

## Unitarian Universalist Church of Arlington

### Board of Trustees Meeting Minutes

August 15, 2017

Attendees: Board of Trustees (Warren Wright, Chair; Chad Ohlandt, Paula Bendl Smith, Hieu Nguyen, Andrea Ryon, Al Himes, Emily Goodin, Art Stevens); Hannah Connolly (Secretary); Peter Vitaliano (Treasurer), Aaron McEmrys (Senior Minister), Tamara Srader (CAO)

#### **Open, Call to Order, Chalice Lighting, and Check-in**

Board Chair Warren Wright called the meeting to order at 7:34PM. As is standard practice, attendees checked in with recent life events and significant activities.

Warren read a passage from Rev. A. Powell Davies about the power of kindness. All attendees observed a moment of silence for the recent events in Charlottesville, VA and the victims of the previous weekend's violence.

**Allyship/Service Never Sleeps Partnership. (ATTACHMENT 1)** The Board welcomed UUCA Members Tracey Rogers and Alex Ziehm and Service Never Sleeps (SNS) CEO, Whitney Parnell, to discuss the partnership between UUCA and SNS and planned activities for the upcoming year. Whitney described the mission of SNS to mobilize communities to exercise allyship where they have privilege and to live allyship as an active way of life. SNS focuses on different kinds of allyship, and the partnership between SNS and UUCA specifically focuses on anti-racism allyship. The UUCA-SNS partnership will implement a three-part program in 2017-2018: holding more Allyship Training workshops and Living the Pledge workshops, training facilitators to further the movement, and, in 2018, launching Allyship in Action groups that will commit to a 6-month deep dive into living allyship. The guests also cautioned the Board and the Congregation to be mindful of white supremacy culture within the congregation, as a majority white congregation, and in how we promote and engage in this work.

#### **Working Group Reports.**

*Audit/Monitoring.* The Audit/Monitoring Working Group met to review the auditing plan going forward. In line with the bylaws, UUCA had an external financial audit last year and will conduct an internal audit this year. Moving forward, the Working Group will explore recommending an external review for the 2018-2019 church year rather than an external audit. An external review may allow for a full understanding of UUCA's financial status while not requiring the time and expense of an external audit. It will be discussed by the Working Group in the context of considerations for the mortgage, loan covenants, and directors and officers liability insurance.

*Communications. (ATTACHMENT 2)* The Communications Working Group reviewed its charge and added "Communication" and "Engagement and Education" to its existing "Linkage" charge. The committee also reviewed potential themes for board communication for the year.

*Policy. (ATTACHMENT 3)* The Policy Working Group reviewed its charge and determined it did not need to be updated for its work this year. The Working Group presented a draft working plan and summarized its conversations regarding policy and ends and means and the tension between continuity and change in the congregation.

## **Consent Agenda**

### **[Minutes of 18 July 2017 Board Meeting](#)**

#### **Treasurer's Report (ATTACHMENT 4)**

Art Stevens motioned to approve the consent agenda. Hieu Nguyen seconded the motion. PASSED.

#### **Emerging Opportunities. (ATTACHMENT 5)**

Rev. Aaron updated the board on the activities of the church. He stated he is excited about the work the Pastoral Care team is doing and the momentum it has currently. Rev. Aaron also discussed highlighting the importance of the anti-racism allyship work to the congregation and lay leaders and the difficulty in funding anti-racism and diversity work due to having many budgetary priorities. Rev. Aaron stated that diversity work is the only part of the Strategic Plan that is not funded by the budget. This started a brief conversation about potential ways to seek funding for anti-racism and diversity work through the regular budgetary process, Share the Plate, and outside grants to facilitate UUCA's anti-racism and diversity work.

#### **Annual Budget Review 2016-17. (ATTACHMENT 6)**

Peter Vitaliano and Tamara Srader lead the board through the attached presentation regarding the 2016-2017 budget and actuals for the past church year. The board also discussed the maintenance and replacement plan for the building to ensure the church is physically sound. Overall, UUCA is still spending a little bit more than we are comfortably bringing in.

The Board also briefly discussed the status of the Give the Plate/Share the Plate transition and encouraged speed and transparency in communicating the new structure and process.

#### **Policy Governance Training**

The Board did not have sufficient time to review the attached handout or do the training exercise due to time constraints.

