

UUFW Board Meeting Minutes

March 22, 2015

Present:

- Jane Kittner, President
- Marty Van Wagner, Treasurer
- Judy Shofner, President-elect
- Joy Hayes-Gates, ALD 1 (Adult Programs, Children/Youth RE, Worship)
- Celeste Rorem, Secretary
- Becky Warren, ALD 3 (Care Team, PR/Communications, Social Action)
- Melissa Garn, ALD 2 (Hospitality, Membership)
- Mary Cunningham, Past President (ex officio)

Opening Words and Chalice lighting – 12:36 p.m. by Jane Kittner

Old Business:

- Team Member / leader recruiting:
 - Action Item: KRIS CERVANTES (and anyone else applicable) to identify appropriate “new member” volunteer jobs by Saturday, March 28th, in time for discussion at the next “Becoming UU” workshop.
 - Action Item: KRIS CERVANTES to find and distribute to Board a list of things to say and not say to new visitors (i.e., asking about marital status, age, etc.).
- Board Board:
 - Action Item: MELISSA GARN and JUDY SHOFNER will continue to work on this.
- Liability Signage:
 - Action Item: Signs available, LEE VAN WAGNER to post soon.
- Derrick plaque
 - Action Item: KRIS CERVANTES and MARTY VAN WAGNER to decide on design and wording of Derrick plaque and purchase by arrival of Derricks in May 2015.

Ongoing Business:

- Financial report:
 - Action Item: MELISSA GARN to add “Year to Date” column to financial report and clarify miscellaneous items with notes.
 - Action Item: WORSHIP TEAM to determine appropriate wording for identifying birthdays and anniversaries during Sunday services and how to gently remind congregation of “birthday / anniversary check” tradition.
 - Action Item: JUDY SHOFNER to make “birthday box” for birthday donations.
 - Action Item: MARTY VAN WAGNER to send out balances of “Dedicated Accounts” to Board within two weeks.
- Healthy Communications / Right Relations / Ministerial Relations
 - Action Item: JOY HAYES-GATES to contact Houston church regarding details on their processes.
 - Action Item: KRIS CERVANTES to contact Natalie Briscoe regarding small church healthy communication team ideas.

- Action Item: MARY CUNNINGHAM to determine if “Covenant of Healthy Relationships” is appropriate new terminology for “Right Relations” and if it will fit coherently in all policies & procedures documentation. BOARD will brainstorm other ideas for terminology before next meeting.

New Business

- Administrative Assistant Position:
 - JANE KITTNER, KRIS CERVANTES, and JOY HAYES-GATES to collaborate on processes for hiring new admin assistant (clarifying job duties, selection process, how to contact candidates, etc.) before next Board meeting.
- Stewardship Workshop May 9th 2015
 - Action Item: BOARD to attend.
- Garage Sale to Benefit Humane Society April 11th 2015
 - Action Item: ANYONE APPLICABLE to view items throughout UUFW marked with yellow tags. All items with yellow tags will be donated to garage sale if not reclaimed.
- Becoming UU March 28th 2015 from 1-4 p.m.
 - Action Item: KRIS CERVANTES to generally follow up with prospective Becoming UU attendees and invite them to upcoming workshops.
 - Action Item: KRIS CERVANTES to introduce covenant of Right Relations / Healthy Communications processes at next Becoming UU Workshop.
 - Action Item: BOARD to come and go at upcoming workshop as available to greet attendees and foster positive rapport with new members.

Minister’s Moments

- Omitted due to Pastor Kris Cervantes not being present.

Directors’ Concerns

- Checklist of weekly duties to be moved to more visible spot to help prompt completion by those “on duty” that weekend. BOARD to ask people to commit to specific duties or “help close up.”

Listening to the Congregation

- No concerns at this time.

Closing Words and Extinguishing the Chalice – 2:20 p.m. by Jane Kittner

ACTION ITEMS

- **ANYONE APPLICABLE** to view items throughout UUFW marked with yellow tags for reclaiming if applicable. All items with yellow tags will be donated to garage sale if not reclaimed.
- **BOARD** to come and go at Becoming UU workshop on March 28th as available to greet attendees and foster positive rapport with new members.
- **KRIS CERVANTES** (and anyone else applicable) to identify appropriate “new member” volunteer jobs by Saturday, March 28th, in time for discussion at the next “Becoming UU” workshop.
- **KRIS CERVANTES** to introduce covenant of Right Relations / Healthy Communications processes at next Becoming UU Workshop on March 28th.

- **KRIS CERVANTES** to find and distribute to Board a list of things to say and not say to new visitors (i.e., asking about marital status, age, etc.) by next Board meeting.
- **KRIS CERVANTES** to contact Natalie Briscoe regarding small church healthy communication team ideas by next Board meeting.
- **KRIS CERVANTES** to generally follow up with prospective Becoming UU attendees and invite them to upcoming workshops.
- **KRIS CERVANTES, JOY HAYES-GATES, and JANE KITTNER** to collaborate on processes for hiring new admin assistant (clarifying job duties, selection process, how to contact candidates, etc.) before next Board meeting.
- **KRIS CERVANTES and MARTY VAN WAGNER** to decide on design and wording of Derrick plaque and purchase by arrival of Derricks in May 2015.
- **MARY CUNNINGHAM** to determine if “Covenant of Healthy Relationships” is appropriate new terminology for “Right Relations” and if it will fit coherently in all policies & procedures documentation. **BOARD** will brainstorm other ideas for terminology before next meeting.
- **MELISSA GARN** to add “Year to Date” column to financial report and clarify miscellaneous items with notes.
- **MELISSA GARN and JUDY SHOFNER** to continue to working on the Board Board.
- **JOY HAYES-GATES** to contact Houston church regarding details on their Right Relations processes.
- **JUDY SHOFNER** to make “birthday box” for birthday donations before next Board meeting.
- **LEE VAN WAGNER** to post liability signage soon.
- **MARTY VAN WAGNER** to send out balances of “Dedicated Accounts” to Board within two weeks.
- **WORSHIP TEAM** to determine appropriate wording for identifying birthdays and anniversaries during Sunday services and how to gently remind congregation of “birthday / anniversary check” tradition.

IMPORTANT UPCOMING DATES

March 28 th	Becoming UU Membership Class 1-4 p.m.
April 5 th	Easter Sunday / Flower Communion
April 11 th	Social Action Garage Sale (China Springs Tabernacle: donations needed!)
April 19 th	Blessing of the Animals
May 2 nd	Song Circle with the Derricks
May 9 th	Stewardship Workshop 10:00 a.m. – 2:30 p.m. with working lunch