

**Community Church of Chapel Hill Unitarian Universalist  
March 2011 Board Meeting Minutes**

**Present:** Paige Hall Smith, Chair, George Thompson, Past Chair, Kari Andrade, Vice-Chair, Jim Siplon, Maj-Britt Johnson, Steve Marshall, Josh Socolar, Bob Weston, Kari Andrade, Maggie Scarborough, Scott Provan, S.A.M. Brooks, Marianna Fiorentino, Eleanor Armstrong

Visitors: Vice-Treasurer, Laurence Kirch; Nathan (Nato) Hollister, Student Minister

**Minutes:** Hillary Waugh

**Welcome:** Paige Hall Smith, Chair called the meeting to order at 7:15

**Reading and Chalice Lighting:** Bob Weston, March Board member at large

**Board Sharing:** Board members shared joys and Concerns and Hillary Waugh, who is considering being Board Secretary was introduced

**Announcements: Paige Hall Smith**

1. March 13<sup>th</sup> sign up for conversations with congregation: We do not need anyone else to sign up at this point.
2. Paige asked the board to remember that budget discussions are confidential
3. Paige thanked S.A.M. Brooks for organizing Tiffany Hinkey's going away party

**Board Learning**

1. The Board Learning was on C3HUU Finance101 and was led by the Finance Task Force and facilitated by Vice-Treasurer Laurence Kirsch. The discussion focused on our reserve funds and the 2010 balance sheet. Laurence observed that we are still in the process of determining figures. Laurence will get together w/ Andrea to get the entries cleaned up and audited, hopefully having updated info for end of 2009 and 2010 before next board meeting. The balance sheet gives general picture of where things are, but numbers may be off by thousands; reserves only at 2 weeks of money; should be ~3 months worth.
2. We do not have firm figures for the value of all of our assets at this time (ie, fixtures, requirement) since this has not been recorded. Largest part of our assets is our real estate (church and manse buildings) Andrea looking into our various insurance policies. We have very little debt and also a lot of borrowing power, The Finance Commitee will meet, with other Board members who are interested, some of our accounting procedures, specifically, whether we will count pledges in the year they were pledged or in the year they were received.
3. There was some discussion about whether there is a relationship between pledges and share the plate (is it drawing from our pledged income). There is no evidence of this but Laurence will look into this.

**Consent Agenda**

1. For receipt:
  - a. Church Council Minutes
2. For approval
  - a. Executive Committee Minutes
  - b. Board Minutes

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- c. Motion to Transfer some restricted funds to operation funds
  - d. Item by the Finance Task Force proposing job descriptions for the Treasurer, Vice Treasurer and Finance Committee was removed from the consent agenda
3. Mariana Fiorentino moved to approval of the Consent Agenda. Steve Marshall seconded. Unanimously approved.

### **Discussion on Finance Committee Description**

1. There was concerns that we might lose institutional memory if all members shall serve for only one year. The FTF clarified that they did not intent for members to serve only one year but that the members on the committee would be appointed or reappointed annually. The FTF will edit the language to reflect the spirit of the
2. Jim Siplon made a motion to **approve descriptions of finance committee, treasurer, and vice-treasurer as amended; S.A.M. Brooks seconded. Unanimously approved.**

### **Nominating Committee Request**

1. Board discussed the recommendation by the Nominating Committee for two changes to the by-laws. The By-laws say that this is a committee of the board whose members are appointed by the board, who then have to find at least 2 people for each position; the By-laws also state that the the Nominating Committee must mail each member of the congregation a ballot The Nominating Committee is proposing that at least as many candidates as there are positions (could be a slate) and that there is an option to provide a ballot (so it could be emailed). The Board also discussed the idea of having the Nominating Committee report to the Congregation, rather than the Board (as is the case with the Endowment Committee). This would address the concern that some have that it is problematic for the Nominating Committee to propose a slate of candidates for the Board and the Board appoints members of the Nominating Committee.
2. Josh Socolar moved that we accept email part of the proposal. Jim Siplon seconded. Unanimously approved.
3. Kari Andrade moved to accept the Nominating Committee's Recommendation that they nominate a minimum of 1 at-large candidate per opening, rather than only 1. Bob Weston Seconded. The vote passed 6 in favor and 5 opposed.
4. Kari Andrade moves to make the nominating committee independent from the board and reporting to the congregation. George Thompson seconded the motion. The motion failed, 3 in favor and 7 opposed.
5. The Board needs to fill two positions on the Nominating Committee. Jim Siplon and S.A.M. Brooks will identify two people to serve.

### **Ministerial Review Committee:**

1. The Ministerial Review Committee (Jim Siplon and Josh Socolar) presented its recommendation. There was concern that the language of the reported indicated that the Chair of the Committee on Ministry would be chair of the Ministerial Review Committee/Team and the Board that a Board Member should be the chair. This will be taken out of the language.
2. Josh and Steve will serve as co-chairs.
3. Mariana Fiorentino moved to empower the committee to move forward with their proposal. Maggie Scarborough seconded the Motion. Approved unanimously.

### **Strategic + Vision Planning Committee:**

1. The Strategic and Vision Planning Committee (Steve Marshall, Kari Andrade, and Mariana Fiorantino) presented its report. They noted that Maj-Britt has recommended a book by Wayne Clark that could be helpful to this process. The Board expressed concern that the visioning process not interfere with the listening process currently being underway to help us envision how we can best “care for the world”. It was noted that his process is about to end. Nato Allen indicated that he would like share information about the future of worship and the church if it can be of help to the process.
2. Jim Siplon motion to empower this committee to move forward. Josh Socolar seconded. Eight votes in favor; the three committee members abstained. Motion passed.

### **Ministry and Management Report**

Maj-Britt Johnson presented her report which detailed Marion Hirsch’s request, supported by the DRE Advisor Committee to take time in the coming year to pursue studies to become a Credentialed DRE. Under the new governance structure this is the Minister’s decision but it is important for the board to be appraised of important issues related to the staff.

### **UUA Issues: District Name Change:**

1. Nato Allen presented a request to for the Board to consider signing onto a proposal, being brought to the District Annual Meeting, by at least 6 congregations (to date) to support changing the name of the Thomas Jefferson District to the Southeastern District. Six other congregations have done so. Bylaws of the church give the board the power to make this decision for the congregation. It was noted that changing the name should not be seen as a referendum on our feelings about Thomas Jefferson. Rather, the name Thomas Jefferson may signify that our doors are not open to people of all races and that this decision is a smart thing to do from a marketing perspective. This decision does not bind how our delegates vote at the national convention
2. Josh Socolar motion to support this proposal. Maggie Scarborough seconded. Approved **unanimously**.