#### **9:33 Adjourn**



**SERVICE NEVER SLEEPS – UNITARIAN UNIVERSALIST CHURCH OF ARLINGTON 2017/2018 PARTNERSHIP**

1. **Overview:** Service Never Sleeps (SNS) and the Unitarian Universalist Church of Arlington (UUCA) will be partnering to incorporate Allyship for ending Racism into UUCA's culture. These initiatives will be in support of UUCA's pre-established *Live the Pledge* efforts. SNS will be joining UUCA to lead a number of initiatives that support this mission.
2. **Allyship Program:** SNS' primary work with UUCA will involve piloting the organization's full Allyship program with the congregation:
  - a. **Allyship Workshops (6):** SNS will facilitate six five-hour Allyship workshops for UUCA members in 2017 (four for the congregation, one for the board/staff, and one for the youth). These workshops will be offered on a quarterly basis in 2018.
  - b. **Facilitator Trainings (2):** SNS will train UUCA members (who have completed the workshop) as workshop Facilitators. Participants who successfully complete the entire Facilitator training/evaluation process will be eligible to lead the UUCA trainings in 2018, and also offered a position as an SNS on-call Facilitator for SNS' community workshops.
  - c. **Allyship-in-Action Groups (3):** SNS will work with UUCA to develop, plan, train, and guide UUCA members (who have taken the Allyship workshop) to participate in a 6-month commitment to one of three anti-racism Allyship-In-Action groups. These will have similar structures to UUCA's Covenant groups, and will provide an avenue for members to proactively continue their Allyship efforts in a supportive group setting.
3. **Live the Pledge Support:** SNS' Allyship programming will align and correspond directly with the LTP initiative, as the LTP efforts provide a deeper dive into anti-racism work. Programming alignment will include scheduling 2018 Allyship workshops to correspond with LTP trainings, and arranging for LTP-related activities to serve as opportunities for Allyship-in-Action groups to collectively participate. SNS will correspond frequently the LTP leadership to ensure that our efforts align with theirs.
4. **Additional Involvement:** SNS will be involved in several other opportunities to engage with UUCA throughout the course to the year, including Sunday service participation, singing with the choir, White Supremacy teach-ins, and special events.



**Live the Pledge Events Fall 2017**

**Key:** *Book Discussion*    *Training*    *Other*

DATE	TIME	EVENT	CONTACT
Sunday, August 13	12:00 PM - 5:00 PM	Allyship Training	Alex Ziehm
Sunday, September 10	12:00 PM – 5:00 PM	Allyship Training for UUCA Staff & Board	Alex Ziehm
Wednesday, September 13	7:00 PM – 9:00 PM	Black Women Writers	Ann Ulmschnieder
Friday, September 15 (exhibit up until October 15)	6:30 PM – 8:30 PM	Opening Reception for Photo Exhibit: Movements of Oppression, Solidarity, and Hope	Tracey L. Rogers
Friday, September 20	7:30 PM – 9:00 PM	Live The Pledge Book Sharing	Linda Lutes
Tuesday, September 26	7:00 PM – 9:00 PM	Allyship Facilitator Training	Alex Ziehm
Sunday, October 1	9:15 AM & 11:15 AM	White Supremacy Teach-In	Tracey L. Rogers
Wednesday, October 11	7:00 PM – 9:30 PM	Allyship Training Part 1 @ Wellspring Wednesday	Alex Ziehm
Tuesday, October 17 (TBD)	7:00 PM – 9:00 PM	Black Women Writers	Ann Ulmschnieder
Wednesday, October 18	7:00 PM – 9:30 PM	Allyship Training Part 2 @ Wellspring Wednesday	Alex Ziehm
Friday, October 20	7:30 PM – 9:00 PM	Live The Pledge Book Sharing	Linda Lutes
Sunday, October 29	2:00 PM – 5:30 PM	Manumission Tour	Diana Day
Thursday, November 2	9:00 AM – 2:00 PM	Allyship Training	Alex Ziehm
Saturday, November 4	11:15 AM – 4:00 PM	Allyship Training for High School Youth	Alex Ziehm
Thursday, November 9	7:00 PM – 9:00 PM	Allyship Facilitator Training	Alex Ziehm
Sunday, November 12 (TBD)	9:15 AM & 11:15 AM	Whitney Address to Congregation	Whitney Parnell
Wednesday, November 15	7:00 PM – 9:00 PM	Black Women Writers	Ann Ulmschnieder
Friday, November 17	7:30 PM – 9:00 PM	Live The Pledge Book Sharing	Linda Lutes
Monday, January 15 & Saturday, January 20	9:00 AM – 3:30 PM	Live The Pledge Workshop	Tracey L. Rogers

