

**UUCSV Council on Committees (CoC)**

Wednesday, October 9, 2013

6:30 p.m. – 8 p.m.

Joe Schad, UUCSV Board Vice-President, presiding

Joe began the meeting with a brief “check in” by attendees.

Attendees were Joe Schad, Dick Dugan, Owen Lowe, Ann Cross, Teri Merrill, Katie Mack, Norma Riley, John Elrick, Tammy Bjelland, Robert Hurt, Ken Goodwin, Mark Lore, Paul Britner, Willy Hayes, Zelda Zadnik, Marilyn Dugan, Chris Lingle, and Judy Miller.

The September meeting’s minutes were approved as corrected by a comment by Zelda.

Absent Committees: Worship, Concert, Memorial Gardens, Green Sanctuary, Socials and Sharing Suppers, and Committee on Ministry

Absent Board Members: Liz England and Mary Dale Jackson

**UUCSV Board of Directors**

**UUCSV President of the Board – Katie Mack**

The next Board meeting will be Wednesday, October 16, at 6:30 p.m. in the sanctuary. Katie distributed a list of contact people for actions on the Board’s goals this year. She stated that the Board will be asking for help for various parts of these efforts. Reminder - If you wish to speak at any Board meeting, please notify Katie by the Saturday before the meeting.

**UUCSV Board Vice-President – Joe Schad**

Joe will email committees and taskforces about the fiscal year (FY) 2018-2019 Five-year Strategic. Information will also be available about the plan in future announcements and newsletters.

In the absence of UUCSV Treasurer Bob Gettings, Joe led a discussion about the latest draft-financial documents for Accepting and Acknowledging Operating Fund Gifts and Donations. He will email Bob with additional comments and suggestions for the documents.

Joe reminded attendees that the Board has asked that committee charters and policies be revised and updated. He will email Guidance for Designing Committee Charters, UUCSV Committee Charter documents, and the draft Yard Sale Charter to CoC members. He will also ask fundraising task forces to establish a charter and policy. The Board is also reviewing our constitution and bylaws and will revise and update them for approval by members at the June 2014 annual meeting. These updates will ease the transition when new chairmen and task force leaders are announced. Two committees, Communication and Social, have no charter or policy.

The time line for completion of these requests is:

- January 15, 2014, for updated and new charters
- May 1, 2014, for updated and new policies

Contact board liaisons or Joe Schad at 540.465.1573 for assistance in these documents.

Joe will not be available for next year's yard sale. He suggested that fundraising task forces (auction, yard sale and bazaar) be assigned to a standing committee, e.g. Finance or Stewardship etc. A discussion followed his suggestion and it was mentioned that it might be an extra burden on members. John Elrick volunteered to talk to his Rotary Club about how they handle fundraisers and he will report his findings at the November CoC meeting.

### **UUCSV Treasurer – Robert Gettings (absent)**

#### **Board Member - Owen Lowe**

Owen will update the Five Year Strategic Plan with assistance from Ron Cox, who worked on the FY 2014-2015 strategic plan. Their goal is to have it completed for congregational approval at the June 2014 annual meeting. Our current plan addresses our congregation's needs through 2015. The new plan will update portions that still apply and look to our future needs thru fiscal year (FY) 2018-2019.

Chartered committees and taskforces are asked to brainstorm at their next meeting and answer the question, "what" would you like our congregation to achieve by FY 2018-2019. Owen asked that responses be short bullet statements addressing this goal. Initial ideas should express committee or taskforce's dreams, thoughts, and goals for our church. Responses should be emailed to Owen by November 6. He will consolidate the goals for the November 13 CoC meeting and prepare a timeline for completing the strategic plan. "Why" and "how" will be addressed at a later date. (The FY 2008-2009 strategic plan is attached for everyone's review and to aid in preparing responses.)

#### **Minister's Report**

##### **Paul Britner**

On Saturday, October 19, our team of 29 adults and 2 youth will participate in the Blue Ridge Hospice 5K race. UUCSV logo t-shirts will be worn by many to aid in increasing our visible presence as a liberal religious congregation in the Shenandoah Valley. T-shirts are \$15. UUCSV advance registration is closed, but registration at the event will be accepted.

The Concert Committee has planned a special concert to benefit Response, Inc., a Shenandoah County community organization, on October 26. Donations will be accepted. Response, Inc. is dedicated to preventing and helping people overcome the problems of sexual and domestic violence and other forms of abuse through outreach, advocacy and supportive services. Guest musician Len"Mahbood"Seligman, interfaith singer, will be featured. During Sunday services on October 13 and October 20 Paul will play Seligman's songs. A check for over \$1100 was given to Hospice. Susan Pardue and Warren Golightly were instrumental in organizing the UUCSV team. Many others assisted them in the planning.

