

## Minutes, UUFLG Board of Trustees Meeting, Apr. 21, 2016

This meeting of the UUFLG Board of Trustees was called to order at 7:05 p.m. at UUFLG.

### Trustees Present:

Jim Beebe (president)  
Lynn Golbetz (interim vice president)  
Ann Campbell (treasurer)  
Edy Young (member at large)

### Finance

Ann presented the proposed budget for 2016/17. The board discussed the budget and voted to approve it for presentation to the congregation at the annual meeting on May 15.

### Governance

Lynn reported that the Nominating Committee has a complete slate of officers and Nominating Committee members to propose for election at the business meeting. She will post the slate at the Fellowship and forward it to Lance for circulation in the Weekly Update. Lynn will also prepare the documents needed for the business meeting; Ann will print and mail them.

Some confusion remains as to the nature of the Announcements and Discussion email lists. It was proposed that the Membership Committee prune these lists and possibly rename them. This will go into the Someday/Maybe file.

Ann presented the following statement of inclusion / nondiscrimination policy proposed by the Welcoming Congregation Committee:

#### *Statement of Inclusion*

*As a Welcoming Congregation, the Unitarian Universalist Fellowship of Los Gatos invites everyone into our community, without regard to race, gender, age, color, national origin, ethnic background, socioeconomic status, marital status, disability, sexual orientation, or gender identity.*

The board approved this statement as the nondiscrimination policy required by our bylaws. Lynn will notify Lance to add it to our website; Jim suggests also including it in the order of service.

### Employment

Ann presented a draft job description for a part-time office manager. The budget allocates \$6,000 for this position at \$20/hr, 6 hrs/week, 50 weeks/yr. The board approved the description. It is based on the following assumptions:

- Donna Brewer continues as volunteer rental coordinator
- Lance Jacobson continues doing website updates
- The Membership Committee manages the membership database
- Someone other than the admin (TBD) purchases kitchen and restroom supplies

Ann will arrange with Lance to post the job and schedule interviews.

Jim will coordinate with Albert and Ellen to develop a job description for a gardener; he will talk with them on Saturday. A clear job description is needed so we can evaluate performance. Buildings & Grounds will also determine how many hours we require.

Edy suggests that we look at our policy on evaluation and termination of contractors, not just employees. She is concerned about our decision last month to terminate the gardening service without first providing an evaluation/warning/opportunity to improve.

## **Minister**

The board had previously decided to move in the direction of discussing and exploring the ordination of Rev. Fa Jun, so we need to start the discussion within the fellowship, which will ultimately lead to a vote. Ordination would require strong agreement by all fellowship members. Edy reported that some members expect to hear about the situation regarding the ordination at the business meeting, including what it means for a minister to be "in fellowship" with the UUMA. It was decided to present this as an informational item at the business meeting; Ann will take the lead in drafting language for a handout. There will then be a follow-up town hall meeting on this topic, possibly the first Sunday in June.

Ann recommends that Rev. Fa Jun attend the Russell Lockwood Leadership School in July. He has a budget of \$1,000 for professional development. The board agreed this sounded like a good opportunity.

## **Sunday Services**

Edy noted that the "offerings of service" to be acknowledged on Sundays should be concrete services to the Fellowship, not simply acts of friendship. Lynn will pass this on to the Sunday Services Committee and Edy will discuss it with Katie Rall. However, this is really a job for the Membership Committee, once it gets going.

## **Communication**

The board discussed the importance of respectful communication at our meetings. Edy would like Rev. Fa Jun to give a workshop (or lead a retreat) for UUFLG leadership on effective communication. She also suggests having specific roles within the board: a parliamentarian, someone who focuses on keeping the conversation at the board level, and a facilitator who identifies obstructionism and furthers progress.

## **Safe Congregation**

An issue has recently arisen that indicates a need for greater clarification of our "safe congregation" policy and process and makes clear who is responsible for its implementation. The board agreed that greater clarity is needed. Jim will discuss the specific incidents with Rev. Fa Jun.

The meeting was adjourned at 8:53 p.m.

The next meeting of the board will be held at 7:00 on Thursday, May 19, at UUFLG.

Respectfully submitted,  
Lynn Golbetz (Acting Secretary)

## **Motions Approved**

The board voted to approve the budget for fiscal year 2016/17, as presented by Ann, and to present it to the congregation for approval at the annual business meeting.

The board approved the following statement of inclusion/nondiscrimination policy proposed by the Welcoming Congregation Committee:

*As a Welcoming Congregation, the Unitarian Universalist Fellowship of Los Gatos invites everyone into our community, without regard to race, gender, age, color, national origin, ethnic background, socioeconomic status, marital status, disability, sexual orientation or gender identity.*

The board approved the part-time office manager job description proposed by Ann (attached).

## **Action Items**

- Ann:    Print and mail documents for business meeting  
        Draft handout on ordination for business meeting  
        Arrange with Lance to post admin job description and schedule interviews
- Jim:    With Albert and Ellen, develop job description for gardener and determine number of hours needed  
        Discuss safe congregation issues with Rev. Fa Jun
- Lynn:   Post slate and prepare documents for business meeting  
        Notify Lance to add nondiscrimination policy to UUFLG website  
        Notify Sunday Services of intended nature of "offers of service"

## **Someday/Maybe**

Membership: prune email lists and perhaps rename

Board: Consider allocating roles as suggested by Edy: parliamentarian, someone who focuses on keeping conversation at board level, and facilitator to identify obstructionism and ensure progress

**Part-Time Office Manager – 6 Hours/Week  
Unitarian Universalist Fellowship of Los Gatos**

**Position Description**

- Handle and distribute communications coming into the Fellowship including mail, email and voicemail.
- Create the Weekly Update from information on the calendar and input from the congregation. Broadcast the Weekly Update via email.
- Create the weekly Order of Service with input from the Sunday Services committee and the minister.
- Schedule printing of the Weekly Update, Order of Service and monthly Newsletter.
- Manage the calendar for building usage in coordination with the Rental manager.
- Order and track office supplies.

**Required Computer and Interpersonal Skills**

1. Prior office experience; working in church or nonprofit organizations a plus
2. Proficient computer skills, proficient with Apple computers
3. Adept at setting priorities and working independently
4. Demonstrated organizational, problem-solving, and follow-through skills
5. Maintain a positive attitude, be responsive and flexible, and meet deadlines
6. Excellent written and verbal communication skills
7. Ability to create clear, grammatically correct, and engaging communication pieces

**Hours:** 6 hours per week