

## Minutes – Thursday, July 22, 2010 (Changed Date)

### Live Oak Board of Trustees Meeting

David & Lisa Fry's apartment

Board Members Present: Lisa Fry, Peter Hand, and Darlene Pagano

Board Members Absent: Vicky Jensen, Ruby Reay

Guests Present: David Fry

Called to order at 7:20 p.m. Lisa read the opening words.

**Approve/Modify Agenda:** Modifications to the agenda: Treasurer's Update time was actually a typo, they needed only 5 minutes; increased time for Welcoming and Integrating Newcomers and decreased Board Goal Setting time. Added 10 minutes for Debriefing July 4<sup>th</sup> Event. The modified agenda was approved unanimously.

**Consent Agenda/Approval of Minutes:** Approved.

**Accessibility Update:** Addressing specifically improvements for people with impaired mobility, we affirmed there is room to install grab bars (on one side, perhaps both) inside the cottage next to the doors. Lisa will contact The Home of Truth to ask for permission to install these. David will talk with THOT about handles on the doors themselves and securing the doors to the railing. David has toured the buildings with the president of THOT looking at problem areas. They have very little money to address problems, but they are willing to work with us. Lisa will also create a sign to place on the door from the sanctuary to the back steps that suggests not using those stairs. We should have this for the next Live Oak service.

Thanks to Darlene, we now have large print Orders of Service, as well as large print hymnals. We will post a sign above our greeter's table to let people coming in know we have large print items available. Darlene has made contact with a group within the UUA that helps congregations add assisted listening systems. Peter will contact Tom Bretthauer who has done a good deal of research in this area. In addition, David has asked for a proposal for cost of such a system from a local audio store.

**Treasurer's Report:** June 30 was the last day of our fiscal year and David and Darlene were happy to report we came in with our spending under budget. A few funds spent more than had been allotted, but many spent less. We have a surplus of approximately \$15,000 which will be put into several savings funds: 1) Set-aside to pay our denominational dues; 2) Contingency fund for unexpected expenses; and 3) Reserve or long-term savings. A year-end report will be published. David has an appointment to work on that with our accounting consultant.

**July 4<sup>th</sup> Debrief:** Darlene suggested we need documentation of the parade costs and activities because we will plan to do this again next year (and perhaps annually). Working with those involved with the parade, Lisa will put together an after-action report including costs, results (web visit increases, visitors to Live Oak, internal community-building), and suggestions for next year. And the finance team will look at adding a line in the budget for community outreach/visibility. The cost of participating in the parade would be part of that in future years.

Darlene will put forward a list of other community outreach activities so we may begin planning for them.

**Social Justice Focus:** Three people have expressed interest in serving on the ad hoc committee to create a listening process to establish our congregational priorities for social justice commitments. There are a few others Darlene and Peter expect to also be involved. Peter noted that his experience at General Assembly (GA) affirmed for him the importance of our getting this going. Darlene will create and send out a doodle to arrange the first meeting of this group.

**Welcoming & Integrating Newcomers:** Peter brought back with him from GA some ideas for systematizing and improving our membership area. Lisa has created a new spreadsheet to implement some of those ideas. We also want to establish a schedule of greeters to assist at the welcome table in at the entry to the sanctuary and in the cottage during the potluck.

Peter noted many healthy, growing churches have found it useful to combine the communications role and the membership integration role. Lisa has agreed to continue managing both of these areas.

Also UU churches have traditionally had very low expectations of members (sign the book and is some churches a requirement for some financial support). Recent research demonstrates higher expectations are more beneficial to both the church and the individual members. We will investigate this further and perhaps bring in someone to address this possibility. One outcome could be that more of us take an opportunity to strengthen our faith through classes and to become more aware of the history of Unitarianism and Universalism, helping us increase our pride in our faith.

We need to develop a “membership journey” plan and find or create curricula to enable that journey. Lisa will use the UUA membership listserv to ask what programs people have used and recommend. She will also look at the UUA website to see what programs/curricula are available.

Peter also recommended purchasing a few copies of the book, *The Growing Church*, by UU minister Thom Belote. David will order the books. And from his reading – and conversations at GA – Peter recommends that we develop a plan for membership growth. The board may take this on as a topic for a board retreat.

**Worship Space Search Update:** Peter will write an introductory letter to go out to the congregation with the survey link. We will make a few changes to the survey per the email discussion on the board listserv before sending it out, but it is our intent to send it out soon.

**Board Goal Setting:** We first addressed the question of what is the “board year” – does it start at the first meeting of newly elected board members or follow the church year or the fiscal year. We decided it will follow the fiscal year (July-June), and that the board will establish the coming years’ goals in June each year. That gives new board members 3 months to get oriented to the board before helping to choose the goals. We also will categorize goals (internal board goals and external goals). With two board members absent at this meeting, we decided to table actually setting and confirming our goals. Peter pointed out that our earlier discussions point to ideas for goals we will discuss at the next meeting: accessibility, developing a mission statement, moving forward on social justice, membership orientation process, and membership expectations.

In addition, applying for affiliation with the UUA is a goal for this board year. Lisa will send us all information on the schedule for applying.

We also discussed the possibility of a board retreat next June. Goal-setting would be part of that event. While a leadership retreat was also discussed, it was decided we are not ready to create that (and that our congregational meetings right now almost serve as leadership events).

**How Are the Board and Fellowship Doing?** Once again, there's a great deal of enthusiasm about where we are headed. The July 4<sup>th</sup> activities were wonderful for community-building as well as outreach. The choir is growing and sounding even better. We're excited about the opportunity to hire a DRE in the next few months. Peter is filled with pride and enthusiasm for our faith, having seen the remarkable youth raised as UUs at General Assembly.

Lisa read our closing reading and the meeting was adjourned at 9:20p.m.

#### **Action Items – for Board members and guests**

- Lisa will create a sign about the back steps at The Home of Truth
- Lisa will contact THOT about grab bars
- David will talk to THOT about an alternate idea
- Lisa will post sign about large print items being available on Sundays when she sets up the greeter's table
- Peter will connect Darlene and Tom Bretthauer regarding assisted listening systems
- David will contact Leo's Audio about their cost proposal
- David will create a year-end financial report for the congregation
- Lisa will manage creating an after-action report on the July 4 parade
- David will add a line to budget for community outreach/visibility
- Darlene will create and distribute a list of upcoming community outreach activities
- Darlene will create a doodle to get the ad hoc social justice team working
- Lisa will contact Cilla about a speaker on membership expectations
- Lisa will investigate curricula for new member orientation
- David will order copies of Thom Belote's book
- Peter will write a letter to introduce the worship space survey
- Lisa will update the survey
- All: take a last look at the changed survey and Peter's letter
- Lisa will confirm deadlines for applying for affiliation, per UUA website

#### **Action Items -- Remaining from previous lists**

- Peter & Ruby will look at technological ways for all to provide input to the matrix of pros and cons of different cities as potential places of worship
- When ready, Lisa will send out information on how to provide input and the survey link.
- All: We will schedule our next congregational meeting and make choosing a location the main topic
- Darlene & David will wordsmith the new policy about fundraising
- All: Establish amount for GA subsidy for this year
- Lisa will get more info on the district visitor survey and using their surveymonkey account
- Peter will draft words for calendar priority guidelines (what events come first, e.g.)
- Darlene will check on the possibility of visiting another church as a group
- Peter will create an org chart