

January 2019 Board Meeting Minutes

12:15 -12:30PM - Open floor to members/friends:

Social Justice Issue: Claudia Stravato clarified the bail bond issue under consideration for the Social Justice Committee.

Pam Mayes indicated that due to demands at home she is only available for limited participation, but she wants to be kept informed of what is going on.

Crystal Baird discussed issues related to the health system.

Becca and Rainy Pearson talked about gardening idea for kids and adults.

Board of Trustees Present: Larry Miller; Minnie Venable, Tom Nichols, Rolf Habersang, Marcus Lang, Jeff Davis, Rosalie Falcon, Keralee Clay, Nina Stein

Minister Present: Nell Newton

Guest: April Myers

Meeting was called to order by Larry Miller.

December minutes were approved.

Treasurer Report

Rosalie reports that December was good due to end of year giving.

\$12,229.58 December income ; income in black

Expenses are up and down

\$2597 per week income has been the average for 2018.

Keralee moved that we file for audit.

Committee reports from board liaisons sx

Rolf reports that the Stewardship committee met. They have asked for specifics re pledges.

Jeff gave a building committee report

Caring committee sending out cards. Nell state that at some point we may want it to become part of pastoral care.

Minister's Report (Full report is attached)

She indicates she will give an oral report today instead of reading it and just hit the highlights. In the future the board will read it more carefully and she will respond to questions. Minnie, Rosalie, and Marcus will do Nell's evaluation this year which should be complete in June and sent July 1. Minnie will talk to Claudia and about the anti-racism curriculum to see if she will lead it. Patti Meyers resigned her membership. Nell called her. This is what prompted Nell's blog on leaving well.

A lengthy discussion ensued about our building use policy v. what we do.
Board agreed that we will follow our policy.

Board affirmed new members; Carole Kling; Rainy Pearson; Steven Rosas; Dan Buck; Naomi Buck;
Jeff Buck; Jean Buck

New member service is scheduled for Feb 10.

Old Business —

Social Action/Justice topic for 2019 (10)

We reviewed the congregation's voting on the Social Justice topics. We reviewed the pros and cons of each of the top two from the congregation: immigration and education

Immigration 57
Education 49
Criminal Justice 21
Climate/Environment 32
Economic Justice 9
LGBTQ 3
Racial Justice 19
Reproductive Justice 27
Homelessness 34
Gun Violence 32
Neurodiversity 6
Other:
Wiccan beliefs 3
Community Garden
Mental Health 1

Tom moved that we accept education as the social justice focus for 2019; Minnie seconded. The motion passed. It will be sent to the Social Justice committee to decide how they will do this and keep the board posted on their work.

Board work for first part of 2019 —

Minnie moved; Nina seconded - Topic for 6+ months: vision;
mission. Come up with questions to ask about vision to discuss with congregants.

Policies and Procedures Manual will be handed out next month with acknowledgment forms

New Business —

The Nested Bowls: Discussion including meaning of prophetic.
Read rest of book by next board meeting since it will guide us in our creating our vision and mission.

Facilities guidelines in Policies & Procedures clarified

Moved and seconded - deposit \$200 for all; current fees for members; Double for non members. Will get Tad's input on AV equipment - negotiate with AV dept based on needs. Larry will get the figures

updated in the manual before printing. Members will get a price break but use of the building is not free. If is is church sponsored there is no fee. If not church sponsored there will be a fee, deposit, and contract. Member usage does not equal church sponsored. Member does not mean Friend.

Yearly board retreat is planned for March 2 from 10 am to 4 pm at the home of Minnie Venable
Committee Fair March 3.

