

**All Souls Church, Unitarian
Board of Trustees Meeting – June 13, 2012
Agenda**

7:00 pm	Opening – Call to Order	Mark Ewert
7:05	Reading	Rev. Robert Hardies
7:10	Church Council Steering Committee: Goals Report	Erika Landberg, Amy Mulry Wesolek and Committee members
8:00	Goal 4: Third Century Challenge	Chuck Wooldridge and Janet Randolph
8:15	Renovation Project Budget and Contracts	Brian Marshall
8:25	Executive Limitations Report: Staff and Volunteer Treatment	Rev. Robert Hardies
8:40	Consent Agenda <ul style="list-style-type: none"> • Executive Team Report • Minutes from May 23 BOT Meeting • Confirm Delegates for 2012 UUA General Assembly 	Trustees
8:45	Next Meeting	Mark Ewert
8:50	Upcoming Dates: <ul style="list-style-type: none"> • General Assembly: June 20 – 24, 2012 Phoenix, AZ 	All
8:55	Meeting Feedback	All
9:00	Adjournment	

**Board of Trustees
Meeting Minutes**

**All Souls Church, Unitarian
June 27, 2013 7 p.m.**

Trustees, Officers, Executive Team Members, and Staff in Attendance:

Sterling Lloyd Jr., President
Victor Branham, First Vice President

Brian Marshall, Second Vice President
Julia Sayles, Trustee
Kathy Mulvey, Trustee
Jenice View, Trustee
Emily Koechlin, Trustee
Fred Tipson, Trustee
Bruce DePuyt, Trustee
Cheryl Gray, Treasurer
Mark Matthews, Secretary
Erika Landberg, Moderator
Susan Newman, Associate Minister
Katie Loughary, Executive Director
Amy Mulry Wesolek, Director of Membership and Welcoming
Abbey Tennis, Intern Minister

Also in attendance:

Molly and Bob Freeman, and Nancy Shia, Archives; James Ploeser, Washington Interfaith Network and delegate to UUA General Assembly; Wendy Carter and Nina Marshall, Church Council Steering Committee.

Not in Attendance:

Robert Hardies, Senior Minister (sabbatical)

Opening – Call to Order – Sterling Lloyd

Reading – Kathy Mulvey: “Attack of the Squash People” by Marge Piercy.

Summary of Work Ahead in 2013 – Sterling Lloyd listed meetings with the ministerial and stewardship committees; completion of conflict-resolution and safety policies and procedures; 2014 budget review, hearing, and vote; planning for the 2014 BOT – succession and orientation.

Archives – Molly Freeman and Nancy Shia outlined the Archives’ history, current status, and future challenges, ending with a request for the board’s moral support in securing permanent space once the church is renovated. While parts of the collection were lost to flooding, “archival treasures” remain in 41 file cabinets, including sermons by Ulysses Grant Baker Pierce, All Souls’ longest-serving minister, and a collection of the late Senior Minister David Eaton’s papers. Volunteers include a photographer (Nancy Shia); an economist, a historian, reporters, and a “computer guru” (Trustee Emily Koechlin), who is trying to find a database management system. The collection has drawn students and researchers from area universities and the Meadville Lombard Theological School. Current problems include the fragile state of audio tapes and a paucity of material from Rob Hardies’ ministry. Trustees eventually will need to decide on the disposition of Eaton’s papers, which are sought by Meadville Lombard. The volunteers want them to remain in D.C. because of Eaton’s long involvement in city affairs.

Discussion: Susan Newman notes that the Rev. Mark Morrison-Reed, who is working with Meadville Lombard to build an archive on African-American UUs, will preach at All Souls in November. Digital means of preserving the collection may be worth exploring.

Report on the UUA General Assembly – Julia Sayles, James Ploeser, Brian Marshall, Emily Koechlin, Susan Newman: GA highlights included the Berry Street lecture by the Rev. Don Robinson, an All Souls member who runs a community ministry centered at Beacon House, and a filmed documentary of All Souls’ Hiroshima drawings project. UUA social justice activists participate in corporate shareholders’ meetings and filed friend-of-the-court briefs in the legal fight to overturn California Proposition 8. Young people attending are “palpably living UU values,” James says.