### **Treasurer and Vice-Treasurer Elections**

1. Finance task force nominates Scott Provan to be treasurer and Laurence Kirsch to be vice-treasurer and they have agreed to serve for a one-year term. The next vote for these positions will be in December of 2011.
2. Prior to the vote the Treasurer, Scott Provan, was asked to leave since his name was on the ballot.
3. Maggie Scarborough motion to approve the FTF recommendation. Bob Weston seconded. Approved Unanimously.

### **Action Items from March 2011 Board Meeting**

TOPIC	ACTION	WHO	DUE DATE
Financial	Document (list and photograph) our equipment and assets for insurance purposes	FC & Staff	12-31-11 or sooner
Communications	Consider providing some communication to the congregation about the relationship between STP and pledging - to emphasize the point that both have grown over time and that they are synergetic, not antagonistic	Communications cmte	12-31-11 or sooner
Financial	Circulate dates for forthcoming FC mtgs to board members	Maggie	Prior to next FC mtg
Nominating Cmte	Find two new members for nominating cmte	SAM	April 12
Vision+Strategy	Co-ordinate with Nato and listening process	Steve	May 1

	group; ensure that their process is not replicated and the information they collect is utilized		
District	Nato Allen will draft the letter in support of the Districts proposal to change the name and coordinate with Paige	Nato Allen	TBD

## ATTACHMENTS

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### **BOARD LEARNING**

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#### ***C3HUU Finance 101 by Finance Task Force***

***Below are three documents: Rationale for Financial Reserves, Balance Sheet, the annotated list of restricted funds***

**To: The Board of Directors**  
**From: The Finance Task Force**  
**Re: Rationale for Financial Reserves**  
**Date: 3/1/11**

The purpose of this memorandum is to explain concepts and data relevant to Financial Reserves.

What are Financial Reserves?

Financial Reserves are basically financial assets that are unencumbered by restrictions and are therefore available to satisfy the church's current capital and operating obligations. As defined by the new procedures, Financial Reserves include what have heretofore been considered Operating Reserves plus Building and Grounds Reserves.

As an accounting matter, Financial Reserves are defined as follows:

$$\begin{aligned} \text{Financial Reserves} &= \text{Financial Assets} + \text{Accounts Receivable} \\ &\quad - \text{Accounts Payable} - \text{Temporarily Restricted Funds} \\ &\quad - \text{Permanently Restricted Funds} \end{aligned}$$

where financial assets include any cash, certificates of deposits, bonds, and stocks.

What is the Purpose of Financial Reserves?

The purpose of Financial Reserves is to assure that the church can meet its fluctuating and uncertain needs for funds. They are intended to provide an internal source of funding for:

- temporary monthly discrepancies between receipts and expenditures (cash flow); and
- one-time unbudgeted expenses; and
- unanticipated funding shortfalls.

Financial Reserves are not intended to replace a permanent loss of funds or to eliminate an ongoing budget gap. They should be replenished within a reasonably short period of time.

What Are the Church's Fluctuating Need for Funds?

The church's need for funds fluctuates from month to month because receipts and expenditures: a) never match each other in any month, and b) change from month to month. As discussed in Attachment 1, our receipts have historically had a seasonal pattern whereby they tend to peak at the end of the calendar year, which is the end of most contributors' income tax years; and expenses have tended to be fairly smooth from month to month.

Consequently, the pattern of receipts determines when the church is most in need of funds, which has tended to

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be in late summer, before year-end contributions bring in substantial funds. In the past four years, the highest need for funds occurred in September 2008: to cover cash needs, 1.45 months worth of average expenditures would have been required at the preceding December 31, while 0.62 months of expenditures would have been needed at the preceding June 30.<sup>1,2</sup> At the present rate of expenditures of about \$45,000 per month, about \$29,000 would be needed at June 30 to cover cash fluctuations, though the actual need may be different because of the change in the fiscal year.

#### What Are the Church's Uncertain Need for Funds?

The church needs to be prepared for "rainy day" episodes of various kinds:

- Major repairs to church facilities may be needed at any time. These could cost tens of thousands of dollars: within recent memory, one such repair cost \$45,000.
- Receipts may be smaller than anticipated, so having a cushion can give temporary respite while the Board adjusts expenditures to meet a new reality. As discussed in Attachment 2, our recent receipt shortfalls have peaked at 1.3 months of average expenditures, which is equivalent to about \$55,000 at the present rate of expenditure.

#### Why Can't We Dip Into Restricted Funds to Handle Uncertainties?

Restricted Funds have been given to the church for specific purposes. The tax laws applicable to a 501c3 charity may require that Restricted Funds be used for their intended purposes. Furthermore, we have an ethical obligation to contributors to apply these funds only to their intended purposes.

#### Why Can't We Rely Upon Bank Financing to Handle Uncertainties?

The downside of new financing is that we would incur additional interest expense and must ultimately repay the loans. The upside is that we would avoid cutting any programs today, at the risk of greater cuts tomorrow if receipts do not rise sufficiently to pay the additional interest and repay principle.

#### How Do Other UU Churches Handle Financial Reserves?

About three months reserve is the most common recommendation and practice when various financial advisors and church balance sheets are examined. Sometimes lower amounts for cash reserves are suggested but then a separate depreciation fund is added to that.

#### What Quantity of Financial Reserves Do We Have?

Because of outstanding accounting uncertainties, our Financial Reserve figures are subject to revision. Our best present information shows the following balances at the indicated year ends:

[Redacted]

#### What Quantity of Financial Reserves Do We Need?

We know the following:

- For a fiscal year ending June 30, we need at least 0.62 months worth (\$29,000) of expenditure to handle fluctuations and uncertainties in cash balances.

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<sup>1</sup> In other words, the amount of Financial Reserves required to cover fluctuating cash needs varies from month to month. The change in the fiscal year therefore changes the amount of Financial Reserves needed at the end of the fiscal year.

<sup>2</sup> Note that the change in the fiscal year might change the time pattern of when contributions are received. Nonetheless, contributions can still be expected to peak toward the end of the calendar year, which for almost all church members is the end of their income tax year.

- Our experience of the past four years has included a revenue shortfall equivalent to 1.3 months worth (\$55,000) of expenditures.
- Within recent memory, there has been at least one unexpected repair of \$45,000.