Adjourn - at 2:40

Submitted by

Nina Stein

Secretary as corrected and approved by the Board of Trustees/ February 17, 2019

Minister's Report to the Board of the Amarillo Unitarian Universalist Fellowship

January 11, 2019

Minister's Message to the Board:

Beginning this month, I will organize my report to align with the evaluation documents that need to be completed in July. By aligning reports to that template, I hope that it will be easier for the Board to review and evaluate my work. Let's start this work now so that it is not a panicked scramble in July. Each month I will also include the considerations for each area. See Appendix I
Staff Meeting Notes with updates are attached below. Please read through them to see what a great team we have working together! See Appendix II

Specific Actions from Late November through mid-December:

Counseling & Pastoral Care: very little activity at this time

Practical Arts and Education: nothing new to report on.

Organizational Ministry:

Children and Youth RE is still having trouble recruiting teaching volunteers.

Worship Associates training and idea fest held Saturday, January 12 to review and adjust for changes to the worship services. This is a good, solid team of folks

Personal and Professional Growth:

Books I am currently reading for professional development:

"The Nested Bowls"

"Blue Note Preaching in a Post-Soul World"

"How to Preach a Dangerous Sermon"

"Eager; The surprising secret life of beavers and why the matter."

"We Wear the Mask; 15 True Stories of Passing in America"

Attended Mental Health First Aid Training class on 1/11/19. Offered by AC and FREE! It was a good refresher on how to be with people experiencing mental health crises.

Teaching: nothing new to report at this time.

Worship:

Wow! Our Winter Solstice service was AWESOME! We intentionally made it an inclusive Pagan service and welcomed in the larger Pagan community. Approximately half of the people attending were from outside of the congregation and seemed very happy to have a place. I considered it an "interfaith outreach" event and we did a good job of welcoming in those who have no space for rituals. We are considering recording the speakers on Sundays when I am not in the pulpit.

Denominational Activities:

Preached at the UU Church of Midland January 6.

The Church of the Larger Fellowship has accepted and will publish one of my sermons in their June issue of Quest which is sent out to 2,000+ members.

Prophetic Outreach:

I have been asked to deliver the keynote speech at the MLK Day March. The theme will be Liberation for Us All – No one is free until all are free.

Following, with interest, the congregation's input on a collective focus for social justice response. Am reaching out to other ministers to consider how we might start such work.

I am ready to support congregational work on Anti-Racism. This work cannot begin with me but I have heard from many who would like to start. If the congregation were to begin internal discussions, I would be happy to review curricula, and possibly find partners in the community to help offset any expenses.

Requests for the Board:

At present how our space is used for non-congregational events is a bit loose. Some organizations are charged fees, and other groups are not. It seems to depend upon if a member is using them, but not always. This inconsistency makes for uneven enforcement of policy.

Please clarify for me: do we waive rental fees for members' groups or events? Should we reduce or waive fees for groups that are in line with our mission?

Please discuss and provide guidance.

Thank you for the opportunity to serve this congregation.

Rev. Nell Newton

Appendix I

Ministerial Fellowship Evaluation Sections:

1. Counseling & Pastoral Care: Consider availability, responsiveness, warmth, empathy, knowledge of family systems, skill level in pastoral care, confidentiality, hospital visitation, etc.
2. Practical Arts Consider administration, organizational development in and out of congregation, management of staff, attention to detail, support of leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fund-raising, funding ministry, public relations and publicity skills, ability to work with boards and committees, attention to long range plans, etc.
3. Organizational Ministry: Consider integration of new members, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.
4. Personal and Professional Growth: Consider performance under stress, hears criticism and feedback, skillfully gives constructive criticism and feedback, conveys energy and enthusiasm, gives and receives praise, sense of humor, manages conflict, models a healthy balance of work and personal/family life, engages in a rewarding spiritual practice, etc.
5. Teaching (All Ages): Consider program development and coordination, seminar design and facilitations, teacher training, supports teachers in planning and conducting classes, provides program resources and support for parents, teachers, and colleagues, intergenerational activities, programs for children, youth, and adults, volunteer recruitment, articulation of liberal religious education approach and philosophy, knowledge of resources and curriculum, etc.
6. Worship: Consider preparedness, coherence, intellectual challenge, spirituality, creativity, inspirational message, effective use of humor, effective use of ritual and liturgical arts, music, prayer and meditation, readings/stories, rites of passage, pulpit presence, voice, etc.
7. Denominational Activities: Consider involvement in UU denominational and District (Regional) events, UUMA Chapter meetings and interfaith activities, encouragement of member involvement at the district and continental levels, informing congregation of UUA denominational concerns and issues, etc.
8. Prophetic Outreach: Consider involvement in witnessing and advocating for community/social justice issues, encourages congregational involvement in community/social justice issues, leads the congregation in addressing issues specifically related to anti-racism, anti-oppression, etc.