Discussion: Susan Newman, attending her first GA, found it a powerful experience but said it underscored the fact that the denomination, as a whole, is overwhelmingly white. All Souls needs to be more deliberate in selection of diverse delegates and make sure our youth have access. Ways might be found to assist those who can’t afford the trip.

Church Council Steering Committee – Erika Landberg, Nina Marshall, Wendy Carter, and Amy Mulry Wesolek presented key points from the 2013 Mid-year Report on Church Goals Progress: Reporting on progress toward 2015 goals has been revised to reflect the cross-goal nature of many activities and an intense focus on the church building. Measurement of quantitative results has been honed, and the committee will use qualitative results in some areas, such as social justice and building renovations. New goals have been added to track annual pledging and Caring Network efforts. Going forward, the committee seeks to strengthen connections between church groups and the goals and between church groups and staff while improving how progress is tracked and reported. A planning meeting is set for July.

Discussion: Sixty five percent participation is sought in pastoral care and voluntary ministry, which includes greeting, ushering, performing, and serving as pastoral care associates. Should social justice work outside All Souls’ programs be counted as participation? Fred Tipson: We must be “qualitatively honest” in our self-assessment. Pursuit of goals will be included in a staff retreat in August.

Third Century Challenge; 2013 Budget – Katie Loughary: Plans still call for an early 2014 start of renovations. Permits will be sought in the fall. A “town hall” will show revised plans to the congregation. While some significant design changes are likely, more information is needed before decisions can be made. It’s been found that planned water storage in the front ramp won’t work and that the steam boiler can’t be left downstairs. Detailed designs will soon be presented to CAPT and come to the Board at its July meeting, when trustees will also consider the Forrester renovation contract.

Discussion: How can a contractor be hired when we don’t know exactly what will be built? The Kerns Group, architects, will review the contract before it comes to the Board. The contract won’t specify the total cost; it would give the general contractor a percentage of what is eventually spent. All Souls has the authority to reject subcontractors. Sterling Lloyd commends the subcommittee working with Forrester Construction on social-justice requirements.

Existing project money can be used for the matching funds required to receive a \$50,000 grant from the recent American Express-National Trust for Historic Preservation competition. The grant will be used to repair the bell tower, including clock, stonework, and windows.

Annual Budget Shortfall: The Mind the Gap campaign raised less than \$20,000 in pledges toward closing a 2013 budget shortfall of \$160,000. The Executive Team will be looking for cost savings. The church can draw on reserves from prior years, but a deficit makes All Souls less attractive to lenders. Cheryl Gray: This is a wake-up call that the congregation may be stretched to its limit; the 2014 budget must be realistic.

Jenice View and Emily Koechlin questioned the use of a picture of President William Howard Taft, an All Souls member, on the brochure for the 2014 annual giving campaign.

Policy Governance Amendment: The Board considered two versions of a new section, “Investigations of Misconduct,” both drafted by Brian Marshall and Fred Tipson. The latest version, reflecting a change urged by Julia Sayles, states that the full Board should be told in closed session of a misconduct allegation against a trustee, officer, or member of the executive team, and decide how to investigate it. An earlier version, presented in May, said such concerns should initially be disclosed to the president and vice presidents, who would decide whether the matter should be pursued. Brian favored the June version; Fred argued for the extra level of discretion in the May version: People with legitimate concerns might be more likely to raise them in private with the president; at the same time, keeping the matter closely held would protect reputations from being harmed by an allegation leveled with “bad motives.”

Without objection, a sentence was changed to say that appointed investigators could inspect any “relevant” church documents.

MOTION by Fred Tipson to approve the May amendment. No second was offered.

MOTION by Jenice View, seconded Emily Koechlin, to approve the June version passed 8-1 with Fred Tipson opposed and no abstentions.

