

**Marquette Unitarian Universalist Congregation**  
**Board of Trustees**  
**Minutes for July 21, 2015**

Call to order at 6:05

BOT attendance: Tim VanderVeen, Dea Kowalczyk, Dharmini Robertson, Anne Stark, Chris Wagner

Absent: Treasurer g.g. gordon, Heidi Gould

Others present: none

Public Comment – Dea had three issues.

1. Dea has someone who wants to have a Halloween themed wedding on Oct. 21, would the congregation have a problem with this? Chris asked if she's got an official, Dea will officiate.

United By Light has applied for a building use permit to use building for a holistic health fair called Yule-Be Healthy Holistic, Saturday Nov. 28, 10-4.

Chris asked about the building use policy about charging for use. Tim said Dea might get some support from Community Development committee. Dea read the relevant language from the congregation Policy.

2. June 12, led forum about plantings around the building, sprucing up the grounds and had a lot of interest. In addition to weeding and taking care of dead trees, talked about new plantings. Could a special committee be created for grounds keeping? Tim suggested a joint committee project between the Green Team and Building committee or Facility committee. Might be a way to energize/renew interest in existing committees.

3. Mediation council now down two members. Martin Steiner and Simone said they would be interested in being on mediation council. Dharmini said they met monthly and then every other monthly when she was on the council. Maybe a BOT committee could brief the new members of the council and make a formal recommendation. Even though a situation never came up, Dharmini said they used books and forums to prepare for mediation. Tim suggested having former members meet with Simone and Martin to brief them on what had been done on the council. Dharmini said that it's important to vet those interested in being on the mediation council to make sure they're ready to step in to difficult situations, especially if the situation involves the BOT. Chris said a meeting would make sense, unless there are bylaws or policies that keep it from happening, the mediation council members are nominated by the BOT and then affirmed by the congregation.

Bylaws state the Nominating committee will be comprised of BOT president, another BOT member, the community coordinator and the RE coordinator.

Dharmini asked who Lisa reports to. Tim thinks it's him. Terri negotiated the contract. Maybe Lisa could stay in contact with Tim and Dharmini so the nominating committee could go ahead and work with the two members who have expressed interest even though Lisa is still out of town.

Chris asked if this could wait until Lisa's return. We don't have a Mediation council, we just have Mona. And the mediation council is a separate article (8) under the bylaws. It's also standard practice under the UUA.

Dea said it's prudent to have it in place already before an issue comes up. It could be as simple as having Dharmini, Tim and Lisa (by e-mail) meet, notifying the congregation that nominations are being taken and set maybe three weeks that the selection process is open.

Dea: set a group meeting rather than having a bunch of one-on-one meetings and then the search committee can make a recommendation to the congregation. We'll need a congregational meeting to affirm the new members of the mediation council.

Chris: Also good to get announcement into the This n' That newsletter to make sure everybody knows about opportunity.

Dharmini: would Tim like her to take the lead on this search committee by reaching out to Simone and Martin? Important for Simone and Martin to know about the investment of time up front.

- I. Approval of the minutes: Looking for which BOT members signed up the liaisons for committees, that info is missing from the June minutes. June 15, 2015 minutes approved as amended.
- II. Treasurer Report: information sent by email. Treasurer not present to discuss. The congregation is in good financial standing. g.g. will have more information to go over with us at the retreat.
- III. Religious Education Coordinator Report: No report submitted. Dharmini is going over position and creating a rubric for evaluating the RE position. Dharmini will contact Jill Mielcarek (sp?) regarding the RE coordinator evaluation
- IV. Committee Communications
  - A. RE coordinator – No report
  - B. Sunday Service – Good with a schedule through October. The BOT will do a Forum on Sept. 13 to talk about what happened at the BOT retreat.
  - C. Music – no communication but it seems like they're doing well
  - D. Facility – No report

- E. Community Devo – meeting after the 26<sup>th</sup> After the tree-planting service, \_\_\_\_\_ is bringing pizza. Looking for people to help Simone read this summer when NMU is in session. Paula Kiesling is getting rides to her appointments.
- F. Social action - no report

Tim – maybe have committees sit at tables after service to meet with people. Dharmini – having a committee member give a 2 minute report on what’s going on during the service and

Create a question card to be read during the announcements:

- My name is
- I’m on this committee
- What does the committee do?
- What are the big projects that your committee working on?
- Our next meeting is on \_\_\_\_\_

This will be during the announcements, one committee per week. Anne will be in charge of setting a schedule.

