

All Souls Church Board of Trustees
Minutes
October 24, 2018

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

Present:

Tim Rhodes, President
Russell Cross, Trustee
Robert Jayes, Trustee
Patricia Lambert, Trustee
John Schuettinger, Trustee
Esther Strongman, Trustee
Georgia Yuan, Trustee
Tracy Zorpette, Trustee
Rev. Rob Hardies, Senior Minister
Rachel Pfeffer, Interim Executive Director
Mark Regulinski, Treasurer
Brenda Barron, Moderator
Paree Roper, Moderator
Fran Jackson, Secretary
Congregant: Craig Dylan Wyatt

1. The agenda was approved with changes. Items 9 and 10, the Finance committee report and the Investment report respectively, were moved to Discussion/Action Item 4, the Budget presentation by Mark.
2. The consent agenda was unanimously approved, including the September minutes and the appointment of Pamela Sparr as co-chair of the Transformation Team.
3. Comments and questions on the written reports from the Executive Team.
 - A. Senior Minister
New Associate Minister. There needs to be an outline of the steps to be taken and an anticipated timeline presented to the congregation. The Board will meet with the Committee on Ministry and will have a conversation with Meredith on a proposal for the anticipated procedure. Brenda asked who would present to the congregation; she recommended a committee from the Transformation Team. In moving forward Rob reminded the Board that there are many issues on the table including reporting relationship, rank, title, call vs. hire, the Board's outline of the position, to name a few. Georgia recommended asking the Committee on Ministry to state the process and to present to a congregational meeting along with a time line for the Executive Director and Executive Minister. This is consistent with the Terms of Reference for the committee. The Committee on Ministry could come to the November work session and layout steps to be done. Rob explained that there is a difference in the timelines of called vs hired minister. A minister could be hired by June 2019. A called minister could not be installed until June 2020 due to the UUA's process. There is a history at All Souls of the second minister being hired and this is the trend in most churches. Both Rebecca's and Joanne's contracts will end, and they will be gone by June 2019.

Strategic Plan. The board and staff created a strategic plan in 2017 which was overshadowed by events of the summer of 2017. The Board is planning a retreat with the new Board members for Saturday January 12 in lieu of a January 9 board meeting. The focus of the retreat will be relational and strategic in focus. The 2017 strategic plan will be reviewed by the new Board then.

B. Executive Director

Rachel is working with the Community Purchasing Alliance to evaluate bids and get better pricing on the proposals for the HVAC in Pierce Hall and the Sanctuary, the courtyard excavation, and the steeple. All Souls Church now has a contract with DC Minyan for \$15,000 for this Jewish congregation to use our Sanctuary every other Saturday while their base, the JCC, is undergoing renovation. Rachel is in conversation with the Youth Build Center which is looking for a long-term, larger space. There are 120 students annually in the program who go out and do projects. There is the possibility of a rental agreement starting July 1, 2019.

Monday the auditor will turn in the audit report.

4. Discussion / Action Items:

A. Finance Committee - Budget (Mark)

The purpose of the report for this October meeting is to layout the current projections and several ways to meet objectives. In November he will return with a proposal that comes from the discussion of this meeting. December 4 - he will present the proposed budget to the Congregational Meeting. Last year's results were used to guide the thinking on the proposed budget. However, the impact of having no school rental income will be felt.

Even if new tenants have signed a lease by July 1, 2019, that still means one half of the year without rental income. There followed a lengthy discussion of ways in which to seek additional sources of income and to manage spending. Ideas included soliciting TCC pledges from new members, establishing a strong grant writing effort, setting up a special fund to which there was a disciplined annual contribution to be saved for very special projects (maintenance especially).

Included in the proposed budget are four staff positions. An accounting position and the new minister with an August 1 hire date are not new fund requests. Two new positions were requested for consideration for justice ministry and music ministry. A COLA adjustment for staff is under consideration. Esther suggested laying out the numbers for each and leaving it to the discretion of the Executive Director and Senior Minister for a final decision. Brenda suggested consultation with personnel committee. Mark advised that timing of hire and hours of the position could be adjusted based upon available funds or lack thereof.

