

Unitarian Universalist Congregation of Miami
Board of Trustees Meeting Agenda
May 12, 2010 Emerson Room

Pre-Meeting Social Hour & Study Hall 6:30 – 7:30 p.m.
Light dinner was provided by David Roelant

Welcome & Introduction of Guests David Traupman

- President David Traupman began the meeting at 7:30 p.m.
- Present: Dick Burnside, Tom Edwards, Mary Figuera, Martha Harrison, Rick Homer, Selva Joseph, Pat Mellerson, Rev Kathy Schmitz, David Traupman, David Roelant
- Guest: John Bost

Assign Process Observer David Traupman

- David Traupman assigned Pat Mellerson as Process Observer.

Congregational Input/Items of Concern David Traupman

- Pat Mellerson requested that the Board address diversity issues at future Board Meetings.

Approve Agenda David Traupman

- Selva Joseph made the motion to approve the agenda; Pat Mellerson seconded. It was approved.

Worship Tom Edwards

- Tom Edwards led a worship/inspiration time with Responsive Readings and the singing of a Round.

April Minutes* — Reading and Approval Martha Harrison

- Martha Harrison read the proposed addendum to the March minutes regarding Styrofoam cups that Tom Edwards had requested; Tom Edwards made a motion to accept it; Selva Joseph seconded. It was approved.
- David Roelant made a motion to accept the April Minutes; Tom Edwards seconded it. They were approved.

Ministerial Transition

- Interim Minister's Report/Appraisal* Rev. Kathy Schmitz
 - The Interim Minister's Report was accepted.
 - It was decided that the Interim Progress Appraisal will be filled out individually by Board Members who will email their version to Martha Harrison by May 22.
 - Martha Harrison will formulate a consensus of the information by May 30 and circulate it to all Board Members.
 - The Board will meet after a Sunday Service in early June to finely tune a consensus of the Appraisal.
 - Rev Kathy Schmitz will also be filling out an Interim Progress Appraisal.
 - Both forms will be sent to the UUA by June 16.
 - Both Appraisals will be shared at the June Board Meeting.
 - David Traupman will upload the Appraisals from earlier this year on the Board Yahoo Group for Board Members to read.
- 2010 -11 Interim Minister Task Force Update* David Traupman
 - David Traupman reported that a contract for one year has been signed with Rev Drew Johnston, the new Interim Minister.
 - His total package (salary, housing, benefits) will be \$86,000 with an additional \$6,000 to him as well for moving expenses.

- Rev Drew Johnston will begin his time at UUCM at the beginning of August.

Congregational Governance

- 5/16 Annual Meeting Planning * David Traupman
 - For the Sign-In at the Annual Meeting there will be a list, compiled by Jesse Walters and Martha Harrison of members who are eligible to vote, and who are on target with their pledge as of 30 days before the vote.
 - They will be given a slip of paper with the slate of candidates to be voted on.
 - If people ask why their names are not on the list, they will be referred to Kathy who will explain to them that they had not contributed the required minimum amount to be able to vote.
 - David Traupman named some of the topics that would be covered in the Annual Meeting, which will include: the Covenant of Right Relations; goals for next year; Annual Reports; and a discussion of the *Building the World We Dream About* program.
- Board Member Sabbatical David Traupman
 - There was a discussion of procedures to handle the behavior of Board Member Tom Edwards, who had recently sent out emails of an inflammatory nature.
 - David Traupman described the situation as an opportunity for the Board to live the Covenant and develop appropriate procedures for handling this kind of situation.
 - He mentioned that it had been suggested at an earlier meeting that Tom Edwards take a Sabbatical from his membership on the Board for two months, as a consequence of his inappropriate way of presenting his issues.
 - David Traupman stated that this would allow the Board to reframe discussions, allow conversations with the people affected by Tom Edwards' emails, and commit the next several Board meetings to do research on the creating and functioning of a Committee of Right Relations.
 - Pat Mellerson stated that she would not like to set an example with a Sabbatical for Tom Edwards, as she believed it could stifle volunteer activity.
 - Rev Kathy Schmitz stated that Tom Edwards' style of communication was not appropriate for a leader in the congregation and that he had needed to use a different format.
 - She also stated that all members should be treated equally; newer members the same as longer term members.
 - Concern was expressed that it was extremely important for the Congregation to be a safe place for everyone.
 - David Roelant expressed the need to move forward and not be stuck in referring to things that happened a year ago.
 - Selva Joseph suggested that Tom Edwards could do research on developing a Committee of Right Relations, as a way for him to come back into integrity and right relations with the Board.
 - Selva Joseph began a motion stating that although the Board does not support the method of communication Tom Edwards used and is concerned about anyone who has been hurt, that Tom Edwards take the next two months to be part of a task force to do research on developing a Committee of Right Relations. Several people suggested that the task force prepare the findings to present to the Board at the July meeting; that Tom Edwards not attend the June Board Meeting; that he take time for reflection; and that he continue with Board Yahoo Group participation. Tom Edwards made the final motion, with all of the preceding wording.
 - David Roelant seconded the motion.

- Dick Burnside said that he would be willing to participate on the task force doing the research. Selva Joseph also volunteered to participate. Tom Edwards suggested that Pat Mellerson and Martha Harrison also participate. Pat Mellerson and Martha Harrison agreed.
- 8 people were in favor of the motion; one person was against it.
- The motion was carried.

