

MINUTES OF HUU BOARD RETREAT
Held at Gabriela's Home
 August 23rd, 2014
 9:00 a.m. to 4:00 p.m.

All Board Members in Attendance: Grayson Sless, Paul Revell, Linda Dove, Tom Endress, Gabriela Luschei, Rich Sider, Rebecca Harris

ITEM	DISCUSSION	ACTION	FOLLOW UP
Chalice Lighting	Audio reading: "Can a Family Become an Institution?" by Rev. Gordon Mckeeman	Appoint scribe - Gabriela	Distribute minutes via e-news & post on HUU website – Pat & Claire
Review Agenda	Identify board business items for the day, make adjustments to schedule	Agenda approved unanimously	
Discussion: Things to Celebrate & Things of Concern at HUU	Open discussion, led by Grayson as moderator, of the past year at HUU. Comments recorded on flip charts for future reference: positive comments outnumbered negatives by 2:1. The general consensus was that the board functioned very well internally last year, with positive working relationships. Congregational feedback was an essential component of this discussion, with the every-member survey playing an important role.	Board members shared their observations and memories of the past year, expressing appreciation & areas of concern. Feedback from the congregation throughout the year was shared and given due consideration. The board holds positive expectations going forward.	Utilize these reflections to plan board agenda & focus items for the 2014-2015 year. Summarize & report findings to congregation – whom?
Review of 3 Key Areas for Action Identified at HUU's Annual Meeting	Grayson led the board through a review of the past year, including highlights of the 2013 board retreat, recalling the goals that were set at that time. One major goal was to strengthen committees, which are central to HUU's leadership and governance. Improved communication and coordination between the board, the committees, and the general membership was also cited as a goal, as was the need to support certain ministries, such as the Caring, Fellowship, & Social Justice Committees.	Significant progress was made during the 2013-2014 year to meet established goals, especially in the area of buildings & grounds, including child safety in the RE program. Certain items remain "in process," but progress is being made in all areas identified for improvement.	Continue to reach out to committee chairs & to solicit feedback from the congregation – all board members. Seek further ways to support Fellowship and Caring Committees – board & congregation.
Set Expectations for the Day	Board members expressed their expectations for the day, highlighting issues which each felt should be priorities for the board to focus on this year to achieve some measurable progress. There was a broad recognition that HUU, as a community, needs to develop some specific goals and a timeline concerning "where we are headed" in the next 5-10 years. A broad conversation is needed on "vision."	Highlights included: nurturing leadership within the current congregation, firming up "next steps" for action based on the congregational survey, shoring up HUU's pastoral care functions, and clarifying our ministerial functions & goals.	Report back to congregation & solicit additional feedback – HUU board.

Inspirational Reading & Brainstorming	“Visionary Shared Leadership is the Key,” by Rev. Tom Chulak and moment of reflection.	Discussion: What /where are the issues that we need to engage with the congregation?	Incorporate these reflections into planning for the 2014-2015 year
Committee Update; Who Do We Need to Support?	Every HUU committee has a board liaison, who checks in regularly with the committee and then reports to the board. Committee chairs and committee members are always welcome to report and offer their feedback directly to the board in whatever manner is most convenient.	Board members “checked in” on behalf of their committees.	The Fellowship Committee has been reconstituted and needs a liaison – Gabriela
Do We Need Additional Support with our Ministries?	The question was posed: Do we need a special “Leadership Development” person? And who would this be? A professionally trained, paid staff member or a volunteer from among our current membership?	Special recognition should be given to Judith Hollowood (Sunday services); Joni Grady (RE and Sunday services); Pat Geary (website); and Rick Bowman (building & grounds).	At Town Hall meeting, offer thanks to the many individuals who make our organization run – HUU board.
Icebreaker & Reading	Audio: “Changes in Small Congregations” by Rev. Ken Brown	Reflection / discussion on “change” and what that means to various constituents. What would change look like?	Elicit further feedback from HUU membership – the board.
Evaluation of Ideas & Thoughts Concerning Congregational Engagement; Develop Action Plan	The “every member” survey which was conducted by the board last year provided valuable information. Now, how does the board identify needed actions and prioritize them, in light of this feedback? Plan next steps.	Apply an assessment tool, ranking priorities & registering support of various activities from “high” to “low.” Narrow the “to do” list to a manageable number of items where the board can expect to make some progress.	Check in with members about identified goals and assess support for specific actions before continuing on a plan of action.
Identify Who will do What, When, Why, and Where (and How Things Will be Done).	Assign specific goals to different members of the board; delegate who will report back to various committees concerning the retreat (confirm committee liaisons) and when this needs to happen.	Liaisons confirmed; priority items identified; schedule for reporting put in place	Give update to the HUU membership at Town Hall Meeting on August 31 st – HUU board
Evaluation & Closing	Community Dialogue and Prayer		