

All Souls Church Board of Trustees
Minutes
November 14, 2018

Called to order at 7:00 by Tim Rhodes, President

Present:

Tim Rhodes, President
Robert Jayes, Trustee
Tracy Zorpette, Trustee
Esther Strongman, Trustee
Russell Cross, Trustee
Georgia Yuan, Trustee
Mark Regulinski, Treasurer
Brenda Barron, Moderator
Rachel Pfeffer, Interim Executive Director
Fran Jackson, Secretary
Via conference call:
John Schuettinger, Trustee

Absent:

Patricia Lambert, Vice President
Rev. Rob Hardies, Senior Minister
Paree Roper, Moderator

1. The Agenda was approved unanimously.
2. The consent agenda consisted of the October Minutes and was unanimously approved.
3. Comments and questions regarding the written reports from the Executive Team. Rachel emphasized that an atmosphere of collaboration must be encouraged with the management of employees being the responsibility of the Executive Team with the Board of Trustees tracking the progress of the executives in managing staff. She suggested that another by-law change be considered to make the Executive Director/Executive Minister a non-voting member of the Board along with the Senior Minister.

Also, she strongly recommended the establishment of a Fund Development Plan along with a fund development contractor to raise much needed funds.

Rachel is working with congregants who have skills in nursing, engineering, and management to create All Souls' emergency preparedness plan following guidelines set forth by FEMA; the first step will be a fire drill.

As the selection committee moves along with candidates for the Executive Director position, Rachel would like to be included in the interview stage particularly to review proposed questions.

The annual review of custodial staff is underway.

Rachel has begun seeking funds to revamp the All Souls' website through grants from the Beckner fund and the A. P. Davies fund. So far, she has a commitment of \$6,000, but needs \$20,000.

Immediate attention must be directed to a leak in the bell tower over the organ. Currently there is a bucket in place that must be emptied daily. The source of the leak is a pipe. Rachel's recommendation is to move forward with the replacement of the air handler that had been scheduled for the spring. Common Energy will manage the project which will include fixing the leak and replacing the air handler. She expects the contract to be awarded in mid-December.

Rachel recommended that going forward, the written reports from the Executive Team be included in the minutes of the Board's meetings.

4. Discussion/Action Items;

a). Transformation Team Report. Paula Cole Jones plans on leaving a record for future researchers and for the congregation both for accountability purposes and to tell All Souls' story. There are five work groups on the Transformation Team and each will report on nine elements: 1) create a timeline; 2) identify issues from the 88-page report of the four listening sessions that the workgroup will address; 3) provide preliminary recommendations; 4) describe how suggestions are grounded in the 8th principle; 5) identify where in the church or who in the church is to handle each suggestion; 6) outline the accountability as to who will know and how it will be known when the goals are accomplished; 7) Identify the church documents that need to be examined for alignment with the 8th principle; 8) consider whether the recommendations reside within David Pyles' recommendations; 9) Consider what, if any, budget costs are involved with implementation of the group's suggestions. The interim reports will reveal where the workgroups have been. The final reports in June will say where they see the church heading. Multiculturalism has been a part of All Souls since A. Powell Davies and David Eaton. There was a crisis 20 years ago with Aldridge. The Board has been committed to try to implement it better with each new minister. The Transformation Team wants to keep that multicultural space open and healthy going forward.

Anti-racism, Anti-repression Workgroup – Tom reported that this group's themes are messaging and broadening the selection process in all levels of professional and lay staffing. They encourage 1) embedding Jubilee Training within the church with a goal of a healthy percentage of church members having completed the program with encouragement from the pulpit; 2) diversifying ministerial positions; 3) creating documentation with the input from leadership and lay leaders of the church's history with these issues; 4) messaging – develop commitment from the pulpit through worship associates; 5) embedding diversity and the 8th principle in operations handbook.

Trust & Reconciliation Workgroup – Cathy

The workgroup is currently investigating resources in the community to help formulate and offer healing sessions in the coming year and continuing to focus upon building trust & reconciliation as part of the church culture.

The Governance workgroup has a 24-page interim report and will be making it available.

Brenda Barron shared that the Church Council had a meeting on Saturday with about thirty participants who focused upon relationships/connections and the 8th principle. They split into three groups to discuss how we choose our leaders and used principles of Sociocracy to practice how those methods could be used in leadership roles and in committee meetings.

b) Final Budget Approval

The Board approved a motion for a set budget amount to be renamed "Salary Adjustment" rather than COLA and for the Senior Minister and Executive Director to distribute those funds in consultation with the Personnel Committee.

The Board approved putting all expense accounts back in the budget at a 50% rate.

The Board approved disclosure of salaries of the Senior Minister and Executive Director in the proposed budget.

The Board approved 10% plate to be in the budget for discretionary distribution as a helping hand cases of need.

The Board approved an allocation of \$25,700 for Music Arts by reducing Fund Development.

The Board approved a 2019 budget of \$20,400 to match the 2018 budget for the Music Program.

The Board approved \$5,000 for the 8th principal staff development.

The Board approved \$100,000 salary for the Executive Director in line with Personnel Committee recommendations and UUA guidelines.

The Board approved All Souls Church's payment of 25% of Family Health Benefits as of July 1 for those current employees who chose to enroll.

The Board approved a temporary restructuring of the mortgage payment by making 50% of the interest payment from the Third Century Campaign rather than 100% from the operating funds.

The Board approved the entire proposed 2019 budget with the above changes.

The Board approved the agenda for the Dec. 2, 2018, annual meeting which will be made available to the congregation by November 18.

5. Committee Reports (no votes required)

INTERNAL BOARD COMMITTEES

6. Leadership -no report

7. Personnel

a) Evaluation of Senior Minister - up-date (Esther) moved to Executive Session

b) Executive Director hiring process (Tim). At least two strong candidates are moving to the interview stage of the process.

8. Governance (Georgia/John/Patricia): Schedule for revisions to Policy Governance; schedule for limitations reports. Check for changes on the calendar for next year.

Review the calendar on Google Docs.

EXTERNAL BOARD COMMITTEES

9. Finance (Treasurer Report – Mark)

Covered in the budget discussions and amendments in 4.b) above.

10. Investment (Bob) The committee will meet later this year to review social investment policy changes and report in Dec. or Jan.

11. Beckner (Tracy). Confusion over distribution was resolved.

12. Audit (Tracy/John): The audit report has not arrived at the church.

13. Committee on Right Relations (Bob) The Committee will focus upon training scheduled for Dec. 1.

14. Behavioral committee (Bob) The committee met via a conference call so that new members could be informed of the committee responsibilities and review the relevant material on the web page.

15. Transformation Team report (John). See 4.a) above.

For the next Board meeting Ester will bring information from the Personnel Committee for discussion of pro-rated benefits for new employees working less than 20 hours.

The meeting was adjourned for an executive session at 9:45pm.

Respectfully submitted,
Fran Jackson, Secretary