

**Minutes**  
**UUFM Board Meeting**  
**September 20, 2018 6-8:10 p.m.**

**Attendance:**

Tony Filipovitch, President  
Ken Davey, Vice President  
John Knox, Treasurer  
Diane Dobitz, Member at Large  
Tricia Nienow, Member at Large  
Nancy Cramblit, Past President  
Faye Mattison, Secretary  
Andy Roberts, Member at Large  
Rev. Rita Capezzi, Minister

**Greeting and Check-In**

**Chalice Lighting and Board Covenant:** We light our chalice to remind us of our gratitude to be of service, our role in the ministry of this church, and our connection to Unitarian Universalists everywhere. Let us begin in love.

**Review Agenda for adds/revisions**

**Consent Agenda:** Attendance, August Board Minutes. Correction to August Board Minutes: Diane will make a coffee cake for the Board Retreat (not the Startup Workshop).

**Motion:** John Knox; Second, Diane Dobitz; approved with correction.

**Treasurer's Report:**

- Written report submitted.
- More funds will be going out this month because we are paying Rita.

**Miscellaneous Requests:**

- Diane will invite the Anuak Community use our space for worship on Sunday afternoons. This would involve 25-50 people. She will explain our general building use policies, and if they are interested, she will invite them to present their needs at an upcoming board meeting.
- EdJ is requesting Board support for purchasing a table at *It's Time to Talk: Forum on Race* on Tuesday, December 4. Cost is \$1000. Most of the expense will be covered by a Second Collection in November; the rest will come from the board. Four tickets are included in the \$1000, and we can purchase another four at cost. Diane wasn't sure what the application deadline was, but the YWCA will wait for our fee. The purpose of the event is to generate discussions about race in our community. Positive results/benefits from previous events include the following:
  - This fall the City of Mankato required all city employees, including part-time employees, to participate in anti-racism training which included circle dialogues with the help of YWCA facilitators.

- December 4, 2018, will be the fourth time the YWCA will host *It's Time to Talk: Forum on Race* in Mankato. The first event was sponsored by the Dotson Company of Mankato, and from then on other businesses and organizations in Mankato have helped to sponsor it, including UUFM, which pay \$1,000 or more to sponsor a table.
- *It's Time to Talk: Forum on Race* has been presented across South Central MN with Region 9, MSU, Gustavus, and SSC, as well as other organizations in the area.
- UUFM is the only church to sponsor participation in *It's Time to Talk: Forum on Race* for the first three years the event has been offered, and this has been strongly noted by the YWCA. Also, as of this month, ten UUFM members have been trained to help facilitate the race table conversations at the events.
- As an additional piece of information, close to 20 UUFM folks participated in the *Write on RACE to Be Right on RACE* program led by the Greater Mankato Diversity Council between October 2016 and August 2018.
- Andy suggested having a Table Talk or other presentation to call attention to the event. Nancy suggested asking one of our training facilitators to speak to the congregation.
- **Motion:** "To have UUFM sponsor a table at *It's Time to Talk: Forum on Race* on Tuesday, December 4, for \$1000, and that the Board cover any cost remaining after the November Second collection." Motion: Diane Dobitz, Second, Faye Mattison, approved with Andy Roberts abstaining.
- We will check to see what the Transgender Support Group is thinking regarding continuing use of our space for their meetings.

### **Second Collection Discussion:**

- Diane will discuss with EdJ the possibility of having the Second Collection for *It's Time to Talk: Forum on Race* in September next year to make it easier to meet the application deadline, since we currently only have Second Collections four times per year.
- Nancy suggested that maybe Pride costs could be obtained from a Second Collection instead of from the EdJ budget.
- Andy suggested that maybe we could budget more money for EdJ.

### **Updates:**

- **Startup Workshop:** The Startup Workshop with Phil Lund will begin Friday at 6 p.m. with a congregational potluck and discussion. It will continue on Saturday, October 6, from 9 a.m.-3 p.m. for the board and minister. Among other topics, we will discuss responsibilities of the minister, joint responsibilities of the minister and the board, and congregational priorities. For lunch on Saturday each participant will bring a brown bag lunch.
- **Stewardship Campaign and Board Role:**
  - Kickoff Celebration Sunday is October 21. The theme, "Look What We Can Do Together," emphasis our positive accomplishments, sharing our wealth. An emphasis on pledging began on September 23 with Rita's introduction to the Sunday offering. We will hear testimonials during

Sunday services, and people will be invited to participate in table topics during the coffee hour. Pledge card and information will go out soon, to be collected on Sunday, October 21 during the offering. It is helpful for people to turn in a pledge card even if their pledge is \$0. UUA recommends asking for 5% of a person's income.