Approved amendment:

To insert after “Section G. Complaints to the Board” (pp. 13-14) in the Policy Governance Framework:

Section H. Investigations of Misconduct

If a Trustee or Officer has a reasonable concern that a Trustee, Officer, or member of the Executive Team has engaged in conduct that is illegal, breaches a fiduciary duty to the Church, or is a serious violation of professional ethics or the Trustees and Officers Code of Conduct, such concern should be disclosed to the Board of Trustees in executive session. If, in the Board’s judgment, such conduct would be relevant to the individual’s service to the Church or damaging to its reputation, the Board shall determine in executive session

how such conduct should be properly investigated to establish its validity and gravity. In such cases, the Board may appoint an ad hoc committee comprised of three to five members of the Church (who may or may not be Officers or Trustees) to conduct an investigation relating to the alleged conduct, including interviews with the person or persons concerned. It may also engage a licensed investigator or attorney to conduct or assist in an investigation under the Board's supervision. Such a committee, investigator, or attorney should be given the authority to inspect any relevant documents of the Church and to interview any Trustee, Officer, or employee of the Church, and be required to report their findings to the Board within a defined time period. The Board may decide to act based on the investigation's findings; it may seek a further investigation; it may release a report to the Congregation; or it may take some other action. Throughout this process, the Board and those involved in any investigation shall proceed with particular attention to the fairness of the investigative process and to the privacy interests of all concerned.

Revised *Spirit* Publication Schedule – Katie Loughary: Gary Penn proposes making the *Spirit* a quarterly and giving it more of a magazine format, with serious articles. No objections were raised, but trustees noted the change would affect submissions by board members and curb notices of upcoming events. The latter, however, could be inserted with pictures in the weekly. New ways of communicating with the congregation are being explored to fit the habits of different age groups.

MOTION by Bruce DePuyt, seconded by Jenice View, to approve items on the Consent Agenda: minutes of the May 22, 2013 BOT meeting; revised CAPT charge; and consolidated staff report. Passed unanimously.

Announcements: A White Allies Working for Racial Justice Workshop will be held Aug. 2-4 at the Washington Ethical Society.

Agenda Items for Next Meeting, July 25: BOT planning; a general contract for renovations, and an update by CAPT on design changes.

The meeting adjourned at 9:27 p.m.

Respectfully submitted,

Mark Matthews, Secretary

Updated Charge to the Comprehensive Assets Planning Team

The Board of Trustees and Executive Team jointly create and charge the Comprehensive Assets Planning Team of All Souls Church. In 2009, the Comprehensive Assets Planning Team (CAPT) was charged with creating and building congregational support for a Comprehensive Assets Plan (CAP) for the long-term future of All Souls' capital assets, primarily its building and grounds. On April 7, 2013, over 160 members voted unanimously to endorse the schematic design and the related budget at a historic Congregational meeting and vote. Our architectural design team is finalizing the design

development phase submission and has already produced a new detailed design drawings and cost estimates for the CAPT's review. Assuming things go smoothly, and we stay on schedule, the architecture team will complete the municipal permitting process and the preparation of the construction documents by December 2013.

Until the renovation is completed, the CAPT will co-ordinate with those charged with implementing the building improvements and renovations that have been duly approved by the Board of Trustees and the congregation. Also, in consultation with the Board of Trustees and Katie Loughary (the church's designated Owner's Representative), the CAPT will continue to work directly with the architect until the project is fully developed to help him obtain the information necessary for the proper planning of the project. In the near term, therefore, the CAPT will play the key role in communicating with the architect and the contractor as they finalize the project and proceed to the next step, preparing the construction documents. The Board will be directly involved in this process only if there are significant differences from the approved schematic design. That process should be completed by the summer of 2013.

The CAPT will continue to both inform the congregation of the progress of the renovation and encourage members of the congregation to support the renovation with useful ideas and volunteering that complement both the CAPT and the architecture team in useful ways. There will be CAPT subgroups on accessibility, social justice, security, and others as appropriate to help with work in specific areas. The CAPT will communicate and consult regularly with the Board of Trustees and the Executive Team. Our goal is that the renovation will be completed by the end of 2014.

