

## Unitarian Universalist Church of Arlington

### Board of Trustees Meeting Minutes

August 20, 2019

#### Attendees:

**Board of Trustees:** Linda Battaglini (chair), Al Himes, (vice-chair), Irv Lachow, Linda Lutes, Janice Morris, Bruce Rieder, Amy Shepherd, Lila Herndon Vizzard

**Excused:** Hieu Nguyen

**Officers:** Peter Vitaliano (Treasurer), Kate Gallup (Secretary) (by phone)

**Ex Officio:** Rev. Dr. Terasa Cooley

**Guests:** Walter Clark (Ministerial Assistant); Tamara Srader (Chief Administrative Officer)

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

Linda called the meeting to order at 7:30.

Rev. Terasa read “Earthworms” and asked the Board to reflect on one small thing that each person would like to make progress on for the coming year (since we spent last weekend talking about the big things).

#### 7:50 Consent Agenda (Vote)

- o Minutes of July 2019 meeting
- o Final charge to Long Range Financial Planning Task Force

Linda noted that the Treasurer’s Report was being taken off the Consent Agenda due to the numbers being too preliminary. She entertained a motion to approve the consent agenda which was seconded and PASSED.

Rev. Terasa Cooley, Senior Interim Minister provided a brief summary of her report.

Linda Battaglini reviewed some of the deliverables from the Board retreat. Linda noted the Board Covenant, and a Board member suggested that we work to review it periodically at meetings to keep it top of mind. Linda Lutes reminded the Board of the need for a process observer and volunteered to serve that function for this meeting. Each board member will bring opening words and will serve as process observer at one meeting this year. Linda will match names to months and send out.

Lila reviewed the collected thoughts from the retreat about the “Why” statements and passed out materials summarizing the suggestions and noting recurring themes. The Board discussed different groups that could be sources of input to drafting one or more “why” statements for consideration by the congregation.

Groups to consider: search committee, racial justice community, youth group and young adults, etc. Peter, Bruce, Kate, Lila, and Linda will represent the Board and officers. Lila will take the lead on getting the group together and return with a convened group that has one or more proposed/draft “why” statements in September.

Linda noted the strategic plan for the coming year of seven items and related activities. As the staff moves forward and develops their goals, we can refine this and coordinate supporting actions. Linda Lutes-Corsoro noted that some members of the 8<sup>th</sup> Principle Task Force plan to start working on the implementation plan for the 8<sup>th</sup> Principle.

As part of the communications plan we will convey the items within the plan and note the different Board members involved in different committees to facilitate communication and outreach between members and the congregation.

Chief Administrative Officer Report – Tamara Srader provided an update on the flood remediation and other improvements around the church. She noted that she has selected a new database management program that will be implemented starting in October. This new system will require all staff to have tablets. This is a church-based customer relationship management system. Tamara is also developing a birthday wish list to send out to the congregation.

Upcoming Board Communications Coordination Janice Morris reviewed the Board Communication Plan for 2019-2020, and noted that we should select several to pursue that we think will be high impact with a broad and diverse reach.

Peter Vitaliano discussed the approach of personal “every member canvass” outreach in terms of communications regarding the possible capital campaign.

Board members also discussed the importance of continual and varied outreach, particularly during the fall. The Board discussed the different forms of communication and how we will determine the most impactful items to message to the congregation.

The Board discussed different ways to coordinate outreach to different events and groups to make sure there is outreach across congregational activities. Rev. Terasa mentioned the information that is in Connections, the opportunity to speak in service, and Walter Clark mentioned using short videos of each Board member’s personal “why.”

Immigration Enforcement Guidance – Walter Clark provided information on compliance with ICE warrant requirements, and how we can communicate this to the congregation. The Board discussed how best to communicate and how we will handle situations where staff is not available. This topic will be factored into the regular safety training provided to volunteers.

There being no further business the meeting adjourned into Executive Session at 9:20 pm.