has been working on the beginnings of a lay pastoral care program at UCN.

### 3. Stewardship Program

Karen Forget stated that it is time to start preparing for the annual Stewardship Campaign and that a committee needs to be established. Sally Daniels has agreed to help mentor whoever is in charge of the committee. The following names were suggested as potential committee members: Phyllis Stein, Fred Osgood, Al Onley, Jonathon Hughes, and Patrick or Kasey Hester.

**Action Items:**

Karen will contact Phyllis Stein.

Paul Moss will contact Jonathon Hughes and Fred Osgood.

Ann Marie Curran will contact Al Onley.

Chris Holbein will contact the Hesters.

Cyndi asked that we consider re-thinking the way UCN approaches stewardship in the future.

4. Upcoming Listening Session

March 18<sup>th</sup> is the next session. Cyndi asked that the Board remind congregants that they can speak about whatever they like in these sessions.

5. Recognition of Doug Throp

The Board discussed ways to recognize Doug Throp's long leadership in taking care of the building. It was agreed that Kila would purchase a gift certificate that will be presented to Doug during an upcoming service and that we would try and have a song put together for him as well. A motion was made to move \$500 from the budgetary reserve fund to the Board fund to spend on a Visa or American Express gift card and approved unanimously.

**Action Items:**

Tracie will talk to Karen Smith about the song.

Kila will purchase the gift certificate.

6. Report from the Social Hall Task Force

Paul Moss stated that the task force had meet with a group of interested congregants. Many of those present thought it would a good idea to install a set of French doors in the back of the sanctuary to provide another way to enter and exit the social hall. It was proposed that coat racks be build-in on either side of the doors. Installing sound-baffling panels around the top of the social hall was also proposed. It was decided that a sound engineer be consulted before moving ahead.

**Action Items:**

Paul Moss will generate an estimate for the doors and sound panels.

Tracie Whitelaw will look into the cost of hiring a sound engineer.

The Board will hold a retreat on March 25<sup>th</sup> from 12:00-5:00 PM.

Board Bouquets

All those who worked to organize the Valentine's Dance

NEST volunteers

The meeting was adjourned at 9:07 PM.