

UNITARIAN UNIVERSALIST CHURCH OF SARASOTA

BOARD OF TRUSTEES

Meeting Minutes – November 15, 2016

Attending: Charles Lee, Nancy Thomas, Diane Happy, Ward Pallotta, Ava Whaley, Dale Anderson, Mary Lou Keller, John Yoder, Lynda Hill

Staff: Roger Fritts, Roberta Druif

Members in Attendance: John Clark, Karen Bush

Excused: Bill Payton, Susan Cook-Hallock

1. **Welcome, Check-In:** Charles began the meeting with 2 readings followed by members who shared recent life experiences and political reflections.
2. **Review of Oct. 20, 2016 Minutes:** Hearing no suggestions for change or correction, the minutes were accepted as distributed.
3. **Administrative Reports:**
 - **President's Report:** Charles provided a brief update of UUCS activities including last week's successful recent Flea Market, before introducing (by speaker phone) retired architect Bob Meadows to discuss the feasibility of 'raising the roof' on the sanctuary to increase seating capacity. Bob provided an overview of the project and responded to questions. He suggested the potential expansion could add approximately 100 seats. Next steps will be Bob's visit in January to suggest process steps/ timeline and explore local architectural and engineering firms as possible consultants. The board will discuss the project further (at a planning retreat) before committing dollars to study.
 - **Minister's Report:** Roger thanked the board for their participation in the Nov. 6 service and noted the early season surge in Sunday attendance.
 - **Director of Finance and Operations:** (Made later in the meeting) Roberta reported payments toward pledge commitments (70%) exceed last years at this time. Expenses are in check and within budget.
 - **Director of Religious Education:** (Made by report) RE and Sunday Youth attendance (including video night) averaged 26. Upcoming events include Youth attendance at 'The Wiz', Youth Bake Sale 12/4, and 'Giving Tree Sock' drive in December.
4. **Old Business:**
 - **Leadership Development:** Karen Bush presented preliminary recommendations of the Leadership Task Force (see attached minutes for details):
 - ✓ Hold an Annual Leadership Appreciation Day
 - ✓ Hold a ½ day Workshop for committee chairs
 - ✓ Develop and implement a Mentoring process to include Succession PlanningRoger noted that UUCS is in transition from a 'small' to 'large church' model of leadership and governance and leadership succession. Shorter committee chair terms with planned hand-offs will be a goal as new leaders are identified.
 - **Committees Assessment:** Dale and Lynda presented a comprehensive assessment of the UUCS committee structure as an integrated system (see accompanying attachment). The overview provided:
 - ✓ Policy Principles for Consideration
 - ✓ Alignment of Advocacy Committees and UU Principles
 - ✓ Graphic depiction of Board and Ops Committee Appointment and Participation
 - ✓ Committee Appointment Policy – draft (for consideration)

Motions for Consideration and upcoming Board action included:

- ✓ To adopt recommended committee categories and list of UU committees
- ✓ To adopt alignment of Advocacy Committees with UU Principles
- ✓ To adopt recommended committee leadership and membership appointment process
- ✓ To move forward with Draft revision of the UU Committee policy
- ✓ To formally initiate a Climate Justice Committee
- **Mission Overview:** Dale reviewed progress to date in reviewing and updating our UUCS Mission Statement. He will email (11/16) a survey for board members review of suggested mission statements using a criteria check-off list. Members were invited to complete and submit to Dale (via email: dale.anderson@bdcadvisors.com) ASAP.
- **UU Planning – Next Steps:** Dale reviewed the potential agenda for a ½ planning retreat to include; Mission, Customer, Results, Plan (3 year). Potential invitees were discussed. It was agreed that the retreat would be more productive if held off the UUCS Fruitville campus. A target date of Feb. 4 was agreed to by consensus.

