

Channing Memorial Church
2010-2011 Governing Board Meeting Minutes
Parish Hall; Feb. 17th, 2010

Present: Jim Freess (President), Sue VanDerhoof (Vice President), Al Benson (Clerk), Russ Milham (Treasurer), Dave Banister (Fin. Comm.), Chris Laudon (Property Co-Chair), Mary Benson (Fellowship Comm.), Sarah Mermin (Trustee), Sally Hanchett (Program Comm. Chair), Rev. John Nichols (Interim Minister), Barbara Nowicki (Membership Comm.), Robert Thorson (Trustee), Mohini Yalanis (R.E. Co-chair), and David Pedrick (Property Co-chair).

Guests: Richard Webb (Endowment Committee).

Staff: None.

Process Observer: Robert Thorson.

Approval of Minutes: January 2011 Minutes approved.

Minister's report: Will present an award tomorrow to a young man courtesy of the Margit Baum Foundation. See same item the Program Report at the end of these minutes.

President's Report: Budgeting minister's salary when a new one is selected; this cost must be reflected in out year church budgets. Volunteers for search committee for finding new minister; item will appear in next Catalyst. Think about candidates for the search committee (7 needed). Volunteers must be selected by March 17th. They have to set up a web site describing minister's responsibilities, etc., a site that can be used by prospective candidates.

Nominating committee: Deb Wyman and Nicole Robinson are only two members on this committee. Please give names for two more candidates to Jim or Sue. Board must find two other members of this committee. David says new nomination committee members should be prepared to find their replacements.

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Vice President's Report: Pledge theme is pot of gold at the end of the rainbow. Leadership dinner set for March 12th for all who pledge over \$2K plus all who help out with the pledge drive. March 20th is the date for Celebration Sunday.

Endowment Committee Report: Mr. Richard Webb (Endowment Chair for 3 yrs): This committee has not met for most of last year. His report is his own opinion. Mr. Webb was Finance Chair as well. He thinks he can complete his term through this year's annual meeting (he is being treated for esophageal cancer). This committee must accept a lot of responsibility and get the best return on funds invested. Balanced fund, Vanguard. Earned more than 15% in both funds (Endowment and Margit Baum). Both M. Baum and the Endowment funds beat the S&P averages. Endowment fund balance: \$240,556; M.B. fund balance: \$196, 280. Endowment fund purpose: support operating fund. In the current year \$10,000 from the endowment fund was used to support operating fund. Money going into operating fund is used for things like new boilers. Endowment Fund also supports capital (property) expenses. Things like the \$31K needed for repairing the sanctuary leaks. Only have 5% reserve fund for steeple capital fund. Could have much larger shortfall in Steeple capital fund, and endowment fund will be needed to cover this shortfall. 3rd role for the endowment fund is for emergencies. Have borrowed from M.B. fund in the past for emergencies, but this borrowing must be paid back. We should be very proud of our finance committee. Mr. Webb maintains that this committee needs total autonomy with regard to its investment decisions. The committee does consider that its investments must reflect socially responsible investing.

By-laws Review Team is looking at how Endowment fund is managed. Mr. Webb sees no reason to change how the Endowment Committee functions. Endowment chair makes the endowment investments. Three investment tactics—mutual funds, passive funds, and cash funds. They need to have flexibility to be nimble in making these investments, and they don't want anyone looking over their shoulder. They don't need anyone directing

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how they make their investments. Please don't make any changes in existing by-laws with regards to the endowment committee.

Treasurer's Report: Profit and loss statement sent out by Russ. Taken in \$90K in pledges so far. Assumed \$156K by June 30th, 2011; pledge payments on track.

Program Report: Speaker from War College next week, Feb. 22 Eleanor's guest. 24th of Feb.--Irish music show. MERI write your representatives. Basket of valentines delivered to Paiva-Weed, asking her to support marriage equality. **See Program Report at the end of these minutes.**

By-laws Report:

- Financial Organization & 2006 Safeguards (see Dave's email on this subject): These changes will be merged into the draft 2 version of the by-laws. Finance Committee chairman is now one of the four members-at-large.
- Org. chart: Finance Committee Chair is back on the board. **Motion enacted—
increase governing board to 10 members with 4 members at large. One nay
(Thorson); all the rest yeas.**
- Investment practices: The folks who do the investing want complete authority to invest endowment funds independent of direction from the board. They are UU's and the congregation must trust them to make investment decisions in accordance with the churches mission, vision and values. Leave existing endowment by-laws as they are.
- Purpose: leave as is or include historical statement. Delete word "liberal" and "shall be." Items in the warrant to describe pieces of the by-laws that will not be covered by these by-law revisions. Our purpose is to explain what we are doing with these new by-laws. Delay SRI and exact "purpose" definitions.
- Youth membership: discussion on any changes will require further discussion by the whole congregation.