Additions Pending: Live the Pledge Reflection Sessions Sept - Nov



### The Dream

*If an individual went to bed at 10pm amidst the current state of social injustice, and a fraction of society committed to serving in one small way, that same individual would awaken from a full night's sleep to witness a tremendous social change.*

### The Vision

Service Never Sleeps' (SNS) vision is to foster a community of concerned citizens who refuse to stop serving for as long as social injustice exists. SNS promotes the new term, "Allyship," based on that idea that we can be bridge-builders working together towards the common goal of ensuring equality, opportunity, and inclusion for everyone.

### The Allyship Model

Service Never Sleeps' three-pronged approach promotes Allyship across all sectors of the community:

#### LEADERSHIP



#### Service Fellowship

SNS hosts a Fellowship year of part-time service that places young professionals with local nonprofits. We foster issue-oriented allies and dynamic leaders of tomorrow through skills-based service and leadership training, as they engage in meaningful projects at the community level.

#### PARTNERSHIP



#### Corporate Citizenship

SNS leverages the strengths and resources of corporations, and the skills and innovation of their employees, to build capacity for community non-profits through skills-based service projects. The partnership allows companies to invest in social responsibility, engage with their communities, and contribute to their employees' personal and professional growth.

#### CITIZENSHIP



#### Allyship Workshop

SNS trains allies who can actively promote social justice as a way of life through our CLAIM Acronym – Care, Learn, Act, Influence, and Maintain. The workshop teaches individuals about the causes of social injustice, how to be effective allies for marginalized communities, and how to actively influence and educate others as bridge-builders.

### Join the Allyship Movement!

Apply to be a Fellow!

Sponsor an employee's Fellowship participation!

Partner with SNS to facilitate volunteerism at your company!

Take SNS' Allyship workshop!

Participate in a service event!





## ALLYSHIP WORKSHOP

### What is Allyship?

"Allyship" is an active way of life that promotes bridge-building towards the common purpose of ensuring equality, opportunity, and inclusion for everyone.

### Allyship Workshop

Service Never Sleeps (SNS) leads a half-day training workshop that empowers participants to be effective allies in their regular behaviors, and equips them to actively influence others. The workshop educates participants about social justice, effectively supporting marginalized communities, and actively influencing others as bridge-builders.

### Objectives:

The workshop's deliberate outcomes align with the unique CLAIM approach:

- **Care** – Facilitate a safe space for participants to reflect on their positions of privilege in society, and to prioritize promoting social justice.
- **Learn** - Provide a comprehensive understanding of societal systems and implicit biases that contribute to social injustice
- **Act** - Define "Allyship," and outline how it can be executed in regular and targeted behavior
- **Influence** - Teach comprehensive action steps for behaving as an ally, and tools for engaging individuals in the matter
- **Maintain** - Secure commitments from participants to live actively as allies who understand that the Allyship is ongoing, and that CLAIMing should be a cyclical process of enhanced personal growth and impact.

### Program Content

The Allyship workshop includes large-group discussions, small group exercises, and individual reflection activities to facilitate full engagement and understanding. The workshop includes the following components as a means of progressing from setting foundations of understanding, to empowerment towards effective action:

- Defining Social Justice and Understanding Personal Identity:** Participants digest the meaning of social justice, and identify where they should be allies for marginalized communities that correspond with their privilege.
- Understanding Systems & Implicit Bias:** Participants examine (through past and present lenses) how societal systems and personal implicit bias have been perpetuated.
- Understanding "Allyship": Meaning, Value, and Necessity:** Participants unpack the responsibilities of allies, and their crucial role in promoting social justice through the bridge-building approach.
- Active Ally Toolkit:** Participants learn and practice methods of responding and engaging in various circumstances through Bystander Intervention and conversation tactics.
- Allyship Pledge:** Participants will develop personalized pledges about their individualized plans to implement Allyship moving forward.