Our balance sheet as of the end of 2010 is still being revised, but presently shows Financial Reserves of \$8,232. If the church adds \$6,749 to reserves in the first six months of 2011 as per budget, then Financial Reserves at 6/30/11 will be in the neighborhood of \$15,000, equal to about 0.3 months of expenditures. If \$30,000 is added to reserves in the 2011-12 fiscal year, then Financial Reserves at 6/30/12 will be about \$45,000, equivalent to about 1.0 months of expenditures. These latter amounts – \$45,000 and 1.0 months – are surely less than the level of Financial Reserves required to meet uncertainties and fluctuating cash balances, implying that a \$30,000 addition to Financial Reserves in the next fiscal year is not larger than what we will ultimately need.

**Balance Sheet:**

**Community Church Balance Sheet at 12/31/10 (approximate)**

[Redacted]

**Restricted Funds**

**Summary of Restricted Funds by Category as of 12/31/10**

Active Funds - Continuing	57,973	These 21 funds are claimed by some church group for some continuing purposes.
Active Funds - Depleting	14,370	These 3 funds can be used by the Board to offset costs in the immediate future.
Defunct Funds	92	These 5 funds are either inactive or have trivial balances that have an indefinite purpose.
Total Restricted Funds	72,435	
Misclassified Funds	4,993	These 2 funds are actually a liability and an improperly treated asset.
Total Per Books	77,428	

**Individual Funds**

	Amount	Active			Misclassified	Notes
		Cont.	Depleting	Defunct		
Ministerial Restricted Funds						
Ministerial Changes Fund	-225			-225		This has had no activity for years.
Minister's Discretionary Fund	1,780	1,780				
Lifespan Restricted Funds						
Campus Ministry Activity	525		525			Future expenditures in this area will come from this account before coming from general funds.
Adult Programs Activity	98	98				
CRE Activity	6,999	6,999				

Young Adults Activity	211		211	This has had no activity for years.
Youth Activity	12,169	12,169		
<b>Denominational Affairs Restricted Funds</b>				
Clyde Long Scholarship	1,850	1,850		
<b>Worship &amp; Arts Restricted Funds</b>				
Art Resources Fund	1,043	1,043		
Flowers for Sunday Services (Francis Brewer)	1,697	1,697		
Music Activity Fund	5,705	5,705		
<b>Within These Walls Restricted Funds</b>				
Concert Series (old Coffeehouse)	6,736	6,736		
Quilting Group Clearing	1,188	1,188		
T-shirts - NC Pride	1,035	1,035		
<b>Outreach Restricted Funds</b>				
Benevolence Fund	6,124	6,124		
NC Gay Pride Parade	280	280		
Habitat for Humanity	2,434	2,434		
Interfaith Council (IFC)	281	281		
Orange County Justice United (OCJU)	982	982		
Peace & Justice Community Service	2,666	2,666		
Ministry	1,247	1,247		
Share the Plate	85		85	These are leftover funds.
<b>Admin / Operations Restricted Funds</b>				
Endowment Start-Up Fund	1,111	1,111		
Health Reimbursement Accounts for Staff	4,833		4,833	This is a liability.
Sales Tax Refund	160		160	This should be an asset, but somehow has a credit balance.
Technology Activity	4,704	4,704		These funds are being used to pay computer rental fees.
<b>Buildings &amp; Grounds Restricted Funds</b>				
Manse Activity	2,349	2,349		
<b>Church Wide Activities Restricted Funds</b>				
Service Auction	15		15	These are leftover funds.

Additional Temporary Clearing Funds						
2005-09 Capital Campaign Pledges	9,141		9,141			These funds will be used to pay the mortgage.
2010 Governance Consulting	200	200				
Church Camping Trip	5			5		These are leftover funds.
Totals	<u>77,428</u>	<u>57,973</u>	<u>14,370</u>	<u>92</u>	<u>4,993</u>	
Numbers	31	21	3	5	2	



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## EXECUTIVE COMMITTEE MINUTES

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### Community Church of Chapel Hill – Executive Committee Meeting

**Date:** Mar 01, 2010 @ 7:00 p.m.

**Present:** Paige Hall Smith, Scott Provan, Maj-Britt Johnson, Steve Marshall (2<sup>nd</sup> half of mtg only)

**Absent:** George Thompson, Kari Andrade

#### Board secretary & minutes

- Paige will discuss with the incoming secretary the nuances of recording the board minutes
- Steve spoke in favor of recording decisions and action items and the rationale for them, but not recording all the “who said what” details of the discussion that lead up to the decision.

#### Volunteer recognition

- There is a need for saying “thank-you” to volunteers who take on major tasks
- The newsletter would be a good forum for this
- Should “successes” be something the board should recognize and include in its minutes?

#### Board Learning

- Mar: Finances 101
- Apr: Justice United??

#### Minister’s compensation package

- Does not comply with UUA fair compensation guidelines
- The Exec will review UUA guidelines
- May discuss at April board mtg, possibly in a closed session

#### Benefits of Membership vs. Friendship

- For a later board agenda (Might be a board learning)

#### Scheduling for Future Exec meetings

- For April, and May, the Exec will meet from 4:30-6:30pm.

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## Church Council Minutes

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***\*\*\*Attached are the minutes for both January and February 2011. Please read to keep abreast of council discussions.***

### Church Council Minutes

Jan 25, 2011 @ Manse

#### **In attendance:**

B&G	Gary Giles		DC		SEA	Jean Genova
Board Rep	Kari Andrade		ECO	Elsbeth van Tongeren	Stewardship	

Caring		IT		W&A	Elsbeth van Tongeren
Council Convener	Tifani Hencke	Membership		Youth Programming	Julie Worth
CRE	Bonnie Nelson	Music	Spence Foscue		
CSM	Jill Baker	Minister	Maj-Britt Johnson	Governance	Barb Chapman
COM		P&J	Peggy Misch	Guest	Ruth Gibson

**Chalice Lighting –Tifani**

**Budget Request Procedure – Maj-Britt**

Maj-Britt announced that Tifani Hencke and her family are going on a work-related transfer to Australia, and Tifani has accordingly resigned. She will be reducing her hours in Feb as the transition gets underway. Maj-Britt then turned to the Budget Request Procedure for the 2011-2012 Church year. She distributed the budget request form for Committees and Ministries, along with a sample form filled out for guidance. She reviewed how the form should be completed: Committees should arrive at their goals for the year, determining how those goals relate to the mission of the Church. They should then determine how much money they need in their budget, and why.

