

First Unitarian Church of Portland
Meeting of the Board of Trustees
Regular Meeting, May 27, 2004

Present: Kathryn Estey (Moderator), Lee Fawcett (1st Vice Moderator), Pat Emmerson (2nd Vice Moderator), Margo Clark (Secretary), Don Watne (Treasurer), Teri Martin, Peggy McComb, Dave Patterson, Pierre Provost, Linda Roach and Vic Vore

Absent: Elsa Porter

Ministers: Marilyn Sewell (Senior Minister), Tom Disrud (Associate Minister) and Bruce Davis (Intern Minister)

Staff: Nancy Olson (Church Administrator) and Cecilia Kingman Miller (Director of Stewardship)

Guests: Linda Fitzgerald (member of Tom Disrud's Ministerial Committee) and Jennifer MacNichol (member of Marilyn Sewell's Ministerial Committee)

Minutes: Antoinette Paget

Meeting Convened

Board Moderator Kathryn Estey called the meeting to order at 6:30 pm, welcomed guests and asked those present to introduce themselves.

Marilyn Sewell invited the sharing of joys and concerns. She read "Crazy Quilt", a poem by Jane Wilson Joyce, and asked that it stand as a prayer for our country.

Vic Vore agreed to be the process observer for the meeting and Margo Clark the timekeeper.

Kathryn moved that the minutes of the previous meeting be approved. Vic seconded the motion and it passed.

Kathryn read a thank you note from Marti Yoder.

The following item was added to the agenda during the review:

General Assembly Delegates

Board members received copies of an email from Leslie Pohl-Kosbau of the UU Connections Committee who requested board ratification of First Church delegates to the General Assembly in Long Beach, California. The committee has accepted Delegate Applications from the following people to represent First Unitarian Church: Kate Lore, Barbara Ford, Austin Wells, Joyce Reese, Corey Cliffe, Dyanne Greentree-Wood, Alisa Wood Walters, Doug Walters and Marcia Meyers. Under policy-based governance, a decision about delegates to our national and district association meetings does not fall

within the Board's purview. The Board appreciates the work of the UU Connections Committee in naming delegates to these important Unitarian Universalists assemblies.

Vision Committee

Cecilia Kingman Miller used this time in the absence of Julia Spence. She complimented the committee on their presentation during the Annual Meeting. The committee will be working on lowering the cost estimates for the Eliot Center to an amount that the congregation can manage. They will be meeting once a month during the summer months. Cecilia and Kate Lore will be working toward securing letters of intent from agencies interested in using the completed space.

A discussion ensued regarding questions asked by Marilyn (How is the board going to be more involved with the vision work with mind and heart?) and Kathryn (What concerns are keeping people from becoming more engaged?).

Board Action/Decision Items

Communication Planning

The board has an obligation to communicate with the congregants in the following ways: with basic information, through open discussion (café conversations, forums, etc.), and by taking care of the mechanical elements such as placement of announcements in the Sunday Bulletin and Front Steps. A discussion followed. Linda Roach thanked Kathryn, Dave Patterson, Jan Borr, Jan Larson and volunteer Betsy Riddell for their work on the web site. The committee to formalize the plan includes Teri Martin (Chair), Linda and Peggy McComb. Jean Omelchuck was suggested as an incoming board member to serve on the committee.

Evaluation Process

The board will do a self-evaluation at the June meeting. They will examine how they have adhered to the policy based governance plan and other specific things to be decided. This meeting will include both the old and new board members and will be held the third Thursday in June, the seventeenth.

A facilitated retreat will be held in August or September with Stefan Jonasson to evaluate how the church is doing. The date has not been chosen.

Democracy Cafes

The committee will have summer meetings and includes Teri, Linda and Margo Clark.

E-mail and List Serve Protocol

After a discussion, the group agreed on the following conventions:

- Use email for content issues rather than those involving process.
- At the top of the message, indicate whether a reply is requested to all or to sender.
- Change Yahoo default reply setting to "only to sender".
- If replying to a message, summarize it for context rather than including the entire text.

- Don't feel compelled to reply.
- Don't send or respond to frivolous messages.

Bylaws

There is more work to do on both the bylaws and the policies. Two congregational meetings are planned.

Board Minutes

Members will have a week to send comments to the recorder. If they involve more than spelling or grammar, the comments will be sent to all who have received the draft. The recorder will put a time 24 hours ahead of the date to send the draft to the office at the top of the minutes. When they are sent to the office, they will be posted as a draft on the web site and in Fuller Hall.

Welcome and Orientation of New Board Members

The new board members will receive a packet with the board covenant and copies of board packets from the past few meetings. Peggy suggested including a copy of the policies with highlights of the board members' roles and responsibilities. Vic suggested lunch with board buddies as a way of getting acquainted. Nancy Olson suggested nametags and that the new people be asked what they want on them.

Board Officers' Slate

The board officers' slate for the coming year will be decided this next week at the regular Board Officers' meeting.

Governance Glossary

Teri, Elsa Porter, Dave and Kathryn will work on the glossary.

Reporting-In Items

Board Committee Reports

Finance

Nancy brought copies of the Annual Audit for anyone interested in having one. Don reported that for the third year in a row the church has received a clean audit from the independent review. Suggestions for improvements in financial management have been implemented each year.

Nancy reported that the pledges for the '04 Fund Drive are ahead of where they were last year at this time. One hundred and thirty six people with past due balances have caught up and a number have paid their pledges in full.

There will be more specific financial information at the end of June. Cecilia commented that it has been good for people to know that the church is dependent on a steady flow of income. New pledging households have been added. Statements sent to congregants need to be more readable.

Nominating Committee Liaisons

Lee Fawcett, Dave and Kathryn will be meeting with the ministers and members of the Nominating Committee to go over the process of the nominating committee.

Executive Team Report

Marilyn reported that this has been a strong year and that she feels confident about the year to come. She thanked the board for all of their work.

Process Observation

Vic reported that the board had accomplished a lot and dealt with many issues. He complimented Kathryn for the way she introduced each issue and for her organization of the discussions. He mentioned there had been some interrupting, which made it difficult to hear on occasion. Conversations were meaningful and he graded the meeting a B+.

Joys and concerns will continue to be a part of the opening. It was a positive, useful addition to the evening.

Closing Words

Lee read a quote from Frederick E. Gillis for the closing words.

The meeting was adjourned at 8:35 pm.