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Other comments: Sue: vice president's job description just to ensure that annual fund drive is conducted. Sarah: Add statement that trustees/officers have duty to hire staff (David will do that).

- Rationale/Background statement: David will write up Draft 3 of the by-laws by Thursday of next week.
- Schedule: March 6th conflict with UUA rep visit. Cast in stone for March 17th board meeting. ***March 6th prior to the Service—present by-laws to the congregation.***

R.E. Report: Consensus is that everything is OK.

Personnel Committee: Need \$5-10K to fully fund staff. Sarah is chairing this committee and coming up with policies for how this committee will operate. **See Personnel Committee report at the end of these minutes.**

Property Committee: Need to do to repair leaks in sanctuary--\$31,425. Gnazzo is the contractor. Need a motion to go ahead with repairing these leaks and congregation approval to use Endowment funds for this cost. **Motion enacted to go ahead with project to fix S.E. corner of the church to stop leaks using Gnazzo and go to congregation to use this money for this purpose in April.** Motion carried all yeas.

The property committee will supply the Secretary with a list of projects that can be executed by Channing volunteers. Russ Milham, Al Benson and Jim Freess have all volunteered to tackle some of these property projects.

Membership Report: UU101 starting soon. List of new members needed.

Finance Report: **See the outyear (2011-2012) budget in the pdf file accompanying these minutes.** Committee met Monday. We propose that the \$31,xxx repair cost as

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estimated for Sanctuary outer wall, chimney etc. repair be taken from the Endowment Fund as it relates to the \$100,000 board approval for Steeple Related funding which was not as of yet used. The finance committee voted unanimously to approve this and will be recommended to the board for a vote.

The initial Budget draft version #5 is attached in PDF format. It does not include any salary increases right now which have not yet been officially requested. It assumes a 10% pledge increase. I also propose we take any ministerial search related expenses from the Endowment fund on an as needed basis this coming year, which we estimate at \$6,000 roughly. This should not be an operating budget item due to the extraordinary nature.

We also do not agree with incorporating any specific Social Investing related wording into the Investment policy of the church. We think this requires much more thought and dialogue, and also that the Prudent Man rule does apply, and we have 3 people elected to serve that represent Channing as it is.

Coles stressed that Finance Chair should be on the Board as a voting member as a check and balance against having the Treasurer be the sole reporting person on the board for financial affairs. This became a problem in 2005-06 as you all will recall with our former Treasurer. We all agreed and David is making those changes.

We will contact some people who seem to be behind in their pledges for the capital campaign and try to assess where we are at. Bill Hawkins will spearhead.

Do we need an annual fund raising project? The auction is only done once every 18 months. In a related effort Chris Yalanis is forming a grant writing committee. He has indicated that he needs input from the board members on areas/projects that might be funded with grants. These suggestions should be wide open, that is, they can include

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capital projects like the steeple project or even operating projects that support the homeless or Green Congregation projects including energy conservation and/or energy efficiency upgrades. So put your thinking caps on and submit your suggestions to either Chris or Al Benson.

New Business: A potluck meal before the service or after. Dave—before church. Pick a week during the Sept. 19th scheduling meeting.

Warrant in April catalyst. 8 days before congregation meeting to approve the by-laws.

Renewing John's contract. John wants to stay. He comes down 3 times a week and works out of his home one day a week. John wants feedback. Ask John to fill slot for local church columns in the Newport Daily News. **Motion enacted: Renew John's contract for another year. All yeas.**

Adjourned: 9:20 pm.

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Program Update February 2011

Worship (Pat Fairchild)

Continue to work hard developing services with John and lay leaders

Small Group (Bill Peresta)

The Second semester up and running. Weds night groups delayed due to snow and running 1 session behind.

Interweave (Evan Gallo/Pam Goff)

Potluck with movie well attended Jan 29 in parish hall

-Safe Zone Workshop Saturday Feb 19th developed by Evan Gallo of Salve Regina University. The purpose of Safe Zone is to create a network of allies for the LGBTQ people of your community, and by doing so making the broader society a safer and more supportive place. The Safe Zone Project provides sympathetic and accepting members of the community who are willing to create a safe climate for all, where support and understanding are key and where bigotry and discrimination are not tolerated. The project helps to identify allies within the local community, regardless of sexual orientation or gender identity, through the creation of a visible agenda intended to foster a permanently positive environment for all.

Rhode Island Marriage Equality bill under current review. Rally at State house and many members attended February 9th. Poster workshop at library prior to event. Cards and letters prepared and encouraging people to send legislators, cards made by kids in RE in support for pending legislation and during coffee hour

Meeting this week following church. In attendance will be new contact w/MERI, Kim Bright. Meeting February 20th at 11:30 in the LP. They are looking to plan a rally for the 27th at Channing.