5. **New Business:**

- **Thanksgiving Day Meal:** Charles reported that 100 members and friends are expected for this shared dinner. The board commended the event and work needed to produce this valued annual dinner.
- **New Grants Requests for Approval:**
Motion: Diane moved for Board approval/acceptance of 3 Grants (made by anonymous donors):
 - ✓ \$15,000 from the Family Fund to address safety issues (to be identified)
 - ✓ \$10,000 to provide improved functionality of the Administrator of Finance and Operations office and to address certain safety concerns within the next year.
 - ✓ \$500 from an RE supporter to address safety concerns in the playground**The motion was seconded and approved unanimously.**

6. **Other Business:**

- **Flea Market Results:** John reported that the Flea Market raised approximately \$10,000 after expenses. Joan Bennett served as this year's 'Big Flea' and did an outstanding job of managing this very complex multi-day event. A large number of UUCS volunteers and friends worked together over 5 days. In addition to raising money for the UUCS operating budget, the Flea provided much needed home goods to Catholic Charities migrant families and the Salvation Army.
- **Next Meeting Tuesday, December 20, 2016.**

7. **The meeting was adjourned at 9:00 pm.**

Respectfully submitted,

John Yoder
Secretary



Final Committee Meeting

Meeting Objective and Process	Definition and Prioritization of Leadership Development Activities <ul style="list-style-type: none"> Finalize details for proposed leadership activities in 2017
Present	Karen Bush, Donna Allman, Lynda Hill, Mary Lou Keller, Lois Lee, Jim Raudabaugh, Mary Fran Raynault, Ava Whaley
Absent	n/a

Key Points for the Board

- The Committee’s charge was: *to develop a plan for leadership development that will sustain and extend our vibrant program-based congregation and see us through significant change in the future.*
- The Committee fleshed out details for the three proposed leadership development activities in 2017. Full descriptions are on following pages. Committee members enthusiastically volunteered to develop the activities as follows:
 - Promote Leadership** – Mary Lou, Mary Fran, and Lois will develop the Appreciation Day and work with Roger to integrate his Sunday sermon. Additionally, a breakfast for leaders (Committee Chairs, coordinators, etc.) will be held the same day.
 - Committee Chairs Meeting and Leadership Workshop** – Karen Bush will develop and is available to facilitate; Mary Lou will stay involved and be the Board liaison
 - Mentoring** - The Board is developing policies regarding terms that will be helpful to mentoring. Karen Bush will develop a tip sheet on mentoring to distribute at the Committee Chairs’ workshop.
- The Committee believed that having the leadership workshop as a third event for Committee Chairs to attend was excessive. Working with Ward Pallotta, we have integrated the agendas of the annual Committee Chairs’ meeting and the Leadership Development workshop.
- The committee will request endorsement of a final proposal for these activities at the December, 2016 Board meeting.





**Unitarian Universalist
Church of Sarasota**

A Welcoming Congregation

3975 Fruitville Road
Sarasota, FL 34232
941-371-4974

*Leadership Development Advisory Committee
Final Report to UUCS Board – 12/20/16*

2017 Activities Currently Scheduled for UUCS Leadership Development

Date	Activity	Objective(s)	Description	Cost (+/- 20%)	Implementation Lead(s)	Board Liaison
January 14, 2017	Leadership Development Workshop	Raise awareness of leadership styles and skills.	<ul style="list-style-type: none"> • Have the group identify the meaning of good leadership, use leadership styles as a way to improve communication within a team, learn about UUCS sources of support as well as the new mentoring system 	<\$200	Karen Bush, Mary Lou	Mary Lou
January 22, 2017	Annual Leadership Appreciation Day	Promote leadership through building awareness and providing recognition; Include sermon on leadership	<ul style="list-style-type: none"> • Have an appreciation breakfast for Board members, Committee Chairs, Co-ordinators, and RE teachers. • Have a sermon on leadership • Recognize one or more volunteer leader(s) from the congregation and to highlight the value of providing leadership for both our community and for the individual. 	\$200 for approx.. 50 people	Mary Lou, Mary Fran, Lois Lee	Mary Lou
January 1, 8, 15, 22	“Share Your Passion Month”	Link people with activities that speak to their passions, experience, and skills.	<ul style="list-style-type: none"> • Host a table in the courtyard after services where people can talk 1:1 about their interests and participating in church activities or governance. • Use the new committee matrix and descriptions of adult programs to help people find their place. Create the link between individuals and Committee Chairs using the Membership Committee’s new process. 		Ava Whaley, Donna Allman, Lynda Hill	Lynda Hill



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Additional Notes on Activities