Committee Proposals/Presentations

- Stewardship Committee — 10-11 Pledges Jesse Walters
 - Jesse Walters, co-chair of the Stewardship Committee, summarized the recent activities of that committee.
 - The members of the committee are: Alice Lingswiler, Judy Homer, Irv Loibman, Margaret McAlister, David Traupman, Jesse Walters and Sandy Howard.
 - Jesse Walters stated that there will be a celebratory dinner for the completion of the Pledge Drive on June 12.
 - He reported that 67% of the members had returned pledges; 95 people had pledged a total of \$106,900.
 - He estimated that another \$25,000 would be coming in, and that \$130,000 was a realistic number for the final total of pledges.
 - He said that pledge cards would be present at the Sign-In table at the upcoming annual meeting.
 - He also said that there would be a review to find out if the Congregation does in reality have 159 members.
 - In February there will be a report to the UUA on how many members there are in the Congregation.
 - Rev Kathy Schmitz recommended that a letter be sent out in December to everyone in the Congregation to clarify their membership status.
 - Pat Mellerson raised the issue that some members could not afford the minimum pledge amount.
 - David Roelant related that typically there are 2 or 3 people a year who have indicated to the minister that they are experiencing financial hardship. He also stated that the VP of Finance and the minister have the ability to waive the minimum requirement for those in hardship.
- Building Management – SmartStarts Updates David Roelant
 - David Roelant stated that SmartStarts would officially open the following week.
 - He stated that the school has paid rent through April.
 - He reported that he will talk to them about keeping up the grounds.
 - He said that he will have a discussion with Zoltan about purchasing supplies.
- Buildings & Grounds Rick Homer
 - Rick Homer said that \$600 was needed to fix the broken 3 year old ice maker.
 - He reported that it would cost \$1,029 to purchase a new one of the same Kenmore brand.
 - It was agreed to let Rick buy a new ice maker.

Both the Design Committee and the Treasurer's Report were tabled to be presented at a future meeting, because of time constraints.

Finance Vice President Report

- 2010-2011 Revised Budget* David Roelant
 - David Roelant discussed the Draft for the 2010-2011 budget.
 - In looking at the figures for the Low Budget he noted that 7.6% would be coming out of investments.
 - David Traupman suggested that the word Choir be changed to Music Director
 - Mary Figuera made the motion that 2/3 of the fund Maxine Letendre had left the Congregation be used for the Music Director's salary for 2010- 2011, and the balance

for the year after that, to help defray the cost of the Music Director; Tom seconded; all approved.

- Mary Figuera questioned the raising of the DRE's salary, as she has been in the position for such a short time; Tom suggested raising the pianist's salary.
- David Roelant said that there was a 2% staff raise across the board in the proposed budgets.
- Kathy Schmitz stated that the District Compensation Consultant will review all staff's salaries.
- David Roelant said that there would be a power point presentation of the low, medium and high budgets at the annual meeting.

Executive Vice President Report *

Selva Joseph

- New Committee Chair(s)
 - Selva Joseph said that she was compiling the Annual Reports from all of the committees.
 - She noted that some committees lack chairs.
 - She said that Long-range Planning has had no activity; Green Sanctuary is now a subset of Social Justice; Rick Homer will continue as chair of Buildings and Grounds; Music Horizons is on hold.
 - She reported that Tom Edwards had stepped down from chair of Adult Ed.
 - She made a motion for Margaret McAlister to become co-chair of the Membership Committee; Mary Figuera seconded it. It was approved.
 - Selva Joseph also made a motion that Raquel Reyes be chair of the worship committee; Tom Edwards seconded it; it was approved.
 - Selva Joseph distributed the Annual Council Report and noted some of the year's' highlights.
 - Selva Joseph brought up the need for a Committee of Ministry.
 - David Traupman said that the board will be working over the next couple of months to clarify what type of ministerial transition or committee on ministry is best for us to form with our incoming Interim Minister Rev Drew Johnston. In initial discussion with Drew, he stated he has some ideas about this and would like to discuss further.

Denominational Affairs

- 2010 General Assembly Delegates David Traupman
 - David Traupman reported that 3 people have expressed interest in attending GA.
 - It was noted that Gini Courter had donated her \$200 speaker's fee at the District Assembly to UUCM to provide for sending a delegate to GA.
 - The congregation is sponsoring Amy Carol Webb's attendance.
 - Selva Joseph made the motion that Amy Carol Webb be awarded \$400 to attend; and Bill Turner and Barbara Woshinsky (who are already in Minneapolis) be awarded \$200 to attend; Pat Mellerson seconded it; it was approved.
 - David Roelant stated that he would be attending GA and would like to be a delegate.
- 2010 SUULE Leadership School, 8/8-13 Selva Joseph
 - Selva Joseph suggested that the Board consider sponsoring someone for the 2011 -12 Leadership School. (May 15 was the deadline for 2010).
 - Selva Joseph also stated that Lucy and Rev Ward Knights would be at the upcoming Sunday Service. Rev Kathy Schmitz indicated that they had accepted her invitation to light the chalice.

Check Out/Process Observation

David Traupman/Pat Mellerson

- David Traupman observed that the Congregation had been going through a lot of change.
- He was extremely laudatory of the work of Selva Joseph and David Roelant.
- He said how important it was to give recognition to members of the Outgoing Board.

- Pat Mellerson reported that the meeting had moved along fairly well and that difficult issues had been covered.
- She expressed interest in several areas:
 - Doing more to raise pledges
 - Striving for pledge sensitivity
 - Fundraising
 - Working on the Covenant of Right Relations

Adjournment

- The meeting adjourned at 10:18 p.m.

* indicates supporting document provided

Respectfully submitted by Martha Harrison, Clerk