

Minutes for board meeting, Oct 9, 2012

Attending: MBJ, Kari, Elsbeth, Becky, Eleanor, Dave, Maggie (Board Member of the Month), Paige, Scott, and Josh

Kari lit the chalice at 7:14

Maggie read from Gary Snyder on the earth first

Meditation and check-in

Happy birthday Paige & MBJ

Announcements: Sally starting in Dec as recording secretary.
the next board meeting in Nov may be at Josh's.

Human rights trip: to Israel / Palestine from Peggy Misch;

Holiday Party at Kari's 12/9

Correction to Aug min; letter of call changes from Paige; Becky had a change to Sept min. Maggie moved that we accept changes; Josh seconded; passed (Kari will change the Sept minutes.) Passed.



2012 Letter of
Call.doc

Vote on consent agenda; Becky moved, Josh seconded. Passed.

Didn't make consent agenda: benevolence committee; it is a committee of the board and we need to appoint 3 members; Maggie found 3 people who have agreed to serve, Katie Donovan, Catherine Grodensky, and Cathy Cole; Dave moved that we accept these appointments, Josh seconded. MBJ should meet with them to clarify their role. They have procedures & documents which may need to be reformatted. MBJ has some questions for them on coordination of efforts. The Board needs to see their charter. There are policies about the money they oversee. Policy says Benevolence Committee develops and follows written procedures about administration, acceptance of a contribution, and disbursement of funds. The procedures need to be approved by board. They need to make sure their procedures are clear along with their purpose. Cathy Cole is the liaison to Caring Ministry. These documents should be on Dec agenda for Board to approve. Maggie will gather the docs and be the liaison to this committee through Dec. Motion passed for accepting these 3 members.

Old business:

Annual Report – The executive committee suggested that the Committee of Ministry (COM) has already done a lot of the work on the evaluations / goals of the ministries. We should take that info along with the financials and have this be the Annual Report. Paige & Kari will write intro letter (1st and 2nd half of church year) by next week, Oct 16.

MBJ & Paige met with Lilie re: ministry evaluation as mandated by the board, on how we as a church community are doing in following our mission, etc. The Board has relegated some of its work to the COM. Their work can be used to evaluate the ministries. Eleanor should attend the meeting with Paige, MBJ, and Lilie. Info can be used to produce the annual report. The ministries evaluate themselves, then work on their goals and budgets. Need more detailed meeting on the timeline; info needs to be processed by the board. Board is responsible for evaluating the ministries, but has delegated to COM. The Board reviews the self-evaluations. We need to review the process and the results and it should become part of the regular calendar. Other than the budget, this is very important work of the Board. The Board should be able to pick up this again.

Nominating Committee: did not send out call for nominees in the newsletter. Instead an all-church email went out on 10/8. Ballots are going out 11/19. Signup sheet for tabling through Oct: "talk with a board member" was passed around. May have at least 3 right now on the slate.

New Business:

Marion's sabbatical report and sermon; is this enough? Motion to that Marion's report was enough to fulfill the need to inform the Board. Dave moved; Paige seconded. We'll see if Marion wants to visit for a Board learning on her sabbatical reflections and LRE in 2013. Passed.

Allen Spalt has requested a letter of support from the Board, representing the church for the Unitarian Universalist Fund for a Just Society. They want to make sure this is a legitimate request; ethical and connected and that we vouch for him. The project is to get toxins out of our food supply. Kari will write the letter with his help. Maggie moved that Kari write letter on Board's behalf; Josh seconded. Passed. ECO, P&J can use their individual names but can't speak for the church or for their ministry. The Board speaks on behalf of the church.

Lilie Bonzani: Board learning on COM who put together the congregational covenant, the mediation procedure, and disruptive person's policy. All of these mesh together. The church is working with each other. Level one is outlined in the brochure on conflict resolution (attached). Mediation is level two, then disruptive behavior procedure is level three. Drafts attached. The COM will be taking these to the church council as well. The COM is learning procedures on how to deal with difficult situations. Safety should be addressed more thoroughly in a document separate from disruptive behavior procedure. Church leaders should know what to do immediately and longer term. Questions the COM had: 1. Should the Board could call an ad hoc committee together or should the COM address level 1 or 2 issues? Different churches handle either way. 2. Who will determine the final steps?