Goals for all Staff meetings are:

Maintain healthy relationships among ourselves

Support one another

Raise awareness about what's going on

Address concerns

Find ways to share the work

Recognize and celebrate our unique roles within the Fellowship

Special goals for this Staff meeting are:

Review events of December

Five Sundays, Winter Solstice, and Christmas Eve!

Solstice was a great event. Estimated 70 in attendance, with half from the larger community. We will definitely do it next year!

Christmas Eve attendance was low, under 25. Let's consider having it earlier- say 5:00 PM. Sharon Burkett was wonderful accompaniment.

All staff out at one time or another

We survived. We need more people trained on A/V system. At the least printing up a checklist, labelling all equipment.

Prepare for upcoming events in January

Worship Associate Training, Saturday 1/12

Welcome St. Thomas Students, Friday-Saturday 1/18-19 need two tables set up in Chandler Hall.

New Member Class, Saturday, 1/19, need to schedule two long-time members, board.

Teen Movie Night, Saturday 1/26

General Discussion:

Timesheets

Careful with clicking out – if double click, it will restart counting.

Nell will send out summary of hours before submitting to bookkeeper.

Nell is reviewing and approving timesheets at least once every week.

Job Descriptions

Nell will find them and send for each staff to review and recommend any changes.

Facilities:

Lock box installed! Many thanks.

Snow blower repaired. And it now fits in the cleaned-out shed!

Shed cannot hold lawn mower. Currently mower lives at Mrs. Clay's garage six blocks away. Shed option: rent-to-own \$75 down, \$75 per month until paid. Total price to be determined. Otherwise expect a shed to cost \$1,400.

Minister requests to swap decorative clock out of Chandler Hall and replace it with plain clock for improved visibility from the pulpit.

Light system improvements: chancel lights can now be turned off. Switch is above the kitchen door.

Damaged ceiling tiles are being replaced as they are identified.

Scheduled April 13, Spring Cleaning Whoop Dee Doo! This will include both indoor and outdoor, grounds and building.

Request to have chairs put up on Sundays to accommodate new Tai Chi class on Mondays.

RE:
Parent's Night Out went well. Covering the materials/food, but not covering staff. Is that okay? Should we increase the price? Let's consider asking volunteers to help.

Fire Communion was a hit with the children!

Decided not to do Spring training for RE teachers due to lack of interest.

Scheduled Saturday night January 26, Teen Movie Night should be good: "Big Fish".

Need help with chairs set up and sweeping up popcorn afterwards.

Family Fellowship, February 16, will include movie "How to Train Your Dragon."

Need a self-evaluation form. Where is it stored?

Admin:

Leave time expected for mid-February through March. Nell and April will review how medical leave time is to be reported. All administrative tasks will be handled by volunteers until she returns. Locked drop box use is happening! Will find a way to keep bank bags close by for easy access.

New Tai Chi Class Monday and Wednesday mornings. Bill Stephens contact person. Will need chairs cleared on Sunday after services.