V. Old Business

A. Visibility of BOT on Sundays in September

- Aug. 2 – Dea
- Aug. 9 –Chris
- Aug 16 – Dharmini
- Aug 23 – Anne
- Aug. 30 – Tim

B. BOT Forum – Will be a summary of the BOT retreat. To be held on Sept. 13, 2015

C. Employee Evaluations

1. Dharmini is working on RE evaluation. Was a vice principal, working on that process to making an evaluation checklist for maximum information and minimum time taken for evaluation.
2. Tim asked about evaluation for Heidi. Look at job description and come up with a guide for an administrative assistant evaluation. Chris said we could get in touch with whoever did it last. Job descriptions are under Admin in the BOT book. Dea has job description.
3. Forms -- Tim has a 5 question list of narrative questions to get anecdotal evaluations from people who have worked with Heidi and Lisa and then do an interview with some of them. Dharmini is willing to make up a form based on the job description to see if they are working above needs, meeting the needs, not meeting the needs on each item in job description.

VI. New Business

A. Orientation of board members (on going)

B. Committee Liaison assignments and committee participation.

- Religious Education – Dharmini
- Sunday service – Tim
- Music – Chris
- Facility – Chris
- Adult Enrichment – Dharmini
- Stewardship – Dea
- Community Devo – Tim
- Social Action – Anne
- Finance – Dea
- Communication – Anne
- Green Team – Dea
- Mediation Council - Dharmini

C. Review of Priorities from Leadership and Board Planning of 2014-15

1. Dea – wants to go around and make sure every board book is set up correctly. Ask Heidi for help.
2. Dharmini – got lots of stuff off the website to update but doesn't know what sections are in others' books. Can we do that during the retreat?
3. Tim as far as getting it all online? Could we put it all in the same sections?
4. Chris – ask Heidi ahead of time if there is a “master” book electronically as well as printed.
5. Dharmini said all the key stuff is on the web under the Home dropdown menu. One thing she talked about were the job descriptions for the officers are available from Heidi. We need to get them from Heidi for the retreat.

D. Board Retreat

1. Committee participation and retreat will combine a lot of wisdom from previous BOT members. Someone will need to put some energy into it by invite leaders, organize some food, plan activities for Saturday and after service on Sunday. Priorities for the year, slide show. Will get feedback from previous leaders to get ideas on how we proceed. Tim will put something in the Chronicle. Dharmini suggested looking at an old agenda, maybe from Sarah R.
  - a. Potluck Lunch (BOT members bring a main dish, past leaders bring a side)
2. Agenda from forum that talked about what happened. Chris said there was a presentation about what happened at the BOT retreat last year.
3. We have to verify when Emmy Lou Belcher will be here to facilitate
4. **Saturday, Aug. 15.** Hours of the retreat last year. 3 hours in the morning, an hour for lunch 3 hours in the afternoon.

5. Board Books -- Let's meet a half hour early before 9:30-4. We're Starting a half hour early to fix our BOT books. Look and see what matches up with the web and our books ahead of time .
6. Retreat planning session Aug. 2 after service.

Future meetings:

- August 2 @ 12:30-2:30
- September 20 @ 12:30-2:30
- Oct. 11 12:30-2:30
- Nov. 8 12:30-2:30
- Dec. 13 12:30-2:30
- Jan 10 12:30-2:30
- Feb. 14 12:30-2:30
- March 13 12:30-2:30
- April 10 12:30-2:30
- May 8 12:30-2:30
- June 12 12:30-2:30
- July 10 12:30-2:30

MEETING Adjourned 8:20

Respectfully Submitted by Anne Stark