**Unitarian Universalist Church of Arlington  
Board of Trustees  
Charge for Communications Working Group  
August 2017**

**Purpose:** This working group assists the board in communicating and engaging with the congregation, as well as with planning and organizing the board's linkage activity each year.

Although engaging all the church's moral owners is a responsibility of each board member, the board has found it helpful to have a working group focused on these activities.

**Members:** Three board members.

**Duties:**

- Communications & engagement with congregation
  - Develop a communications strategy, in collaboration with the board, to ensure congregation is aware of the board's activities.
  - Take the lead in implementing communications tactics and facilitate involvement of all board members in these activities.
  - Ensure congregation has vehicles/channels available to them to connect with the board.
- Educate the congregation on the board's duties
  - Help the congregation understand policy governance, which is what the board uses to govern
  - Assist the congregation in its understanding of the role of the board in conjunction with the role of the executive (Rev. Aaron).
  - Educate the congregation on the scope of the board, what is and isn't in its preview, such as a one-sheeter on board duties/obligations.
- Linkage activity
  - Assist the board in forming a focus for each year's linkage activity, for example, discussion around a powerful question.
  - Identify and recruit any necessary resources to assist the board with linkage, such as consultants or facilitators.
  - Plan the major linkage project or smaller activities.
  - Assist the board in processing the input from linkage activity and reporting back what it learned to the church.

**Background:**

**Communications & Engagement Activities:** Many members of the congregation have expressed the desire to hear more from and about the board's activities. They don't feel connected to the lay leadership and don't know what the board is doing to represent them with UUCA.

**Linkage Activity:** Section 2.11 of the board's Policy Manual highlights the importance of the board's linkage with the congregation:

Governance at UUCA is in the form of a covenantal representative democracy, based on commonly held religious values, and held together by a unified mission. The Board will forge and maintain strong and trusting linkages with the current congregation that elected its members. However, as the Board listens to voices from the current Congregation, it is also called to take into account all of the moral owners of the Church (Policy 1.3). The relationships that the Board must establish, maintain, clarify, and protect include not only its relationship with the current congregation, but also its relationships with all of the remaining moral owners of the Church. With this in mind, the Board will plan two-way communications activities with the congregation as part of its annual governance agenda

## UUCA Board Policy Workgroup 2017 – 18 Action Plan

2017-2018 UUCA Board Policy Workgroup: Al Himes, Art Stevens, Paula Bendl Smith.

### **Questions to Consider**

- What is working and what is not working within our existing bylaws and policy manual
- Do the Bylaws, Board Policy Manual, and Executive Limitations Inspire the Congregation and Staff to UUCA's values of: Gratitude, Trust, Commitment, Diversity, and Compassion (*Policy 1.2*)?
- Do our policies inspire all our moral owners (Policy 1.3)?
- Are our policies consistent with our ends(Policy 1.4)?
- How do we honor forward thinking and inspire our long time members who have supported the church over the years while maintaining compassion for the loss, transitions, grief and illness that comes with aging?

### **Specific Items to Consider This Year**

- Recommend proposed policy changes to reflect the findings of the Appreciative Inquiry Team in regards to the practice of calling more than one minister within a Policy Governance structure where the senior minister is responsible for hiring other ministers.
- Should there be an executive limitation on issuing multi-year guaranteed employment contracts without board approval.
- Identify and examine current areas where we are out of compliance with Board Policy to determine if the policy still reflects our values.
- How do we communicate between Board workgroups?
- Are there any disconnects between our Policies and the Strategic Plan ?

ATTACHMENT 4

UUCA Board Minutes August 15, 2017

**Report of the Treasurer**

**UUCA Board of Trustees**

**August 15, 2017**

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**Fiscal Year 2017-18 Operating Results through July**

**Total expenses** during July were \$119 thousand, which was \$23 thousand less than the \$142 thousand pro-rata share of the FY 2018 (expenditure) budget for the 31-day month of July.

**Total revenues** during July were \$195 thousand, which was \$53 thousand more than the \$142 thousand pro-rata share of the FY 2018 (revenue) budget for July.

