

**CLUUC Board of Trustees Meeting Minutes**  
**December 12, 2017**

**New Action Items:**

| WHO        | WHAT   | WHEN                              |
|------------|--|-----------------------------------|
| Jim, et al | <b>Board Retreat</b> <ul style="list-style-type: none"> <li>● Put the topic of “Change” on the Board Retreat.</li> <li>● Put together an updated/amended Strategic Plan that reflects comments so far.</li> <li>● Continue Strategic Direction Discussions including Definitions provided by the Staff on sections 1, 2, and 3.</li> </ul> | January                           |
| Rebecca    | Add March 3 to Board list of events - the Capital Campaign Kick off  | Next agenda                       |
| Rebecca    | Post approved Board Minutes to website, bulletin board, library binder   | by Jan 2                          |
| Rebecca    | Summarize this meeting for Board Matters   | Submit to Sara Davidson by Dec 20 |
| Rebecca    | Send a summary of action items (continued, new, and closed) to Board members as reminder   | Before the next board meeting     |

**ATTENDANCE:**

*Board Members Present:* Jim Anderson (President), Carol Bertaut (Treasurer), , Linda Gianessi, Peggy Jackson, Ellen Kelley (Assistant Treasurer), Ariel Mora, Rebecca Nachtrieb (Assistant Secretary), Suzanne Pineau, Raj Rajendran, Gail Riley (President Elect).

*Board Members Absent:* Greg Falcigno (Secretary)

*Staff Present:* Sara Deshler, Tim Atkins, Abhi Janamanchi

*Others Present:* Mel Kalagian - James Klote & Associates

*Board Meeting Reports:*

Appendix A (website) - Board Meeting Minutes November 14 2017

Appendix A1 (website) - November Minutes Extra - UUA Letter Reflections

Appendix B (website) - CLUUC\_letter\_to\_K.Flaherty\_12.5.17

Appendix B1 (website) - KFlaherty\_draft\_progress\_report\_CLUUC

Appendix B2 (website) - CLUUC\_response to draft\_report\_recommendations

Appendix C (website) - CLUUC Strategic Plan SD4&5 December Measure Ideas

Appendix C1 (website) - Operational Definitions SD 1 & 2 Dec 2017

Appendix D (website) - Exec Com Meeting Notes December 5, 2017

Appendix E (website) - Senior Staff Report - Dec 2017

Appendix F (website) - Reflections on Change - Dec 2017

**Opening:** Convened at 7:32 p.m. with centering words, chalice lighting, and check in.

**Board Business:**

**Approval of Consent Agenda:**

Appendix A (website) - Board Meeting Minutes November 14 2017

Appendix A1 (website) - November Minutes Extra - UUA Letter Reflections

Appendix D (website) - Exec Com Meeting Notes December 5, 2017

Appendix E (website) - Senior Staff Report - Dec 2017

Approved.

**Report on Previously Open Action Items**

- Create Evaluation Task Force (Gail) (from June 2017)
  - 7/25: Gail volunteered to chair the task force, requested volunteers. Action Item stays open.
  - 9/26: Gail to link with Governance task force, not to overlap.
  - On hold, waiting for Strategic Directions
- Gather Board Photos: (All give to Rebecca) (July 2017)
  - 11/14: need head shots from Greg, Ellen, Raj before completion.
- Policy Manual to change the responsibility for appointing the Right Relations Team from the Senior Minister to the Board. (Greg/Rebecca) (from Sep 2017)
  - 10/17: no update.
- Committees revised charters (Ariel, Greg) (from Aug 2017)
  - 10/17: Charter revision communicated to committees, with request to respond with new charter by Dec 15.
  - Two received so far.
- Carol to seek response from consultant who carried out an external review and provided draft recommendations. Also to add contact information and otherwise cleanup the “Appendix B1” from Jack in the December packet folder.
  - 12/12: Complete.
- Check with Governance Committee, see if response sent to people who sent follow-up ideas beyond Covenant of Right Relations. (Jim) (from Nov 2017)
  - 12/12: Complete,
- Find out if Abhi received results of the evaluation survey. (Jim) (from Nov 2017)
  - 12/12:
- Contact Mosaic Makers about last year's letter (Jim) (from Nov 2017)
  - 12/12: In progress (Jim)
- Explore drafting a follow up story to our UUA letter (Exec Committee) (from Nov 2017)
  - 12/12: In progress (Jim)
- Currently in negotiations for the leader of the Task Force for Covenant of Right Relations
  - 12/12: In progress (Jim)

**Capital Campaign Status Update with Mel Kalagian, Consultant, Klote & Associates**

- Moving ahead methodically
- Steering Committee meeting weekly, training to make visits, and preparing to start after the first of the year.
- Campaign materials are nearly ready for visits but remain a work in progress in prep for the March kick off.
- March 3rd is tentative date of kick off, tentatively at Chevy Chase Women's Club
- Goal is to visit 100% of members.
- Capital and Annual campaign will run concurrently.

### **Update on External Review of Financial Controls and Reporting (Appendix B and B1)**

- The firm of Matthews, Carter, and Boyce conducted a review of internal controls and prepared a draft report some time ago. Carol has contacted the auditor, Katherine Flaherty, who completed the draft report and actions to implement to request a final report.

### **Managing Change**

- Changes in the church service, e.g., emphasis on multiculturalism, social justice, for example, are beginning to weigh on some for whom these changes are a challenge, or who have a sense of being taken from a comfort zone.
- We are in the place of building a new church, honoring the old church, and living in the church that we are in now-- in between.
- One option is to hold services designated as following old or new traditions.
- Our service is still very recognizable, but the topics or content, themes are different in a way that creates a sense of difference from the past.
- Wednesday's vespers is an alternative model that is getting more participation.
- We are not pushing something out to bring something in; there is room for both. But how do we remain present to those who are here, not just those who are coming to us.
- Add to Board Retreat agenda.

### **CLUUC Strategic Plan - Measures for Strategic Direction 4 and 5 (App C),**

- **4a, b, and c** are well underway.
- Conversations ensued on sections 4 and 5.
- Board members requested access to the full, updated document.

### **Operational Definitions for SD1 and 2**

- Tim presented operational definitions for Sections 1 and 2.
- The goal is to determine that the operational definitions are "reasonable" (policy-based governance operational term). The Board's role is to simply affirm that the definitions are *reasonable*.
- The definitions are important to guiding the staff so they can do their work better and are used to create measures.
- The Board read through the definitions and asked questions of clarification.
- We will continue to address these and number 3 at the Board Retreat

### **Board Retreat**

- January 6, 8:30 - 3:00 pm. It is a potluck lunch.

### **Board Decisions (include motions passed):**

No discussions required motions.

### **Process Check (Carol)**

Pro: The meeting went well.

Con:

**Adjournment at 9:31 p.m.**