Promoting Leadership Recommendations

1. Hold an Annual Leadership Appreciation Day. **For 2017, the Annual Leadership Appreciation Day will be Sunday, January 22, 9:00 a.m – 1:00 p.m.**
 - Appreciation Day would begin with a sermon about leadership character types. (Note: Roger is working on an orientation for this topic.)
 - Advertise the events ahead of time and report on the outcomes in *Contact*.
 - Engage RE to nominate 1 or 2 children to speak and/or to attend the service.
 - Consider including and/or publishing leader testimonials
 - Engage the Forum Committee to consider a Forum program related to leadership.
 - Have a luncheon for the current year volunteers that is sponsored by the Board. {Note: requires budget}
 - Include “From the mouths of our leaders.”
 - Have a presence on Committee Sunday.
2. Promote leadership development workshop(s) to fine-tune skills
3. Include a class on leadership as part of our adult education program
4. Include leadership recognition in *Contact* – “Love Our Leaders”

Workshop for Committee Chairs Recommendation

Hold a ½-day, UUCS only workshop for committee chairs to enhance leadership skills for guiding a committee. The format will be highly interactive—not a series of presentations. Topics will include:

- Understanding working/communication styles and learning how to communicate better with people with differing styles as well as understanding who will likely be a “doer” and who might be a “leader”
- Mentoring
- Pros and cons of various approaches to organizing and running committees and their meetings. This topic will be covered as a sharing of ideas rather than a “teach piece.” Subtopics include using goals to focus committee activities, recruiting new members through *Discovering the Unitarian Universalist Church of Sarasota* (for new UUs) identifying potential leaders and developing them, understanding our congregation’s expectations, integrating youth on committees, burn out, recognitions and rewards.

This year’s workshop will be an adaptation of the **Committee Chairs Meeting. It will be held January 14, 9:00 a.m. – 1:00 p.m.** Ward Pallotta will represent the Board.

Strengthen our Leader Development Progression: Participate, Commit, Lead

1. Identify Leaders
 - Complete the current work to combine and update the bio, needs/interest forms. The Membership Committee expects to complete this work in early December.
 - Clarify and monitor the use of our procedure to follow-up on members’ interests and skills
 - Consider assigning Board members to meet with new people to understand their interests and to mentor them as they become involved
2. Mentoring
 - Provide a gradual hand-off of leadership positions. (Seek to avoid just handing over a notebook or files.)
 - Mentor committee chairs on running committees. (Note: See *Workshop for Committee Chairs*.)
 - The Board is already working on policies for transitioning leadership positions (e.g., having a Chair Emeritus, Chair, and Rising Chair for key committees and setting expectations for the duration of terms to create both stability and paced turnover).



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High Level, Draft Agenda for Committee Chairs' Leadership Workshop

Participants: Committee Chairs (~30)

Coordinators: Karen Bush, Mary Lou Keller; Board Rep: Ward Pallotta

Approx. Time	<i>Topic</i>	Leader	Activity/Outcomes
8:30 – 9:00	Light Breakfast		<ul style="list-style-type: none"> • Gather the troops
9:00 – 9:10	Welcome and Review of Objectives and Agenda	Ward Pallotta	<ul style="list-style-type: none"> • Set the context of the importance of leadership and developing future leaders for UUCS in order to sustain and extend our vibrant programs and to see us through significant change in the future—whatever that might be; identify other leadership development activities occurring at UUCS this year • Ensure participants agree on the outcomes and agenda <ul style="list-style-type: none"> • Understand the UUCS need for leadership development • Understand different leadership styles and how to use them within their committees • Continue building relationships among committee chairs to support one another in improving leadership at UUCS • Assure Committee Chairs that the sharing they valued in past meetings is included
9:10 – 9:40	Succeeding at Leadership Development	Karen Bush	<ul style="list-style-type: none"> • Group develops its own criteria for succeeding at leadership. Coordinators will prompt additional criteria if needed (e.g., recruiting members & leaders, mentoring new chairs—see UUA leadership competencies) <ul style="list-style-type: none"> • TBD surprise activity to create a set of very specific things leaders can do to succeed in their role
9:40 – 10:30	Leadership Styles at Play	Karen	<ul style="list-style-type: none"> • Coordinator describes different leadership styles that are used in the leadership survey participants completed. (Note: selection of style TBD. If possible, we will have participants complete their survey ahead of time and share the result with the coordinator.) • Form small groups of 4-6. Assign each person a style to play out in a role play. Assign a typical UUCS committee problem for each group to deal with. • Debrief how each leadership style played out in the role play. For those who wish, describe how they see themselves playing out their style. Talk about how to work with a team of varying styles. Participants relate content to what they have seen happen in UUCS committees.
10:30 – 10:45	Break		
10:45 – 12:00	Successes, Challenges, Opportunities	Mary Lou Keller	<ul style="list-style-type: none"> • Participants identify top leadership successes for 2016. Make this a visual activity (e.g., write on balloons and create a collection of success) • Round robin: what works for me & what doesn't work for me; apply content on leadership styles and skills
12:00 – 12:30	Looking Forward	Karen	<ul style="list-style-type: none"> • Distribute tip sheets related to the workshop content and UUCS support (leadership styles, communicating with different styles, mentoring, buddy systems). • Evaluate the program and gather suggestions for future sessions