Maj-Britt encouraged Committees to prioritize in formulating budgets: they should begin with their basic “must have’s”, and layer on from there. She encouraged Committees not to hold back on seeking funding for important goals.

Tifani is sending the form to Committees and Ministries immediately. Completed forms should be returned to Maj-Britt by Mar 15. There will then be give and take to arrive at necessary clarifications.

**Council Learning – GTF Discussion –**

Barb Chapman led this discussion.

Policies on Management recently affirmed by the Board were distributed. Council members are encouraged to take these back to their Committees and Ministries for discussion, and to give feedback to the Board and the GTF.

The Church will begin a trial year under the governance structure in March. Affirmed policies will be reviewed at the end of the trial period. The Church’s by- laws will also undergo revision at the end of the trial year.

The GTF has not analyzed the role of the Council under the governance structure. The Hotchkiss model does not address this, but emphasizes that churches should adapt the model to their needs. Also, GTF will not write policies for Committees and Ministries. They may want to do that themselves.

**Business Meeting:**

■ **Announcements:**

- **Tabling procedures:** In the Jan newsletter. Tables cannot be set up while RE is ongoing. Also, sales of items need advance approval of the Church office.
- **Sound room procedure:** Spence Foscue reviewed the procedures distributed for the Council meeting. Spence pointed out that a gathering of fewer than 50 in the Sanctuary does not need amplified sound.
- **Loving the World:** Ruth Gibson led this discussion. A team of volunteers is receiving training to engage Committees and other groups at the Church to listen to ideas on social justice

priorities for the Church. The effort is to go beyond Share the Plate, as well as Justice United. Ruth will be working with others to schedule such meetings in Feb and Mar.

■ **Check-ins:**

- **B&G** – Held a working day Jan 22, engaging in a number of tasks around the Church.
- **Board** – There is an upcoming Board retreat. The Board is about to start on developing a vision for the Church, following which it will undertake developing a strategic plan.
- **ECO** – ECO’s recycling programs are going well. On Feb 19 ECO is holding a workshop on conserving water usage at home.
- **CRE** – The 9:30am service is attracting rather more children than 11:15. CRE is studying why this is so. Space for activities remains an issue. Finally, CRE is planning more service projects for the children.
- **CSM** – CSM has new members, and now has a member assigned to each of the umbrella activities it is involved in. The Share the Plate for IFC fell short of its \$4,000 goal by some \$700, even while the Committee has a request from IFC to increase the amount of money it raises. This is under discussion.
- **Music** – Music will do tabling to solicit funds for the purchase of new hymnals and supplements. Proceeds from the Feb 26 musical event “Tune that Name” will also be used to purchase hymnals.
- **P&J** – P&J wants to engage more people in the congregation in its activities. To that end, P & J will now hold its meetings after the 2<sup>nd</sup> service on the 1<sup>st</sup> Sunday each month.
- **SEA** – SEA is completing a successful Winter Session of Thursday evening sessions. Two new programs begin on Feb 10. SEA is also looking for new members.
- **W&A** – Three new worship associates are in training, and will be ready soon to take on the role.
- **Youth Programming** – 28 went on a very successful New Orleans trip. The Coming of Age program is underway. Planning is underway for a hunger banquet service project on May 7, a Shelter Neck youth program in the summer, and a service project in Ecuador for youth and adults this summer.

Church Council Minutes  
Feb 22, 2011 @ Commons

In attendance:

B&G	Larry Schaller	DC		SEA	Jean Genova
Board Rep		ECO		Stewardship	Bill Poteat
Caring		IT		W&A	Becky Waibel

Council Convener		Membership		Youth Programming	
CRE		Music			
CSM	Kathy Putnam	Minister	Maj-Britt Johnson		
COM		P&J	Peggy Misch		

### Chalice Lighting – Maj-Britt

### Listening Session – Ruth Gibson, Joan Harnett, Maureen O’Rourke

This was one in a series of listening sessions intended to develop ideas around the third part of the Church’s mission statement: how will the Church affect change in and love the world?

#### ■ Business Meeting:

#### • Announcements:

In March and April, the Council’s meetings will include listening to descriptions by each Council committee and ministry of its goals and budget needs for the upcoming year. This will form part of the budgeting process. Attendance of all committees and ministries is encouraged.

All fund raising requests now must go through the Staff. Requests should be submitted to Susie Warden, they will be reviewed by a committee of Staff, and will be vetted by the entire Staff. The goal is to provide turnaround within two weeks.

#### • Check-ins:

B&G – B&G needs to recruit younger members, as many members are retirees. Ideas were discussed how B&G might attract additional, younger members. One idea is to ask those who are volunteers for Habit for Humanity as they have the needed skills. Another is to hold a ministry community fair, to attract members to all committees and ministries.

- Another idea is to raise the visibility of committees and ministries, by recognizing their work during services on recurrent Sundays. Recognition could consist of a brief talk on the committee’s activities, an insert in the order of service, tabling after the services that Sunday, and recognition in the monthly newsletter. Maj-Britt will explore scheduling.

CSM – The committee has now recruited a member to head each of the major projects it sponsors: Habitat for Humanity, IFC, and CROP Walk. All will have Share the Plate’s.

P&J – P&J is working on increasing its membership. At its most recent meeting, which are now held on Sundays, two college students joined.

- It was noted the committee lacks operating funds. Maj-Britt explained that in the budgeting process last year it was decided that the committee should use the restricted funds that were set aside at some point in the past for P & J which had been sitting for some time. She also said

that the new Financial Task Force may be recommending the same procedure this year in order to use down these funds.

Stewardship – The annual pledge appeal is about to begin. The campaign will be discussed at services on Sunday, March 6, with information sessions on the campaign following each service. There will also be a note in the March newsletter. Pledges can be made at the Church's website.

- March 13 there will be a status report on pledges received, with a further information session after each service. The deadline for pledges is April 8. Calls to members who have not pledged will begin April 22.
- The goal is to have all members pledge. In the fall 2010 campaign, 75 of 375 members did not pledge, but pledges were received from 45 friends of the Church.
- All committees and ministries are encouraged to tell their members about the importance of pledging, and of doing so in a timely fashion.

W&A – Elsbeth van Tongeren is the new chair of W&A. The committee also has two new members. March 5 is the next art hang at the Church. The committee is looking for speakers for services in the summer, and would also welcome suggestions for themes for summer services.

