

BOT Meeting Minutes
October 14, 2020

Present: Ann Hoey, Annie Drewniak, Karen Mayo, Kelly Mahony, Zoe Picard, Tom O'Brien, Jim Schlosser, Ex Officio: Michael Leuchtenberger, Lyn Marshall

Meeting commenced in a virtual meeting format at 6:30pm with Call to Order and reading of our Board Covenant of Right Relations.

Minutes Review: The minutes of the September 9, 2020 board meeting were briefly reviewed. Jim Schlosser motioned to accept the minutes. Kelly Mahony seconded the motion. Minutes were approved unanimously.

Old Business:

Northern New England District Meeting: Held September 26, 2020 – resulted in the dissolution of the Northern New England District. Those present from the Concord UU delegation in attendance at the NNED meeting evaluated governance employed during the meeting. Strict adherence to Robert's Rules were utilized which can lead to efficiency, but can also be invoked as a stalling strategy by those opposing a decision.

How do we want to run our congregation meetings? Historically we have used Robert's Rules. One observation from the District Meeting pertained to turn taking regarding the topic, e.g. an individual opposed to a topic or idea shares concerns in allotted time, followed by a proponent of the topic or idea and the volley of voices continues to ensure fair and balanced input from participants.

Moral Owners: Reviewed evolving inputs recorded in [Moral Owners worksheet](#). Who are our Moral Owners? In addition to sources of authority and accountability derived from legal owners, this exploration expands to "whom the board wishes to derive authority and to whom it wishes to be accountable" (Park, 2018, p.24). Widening the Circle of Concern study will impact development of 'Whose are we?' Concluded discussion with charge to further develop individual inputs regarding the Earth category in current [Moral Owner policy](#).

Widening the Circle of Concern: In consideration of actions our congregation might take in the realm of racial justice we collectively began a review of the UU Commission on Institutional Change Report – 'Widening the Circle of Concern' - <https://www.uua.org/uuagovernance/committees/cic/widening>

Invested time sharing reactions to the first portion of the report. Also shared personal lived experiences related to racial inequality beginning in our formative years to present. Most of us live/lived in predominantly white realities with regard to home, community and employment.

Self-assessing biases, prejudice and racist attitudes or beliefs requires thoughtfulness and honesty. The board agreed that if we as individuals and as a congregation are not actively anti-racist, then we are part of the problem. The problem is defined as cultural, institutional and systemic racism.

Operations Update:

- Sunday Services:
 - The option to separate the operation of the live stream computer from the leading of worship has been successfully implemented. It requires two people but has made the service feel more “normal” for congregants watching online and allows the worship lead to focus on content and presence. Lyn, Michael and Noah Leuchtenberger are now trained to be live stream operators.
 - Drive-by Water Blessing, Chalice-Gifting, Ice Cream Eating after the Water Communion service provided a valuable chance for congregants and staff to connect in person after the summer break.
 - Sanctuary is increasingly set up technologically to accommodate a hybrid mode of worship (with some limited number of congregants present in the sanctuary while others participate online) for when the policies being developed by the Pandemic Policy Team will allow.
 - Lighting in the sanctuary continues to be a challenge on bright, sunny days, making video footage hard to see because of extreme brightness contrasts.
- Taizé services have resumed. A live stream format was developed that draws on a mix of prerecorded music, and live video footage of ambience (candles etc) in the sanctuary and the worship lead.
- Choir:
 - Kate has offered 28 one-on-one voice lessons to 16 individual singers.
 - Rehearsals are well attended, including several new singers.
 - Pace has been reduced to one video recording every two weeks to make the effort sustainable.
- Youth Group:
 - Hybrid meetings have worked reasonably well both outdoors and indoors. Attendance has been strong with 9 to 14 youth participating either in-person or by Zoom.
- Personnel
 - Agnes is doing an excellent job of cleaning bathrooms, the hallway, and the office (6 hours/week).
 - Hired Kate Huizinga as Choral Ministry Assistant / Choir Director. She has hit the ground running in all aspects of her position.
 - Hired Alex Woody as Audio Visual Production Editor. Alex continues to work closely with Michael as he learns the requirements of the job.
 - Hired Christina Oliva as Assistant Treasurer while we continue to look for a volunteer to fill the position long term.

- *Pandemic Policy Team (PPT)*
 - This 8-member team with representation from staff, the board, the OLT, and the congregation (including 3 physicians) have been meeting weekly.
 - Have approved several experiments including indoor and outdoor gatherings of the youth group as a test for small group hybrid meetings.
 - Proactively developing a decision matrix for building use that takes into consideration the overall state of the pandemic (6 phases), the risk of a particular form of gathering (green, yellow, red), the capacity of a space (when 6-foot distancing is observed), the goal of four or more air exchanges per hour (including fresh air and HEPA filtered air)
 - Investigating purchase of portable HEPA filtration systems.
 - Working with the Building Maintenance Committee options for permanent solutions to improve the ventilation of the sanctuary.
 - Technology has been purchased and installed to turn the parlor into a hybrid meeting space with Zoom participants on the big pull-down screen, a wide-angle video camera capturing participants in the parlor and daisy chained speaker phones facilitating the communication between the local participants and those online.
 - Eight voice amplifiers have been purchased for people to “wear.” They allow local participants to hear each other well despite the need to sit at least 6 feet apart. Also helpful for projecting into the Zoom microphones. The amplifiers are particularly useful outside, but also helpful inside.

Meeting Highlights:

This month the Board:

- Discussed role of process, e.g. Robert's Rules, in governance, after some trustees attended the recent annual meeting of the Northern New England District. The meeting resulted in the dissolution of the NNED.
- Resumed Moral Owners exploration
- Discussed background and purpose of the [UU Commission on Institutional Change Report – Widening the Circle](#). Shared individual reactions and reflections.

Job Jotters: Jim Schlosser will send email with the tasks that each of us needs to complete.

Closing words were offered by Kelly Mahony, motion to adjourn made by Karen Mayo, seconded by Kelly. Meeting adjourned at 8:35 pm.

Respectfully submitted,
Zoe Picard, Secretary

Works Cited

Park, Laura. (2018). *The Nested Bowls: The Promise and Practice of Good Governance*.
Unity Church – Unitarian.