UUCS Board & Committees 2017

★ Mgmt Team
<ul style="list-style-type: none"> Roger Fritts Roberta Druif

UU Board of Trustee		
Chair: Charles Lee <ul style="list-style-type: none"> Ward Pallotta John Yoder Diane Happy 	<ul style="list-style-type: none"> Nancy Thomas Mary Lou Keller Lynda Hill 	<ul style="list-style-type: none"> Bill Payton Ava Whaley Dale Anderson

★ Executive Committee	
<ul style="list-style-type: none"> Charles Lee Roger Fritts Bill Payton 	<ul style="list-style-type: none"> Ward Pallotta John Yoder Roberta Druif





Operations
★ Personnel <ul style="list-style-type: none"> Chair: Ward Pallotta Monthly Members 3
Building & Grounds <ul style="list-style-type: none"> Chair: Diane Happy Monthly 10+ attendees
Art Council <ul style="list-style-type: none"> Chair: Joan Boyce Monthly Attendees = 10-15
Multimedia Team <ul style="list-style-type: none"> Chair: Klaus Obermeit Monthly
Coordinators Pub Relations: Ava Whaley Garden Crew: Diane. Happy E.M. Garden: Diane Happy Campus Design: Judi Hennard Website Maint: C. Dente Library: Valerie Kerwin Archive: Dick Happy

Board Committees
Finance <ul style="list-style-type: none"> Chair: Bill Payton Monthly 12 members
★ Nominating <ul style="list-style-type: none"> Chair: Donna Allman Meet 5-6 X/ year 7 members
Stewardship <ul style="list-style-type: none"> Chair: Dale Anderson Meets 4th quarter 4-5 members?
Major Fundraising
Serendipity Auction <ul style="list-style-type: none"> Chair: Anne McFarlane Weekly in 4th quarter Members =
Flea Market <ul style="list-style-type: none"> Chair: Joan Bennett TBD Members = Varies

Advocacy
Interweave (#1) <ul style="list-style-type: none"> Chair: Wilda Meier Monthly Attendees = 10-12
Social Justice (#2,5,6) <ul style="list-style-type: none"> Chair: Ward Pallotta Monthly 10-12 attendees
Free Thinkers (#4) <ul style="list-style-type: none"> Chair: Carole Martin Meet as needed Members = 7
Climate Justice (#7) <ul style="list-style-type: none"> Chair: Diane Cirksena Monthly Members = TBD

Sunday Services
Worship <ul style="list-style-type: none"> Chair: Klaus Obermeit Monthly Members = 6
Forum (#4) <ul style="list-style-type: none"> Chair: Fred Sirasky Monthly Members = 8
Religious Education <ul style="list-style-type: none"> Chair: Muriel Redifer Monthly Members?
Lakewood Ranch <ul style="list-style-type: none"> Chair: John Yoder Monthly (not summer) Members: 5-6?
Coordinators Hospitality: June Brasgalla Choir: Robert Lischetti Guest Music: Don DeMaio Ushers: Bill Geller Potluck: Tom/ Kathy Cook

Member Services
Membership <ul style="list-style-type: none"> Chair: Lois Lee Alternate months 15-25 attendees
Chalice Groups (#3) <ul style="list-style-type: none"> Chair: Kim Roden Monthly Members
Adult Programs <ul style="list-style-type: none"> Chair: D.Dowdle / N. Saum
Caring <ul style="list-style-type: none"> Chair: Dee Widder Monthly Members =
Coordinators Memorial Svs: D. Happy GT Dinners: John Brackett Partner C: M.F. Raynault See Sarasota: L. Lee/ K. Cook UU Service: Susan Hallock Bed-Breakfast: Ron Brown

-  = Committee members selected and appointed by Board
-  = Committees welcoming member attendance and participation
-  = Committee meeting attendance by invitation only
-  = Governing body elected by the Congregation at the Annual Meeting