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## **FINANCE TASK FORCE: Descriptions for Treasurer, Vice-Treasurer and Finance Committee**

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***Attached please find the updated job descriptions for Treasurer and Asst. Treasurer and for the Finance Committee. The changes made by the FTF in response to earlier Board discussions are highlighted in red. This is the third reading of these, and only minor changes have been made.***

### **Job Description -- Treasurer**

The Treasurer shall report to the Board and assist the Board in its oversight of the congregation's finances. It shall ensure that the financial operations of the church are in line with best practices and with the church's mission. The Treasurer shall seek the assistance of the Finance Committee in fulfilling the responsibilities of office. The Treasurer may delegate responsibilities to the Assistant Treasurer or to members of the Finance Committee.

The Treasurer has the following responsibilities:

**Development of Policies and Procedures.** The Treasurer shall collaborate with Staff to develop procedures, practices, and systems designed to protect the congregation's assets and facilitate the finance-related aspects of the church's functions as proscribed by church policy. The Treasurer shall research new procedures, practices, and systems; and, when appropriate, collaborate with Staff in their implementation. The Treasurer shall make recommendations of changes in financial policy to the Board when needed.

**Oversight.** The Treasurer shall review the church's record-keeping system to assure its adherence to prudent business practice.

**Asset Management.** The Treasurer shall modify financial arrangements (such as bank accounts, investments, and loans) when it is prudent and to the congregation's benefit to do so, insofar as is allowed by the church bylaws and policies. The Treasurer shall **annually** review the insurance coverage, although maintenance of such coverage is a responsibility of the Chief of Staff.

**Non-Voting Ex-Officio Board and Executive Committee Member.** The Treasurer shall attend regular Board and Executive Committee meetings and provide to the Board the necessary information for all Board Members to have adequate understanding of the congregation's financial standing and goals.

**Budget Development.** The Treasurer shall collaborate with the Chief of Staff, the Congregational Administrator, **and the Finance Committee** in the preparation of budgets.

**Reporting.** The Treasurer shall collaborate with the Congregational Administrator **and Finance Committee** in ensuring that financial reports are clear and helpful, and in researching financial questions raised by the Board.

**Board Education.** The Treasurer shall arrange occasional educational sessions when requested by the Board.

**On-Going Activities.** The Treasurer shall sign checks, review expenditures for consistency with invoices, supervise Sunday collections, and supervise the Assistant Treasurer.

### **Job Description -- Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer in the performance of the Treasurer's duties. The Assistant Treasurer shall have check-signing authority, and shall act as Treasurer when the Treasurer is not available.

### **Description – Board Finance Committee**

The Finance Committee shall be chaired by a member of the Board, and shall include, at minimum, a member of the Board and the Treasurer. Additional members, including congregational members not on the Board, may be appointed by the Board. **All members shall serve a term of one year.** The Finance Committee shall report to the Board.

The Committee meeting schedule shall be determined by the Committee. The chair or three committee members can call special meetings.

The Committee has no management authority, and shall not participate in day-to-day financial decision-making.

The Finance Committee shall assist the Board in its oversight of the congregation's finances. For this purpose, it shall:

- work with staff to develop information for the Board;
- ensure that financial reports are clear and helpful;

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- function as a conduit between staff and Board in the budget-planning process;
- review proposed budgets and provide feedback to the Staff regarding the consistency of any proposed budgets with the vision and mission of the church;
- coordinate the annual internal or external audit;
- hold educational sessions, when requested, to ensure that Board Members have adequate understanding of the congregation's financial standing and goals;
- develop and review policies related to church finances, bringing recommended changes to the Board for action; and
- develop and review procedures to implement financial policies.

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### **Budget Related: Fund transfer request**

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**Motion #1** for Consent Agenda: The following Temporarily Restricted an/Funds shall be zeroed out and the balance put into the operating fund: the Ministerial Changes Fund (- \$225), The Young Adults Activity Fund (\$211), the Share the Plate leftover (non-earmarked) fund (\$85), the Service Auction Fund (\$15), and the Church Camping Trip Fund (\$5). The Ministerial Changes Fund and Young Adults Activity Fund will be closed.

**Reason for Motion:** This is an annually occurring “clean-up” of temporarily restricted funds so that funds that are no longer needed may be closed and money that is not being used for the purpose for which it was encumbered may be put into the operating funds. The Ministerial Changes Fund was left over from the hiring of Maj-Britt. The Young Adults Activity Fund has been untouched, and the group for which that fund was created disbanded. The Share the Plate funds are not ear-marked and so cannot be dispersed. The services auction fund and church camping trip funds are leftover from previous events. The total amount transferred from these 5 funds into the operating budget will equal \$92.

**Motion #2** for the Consent Agenda: Funds in the 2005-2009 Capital Campaign Building Fund shall be transferred to Financial Reserves at December 31, 2010. All money received for the 2005-2009 Capital Campaign Building Fund after December 31, 2010 shall be credited to ID Contributions or a similar revenue account.

**Reason for Motion:** The 2005-2009 Capital Campaign Building Fund had a \$9,141.47 balance at December 31, 2010. Because the cost of the building project exceeded the loan amount back in 2006, operating reserves were used to pay the excess, which was larger than the \$9,141.47 that is the immediate subject of this motion. The effect of this motion is to repay operating reserves (now called Financial Reserves) for this past expenditure.

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### **Nominating Committee Request**

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**Below is the report by the Nominating Committee (NC) for proposed by-law changes. In addition to their recommendations, the Board may consider two related issues. By way of background, the by-laws indicate that the NC is a Board Committee and as such the Board appoints the members of the Nominating Committee.**

- 1. We must appoint two more members to fill the committee as Laura and Cathy are rotating off.**
- 2. The Board may want to also consider two changes in addition to the ones proposed below.**
  - In many UU congregations the NC is not a board committee but is a committee that is directly responsible to the congregation (as is the Endowment Committee in our congregation). In addition to identifying and recommending to the congregation a slate of candidates for the Board the NC also identifies and recommends to the congregation a slate of candidates for the NC. In essence, it becomes self-replacing. This removes the BOD from the process.**
  - The advantage of this position is that it eliminates the “circular” problem of having the NC appoint a slate of candidates for the Board, and the Board appointing members to the NC.**
- 3. The NC is not prepared to make recommendation #2 since they are down two members but they are not opposed to it. They are mostly uncertain.**

### **Nominating Committee’s Proposed Bylaws Changes**

Submitted by: Laura Gilliom, Cathy Cole, Ruth Gibson, Liz Bryan  
Date: 1/14/11

#### **Proposed changes:**

Article 5, Section 5.3, second paragraph:

The minimum number of at-large candidates shall be *equal to* (instead of twice) the number of vacancies on the board.