- John asked how much information about our individual pledges should be shared with the minister, treasurer and the office administrator, Linda Ganske. Traditionally, we have not given complete information to the minister. John suggested reporting by quartiles (ranges). He feels that if this is to change, it should be approved by a congregational vote. Rita felt that if people don't want this information to be shared, it would be better to wait on a vote. John said that Kay VanBuskirk, Stewardship Committee Co-Chair, wanted Rita to have giving details in order to personalize contribution letters. Andy feels that the minister should not know what individuals give. Faye felt that this information should be kept private, but that reporting by quartiles was somewhat better. Rita will have access to quartile information as this has been past practice. Rita will be public about what she gives.
- John will ask Kay VanBuskirk and Dennis Cramblit what information they need in order to match stewardship contacts by giving category. It's good to spell out who knows what an individual pledges. Andy suggested possibly having a checkoff option to indicate that you only want the treasurer and the office administrator to know these details. Pledging information could be given to Rita and to the Stewardship Committee chair by quartiles if they want it.

### **Policies for Adoption:**

- **Child Care:** Our child care job description is from 2005. The policy has been to have two unrelated people in the nursery at all times. Marlene Stein-Greiner will continue as an unpaid child care coordinator. She has requested to have a speaker installed in the nursery. The charge has been \$10/hour per child. We currently have \$2000 budgeted for child care. **Motion:** “To approve the child care job description and add \$2360 to the child care budget for the next fiscal year.” Motion: John Knox, Second: Andy Roberts, approved. The Finance Committee will determine where the funds will come from.
- Tony will ask the Finance Committee to identify budget areas where funds can be saved or moved to places where they are more needed.
- **Draft of Minister/Board Duties:** We'll discuss this at the Startup Workshop. Generally, the board sets policies, and teams (previously “committees”) carry out the work.

### **Discussion Affecting Board Committees:**

- **Building Aesthetics:** Andy will form an ad hoc group under Building and Grounds to discuss building entryway aesthetics.
- Tony recommended that page 3 items from Rita's Minister's Report be transferred to Building and Grounds. Andy will do this. These items include the following:

- That a stable and size-appropriate pedestal be made for the chalice, so it may be seen more easily from the back of the sanctuary.
- That a plan be made to address clutter on and around the chancel, a plan that will provide for a more sacred aesthetic and accommodate the choir and the meditation group, as well as regular worship. The Choir Director has some input on any changes we develop.
- That the unusable coat hanging space outside the church office be converted to shelving space with doors to create another supply closet.
- That any changes discussed concerning re-arranging the lobby involve the Director of CFD as well as membership and greeters so that the needs of all can be met.

**Other agenda items:**

- **Response to Barbara Keating's letter:** We'll discuss this at an upcoming board work session.
- **Personnel Decision-Making Policy:** Changes to make minister "Head of Staff," Draft of Rapid Response Task Force Policy, Draft of Committee in Shared Ministry Policy, and Committee priorities for coming year: No action; carried forward.

**Adjournment at 8:10 p.m.**

**Addendum Minister's Report, 9-19-2018  
UUFM Board Meeting, 9-20-2018**

**General:**

I feel my ministry is going well since the last time we met. I had a good family visit over the Labor Day holiday, though I was distracted by worry for the folks in hospice. However, the Pastoral Care Team worked well in my absence, and I believe I will learn to trust their ability to hold the congregation while I am away, as they have done so beautifully for so long.

I have attended several community events—including planning for Indigenous Peoples' Day and the Pride Parade—which gives me an opportunity to meet other clergy and community activists.

**Worship/Child Faith Development/Music:**

Worship planning is progressing well. The Soul Matters monthly themes are informing Sunday services as well as Children's Faith Development. Carrie and I coordinate weekly so that both "upstairs" and "downstairs" echo the theme. We have plans to work on materials for parents to use to help their children more deeply explore their faith formation when at home. Peter also has access to the Soul Matters materials, as does the current worship team. I meet monthly with Peter to plan music and choir's participation. Everyone seems excited to be integrating the services through the monthly themes.

Since I will be in the pulpit generally three Sundays a month, and my schedule for the year is planned, the Worship Team has responsibility for organizing only one or two services

monthly. They have a lot of advanced notice to reach out to community leaders, congregants, and other ministers. Kim is working on securing regular musicians for those Sundays Nancy Cramblit will be unavailable.

A joyful event is the child dedication of Orla Bealey on September 30. My husband and daughter will be visiting that weekend and will sing that Sunday.

We plan one multi- or inter-generational service per month, which I coordinate with Carrie and the Worship Team. September includes two, with the second on September 23 for International Peace Day. We will honor Nancy and David Allan, creators of the UUFM Peace Pole, on this day. We have set the remain 2018 dates—October 21 (Stewardship Kick-off), November 18 (Bread Communion), and December 16—coordinating with Peter's times away. Next month we will begin looking at 2019 dates.

