

**HUU Board Retreat
September 12th, 2015**

Grayson's house in Rockingham
9:00 AM to 4:00 PM

In attendance: Rich, Linda, Rebecca, Richard, Gabriela, Grayson, Jenifer

Overall Objective: *Develop & deploy a plan to integrate new CLC & identify additional priority focus area(s) for action planning this year to strengthen our congregation.*

Time/What
9:00 AM to 12:30 PM: Business & DISCOVERY
Chalice Lighting & Reading
Icebreaker (DiSC)
Ground-rules & Expectations For The Day
Review Agenda & Board Business Items (approved as written)
<p>Business Items (goal: to keep business to 75 minutes or less)</p> <ul style="list-style-type: none"> • Gabriela to take board meeting & retreat planning minutes • Committee Updates: All committees reported feedback as requested for purposes of this retreat. Finance is going steady, with Rich at the helm for another year. Sunday Services is seeking a pianist (a promising new musician will play on Sept. 28th and will be considered for hire at that time). On the Sunday Services Committee, office administrator Wendy is taking over preparation of the weekly order of service, while Judith is relocating and will need to step down as chair, so the committee may need some new members although services have already been planned through the end of 2015 so things are well in hand. CYCORE would like to allocate current salaries differently between the existing staff members--the shift in responsibilities will need to be clarified as well as channels of communication--and Safe Church implementation is next on the agenda. Pamela Beverage may soon join David on the Membership Committee, which is planning to offer a new member & friend orientation soon. Adult RE is changing its name to Conscious Living Adults and Linda will continue leading it for now, but she would like to welcome some new contributors to ensure a vibrant future. Building & Grounds, with Rick Bowman's departure after a robust tour of service, is in need of new members, with Charlie handling maintenance for now-- the committee does have outside support (notably from Christine & Cathy). The Caring Committee is functioning well with 4 active members, although it has no official chair (Barbara has agreed to act as the board contact)--the Caring Committee is planning to conduct more regular meetings, so it can get ahead of responding to needs as they arise. Social Justice Committee is gaining good momentum following a re-organization and has made a few specific requests from the board, one of which (FIA membership at the \$500 level) were approved today. Jennifer will let Ralph know of the approval. Several individuals who function in special roles, not formally parts of a committee but providing valuable support to HUU: Fellowship, led by Mary; Les as an ambassador representing HUU with other UUA congregations in the region; and Merle as the lead person inviting new participants to join covenant groups. The board acknowledges and wants to support the valuable work of these auxiliary volunteers.

- Update on CLC Interviews & volunteer(s) to assist with 9/13 CLC interview ~ Three candidates have been interviewed, with one more interview scheduled. The personnel committee and other members who have been assisting with interviewing will make recommendation once the initial interviews are complete.
- Determine a way to follow up with ideas worth pursuing from: UUGA (Linda & Richard attended) & SE regional (Les and Joni attended): Linda and Richard offered comments on their experience as delegates UUGA, which they do see being implemented at HUU. Several good articles / summaries of the assembly were published in *UU World* magazine, offering members a way to catch up on current topics. Gabriela will follow up with Les and Joni concerning their efforts at the SE regional conference, and solicit their recommendations concerning how HUU can improve its collaboration with other churches.
- Determine date for “Update on Safe Church & Timeline” & ideas on communication strategy: The CYCORE committee is beginning its activities for the incoming year and Safe Church is front and center on the agenda as the program begins implementation.
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BREAK

Reflection on 2014-2015: Celebrate improvements in the congregation, including input from individual board members as well as from committees in response to recent survey.

Positives: CYCORE completed the Safe Church training and developed a new policy; Sunday Services has had strong facilitation by its members; Caring Committee feels good about many people stepping up to help; church functioning as a whole is going well, the hiring of a new office administrator went smoothly; members appreciate the fact that HUU provides a children’s program and our work in the area of social justice; our welcome of visitors is good; the board is following up on the member survey conducted 2 years ago; Building & Grounds is keeping the building in good repair; our committees in general are effective in the work they do; people appreciate the completion of the new shared ministry space; last fall’s circle dinners were a success, the church acquired a new piano, and HUU was involved in several community events.

Could be Improved: Visitor retention, diversity (ages, cultures, races, economic, etc.), coordinating music and hiring a new pianist, certain committees are under-staffed, the member directory is in need of completion, certain roles within the church need to be clarified, members need to know how to do things procedurally, HUU is looking to offer more fellowship opportunities, could offer a wider spectrum of offerings in the Sunday service, and make the congregation more aware that new initiatives are welcome.

Board Priorities: Discussion to identify priority focus areas for upcoming year in addition to integrating new CLC position. Get a clearer picture of who does what, to help this new person integrate into the existing community and coordinate the tasks to be done; leadership & coordination of Sunday Services and Buildings & Grounds Committees; improved communication; greater diversity of congregation, not only with respect to age and involving more youth; related to number of fellowship events offered; more frequent meetings with committee chairs; a committee fair to introduce committees; fun and vibrant engagement; long-term planning with input from committees / congregation.

12:30 PM: LUNCH

1:15 – 4:00 PM: PLANNING
Review of Board member committee liaisons/changes: Review and reassign liaisons for HUU committees.
<i>PRIORITIES FOR 2015-2016: Communication</i> about how things work / community awareness of how members can engage at HUU, as well as understanding & strengthening Shared Ministry
2:30 PM: BREAK
2:45 PM: PLANNING continued
Discuss/Develop a plan for integrating CLC: One or more social events should be offered as a way for the congregation to get to know the new person. The new CLC should meet with the board at regular meetings, to learn about how the organization works and help align the work being done at the board level with work at the committee level. The CLC should also make the rounds and attend a meeting of each committee, to get to know the people involved and learn how committees work and what they're currently doing. A service on Shared Ministry could be offered in January in which the CLC may want to share back with the community what has been learned in this process.
Activities to support integration of CLC: Informal “meet and greet” or drop-in session at HUU to welcome CLC; a bulletin board or “member wall” with photos of members identified by name and also listing committee assignments, board involvement, etc. to be posted somewhere in the sanctuary (prepared by whom? this might be nice to have in place before the CLC arrives); take a moment to celebrate one committee at each First Sunday potluck, encouraging members to offer a few words of appreciation--Sunday Services will most likely kick this off in November. After a “getting to know you” period, HUU chairs will be invited meet for a light breakfast with the CLC and board members--a practice we may want to continue, meeting quarterly or so.
Next Steps, Evaluation of the day, Close

Other Items discussed as possible areas of focus in the future:

- Development of a 5 year plan
- Handbook for board members/committee chairs
- Ongoing improvement in communication and transparency
- Enhancing at HUU awareness of: Serving/Community/Vibrancy/Fun/Engagement/Shared Ministry through Communication and Fellowship