Tracy will report back to the board with an estimate of funds needed for Board training, particularly as 6 new members are joining the board, and the cost of consulting for the board and executive as the governance and staffing transition proceeds.

Russell noted that there are no funds in the budget for Rob's proposal for a consultant for covenanting. Mark will meet with the finance committee before the next Board meeting to focus upon presentation of the budget to the congregation.

B. Investment Committee (Bob)

In response to the proposal that 7% rather than the normal 5% be taken from the endowment. There would be minimal impact upon the endowment itself of 7% withdrawal which is 2% above the normal 5% distribution. This is not going to be done every year. This was an extraordinary year. He has faith that the Board will address the fundraising, ask for pledges, and plan for building expenses.

Mark said the distribution can be done ½ in January and ½ in June and that the church can try to live within the normal 5%.

The motion was made and passed 7 to 1 to take 7% from the Endowment.

C. By-Laws amendment – (Tim)

The Board unanimously passed a motion to delete the second sentence in Article IX Section 2 and to delete all of Section 3. The second sentence in Section 2 reads *“Subject to Board-approved policies, the Senior Minister shall be responsible for the retention and supervision of all staff.”* Section 3 reads *“The Senior Minister shall chair an Executive Team composed of the Senior Minister and other senior staff and/or lay leaders designated by the Board of Trustees and the Senior Minister. Operating under policies established by the Board and available for inspection by the congregation, the Executive Team shall oversee all staff and, in a spirit of shared ministry, shall coordinate the implementation of the Church’s policies as delegated by the Board of Trustees.”*

5. Committee Reports (no votes required).

A. INTERNAL BOARD COMMITTEES

a. Leadership (Tim) There was no report.

b. Personnel

Evaluation of Senior Minister (Esther)

The personnel committee and Esther met with Rob on October 17 and will follow up on October 31 when Rob comes back with his responses and development of his set of goals for improvement.

Nov. 19 they will finalize a set of 3-5 goals and areas for improvement and in 6-12 month to review milestones.

Executive Director Hiring Process (Tim)

Tim received an email from Jenise View. No single candidate currently stands out.

c. Governance (Georgia)

Executive Limitations Paper says the executive will report to the board 4 times a year to ensure compliance with executive limitations. There was a schedule agreed upon, but it could not be located.

B. EXTERNAL BOARD COMMITTEES

a. Finance (Mark) above in 4.a).

b. Investment (Bob) above in 4.b).

c. Beckner Fund (Craig Dyllan-Wyatt)

Program Director Craig Dyllan-Wyatt reported that the Fund is developing a strategic plan to focus upon the types of grants they will be funding. There will be a meeting on Nov. 18 and then a report to the Congregational Meeting. The fund had done a lot and they are optimistic for the future.

d. Audit Committee (Tracy/John) There will be a meeting on Monday to review the audit report.

e. Right Relations (Bob) A workshop conducted by DC Peace Initiatives focusing upon conflict Resolution and Restorative Justice was held and 12 congregants participated. Thinking of the Board retreat, a facilitator might be helpful. Bob will research and report to the December meeting.

f. Behavior Committee (Bob) The committee held a conference call recently and had been dormant until then.

g. Transformation Team (John) The committee held a Zoom meeting on Tuesday night and met with Pamela Sparr for the first time. They discussed developing a budget request and talked of the 5 core groups crafting that request. The Governance & Anti-racism/Anti-oppression group need to work on a report with recommendations for the Board’s action. All five groups will meet Nov 5 and use David Pyle’s comments and recommendation in the section on Governance as a basis for making plans for the coming year.

The December Board meeting will be held on Monday, December 10.

Meeting adjourned at 9:10.

Respectfully submitted,
Fran Jackson, Secretary