### **Pastoral Care:**

This work has been intense with the hospice treatment of Nancy Allan and Scott Thiem, and then with Scott's passing on September 8. The Celebration of Life for Scott will be held on September 22. Nancy's is not yet determined. Members of the Team have assisted with memorial service logistics, and Linda has shared much valuable information about past events.

I will begin working soon with the Team to identify other groups of folks—beside those with serious illness—who are in need of regular pastoral care: those with chronic illness, major and ongoing caregiving, milestones of loss, etc.

### **Board Work:**

I meet weekly with your Board President to work through certain policy matters and to gain understanding of Fellowship culture and function. We have worked on the Committee for Shared Ministry, the Minister's and Board's Duties, the policy on Head of Staff, and the Rapid Response Task Force policy. I meet monthly with your Board President and Vice President to help define the Board agenda.

I have also attended meetings of the Stewardship Task Force, the Finance Committee, Personnel Committee, and EdJ to learn and to offer any advice, if I have it. I initiated a call with UUA Stewardship consultant Rev. Vail Weller for the Stewardship Task Force.

With the members of task forces and teams, I have helped to prepare a range of changes to or new policies, including: Minister/Board Areas of Responsibility; Rapid Response; Chief of Staff; Personnel Committee job description; child care provider job description.

### **Staff Notes:**

**From Our Office Administrator (Linda):** We continue to work on devising a document retention protocol, mainly by discussing materials and how to re-organize them for ease of finding current materials. Progress has been made on organization, though not on policy. We have discussed the need for a Communication Team to make decisions by using the Communication policy more effectively. Linda is asked very often to post events in the weekly that she has to take time to discern. This takes time away from other tasks. Linda is working

on getting the new program Breeze up and running, which allows for better tracking of members and friends and will assist with creating directories. The set up and initial protocols take time. We will soon make regular time to talk about work flow and what tasks are and aren't being completed given the 20-hour work week.

**From our Director of CFD (Carrie):** We meet weekly to coordinate worship through the Soul Matters themes. Using Soul Matters seems to be working well, given the fluctuating numbers of children weekly and how that makes graded levels and lessons nearly impossible. We are excited about planning multigenerational services that can serve the spiritual and physical needs of the entire congregation, and are working with the Choir Director to enable children to hear the choir sing monthly. We have been discussing the need for more reliable child care and more flexible nursery care, with Carrie providing programming for child care and supervision of child care providers. Changes will be needed to her job description, and Personnel is aware of this. We will soon make regular time to talk about work flow and what tasks are and aren't being completed given the 20-hour work week.

**From our Choir Director (Peter):** Our discussions of music coordination and choir singing support on non-choir days is going well. I have encouraged Peter to join the UU Musicians Network for support and inspiration. He also has access to the Soul Matters support network. Peter will remember to make arrangements for child care with the coordinator for choir rehearsals.

**Update on Child Care Coordinator (Marlene Stein-Greiner):** Marlene would like to remain a volunteer child care coordinator. I have asked the Board to assist me with finding people whom she can coordinate. Personnel is working on revised job descriptions and soon a protocol for interviewing, background checking, and hiring. The CFD Director will be the supervisor of the child care providers, who will be paid staff. The Board's assistance (through Personnel) is greatly appreciated. We are making steady progress.

#### **Actions I request:**

I have requested reimbursement for worship materials, additional moving expenses, and professional expenses to attend the Prairie Star Chapter Retreat October 8-10, to purchase the UUA Common Read, and to subscribe to BLUU Spirituality materials.

I have several requests which I believe can be directed to Building and Grounds:

1. That a stable and size-appropriate pedestal be made for the chalice, so it may be seen from the back of the sanctuary more easily
2. A plan be made to address clutter on and around the chancel, a plan that will provide for a more sacred aesthetic and accommodate the choir and the meditation group, as well as regular worship, appropriately. The Choir Director has some input on any changes we develop.
3. That the unusable coat hanging space outside the Church Office, be converted to shelving space, with doors (another supply closet, in effect).
4. That any changes discussed concerning re-arranging the lobby involve the Director of CFD as well as membership and greeters so that the needs of all can be met.

**Actions requested of me:**

I have been asked the following by groups and by individuals: to facilitate a book discussion of the UUA Common Read; to plan six-eight services around earth-based and pagan holidays; to offer adult spiritual development classes; to attend numerous community justice events; to facilitate EdJ discussion of focus for the year; to vet inclusion of social justice events for inclusion in the Weekly Update; consider starting a campus ministry group at MSU.

I meet these needs as best I can, given the demands of worship planning, pastoral care, and board work.