FINAL



9-18-12



9-18-12 Policy for

Conflict-Resolution-Brc COM-Mediation.docx Addressing Disruptive

Questions / comments:

Conflicts at level 3 should be sent to the minister and the Board. The ultimate decision is made by the Board. Disruptive behavior is level 3. COM is a Board committee and MBJ is part of it. COM would handle level 1 and level 2.

Policy: no policy right now. Paige & Josh have come up with something which will be located under IV. Management, E. "Caring for People". Will not be under Chief of Staff because it is a Board responsibility. The COM is responsible for the procedures.

6. Conflict Mediation

The Board is responsible for developing procedures for how congregants will resolve conflict. We are committed to fostering right and respectful relations among our members, associates, and staff. We understand that conflict is sometimes an inevitable part of a healthy community and can serve as an opportunity for growth and development.

7. Disruptive Behavior

The Board is responsible for developing procedures for addressing disruptive behavior. We strive to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual.

This was the first reading. Second reading will be in Nov with a vote.

Comments from Exec: the brochure should point to the website for more details (level 1 of 3). Each level should state 2 of 3 or 3 of 3 levels. Make clear each level within each level.

"If conflict is deemed private", church won't mediate if it has nothing to do with the church. Would use an outside consultant or dispute settlement center instead of training someone internally. Include some wording "between two individuals" and not involving church. The Board would need to determine where the money comes from; possibly from reserves or benevolence fund. We've had a few issues, but have not had to go to mediation, as the parties involved never followed through. It would be helpful to see there is a cost, but not put actual dollar amount in the documents and that the mediation will be paid for by the church.

Conflicts don't always advance level by level. Sometimes a conflict could go straight to level 3. Board and minister need to be notified under second #1. 'policy' needs to be changed to 'procedure'.

It seems odd to single out child abuse in 2nd paragraph. Are there other laws as well that need to be reported? Don't take it out. Perhaps stating something like: "We are following all applicable state laws". The only mandatory reporting is on elder and child abuse. We have a moral obligation to respond to any violence. Sidebar note, we used to have procedures about handling family / domestic violence.

Nothing said about how or when to file a formal complaint in paragraph #3; needs to be clarified. Can take out first sentence. #2 & #3 in beginning have come to the COM. #1 falls into category of calling police. Sets up why we're making these procedures.

Safety & crisis response, emergency preparedness, re: Knoxville situation; could COM develop a procedure to handle these types of situations? UUA website has many options. Some parts haven't been addressed yet in these procedures. Would address #1 as a whole different level in a separate document. Maybe not necessarily violent, but very disruptive, like stalkers.

This will empower the ministries to confront disruptive behavior and know how to manage a crisis.

How do documents fit together? Not always steps, but all available to address issues. Does there need to be an introduction? Or a simple brochure, "here's what you do if..." on conflict resolution or disruptive behavior. Need statement to alert Board member or other church leader added to brochure.

Section f. Does COM have authority to exclude a person from the church? No. The Board decides. For levels 2 & 3, the Board needs to be involved. The Exec Committee can make decisions between Board meetings. Any appeals would come before the Board.

COM will make the changes and review doc #3 for Nov meeting.

8 will be added to policy about crisis management & emergency preparedness.

Catherine Grodensky, Chris Guidry, and John Bowles worked with Lillie Bonzani on the COM.

To do list:

Next board meeting Nov 6

Holiday party at Kari's Dec 9

MBJ to tell Munsie to change Benevolence Committee to board appointed committee

Maggie gathering Benevolence Committee documents and will inform members they've been appointed

Paige & Kari writing letter(s) from the Board for the Annual Report.

Eleanor will write Annual Report from committee reports and financials.

All Board members should sign up for Nominating Committee tables throughout Oct.

Paige, Lillie, Eleanor, & MBJ will meet to figure out how to complete the Evaluation of Ministries and will forward to the Board for review.

Becky will talk with Marion about board learning on her sabbatical / LRE for some time in 2013.

Kari will work with Allen in support of his request to the UUF on behalf of Toxic Free NC.

Paige will write #8 on emergency preparedness.

Lillie & COM will work on Level 3 document for Nov.

Closing words: Buddhist thought.

Extinguished the chalice 9:01

Respectfully submitted by:
Becky Waibel