Weekly attendance numbers for December:

<u>Date</u>	<u>Adults/Children 9:00</u>	<u>Adults 11:00</u>	<u>Children</u>	<u>Total</u>
December 2	19	67	13	99
December 9	19	68	16	103
December 16	14	62	10	86
December 23	16	52	10	78
December 30	13	27	10	50

Ministry:

Hoping to use SignUpGenius to schedule Sunday Morning Services Teams. After discussion with others, these will not be fixed teams, just folks who sign up, in advance, and work together the day-of.

Speaking at MLK March, Monday 1/21

NEXT MEETING: Wednesday, February 6, 9:30-10:30

Appendix III

BUILDING USE POLICIES

The congregation of the Amarillo Unitarian Universalist Fellowship is happy to make portions of its building available to friends in the community. However, the nature of the Fellowship is such that it cannot provide all the services customarily associated with the rental of a building, so the below policies must be followed:

This policy applies to the use of the AUUF facility for any activities other than those organized by the AUUF for carrying out the mission of the fellowship.

The AUUF will allow use of the facility by groups whose goals and ideals are (1) consistent with UUA principles, (2) consistent with AUUF's mission statement, (3) in compliance with local and state laws. The Fellowship property shall not be used as a forum for any declared political candidate except in programs in which candidates of opposing views are invited to explain their positions for purposes of clarifying issues and educating the electorate.

The AUUF reserves the right to deny building and grounds use to any outside group or individual. By allowing and encouraging groups to use our space we wish to be of service to the AUUF members and to be of service to the greater community; in addition, we wish to increase our visibility to the larger community and to benefit from the income earned through renting out our facility.

The kinds of groups that may be welcomed are:

Weddings and memorial services. The fellowship shall not be rented for wedding receptions to non-members unless the minister has officiated at a service preceding the reception. There will be no fees to members for ceremonial services of life and death. Any outside wedding officiant must be approved by the church minister, or in the minister's absence, the president of the board.

Community service programs open to the public.

Recitals and cultural events.

To use the facility, an organization must:

Be law-abiding and non-discriminatory.

Be flexible enough to accommodate fellowship functions.

Sign and abide by the terms of the building use agreement. (attached)

Rules for Use of Amarillo Unitarian Universalist facilities:

"Host renter" is the person requesting use of the facility for any meeting or event. This individual (AUUF member or friend) will be held responsible for all of the following, including financial responsibility for damage or misuse.)

Host renter's name and contact information will be provided no less than twenty-four (24) hours prior to activity.

Host renter is responsible with communicating with the AUUF staff or volunteer responsible for the building about gaining access to the building. This shall occur no less than twenty-four (24) hours prior to activity.

Host renter is responsible for care of the facility and following closing procedures.

Host renter is financially responsible for any follow-up cleaning or locking that did not take place during and after the specified activity. See below for specific locking, cleaning, and financial responsibilities.

Fees for use

In order to cover the operational costs of building use, there is a small fee for every use, excluding Sunday services and official AUUF functions that have been approved by the Board of Trustees.

FEE SCHEDULE

Income Producing Functions:

Fellowship Building		RE Room	
Full day	\$150	Full day	\$50
Half day	\$75	Half day	\$25

Building Use on a Continuing Basis by a Non-profit Group:

Chandler Hall and Kitchen	\$50
RE Room	\$25

If fewer than 15 people attend such a meeting, a fee of \$2 per person will be charged.

Building use by a Non-Profit Group on a One Time Basis: (parties, meetings, etc.)

Chandler Hall	\$200
Chandler Hall and Kitchen	\$300

Any use of A/V equipment will require AUUF staff to be present for set up. This will require an additional \$50 to be paid directly to the staff person.

Deposit

Amount: \$100 deposit

Due: Must be received by the close of regular office hours, no less than twenty-four (24) hours before the activity. The deposit may be submitted in person during office hours only or by mail.

Timing: Within 30 days. The refund will be made by check to the host renter (individual).

Damage or misuse: In the event of damage to or misuse of the building, host renter (AUUF member or friend) will be fully financially responsible for any and all costs above and beyond the deposit amount.