**Net income/expense.** Revenues exceeded expenses by \$76 thousand during July. Net income for July in the two previous fiscal years was \$112 thousand in FY 2017 and \$97 thousand in FY 2016.

**Peter Vitaliano, Treasurer, UUCA**

## Emerging Opportunities Report August, 2017

- **Religious Education**
  - **Youth/Young Adult Ministries:** Coordinator, Andrea Altamonte has resigned. I am working closely with LeeAnn to develop an interim staffing plan and a program evaluation process which we will complete before searching for new staff. I expect we will begin our “permanent” search in late fall or the beginning of winter.
  - **Space Upgrades:** as part of our ongoing efforts to improve and upgrade our learning environments we have made some significant improvements this summer, especially in terms of integrated media in our classrooms. This is largely possible due to a generous gift from our wonderful Day Alliance!!!
  - **Maker Space:** experiential and multiple-intelligence learning are key parts of our vision. Last year we launched our “Maker-Space” curriculum, and this summer we have dedicated specific, ongoing space to the program, which will enable us to equip it appropriately and ultimately open it up to the broader community.
  - **Summer Sundays:** we continue to experience MUCH higher attendance than in previous years. And of this attendance spike, 60% are concentrated between K-2nd grades - a substantial bubble!
  - **Multigenerational Ministry:** we hosted two mulligan activities in the last month. I led a “Pokemon Walk” with a good combination of parents, children and young adults. We will be doing this again, as it generated great enthusiasm. We are also doing a multigen knitting project for shelter animals.
- **Pastoral Care**
  - **Care Team:** invitations have been made to keep leaders who will help us create our new Care Team and help lead the associated culture change as well as program implementation. Working with SCT (strategic communication team) to update congregation and communicate effectively about rollout.
  - **Caregiving:** PC visits and counseling continue as usual. Demand has been slightly lower this month than earlier in the spring and early summer. Maybe its the sunshine!
  - **Certified Lay Minister:** Diane Ulius is working with me to develop a ministry focused on the Elders in our congregation. As part of her development she is applying to be a candidate in our Region’s CLM program.
- **Faith in Action**
  - **GTP:** we have been meeting with a group of key leaders/volunteers to help us further develop and implement GTP to better reflect our increasing emphasis on a Partnership model of justice work. SCT is helping develop messaging for congregation.
- **Diversity**
  - **Allyship:** we are seeing continuing high levels of both interest and attendance in our new allyship program. Approximately 40 people at UUCA have attended the

Allyship training so far. About 75 additional people committed to attending the Allyship Training since I gave my sermon inviting people to make a commitment. We have 20 people signed up already for the two more trainings we have coming up this fall given our minimal advertising so far but our goal is to get 10 more adults signed up and 15 more high school youth signed up in order to fill the spots we have in our remaining two adult trainings and one youth training. This doesn't include our board/staff training. With another 8-10 workshops scheduled between now and Christmas, we will likely need to identify additional sources of funding. I set aside \$5000 of the gift from His Holiness the Dalai Lama for this program, but both the level of urgency (Charlottesville, etc) and congregational interest are giving us the excellent challenge of expending these funds at a faster rate than expected.

- **Worship and Music**

- **Music Director**, Mimi Bernstein, is now physically onsite. Her schedule is loaded with meetings and program implementation at the moment, so she has little bandwidth for anything not already in motion. As she will have a steep learning curve, I ask the Board (in your everyday leadership interactions) to remind excited congregants that phasing and pacing are critical to her/our success! We will not be able to do everything everyone wants, especially right off the bat.
- **Worship retreat**: our team is doing an integrated full day retreat this week with both music and worship staff and leaders to plan our liturgical year.

- **Other**

- **Strategic Plan**: we are busily evaluating progress toward the fulfillment of our SP thus far, revising existing goals as appropriate, and developing new strategic goals for the new "out-year" we are adding. We plan to share it with the Board in advance of your September meeting.
- **Strategic Communications Team**: we recently had our first team meeting, in which we focused on clarifying the teams charge (specifically, to assist the Executive with strategic communications projects). We also matched team members with particular current and emerging communications projects. The team is: Hieu Nyguen, Warren Wright, Emily Goodin, Chris Sedor, Linda Corsoro and Jane McKeel.
- **Aaron Away**: I will be away the weekend of August 18-20 and from August 29 - September 6.