Article 5, Section 5.3, third paragraph:

The Nominating Committee shall *provide* (instead of mail) each church member *with* a ballot. (This less restrictive language allows for electronic ballots.)

#### **Background and Rationale:**

The first proposed change is an attempt to address the disadvantages of a contested election. From our report to the Board:

“The reasons for this recommendation are as follows. First, we have heard directly and indirectly from church members that it is quite discouraging and hurtful to make a commitment of time and energy to serve on the board, and then not to be elected. In addition to hurt feelings and resentment, this has caused some very capable individuals to be unwilling to run, or if they run

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and lose, to be unwilling to run again in the future. This is a shame, particularly when it is already difficult to find people willing to make such a commitment. Second, the process as it stands is not a true democratic election but more of a measure of popularity or name recognition. Candidates do not run on platforms but on a brief bio and picture. As the church grows in size, we no longer know everyone and tend to vote for those we do know, leaving out people who may be talented but lesser known.”

The Board was concerned that nominating a single slate would potentially be seen as limiting the availability of leadership positions, especially since the Nominating Committee is appointed by the Board. We were asked to do some research on other UU church election procedures and to consider recommending that the Nominating Committee be elected by the congregation to remedy this problem.

At seven out of the nine UU congregations whose bylaws we read (see list below), the Nominating Committee is responsible for nominating *1 or more* candidates for each Board opening. The other two did not specify a number of candidates in their bylaws. (As a matter of interest, all of those congregations conduct their board elections at the annual meeting, and there is only a written ballot if there is more than one candidate for a spot.) Thus, it is quite common for a slate of candidates to be equal to the number of openings. **We have modified our recommendation slightly in light of our research, such that the Committee would nominate a *minimum of 1* at-large candidate per opening, rather than *only 1*.** This leaves open the possibility of a contested election in the event that the Committee turns up more interested people than there are openings, or if there are additional self-nominated candidates.

In these nine congregations, some of the Nominating Committees are elected and some are appointed. After discussion, our Committee decided not to recommend election of the Nominating Committee. In our opinion, this simply shifts the problem to a different election. We feel that the process by which the Committee recruits nominees, through widely publicizing Board elections and through conversations with various Church leaders and staff, is sufficiently broad, deliberate, and open to all interested members. In our experience, the problem of finding people willing to commit to serving on the Board is a much bigger problem than the potential problem of excluding anyone. We feel that doing away with the *requirement* (but not the possibility) of having a contested election would remove one major obstacle to finding willing nominees.

Finally, it is our opinion that many of the details about elections currently specified in our bylaws would more appropriately be contained in a Nominating Committee policy. If the Board moves in the direction of simplifying the bylaws in the shift to policy governance, we would be glad to draft such a policy and suggest simpler language for this section of the bylaws.

#### \*UU Congregations

UU Fellowship of Harrisonburg, VA  
Holston Valley UU  
Palomar UU Fellowship  
ERUUF  
1<sup>st</sup> UU Church of Philadelphia  
UU Church of Delaware County

Edmonds UU Church  
Nashville UU  
Boulder

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## Minister Review Planning Committee

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Dear Board,

We would like to propose the protocol and schedule below for completing the review of the minister. As you will see, we propose that the Board settle in April on a committee for carrying out this task. We'd like the contents of the present note to be included in the Board packet for March.

-- Josh, Jim, and Maj-Britt (The review planning subcommittee.)

### REVIEW PROTOCOL:

We propose an implementation of the 360-Degree Model outlined on the UUMA website. (See <http://www.uuma.org/?page=assessmenttools>

The process has more of a "constructive feedback" quality than a "grading" quality.

Note that the Review Committee is charged by the Board. Though it may consist largely of the members of the Committee on Ministry, it is actually a Board Committee. The Board can then decide what it wants to do with the report, which may, in principle, depend on the content.

The central idea is to call on 15-20 members of the congregation to provide constructive feedback that will help Maj-Britt identify her own strengths and areas that may require attention over the coming years. The group that provides feedback should include people who can represent the full spectrum of church activities and church members. The Committee (with Maj-Britt included) collects and synthesizes the feedback and reports to the Board.

### TIMELINE FOR THE REVIEW:

March Meeting: This plan is presented to the Board.

April Meeting: The Board appoints the Review Committee.

By mid-April: Maj-Britt puts together materials.

Late April: Feedback form prepared and respondents selected.

May Meeting: Maj-Britt's materials and feedback form presented.

Board approves feedback form.

May-June: Feedback collected, including self-assessment.

July: Committee deliberates and writes

August Meeting: Committee reports to the Board. (Board responds?)

Sept. Meeting: Committee Chair presents a set of procedures for conducting future reviews.

Here is an expanded explanation of the elements on the timeline:

- 1) April Meeting: The Board appoints one (or two) of its members as Chair (or Co-chairs) of a Ministerial Review Committee, charged with organizing and carrying out the review process. The committee consists of the Chair(s) and 5-6 other people. One possibility would be for the Chair(s) to work with the members of the presently constituted Committee on Ministry. Another possibility would be to let Lilie, as Chair of the Committee on Ministry, be the Chair of the Review Committee and just have a Board representative appointed to the committee as a regular member. We would expect the Committee to include Maj-Britt in all of its deliberations.
- 2) Maj-Britt puts together a description of her responsibilities and summary of her activities over the past couple of years to assist in the selection of responders and to be handed out with the feedback form.
- 3) The Committee, including Maj-Britt, develops an appropriate feedback form and identifies a set of 15-20 people who will be asked to fill it out. (See the attached document on the selection of people.)
- 4) At the May Meeting, Maj-Britt's summary and the feedback form are presented to the Board for comment and approval.
- 5) The forms are distributed and completed forms collected by the Ministerial Review Committee. Maj-Britt also completes a self-assessment version. The committee, including Maj-Britt, meets to discuss the content of the feedback and obtains further clarification from the responders if necessary.
- 6) The committee writes a report to the Board summarizing its findings.
- 7) The Chair(s) write a set of procedures for conducting future reviews and present it to the Board as part of the process of developing Policies and Procedures.

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## Visioning and Strategic Planning Committee

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### **Steps to follow for Vision+Strategic Planning Process**

Notes from 2<sup>nd</sup> mtg of Strategic Planning Taskforce (SPT)

Present: Steve Marshall, Kari Andrade, Mariana Fiorentino, Marion Hirsch, Maj-Britt Johnson  
Feb 18, 2001

### **Immediate Goal: develop a 2020 Vision by the end of 2011**

- The 2020 Vision should be specific
- The 2020 Vision should address the three components of the Mission
- The 2020 Vision should address the topic of growth
  - How do we want to grow?
  - How do we retain and foster intimacy as a community, even the number of members increases?
  - What are historic trends in growth in:
    - RE/Youth
    - Sanctuary
    - Other areas
  - Can we project our growth based on current data?
  - What will be the impact of our limited parking on growth?