Green Congregation☺(Beth Milham)

Feb 19th potluck with organic/local/vegetarian foods and speaker from local Simmons farm discussing CSA in collaboration with hunger nutrition focus group. During the potluck participants will learn from local farmers about the importance of Community Supported Agriculture and Farmer's Markets

Micah Dantice, who organized dinner, is leaving the area Feb 24th and will be missed.

Neighborhood Energy Challenge wrap up party in Feb with Senator Whitehouse as keynote speaker. Top prizes and Team prizes all taken by members of Channing.

Question raised that language in proposed board redesign has implications to the planned submission as designation as a Green Congregation.

Margit Baum

A small scholarship is provided to a minority student at Rogers high school recognized at Black History assembly Friday Feb 18th. Program in collaboration with Community Baptist church is celebrating its 40th anniversary. Committee hopes to look at developing/identifying additional scholarship program.

Social Action Committee:

NEW: Speaker from War college Feb 22nd discussing situation in Egypt at 7:00 in the parish hall.

-Completed report regarding strategic plan goals.

Upcoming service being planned for Palm Sunday

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Faith in Action with RE: Libby to speak to the kids about our soup kitchen and kids will prepare apple pie for our guests Feb 20th

Share the plate:

JAN collection 1-23-11 to UUSC. A congregation that donates \$1.00 per member to UUSC is designated a James Luther Adams honor congregation. Channing has made this donation on behalf of Channing in prior years. We collected over \$300.00 for UUSC

FEB 27 Money collected will be used to purchase food for the pantry at Martin Luther King Center

March 27 Maher Center

Hunger Nutrition focus group

Kick off event at Parkholm Senior center for community garden February 16th. Working with URI Master Gardeners who assist with providing plants, expertise and educational workshops. Next get together will be 3rd Weds in March. Hoping to offer cooking ideas as well as gardening training and plans to provide vegetables to elders and through food pantry at Florence Gray

Potluck Feb 19th with Green Cong

Nutrition/cooking/budgeting program (Barb Baum) starting at Child and Family for families at Winslow place, transitional homeless program

Housing Focus Group:

Next Community homeless forum Feb 23rd. We sent letter inviting all congregations in the area to attend meeting and consider financial support of this new initiative or towards emergency housing costs. Program agencies will provide updates. Channing worked to assist in gathering donated furnishings for four apartments.

New Channing member hopes to coordinate a movie night with free will offering

Socially Responsible investing:

Focus group has asked the committee considering bylaw revision/board to consider language from vision statement as applicable to Socially responsible investing choices for bylaw change. Alternate language suggested by committee. Will issue be addressed later this year in with discussion forums with the congregation?

Suggested changes to bylaws submitted by Channing Memorial Church's Socially Responsible Investing focus group Jan 18, 2011

(Changes are all additions to current wording and are underlined)

Article IV - Officers, Permanent Committees, Governing Board and Nominating Committee

2. d. Finance Committee. The Finance Committee shall provide for oversight of the financial affairs of the Church, prepare and present the annual budget and a five year financial plan to both the Governing Board and the Annual Meeting, recommend investment and financial policies to the Governing Board which are compatible with social responsibility and the commitment of Channing Memorial Church to be a catalyst for peace, justice and respect for all peoples and our planet; annually check the Church's credit rating; and conduct periodic audits of all Church accounts and monies.

Article X- Endowment Fund

2. Investment. the Endowment Fund shall be invested for conservative growth by a three member Endowment Fund Committee, with a view toward socially responsible investing, and in a

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manner that is consistent with the vision statement of Channing Memorial Church, which commits the church to being a catalyst for peace, justice and respect for all peoples and our planet.

Article XI-- Financial Procedures

2. Investment policies. Following consideration of recommendations of the Finance Committee, which shall be mindful of the Church's vision statement in making these recommendations, the Governing Board shall adopt and annually review a comprehensive investment policy for all Church funds.

Personnel Committee Report:

Memo to: Channing Memorial Church Board of Trustees

From: Personnel Committee

Re: Report on Progress

Date: February 16, 2011

The Committee has met twice since January. Reverend Nichols joined us for our second meeting. Our first priority is making salary recommendations to the Board for this year's budget. We requested job descriptions from all staff. We received one request for an increase in hours from the administrator and two requests for salary increases- one from the Music Director and one from the RE Director. We have contacted the compensation consultant for our district of the UUA to get more clarity about the salary recommendations that they make for each position. We have passed along preliminary figures to the Finance committee, but aren't quite ready to make our case for why we should use the UUA guidelines for salary rates and why we support additional hours for the administrator. We will be in contact with the finance committee within the next couple of weeks.

Other goals for this year are: 1) all employees have a job description that is reviewed by the relevant committee chair as well as a signed contract. 2) all employees have a staff evaluation in March or April and 3) organize employment related materials and 4) begin a review of the personnel manual.