

Minutes TUCW Board of Trustees

Monday October 8, 2012

Present: Steve Axthelm, Randy Burnham, Denny Davidoff, Michelle Garvey, Bobbie Herman, Kristen Leddy, Sal Mollica, Ed Thompson, Ken Vogel, Ted Yang

Absent: Chuck Colletti, Frank Hall, Lyn Hamilton

Staff: Mary Collins, David Vita

Participants: John Hooper

Observers: Carolyn Lavender, Elaine McMillan, Laura Steinbrecher

Meeting called to order by Randy Burnham at 7:32 PM

Open Forum for Observers: At the suggestion of Mary Curtsmith, Mary Collins and David Vita, Zach Cope from St. Pauli gave a presentation about a fundraising program involving the collection of used clothing our youth group could undertake. After discussion, Burnham asked the staff to bring a formal recommendation to the next board meeting for consideration.

Approval 10/03 EC minutes : Moved Davidoff, Second Mollica. Passed.

Chair's Comments: Burnham commented briefly on the state of the congregation which he thinks is quite favorable.

Staff reports: Training for use of the new database is a very high priority throughout the system. RE is also concerned with space usage. More conversation about the use of social media and the question of two Facebook pages – for youth and adults respectively.

Legacy Campaign: Hooper presented a written plan being initially undertaken by himself, Gail Pesyna, Dave Thompson and Davidoff as BOT liaison. Discussion raised questions which were in large measure answered in Hooper's memo. First step is to informally survey congregational leaders to find out who already has TUCW mentioned in their wills.

Membership Coordinator Job Description: Decision taken to name this position a Director in keeping with other programs, i.e., Social Justice, Religious Education.

Move: Yang, second Vogel: The job description for Director of Membership shall be:

Purpose: Encourage membership growth by welcoming visitors, friends, and members to each other and the ministries of the church; deepen members' connection with The Unitarian Church in Westport by helping to facilitate their

involvement with the church's ministries.

Primary Responsibilities: Design, implement, and manage Membership programs as directed by the Board of Trustees, under the supervision of the Senior Minister. To do so, work closely with the Ministers, Staff, Membership Committee, Year Round Stewardship Committee, Ushers, Greeters and Neighborhood Circles.

Passed.

Update RE Council: Leddy advocated strongly for a small task force to consider redefining staff functions so that more administrative help might be made available to Mary Collins. Volunteers are facing burnout and the proposed Safe Congregation guidelines may further exacerbate the situation. Collins and Steinbrecher expressed similar thoughts and also made reference to database and space transition problems.

Update: Voices Café Vita had sent a comprehensive financial review of the past year as well as anticipated revenues and expenses for the current year. Everyone was pleased and congratulatory. The program is filling a need, producing income, and bringing non-members onto the campus for concerts.

Policies of Board and Congregation: Yang is continuing to work on gathering past policies and converting them into electronic documents. He also continues to seek the assistance of other TUCW members. Shari Brennan has offered help. A sidebar discussion touched on the need to eventually define the particularities of the executive and policy function of the BOT.

Database: Vogel briefly reviewed where we currently stand since replacing the old and archaic CMS system. Present emphasis is on staff training and entering of core or baseline data into the new system. A task force has formed around the need to decide what information we should be entering and tracking as the choices are many and the challenges great. Volunteers include Randy Heller, Carrie McEvoy, Brian Levoie (?) and Jim Keenan (?).

Treasurer's Report: Vogel and the Finance Committee have worked with John Carroll to produce final yearend numbers which were distributed. Finance Committee members are interviewing candidates for the accounting position which will be upgraded to one day per week. There is need for more timely and more accurate financial reporting and safeguards.

Communications: Axthelm praised Charles Klein for the new website.

New Business: Herman asked for clarification about the process and start date for hiring an interim minister. Board members agreed there should be a brief

explanation published in an upcoming Soundings.

Executive Session: Vogel move, Axthelm second that the BOT go into Executive Session for the purpose of discussing a financial matter affecting staff. Passed.

Thank yous and Assignments: Leddy will thank Laura Steinbrecher for her outstanding work to assist Mary Collins' transition. Axthelm will thank Charles Klein for outstanding work in the creation of the new website.

Process Observations: Yang commented on the board predilection for side conversations during brisk discussion times but also noted that there was much substantive material covered.

Meeting adjourned at 10:40 PM

Respectfully submitted,

Denise Taft Davidoff, Clerk