### **Steps to follow to generate a 2020 Vision**

1. Hire a consultant by May 1
  - An outside consultant will provide external input and ensure the process is balanced and inclusive of all members
  - SPT will find and interview candidates and bring a recommendation to the Board. Board input will be solicited via email. SPT retains the right to the final hiring decision.
  - Purpose of consultant to assist with development of 2020 vision
  - Develop a workplan for consultant
  - Agree to work responsibly with consultant
  - Funding – ask angels, budget operational funds
  - For the purposes of hiring a consultant, additional members should be invited to join SPT to ensure diversity and more consulting experience
  - Maj-Britt has a book by Wayne Clark on steps to follow in this process. Kari and other have reviewed the section on hiring a consultant. The Clark book lays on detailed steps and provides a model process follow.
2. Get people involved and collect their input
  - Weekend workshop
  - Survey of membership
  - Integrate with other processes such as social justice academy
  - Cottage meetings?
3. Draft a 2020 Vision Statement
  - Circulate and collect more input

### **Longer-Term Goal: develop a Strategic Plan by the end of 2012**

- Develop a strategic plan to implement the Vision
- Include an evaluation plan (“balanced scorecard”).

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## Notes:

- Generating a good vision and strategic plan will take multiple years
- This timeline might seem lengthy, but involving the congregation in the process takes time. However, without congregational involvement, the process has no meaning.
- Data on historic trends on growth, and our parking need to be researched thoroughly as part of the process
- Use of a consultant will be critically important in ensuring:
  - The process is objective
  - The process moves along on schedule
  - The process comes to a successful conclusions
- We recommend that the vision and strategic plan extend beyond a 5 year horizon. We last initiated a visioning/strategic planning process about 15 years ago.
- The expectation is the consultant funds will NOT come from operational budget

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## **Ministry and Management Report (Formerly Minister's Report)**

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Ministry and Management Report  
Rev. Maj-Britt Johnson  
March 2011 Board meeting

This past January I spent some time carefully combing through the new and affirmed policies noting which ones expand my scope of responsibility, and require me to write new procedures. I then recruited Mary LeMay to meet with me and review the "map" which I made of the tasks. She and I made a list of possible people to work on these areas. (These procedures all fall under Care of Resources, Care of Staff and Care for People)

On Feb. 9th when Mary and I met, we decided it would require five separate task forces, with at least two people on each to accomplish all of the research and writing. We hope to have it all completed by the end of the summer. We came up with a list of thirty possible volunteers after combing the directory thoroughly. One of my goals is to include people who have some known expertise but who have not necessarily served the congregation before. In other words, to not only tap the same small group of people. Mary is now working on the recruitment and is going to get back to me this coming Wednesday about her progress.

Attached to this report is a request that came to me via Marion Hirsch's DRE Advisory Committee. I am including it here for the Board's education.

Marion has requested that she be given time to pursue graduate studies which would make her a Masters Level Credentialed Religious Educator. This will mean a few months of leave in the early part of 2012, and would eventually result in a rise in both experience and salary level.

She is requesting that a very small portion of the cost come out of our budget. I thoroughly support all of the above and have asked Andrea to put this into one of the budget scenarios for the upcoming fiscal year 2011-2012. Marion, in her usual thorough manner, has already worked through the issues about who will fill in for her when she is gone. I hope you will read the document. Though I am Chief of Staff and you have empowered me to manage this aspect of our congregation's life, ultimately we, the staff, all report to the Board, who reports to the congregation. I think it's important that the Board be aware of the issues and interests of staff

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members, particularly so that you can explain budget and management decisions to the congregation if necessary.

To that end, I hope that you will share any questions, or concerns about this proposal with me and with Steve Marshall who is on Marion's committee, at our Board meeting this Tuesday.

Faithfully,  
Maj-Britt

From: The DRE Advisory Committee  
To: Maj-Britt Johnson

#### Request from Marion Hirsch for Support to Become a Master's Level Credentialed Religious Educator

The Unitarian Universalist Association offers a credentialing program for Religious Educators that provides a career pathway for professional religious educators and aims to strengthen religious education in UU congregations. For more information, see <http://www.uua.org/leaders/leadership/religiouseducation/> and <http://www.uua.org/leaders/leadership/religiouseducation/frequentlyasked/index.shtml>.

#### Request:

I request support from the church to obtain a Master's level Religious Educator Credential from the UUA. I well exceed the minimum eligibility requirement for the Master's level, which is five or more years' experience working at least half-time as a Religious Educator.

#### Basic Requirements for Credentialing:

Master's level credentialing requires completion of three graduate-level courses, an extensive reading list on topics relevant to the profession, a reflection paper, and a meeting with the UUA Religious Educator Credentialing Committee (RECC) for approval.

#### Benefits to Our Congregation:

The UUA lists the following benefits to congregations who have credentialed religious educators:

- Stronger, more vital religious education programs as religious educators integrate their professional learnings into their congregations.
- Assurance that a religious educator who has achieved status in this program has met professional development standards in religious education and is held accountable to professional ethics guidelines by the UUA.
- Potential for deepened collegial relationships among staff members.
- Professional training or self-study and demonstrated professional leadership ability and experience in the many areas of religious education leadership, including the following:
  - RE program administration, including volunteer management
  - UU lifespan religious education curricula and programs
  - History and philosophy of UU religious education
  - Human and faith development
  - Learning theories and teaching methods
  - Sacred texts
  - Multi-age worship
  - UU history and polity
  - UUA initiatives such as anti-racism/anti-oppression/multiculturalism, safe congregations, and ethics and congregational life
  - Stewardship
  - Organizational development
  - Conflict management
  - Right relations and professional ethics

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Systems theory  
 Spiritual life, self-care and renewal  
 Written and oral communications  
 Ability to work collaboratively

- A religious educator with a greater ability to serve as a resource to the congregation (parents, families, children, youth, lay leadership, ministerial colleague) in the many areas of religious education leadership.
- A religious educator with theoretical knowledge and demonstrated ability to put knowledge into practice—creativity and the ability to go beyond pre-packaged programming.
- A religious educator who has been evaluated and is recognized by the UUA as a professional.
- Recognition by the UUA as a congregation that supports and values the highest levels of professional excellence in religious education.
- Exposure to a network of information on the cutting edge of religious education.
- A religious educator with a greater incentive for further professional development.
- A religious educator with more professional confidence.
- A better position to grow a religious education program.
- A religious educator able to take on broader responsibilities in the congregation.

