

HUU Board Meeting Minutes – April 8, 2012, high noon

Board Members Present: Jennifer Spiller (presiding), Norma Wise, Willow Kelly, Les Grady, Kevin Caran and Jim Hollowood

Visitors Present: Grayson Sless & Rich Sider (representing the personnel committee and the nominating committee)

The meeting was called to order.

Nominating Committee Report (Grayson Sless & Rich Sider)

- A document on helpful characteristics for board members was distributed and briefly discussed. There was general agreement that it was appropriate. Willow suggested adding information on communication consistent with the board's revised communication plan (in progress).
- The committee is currently considering three possible candidates for nomination to the board. A brief discussion ensued about possibly considering two of these for the board and one for the SMT.
- The annual meeting is scheduled for May 28, and the candidates need to be announced at least 10 days prior to this. (Next board meeting is scheduled for May 13.)

Personnel Committee Report (Grayson Sless, Rich Sider & Jennifer Spiller)

- A memo from the Personnel Committee (Personnel Procedures and Protocols) was distributed and reviewed. A number of minor amendments were suggested and discussed by board members. Les suggested the addition of specifying who specifically should deal with conflict when it arises. A number of modifications were agreed upon and will be incorporated into the final document.
- The board discussed filling the office administrator position, including whether or not we should modify the position description (presented by Grayson). The Personnel Committee was charged with moving forward with this process.
- The Personnel Committee is planning to do exit interviews with exiting staff members.

Grayson and Rich were thanked and left the meeting.

Adoption of Temporary Covenant for Board Communication [Willow]

- Willow distributed information on non-violent communication and polarity management. The board reviewed and discussed these materials.
- The board decided to adopt these documents as our working model for communication, as we work on building one specific to our community. Jim suggested looking at the Beloved Community document and at Robert's Rules of Order as we move forward in this process.
- Willow suggested that we should come up with a grievance process for staff members. It was suggested that perhaps the Personnel Committee can work on this.
- Willow plans to send the two documents to the Personnel Committee.

- Willow suggested setting up a board retreat. Jenn asked for volunteers to start setting this up. Jim volunteered to work on it. It was also suggested that a second retreat be arranged that could include committee chairs or some other broader contingent of HUU.

Personnel – dealing with interim issues until a new office administrator is hired

- Payroll – Jim will cover
- E-News / email lists – Les will call Pat about this
- Collecting the mail – Kevin
- office@huuweb email address – Jen will handle msgs from this account

BREAK

Treasurer's Report (Jim)

- Jim presented/reviewed the budget, went over basic debits and credits and answered questions from the board.

COMMITTEE REPORTS

Sunday Services (Jenn)

- Judith Hollowood will be appointed committee chair. Board approved.
- Joni Grady plans to join the committee.
- Jen suggested that we should aim to foster a more solid link between the SS committee and the SMT (Bernie was this link previously).
- Services are currently scheduled through June; the committee will work forward from there.

CYCORE (Norma)

- No report. Julie will email a report to the board.

Buildings and Grounds (Les)

- Merle will continue as chair. Board approved.
- Planning to do cleanup quarterly from now on.
- Julie and the folks from the SVCS cleared out the material in the RE building.

- The question came up: Does SVCS plan to remove their sign? Les will ask Merle. Kevin will also ask Julie if she knows.
- Cleaning: Several people have noticed that it is not clear if it is being done, particularly in the RE building. Les will talk to Merle about this. The board discussed whether we should hire someone to remove trash. Jen suggested that Les ask Jeanine Sellers if she had information on this.

Caring Circle (Willow)

- Meal-sharing websites were setup (by Sue Ganey) for Eric Milnes, Bernie Mathes and Katherine Gray. A suggestion was made to possibly include info on this in the enews.
- A Chairperson has not yet been decided on. A new chair will be announced soon.

Membership (Kevin)

- Judith is planning a New-UU program for sometime in May.
- Judith is planning to continue to serve as chair for the time being, but may switch out at some point if she takes over a greater role in the Sunday Services committee.
- Jim suggested reviewing the membership list (if this has not been done recently) to confirm that it is accurate.

Social Justice (Kevin)

- Paul Revell is serving as chairperson. Board approved.
- SJC plans to organize HUU participation in the Blacks Run cleanup (April 14, 2012).
- SJC plans to develop an updated mission statement.
- SJC plans to go through a list of ideas on social justice issues and to discuss/decide which to pursue as a congregation.

Shared Ministry Team (Kevin)

- SMT plans to hold a meeting Tuesday, April 10, 2012
- The SMT plans to discuss how to regroup in light of Bernie's illness so that they can continue to provide support to the board and congregation.
- It was noted that the minutes from the May board meeting (attended by the SMT) were in Bernie's computer.
- The board would like to know what the SMT's plans are for rotation of members and for how many members they plan to have on the team in the time ahead.
- The board would also like to ask the SMT to connect with Sunday Services so that efforts between these two groups can be coordinated.

- Jim asked if any SMT members are planning to go to GA (& to serve as delegate). In addition- is an SMT member planning to go to the district meeting (or can they appoint someone to go)? Les asked if we should send a delegate to the district meeting.

SCHEDULING UPCOMING MEETINGS

- ***Town Hall Meeting:*** Scheduled for April 29, 2012. Jenn will ask Grayson to lead it.
- ***Board Meeting:*** suggestion to move it to May 6, 2012 (1st Sunday) to avoid Mother's Day (2nd Sunday).
- ***Congregational Meeting:*** suggestion to move it to May 20, 2012 (instead of May 28) to avoid Memorial Day weekend.

Discussion of Board Response to Personnel Issues

- Willow plans to draft letters to Eric and Meredith for discussion at the next board meeting.
- Jenn will invite Mike to the next board meeting to provide a year-end report to the board. Jenn will also invite the rest of the Personnel Committee to attend this part of the meeting.

The meeting was adjourned in the mid-afternoon.

[Notes recorded by Kevin Caran.]