

**April 26, 2017 – All Souls Church Board of Trustees
Minutes of Meeting**

Called to order at 7:00 pm by President Chuck Dulaney.

PRESENT:

Rev. Rob Hardies, Senior Minister
Katie Loughary, Executive Director
Chuck Dulaney, President
Russell Cross, Vice President
Ken Ambrose, Trustee
Peg Barrett, Trustee
Patricia Lambert, Trustee
Georgia Yuan, Trustee
John Strongman, Treasurer
Mary Swanson, Secretary
Laurie Lester, Membership Secretary (outgoing)
Jennifer Bruneau (incoming Membership Secretary)

NOT PRESENT:

Anne Bradley, Vice President
Tim Rhodes, Trustee
Tracy Zorpette, Trustee

PROCEEDINGS:

1. Agenda item 1 – Upon recommendation that the agenda be modified to consider agenda item 6 prior to item 2, and that an additional item be added to the consent agenda as item 2(c) – “Approval of Beckner Committee written recommendation for grant” (see attached memorandum dated April 24, 2017, from Rev. Rob Keithan – ADDENDUM 1), the agenda was unanimously approved as modified.
2. Agenda item 2 - The modified Consent Agenda comprising the following items was unanimously approved:

Agenda item 2(a) – approval of March 29, 2017, minutes;

Agenda item 2(b) – approval of additional delegates to General Assembly noted in email from Justis Tuia, Denominational Connections Committee, dated April 19, 2017, to Katie Loughary;

Agenda item 2 (c) – approval of Beckner Committee written recommendation for grant of \$3,450 to the CEN-Haiti Project.

3. Chalice lighting and agenda item 6 - Rev. Rob shared the initial draft of the five-year strategic plan (version 2017.04.25) developed by the Executive Team's planning team, and took extensive notes on the board's initial feedback for reporting back to the planning team. The format of the plan includes four broad goals – build a more just world, nurture community, cultivate spirit, and strengthen foundations – together with a list of the general lines of work required to carry out each goal and a list of desired outcomes by which to measure success. Rev. Rob expects to expand the draft to include detail on short- and long-term strategies, to be presented for further consideration at the May meeting.
4. Agenda item 3 – Laurie Lester, resigning from her position as Membership Secretary, presented a summary of her work, along with staff, since 2016, and recommendations for the future, including the following highlights:
 - updated the membership rolls to eliminate names of persons no longer intending to be members, with the aim of updating on an annual basis
 - recognized outstanding volunteers in the worship service
 - published a church directory with photos (recommended every three years)
 - enlisted support of current staff member Gary Penn, whose title will change to Communications and Membership Manager, to track prospective and new members and to liaise with the welcoming team (ushers, greeters, counters, Roots & Wings teachers)
 - urges her successor to reach out to those who have been attending and donating but appear reluctant to become members
 - urges trustees to sign up to attend a meeting of new/prospective members as a gesture of welcome
 - recommends 4-month follow-up with new members to assess their engagement in church activities

Jennifer Bruneau was unanimously approved to fill Laurie's remaining term as Membership Secretary, effective June 1, 2017. Rev. Rob offered a resolution of thanksgiving and good office to Laurie for her dedication, which was underscored with warm acclamation and applause by those present.

5. Agenda item 4 – Katie Loughary reported that a lease with Sustainable Futures Charter School is still under review by the school's attorney, with a response expected within days. Chuck requested that Katie advise the board by email of further developments. Rev. Rob asked that the board consider relying upon reserved operating funds that have been compiled over the past several years to cover the possibility of no lessee for one out of the next five years or so, to enable him to enter into other contracts necessary for continued operations. (No immediate board action was requested.)

The board again asked to know details on the success of the recent mortgage pay-down campaign, specifically, how much of the funds raised in the first quarter that were used to pay down the construction mortgage to \$2.5 million was actual new money and not merely payment of already pledged amounts. The purpose of this request is to generate an estimate of pledged funds likely to come in during 2017 that will be used to repay the \$105,000 loaned from the operations budget to

reduce the size of the mortgage to \$2.5 million. Katie said that such a breakdown would be difficult to produce, but Rev. Rob agreed that further clarification would be provided for the May meeting.

Rev. Rob reported that Rev. Susan is due back on Monday, May 1, 2017. To address Rev. Susan's concern that there may be insufficient back-up for pastoral care, Rev. Rob proposes to extend Rev. Rebecca Parker's current contract through June 2017 and, following a planned summer break, offer a one-year contract (September 2017 through June 2018) on a consulting – not staff – basis, including stipend for housing. In addition to pastoral care, her services would address needs in the areas of adult spiritual/RE development and support for Young Souls. He also proposes to extend a one-year contract to Rev. Joanne Braxton to serve as a consulting minister with occasional worship presence, noting her expertise in multicultural engagement and narrative health. He affirmed that any such contracts would be contingent upon execution of the lease with the school. Georgia asked Rob whether or not Rev. Parker would meet regularly with the Executive Team (composed of Rev. Hardies, Rev. Newman, and Katie Loughary). Rob said he would give it further thought. The contracts for Rev. Parker and Rev. Braxton will not be offered until a lease agreement with Sustainable Futures Charter School for the 2017-18 school year is finalized.

Rev. Rob further reported that he is extending Rev. Rob Keithan's contract through June, 2018 to serve half-time in the area of social justice as an interim-appointment employee. This contract is not contingent upon the signing of the pending school rental lease because it is already in the budget.

Assuming that the lease with Sustainable Futures Charter School is signed, Rev. Rob agreed to report at the next meeting on how the school's presence in the building will affect staff, including the Executive Team.

6. Agenda item 5 - In the absence of Anne Bradley to report on data related to staff benefits, this item was postponed to the next meeting.
7. Agenda item 7 – Rev. Rob reported that his team for the 2018 Annual Giving Campaign (which includes Bruce DePuyt and Armele Vilceus) is proceeding with planning for the campaign and continuing its search for a fund-raising consultant, after an initial search and interviews this past winter failed to yield an appropriate candidate. Rob feels that further efforts to work with a consultant may not be feasible this year and that the funding may be saved for next year.

Peg Barrett began the conversation of whether it would be valuable to have an active year-round Stewardship Committee with overall responsibility for fund-raising, not solely task-oriented, but with a broader vision – and if so, whether it would be a board function under policy governance or an operating committee. The suggestion was made to invite past chairs for their input.

The meeting was adjourned at 9:15 pm.

UPCOMING MEETING DATES:

May 24, 2017

June 14, 2017 (note change because of General Assembly and subsequent staff vacations)

July 26, 2017 (combined with social gathering at Chuck Dulaney's home)

August 24, 2017 (note change to Thursday night because of summer church hours)

Minutes submitted by Mary Swanson, Secretary

ADDENDUM 1

To: All Souls Board of Trustees

From: Rev. Rob Keithan, on behalf of the All Souls-Beckner Advancement Fund Committee

CC: Anne Womer and Nancy Gist, Beckner Committee Co-Chairs

Date: April 24, 2017

INTERNAL

One internal application was considered in March. The Beckner Committee recommends it for approval:

\$3,450 to the CEN-Haiti Project

This one-time grant would help the CEN-Haiti Project to develop and demonstrate the effectiveness of a data collection tool to take the project to the next level. The tool, which will develop and post localized information about the needs of residents of Petion-ville and connect them with the expertise to design and implement initiatives to address them, has the potential to be replicated at the local level in other communities in Haiti and beyond. The Project would build on this foundation to support building capacity in local leadership and organizing communities.