Paul announced that Marianna Mihai-Zoeter, UUCSV Music Director, with assistance from Cory Ness, Director of Religious Education (RE), will direct a holiday pageant with the children and choir on December 21. There will also be a potluck and hymn sing.

### **Committee and Taskforce Reports**

#### **Social Action and Justice Committee –Tammy Bjelland**

The committee will meet this Sunday, October 13, about the Share-the-Plate program. Congregants may nominate organizations for the program. Tammy and John Elrick, Communications chairman, will discuss the most effective way to inform the congregation about the program and to increase interest in Share-the-Plate.

#### **Building and Personnel Committees – Robert Hurt**

Robert informed the attendees that building keys are in a locked box and access will be limited to the box. He also stated that there is an off-site storage shed, which is not climate controlled, for important papers and other things. The Building work day is Saturday, October 12, and Robert encouraged the group to come and help.

#### **Membership Committee – Marilyn Dugan**

Marilyn reported the new procedures for membership and distributed copies of the revised form to attendees. Zelda disagreed with wording and procedure. From a newcomer or prospective member's view, she questioned why the Path to Membership forms should be placed in the Bookkeeper's UUCSV mailbox. Robert Hurt suggested that he could put a mailbox on the wall near the Newcomers/Membership table for the completed forms. A discussion ensued but no resolution was decided.

#### **Communications Committee – John Elrick**

John updated the group on the committee's progress. A contest for naming the quarterly publication will be announced in the near future and submissions for the publication will be solicited. The committee is looking at church management software and by March 2014 will consolidate the website for easier access.

#### **Newcomers and Nominating Committees–Zelda Zadnik**

Zelda stated that another showing of "Repelling Fewer Visitors," was sponsored by the Newcomers Committee and was held on October 6 at Liz England's home. Nancy Forest is now a member of the committee. The Nominating Committee has surveyed former board members and is waiting for one survey to be submitted. Follow up action will be determined at a future Nominating Committee meeting.

#### **Religious Education Committee – Chris Lingle**

Chris reported that the committee is working on safety for RE.

**Lifespan Faith Development (LFD) – Ken Goodwin**

Ken stated that the Jefferson Bible workshops were very successful and that 20 people attended the two sessions in September. He encouraged CoC members to attend the End of Life Planning on October 10 and Paul's series on UU history. The first session was very successful and the series will continue on November 6 and December 4.

**Finance Committee – Teri Merrill and Willy Hayes**

The Finance Committee needs additional members. The co-chairmen have requested assistance in the budget process from anyone who has volunteered on the committee before or has expertise in budgets. A draft model budget development schedule was distributed.

**Grounds and Endowment Fund Committees – Judy Miller**

Judy reminded CoC attendees that the Fall Grounds Cleanup will be held on October 12. The Endowment Fund Committee (EFC) decided to name the EF Grants in honor of Doug Adams, who bequeathed a large sum of money which made grants possible. Arrangements are now being made with the Board and Treasurer to make money available for the grants authorized by the Board this year. EFC is updating our grant process for next year. No major changes are planned.

**Former Convener of the Covenant of Right Relations (CORR) Task Force - Norma Riley**

A discussion evolved about the suggestions gleaned from CORR responses. The CoC decided that the Committee on Ministry would be responsible for taking the suggestion list and making the final product of a Conflict Resolution document. Joe will ask the Council on Ministry to evaluate the CORR suggestions and make recommendations for training and for development of Conflict Resolution practice/policy/group etc. The council on ministry will bring their recommendations back to the COC.

**Scheduled UUSCV 2013 Events:**

- End of Life Planning, October 10
- ~~Grounds Workday, October 12~~ Cancelled due to inclement weather.
- Building Workday, October 12
- Oktoberfest, October 12
- Auction Informational Meeting, October 13
- Social Action and Justice Meeting, October 13
- Green Sanctuary Meeting, October 13
- UUSCV Board Meeting, October 16
- 5K Run to Benefit Blue Ridge Hospice, October 19
- Rescheduled Grounds Workday, October 26
- Concert to Benefit Shenandoah County Response, October 26
- Paul's Series on UU History, November 6

- 5-year Strategic Plan Ideas to Owen Lowe, November 6 (See Owen's comments above for further info.)
- Magic Lantern Theatre presents "Matewan," November 9
- Council on Committees, November 13
- ARC, November 15
- Thanksgiving Feast, November 28
- Paul's Series on UU History, December 4
- Holiday Bazaar, December 7
- Holiday Decorating, December 14
- Holiday Pageant, Potluck, and Hymn Sing, December 21

**Scheduled UUCSV 2014 Events:**

- Updated and New Committee and Task Force Charters Due, January 15
- Auction, April 12
- Grounds Workday, April 26
- Updated and New Committee and Task Force Policies Due, May 1

Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Judy V. Miller