**Logistics of the Credentialing Process:**

According to the UUA website, credentialing typically takes from one to five years. I rarely have had time for professional development during my tenure as Religious Educator; therefore, I'm requesting paid study leave so that I can complete the requirements in a timely fashion. My goal is to have the credentialing requirements completed in 18 months, from June 2011 to December 2012. As part of this process, I request a two-part paid study leave.

The first part of the study leave would occur from January 1 to April 31 of 2012. This timing would allow me to be at church for the start and end of the program year and would leave plenty of time for me to get the religious education programs underway and all the volunteers in place.

The second part of the study leave would occur from July 1 to July 31 of 2012. I am generally away in July for vacation, so my absence will be covered by staff and volunteers as it usually is during that month.

I have proposed times for paid study leave that would be the least disruptive to the Religious Education Program. During the study leave, my regular duties would be handled by a combination of paid staff (specifically, a small increase in the hours of the RE Assistant) and volunteers. I will also be available for occasional consultation and emergencies during the study leave.

In addition to the paid study leave, there will be times when I am in regular paid employment and working on the credentialing. Specifically, I wish to take to one online course in the Fall of 2011. During this time, I will work on credentialing in my evenings and weekends. I do not expect that credentialing will interfere with my work duties during this period.

**Proposed Schedule**

	Activity	My Location	Status
Summer 2011	Application to program	Chapel Hill, NC	Regular employment
Fall 2011	One online course at Starr King School in Berkeley, CA	Chapel Hill, NC	Regular employment
January 2012	Two intensive classroom courses at Starr King School	Berkeley, CA	Study Leave

February–April 2012	Reading list, finishing coursework	Berkeley, CA	Study Leave
May–June 2012		Chapel Hill, NC	Regular employment
July 2012	One-month study leave to complete reflection paper	Berkeley, CA	Study Leave
July–Dec 2012	Completion of paperwork and meeting with RECC at UUA	Chapel Hill, NC	Regular employment

#### Additional Need for Paid Staff Hours

RE Assistant Sheila Solis is willing to work an additional five hours per week to cover some of my responsibilities, including the weekly RE newsletter, e-mail, communication and coordination with the wider church, meeting with Maj-Britt, and meeting with the co-chairs of the RE and Youth Program Committees. These are core functions that are best handled by a staff member.

#### Additional Need for Volunteers

Volunteers would be recruited to lead programs during the study leave. I have already tentatively begun discussions with some leaders, mainly to assess whether or not this proposal is feasible.

The functions that I propose be performed by volunteers are:

- Leadership & Oversight of CRE and Youth programs: Committee Co-Chairs
- Coordinate Coming of Age program: volunteer TBA
- Lead High School Youth Group: volunteer (Jeff Nelson)
- Campus Ministry: volunteer TBA
- Small Groups/Family Dinners: volunteer TBA
- Parking Management: volunteer TBA
- Shelter Neck Youth Retreat: advisors TBA
- Children's Worship: volunteer TBA

#### Credentialing Process Budget:

Costs to the Congregation of Credentialing During the 2011-12 Budget Year:

	Operational Budget	Special Funds/Outside Funding (Clyde Long Fund, RE Fund)	Marion Hirsch personal funds
5 additional hours per week, Jan-April 2012, for Sheila Solis, RE Assistant	\$1468		
Tuition		\$3000	\$2640
Travel			\$500*
Books			\$500*
Total	\$1468	\$3000	\$3685

\*estimated cost

Starr King tuition is now \$1880 per course. The total cost of my coursework will be about \$5640. I request that the church consider paying \$3000, with \$1000 coming from the regular professional expense budget line in the We strive to nurture spiritual growth, support and care for each other, and effect change though our love for the world. 24



operational budget, and \$2000 coming from special restricted funds such as the Clyde Long fund and/or the RE fund (in order to minimize the impact on the operational budget). I am also investigating external sources of funding, such as UUA funding mechanisms.

Future Impact on the Operational Budget (after completion of credentialing in Dec 2012):

On average, Credentialed Master's Level Religious Educators are paid about 20% more than the non-credentialed, lowest level Religious Educators, so there potentially would be a budget impact for having a Master's Level Religious Educator on staff. According to the UUA Salary recommendations (for Geo Index 3, which is the Raleigh area and our sized church), the mid-range salary for a non-credentialed Religious Educator (my current position) is \$47,100, and the Master's Level mid-range salary is \$57,000. After the completion of credentialing, I would be very comfortable with a phased proposal to adjust my salary upwards over several years.

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## UUA Business

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### Thomas Jefferson District: Name Change Proposal

Annual Meeting, April 2011 Last year at the District Annual Meeting the District board proposed that our District change its name from "Thomas Jefferson" to "Southeast." That proposal lost the supermajority (66% needed) vote by three votes. This year, a number of congregations in the District have chosen to bring forth the same proposal again. So far, six congregations have signed on in support of the name-change proposal, and the Community Church has been formally asked by those congregations to join that support. The reasons for the proposed name change are many, and well worthy of discussion, but for the sake of brevity I offer a summation: Thomas Jefferson was not a Unitarian, nor a Universalist. He owned slaves, but unlike his compatriots such as George Washington, refused to free them, even upon his death. He fathered children with one of the enslaved women that he owned, and kept them, too, in slavery. While Thomas Jefferson can be pointed to as being responsible for many of the democratic structures that this country was founded upon, and while he can rightly be seen as the person who championed our cherished value of the separation of church and state, and while he is known for his famous edits of the Christian Bible, the board and these supporting churches do not believe him to be a positive representative of our District today. Using the name of a wealthy, white, slave owning man tells a very narrow story of what we are about, and is not inviting to those that do not identify with or are hurt by that story. This proposal is especially important this year as we are hosting GA. The last time GA was in our District, a special event was organized, the Thomas Jefferson Ball. It was a fun social event wherein folks were asked to dress up in period-specific clothing for dancing and general frivolity. A massive and insensitive oversight was thankfully exposed when some black members of the UUA asked, "What are we supposed to wear, rags and chains?" In light of this, some see GA this year as a reconciliation for that ill-conceived event. The District name change falls in line with these attempts at reconciliation.