October 2009 (revised June 2013)
1500 Harvard Street, NW

ALL SOULS CHURCH GOALS PROGRESS: 2013 MID-YEAR REPORT

Presented to the Board of Trustees by the Church Council Steering Committee

June 27, 2013

To build the Beloved Community, All Souls Church cultivates and celebrates:

...Spiritual growth and transformation as we question, learn from others, and seek lives of meaning and reverence

...A welcoming, diverse, and vibrant community where we love, respect, and care for one another

...Service and prophetic action to move the world toward justice, healing, and sustainability

...A welcoming and accessible building that provides nurturing spaces for spiritual growth, serves the community within and outside the walls of ASC, and embodies our commitment to sustainability.

Introduction

The Church Council Steering Committee (CCSC) submitted its last Goal Progress Report to the Board of Trustees in November 2012 and to the Congregation at the December 2012 Annual Meeting. In those reports we categorized our progress in 3 ways, areas where: (1) we were doing well, (2) we were doing well but questioned our targets, and (3) measurable results development was still in

progress. The CCSC's Measurement Working Group has focused its efforts on (2) and (3) over the past few months.

Measurement result revisions constitute the bulk of this 2013 mid-year report, which is presented in three parts:

I Revised Measurable Results and Annual Milestones: The CCSC Measurement Working Group mounted an intensive effort this year to reorganize how the goals are presented and to finalize measurable results revisions. Actual measurable results for 2013 will be presented in the end-of-year report to the Board in November, and to the Congregation at its Annual Meeting in December. The following Visioning Goals outline reflects changes in three areas:

1. Goal Reporting is now presented in five sections: church wide, spiritual development, community building, social justice, and capital infrastructure. These changes serve to recognize the cross-goal nature of many of our efforts and also highlight the intense church focus on the building which will continue through 2015.

2. Measurable Results revisions are presented in two ways: 1) refined quantitative results in several areas including leadership and both volunteer ministry and social justice engagement; and 2) use of qualitative results in areas such as social justice and the building

All Souls Mid-Year Visioning Goal Progress Report, June 27, 2013 Page 2

renovation. The baseline membership number used is 1300, which includes voting members and children enrolled in Religion Education (RE) classes.

3. New Goal areas are added, specifically to track annual pledging to the church and Caring Network efforts.

II Current Council and Staff initiatives that affect goal achievement: Specific Council initiatives in 2013 have flowed from church groups feedback, recommendations in the Committee on Ministry's 2012 Shared Ministry Evaluation, and collaboration with church staff. This report references these as well as church initiatives that are more staff driven which, like the Council initiatives, aim at strengthening our ability to achieve our visioning goals.

III Plans and recommendations going forward in 2013 and beyond: Plans include strengthening connections between church groups and the goals as well as between church groups and staff, and improving how we track progress, collect, and report the resulting data.

The Church Council Steering Committee thanks the many church group lay leaders and members and staff who provided the information included in this report and who work in shared ministry to achieve our visioning goals. We appreciate the opportunity to share this Visioning Goal Progress Report with the Board and look forward to productive feedback on ways we can all work together to achieve our goals now and in the future.

The Church Council Steering Committee:

Erika Landberg, moderator

Amy Mulry Wesolek and Cathy Rion Starr, staff liaisons

Jen Bolick, Victor Branham, Wendy Carter, Carrie Davidson, Pavel

DeJesus,Carolynn Fowler-Smith, Angela Heverling, Goldia Hodgdon, Karen King, Emily Koechlin, Claudia Liebler, Nina Marshall, Fred

Tipson, members All Souls Mid-Year Visioning Goal Progress Report, June 27, 2013 Page 3

I Revised 2015 Measurable Results and Annual Milestones

CHURCH-WIDE

1. 325 (25%) of congregants are leading and are accountable for church activities.

Definition: Congregants identified as leaders are doing more than showing up and participating. Rather, they are either already taking responsibility for ensuring that a church activity happens, or leading planning and efforts to do so in the future. Examples include chairing committees, teaching classes, mentoring, leading covenant groups, serving as lead ushers, and hosting/chairing an event.

Data	2012	2013	2014	2015	
collection:					
Once a year, all church groups are asked to report the names and number of persons serving in leadership capacities in their group or activity. By requesting names, duplicates can be identified so that the reported number is as accurate as possible. In addition, data will be compiled on all leadership pathway efforts taking place each year.					
2011 Annual Milestones	155 - 12% (baseline)	15%	18%	22%	325 - 25%