

BOT Meeting Minutes
January 13, 2021

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

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 December 9, 2020 board meeting were briefly reviewed. Tom O'Brien moved to accept the minutes; Kelly Mahoney seconded the motion. Minutes were approved unanimously.

New Business:

Legacy Gift

The congregation received a legacy gift in the amount of \$1,000 from Elaine Pinkham. Wearing her Treasurer's hat, Karen Mayo explained that legacy gifts are deposited into the Endowment per current fiscal policy.

Moral Owners:

Discussion of Moral Owners was postponed due to time constraints. This ongoing work includes finalizing Current Congregants language and Future Congregants language.

Policy Picnic Planning:

The Board committed to work on the following policy projects Saturday, January 16, from 10AM - 12PM. Independent trustee inputs will be recorded in Google Docs in preparation for discussion when the Board convenes. The Policy Picnic agenda includes:

- Policy 4.10: Sexual Offender Policy (Note: This link represents post-Policy Picnic final draft which was incorporated into the congregation Governance Policies effective January 2021.)
- Governance Policies 4.4.1 and 4.6.5 (Executive Limitations) which hinder the ability of the church to spend undesignated windfalls.
- Bylaws under Board review include:
 - Article VI. Section 3 - "The [Board] Chair, or in the absence of the Chair, the Vice Chair, shall execute all contracts, deeds, mortgages, and other instruments of the Church unless, in a particular case, the Minister or some other officer is authorized to do so by the Church or the Board of Trustees." Allow Minister to sign contracts up to a certain dollar amount?
 - Article IV. Section 4 -

The way the bylaws are currently written, it appears that if our membership ever dropped below 25, there would be no way for a quorum to be reached for any annual or special membership meeting.

- Article XII - The bylaws do not clearly define the process for how an amendment can be proposed. The board puts together the warrant articles, but is there a way for non-board members to “force” an addition to the warrant articles. How many members does it take for a proposal to be added to the warrant articles? One member, ten members, a percentage of members?

UUA Workshop:

Ann Hoey shared event information. “Join a continent of UUs as we explore next steps in creating Beloved UU Communities.” New Day Rising Conference National 2021 will be held virtually on Saturday, February 27 | 12-9PM. Ann Hoey and Zoe Picard have committed to attend and hope other congregants will participate too.

Widening the Circle of Concern:

Discussion of Chapter on [Congregations and Communities](#) and recommended practices in the accompanying text, shaded box on Page 47.

This chapter includes the topics of inclusion, equity and diversity, as well as racial justice and systemic racism, in the framework of our mission as individuals and as a congregation. How do our current Ends and Mission statements align with these topics?

In February, we will discuss the next chapter of [Widening the Circle of Concern - Hospitality and Inclusion](#).

Operations Report:

- Sunday Services:
 - o New: Included an interview in German with English subtitles during the service on favorite hymns/carols on December 27, 2020 (featuring Michael's parents during a Zoom call from Germany).
 - o Pastoral Care Associates now follow up with most situations mentioned during Joys & Sorrows.
- Holiday Services (all live streamed only)
 - o Yule service was canceled due to a snowstorm.
 - o Thanks to Lyn, the 5 pm Christmas Eve service featured video footage from a sizable number of families and kids during the pageant, as well as photos during the traditional “Lighting of the Christmas Candles” as well as the “Spreading of the Light” during “Silent Night.”
 - o The 9 pm Christmas Eve service had a more contemplative feel to it. A number of congregants “attended” both services.
 - o Cara, Daniel, and Noah Leuchtenberger all assisted in various ways during both the 5 pm and the 9 pm service since they were able to safely be in the sanctuary with Michael.
- Community Plate

- o Contributions were noticeably above average in December, including the community plate on Christmas Eve supporting the Pastoral Support Fund (PSF).
- Choir/Music Ministry
 - o For Christmas Eve, choir members recorded about 185 sound and video tracks for 9 different pieces of music (2 videos and 7 with audio only).
 - o Kate recorded rehearsal tracks for all songs (often four tracks per song to accommodate harmonies). Michael, with help from Alex Woody on the video projects, processed and edited the songs.
 - o One video project (Stables) was a collaboration with members of the Harbor UU Congregation of Muskegon, MI, and Calvin Herst played both the piano and the cello.
 - o The other video project (Lo, How a Rose) included singers from Germany, Florida, New York, Michigan, and New Hampshire.
- Youth Group:
 - o We now have an official Youth Leadership Team with two co-leaders (Henook Cooper & Noah Leuchtenberger) and a secretary (Sara Butcher) who meet once a week with Lyn and Michael to plan Youth Group activities. The goal is to have the youth take over much of the running of Youth Group with the adults playing increasingly a role of advisor only.
- Personnel
 - o Updated our Personnel Policy with a section on Hiring Family Members of Current Employees.
- *Pandemic Policy Team (PPT)*
 - o Developed a Job Description for COVID Monitors in anticipation of in-person gathering once COVID-19 community spread changes to moderate or below.
 - o Focus on Fellowship Hall as the primary indoor space for church groups once indoor gatherings are possible.
- New Year's Hike & Bonfire
 - o A number of congregants participated in a group hike up the trails behind the church on New Year's Day and afterward congregated around a bonfire in the grove.
- Contemplative Practices
 - o Our annual New Year's Community and Self-Guided Silent Retreat Day kicked off a remarkable series of contemplative practice opportunities scheduled throughout the next six months.
- Outreach
 - o Michael was featured on the frontpage of the Concord Monitor as he helped move Winter Shelter beds and accessories to the First Congregational Church building just purchased by the Concord Coalition to End Homelessness.
 - o Michael emceed the annual Homeless Memorial Day Vigil at the State House. Our church created and paid for permanent banners announcing the purpose of the event to the public.
- Operations Leadership Team (OLT)

- o These *Operations Updates* are now regularly shared with the OLT, as well.
- o The OLT approved a revised Purchasing & Expenditure policy. A new online [form](#) is now part of making purchases above \$2,500. Lea created a video summarizing the current policy to make the content accessible in a variety of ways. The written policy and a video overview should be circulated widely to church leaders.
- Communication
 - o Heidi Page, with help for a number of volunteers, did a remarkable job pulling together, editing, and laying out our 2019-2020 Yearbook. It was a colorful mix of photos and verbal content all guided by our end statements. A paper copy was mailed to every household as a way to remind church members of the community that connects us.
 - o Heidi Page continues to do an outstanding job creating an aesthetically appealing and informative monthly newsletter (Parish Notes).
 - o Lorraine Ellis and Heidi Page alternate creating time sensitive and visually engaging editions of our weekly eBulletin.

Meeting Evaluation: Reflected on our time together by sharing thoughts about *What went well?* and *What could be improved?*

Meeting Highlights:

This month the Board:

- Discussed [Widening the Circle of Concern - Congregations and Communities](#) chapter. The conversation focused on the topics of inclusion, equity and diversity, as well as white privilege, racial justice and systemic racism. Exploration of the [Widening the Circle of Concern: Report of the UUA Commission on Institutional Change](#), was in part spurred on by vandalism to our racial justice message supporting black lives.
- Planned a two-hour 'Policy Picnic' to progress or complete projects related to Executive Limitations, Bylaws and Governance Policy.
- Learned about UUA [New Day Rising Conference 2021](#) scheduled for Saturday, February 27 from 12pm – 9pm. What steps might we be willing to take in changing white supremacy culture?

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

Closing words were offered by Tom O'Brien. Motion to adjourn made by Jim Schlosser, seconded by Karen Mayo. Meeting adjourned at 8:45 pm.

Respectfully submitted,
Zoe Picard