

UCM BBF Steering Committee Agenda and Minutes
 Tuesday, **January 15, 2019**
 Small Classroom Upstairs
 6:00-8:00 p.m.

Topics: Operations of our Steering Committee, planning a meeting with the potential Education Work Group, establishing a timeline for our work

Facilitators: Paul Ohlson and Jen Miller-Arsenault (Co-chairs)
 Note Taker: Brenda Bean
 Time Keeper: Scott Hess
 Other Attendees: Claudia Clark, Barbara Conrey, Beth Damon, Kris Hammer, Sue Stukey, John Turner (*Steve Gold absent*)

Meeting objectives:

- To finalize some logistics and ways to be together in our meetings
- To plan a joint meeting with those who are interested in joining the Education Work Group
- To draft a timeline of our work between now and annual meeting

To prepare for this meeting, please:

- Read this agenda
- Bring your calendar to the meeting
- Bring an electronic device to this meeting if possible (we will likely not need it for this meeting, but we may well need it for future meetings and should make sure that we make arrangements to ensure that everyone has access)

Schedule

Time (Minutes)	Activity (Person Responsible)	Minutes and Next Steps (Please write next steps in a different color)
6:00-6:15 (15 minutes)	Welcome and Check In (Jen) Check In Prompt: Something I love about winter...	Done
	Review Agenda	Done
	Identify Roles	Done - Barbara will be our ongoing scheduler. Beth will take notes at next meeting.
	Review Pluses and Deltas from Previous Meeting	Reviewed.

	<table border="1"> <thead> <tr> <th data-bbox="350 205 675 275">Plus</th> <th data-bbox="675 205 997 275">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="350 275 675 793"> <ul style="list-style-type: none"> • Warm, supportive welcoming tone • Got things done • Following a time schedule • Agenda and Minutes on Google Docs • Excited to start! </td> <td data-bbox="675 275 997 793"> <ul style="list-style-type: none"> • </td> </tr> </tbody> </table>	Plus	Delta	<ul style="list-style-type: none"> • Warm, supportive welcoming tone • Got things done • Following a time schedule • Agenda and Minutes on Google Docs • Excited to start! 	<ul style="list-style-type: none"> • 	
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<p>6:15-6:30 (15 minutes)</p>	<p>Logistics (Jen)</p> <p>We will confirm our future meeting dates.</p> <p>We will look at the Google site and provide feedback so that it meets our needs, including talking about permissions for viewing, editing, and commenting on documents.</p> <p>We will identify a webmaster to help maintain our Google site.</p>	<p>Ongoing meetings will be 2nd Tuesdays and 4th Wednesdays per month from 5:30-7:30 p.m. each night, starting with next meeting (January 30). Barbara will remind people of dates and schedule rooms for meetings.</p> <p>Google site reviewed. Links are automatically to the most recent version of documents. Permission for editing will be limited but all of us can view and comment. Beth offered to serve as our webmaster to post documents to the site. She knows how to blend the site with team drives to enhance communication.</p>				
<p>6:30-6:50 (20 minutes)</p>	<p>Guidelines for Being Together and Making Decisions and Update about the Roles and Responsibilities Document (Paul)</p>					

	<p>We will review the synthesis of our Guidelines for Being Together that Paul compiled after our last meeting. We will make any necessary changes.</p> <p>We will decide how we will make future decisions together.</p> <p>We will learn about the current state of the Roles and Responsibilities document that we drafted with the board on January 7.</p>	<p>Prioritized Guidelines handed out and discussed according to their meanings to us.</p> <p>Democratic Consensus explained, discussed, and unanimously adopted. We will support future decisions made in this way by "speaking in one voice." We will contribute to the decisions by sharing our opinions before or during meetings, perhaps by being on Skype if we cannot attend in person...or by expressing ourselves at the next meeting if necessary.</p> <p>A synthesis of the input has been drafted for review and approval by the Board before it is shared with us.</p>
<p>6:50-7:20 (30 minutes)</p>	<p>Mapping Out a Timeline of Our Work (Paul)</p> <p>We will draft a timeline of our work and tasks between now and our annual meeting in May.</p>	<p>We must develop for Board approval a long-range plan for facility improvement and expansion and adequate staffing support.</p> <p>The Education Task Force will help the SC educate the congregation about this Building for Our Future (BOF) project, leading to a vote about proceeding.</p> <p>Our SC members want to be educated first, before the congregation.</p> <p>Documents from the Growth & Facilities Task Force will be posted on our Google site by Beth: the Inventory of Needs, the</p>

		<p>Final Report, also the costs for the Good, Better, Best architectural models.</p> <p>Barbara will ask Black River for a "program" developed by the architects to inform their designs and a "boiler plate" description of the building process.</p> <p>There will also be an ET study of long-term staffing needs and costs, including for benefits and an intern minister.</p> <p>There may soon be a useful report from the Board's consultant, too.</p> <p>On January 30 we will have a presentation to educate ourselves about BOF, including about the Good, Better, Best models proposed by the architects. The presentation has not yet been planned. Barbara will help Jen and Paul plan the presentation, which could include discussion of the documents posted on the Google site. The presentation will address the felt need: <i>Why is this an issue? What are the proposed solutions?</i> Scott is willing to speak about the kitchen options; John offered to speak about the ET planning.</p>
7:20-7:50 (30 minutes)	<p>Planning a Meeting with the Education Work Group (Paul)</p> <p>We will identify the topics that we would like to explore with the Education Work Group as we delve into our work together. We are hoping to meet with them at our next meeting on Wednesday, January 30.</p>	<p>After the SC feels better educated about the BOF project, we will be able to develop a charge for the Education Work Group and help them establish their own process. We are not ready to convene that group now and</p>

unanimously agreed to postpone a joint meeting.

7:50-8:00
(10 minutes)

Closure (Jen)

Identify next steps from this meeting

Identify what went well during this meeting and what we would like to change for future meetings

Plus	Delta (To Change)
<ul style="list-style-type: none"> ● All engaged ● Permission to slow down ● Willing to speak up, even disagree ● Many people willing to share tasks ● We all worked hard to listen ● Appreciate discussion about how to make decisions 	<ul style="list-style-type: none"> ● Be cognizant of level of conversation from micro to macro

Build agenda for next meeting, including identifying roles:

- Next meeting is Wednesday, January 30 from 5:30-7:30 p.m.

Future Agenda Items:

Done

In addition to items listed above, Jen and Paul will communicate with the Board and the Education Work Group to clarify current situation.

Presentation about history of BOF

Plan for communication.