

**Church of the Larger Fellowship
Board of Directors
Teleconference
February 1, 2007**

MINUTES

Present: John Lees, John Crestwell, Lois Reborne, Alicia Forsey, Abhi, Janamanchi, Lynda Bluestein, Fred Wooden, Maureen Killoran, Frank Wells, Lucia Santini Field, Denny Davidoff

Not present: Tad Crawford

Staff: Jane Rzepka, Lorraine Dennis, Lisa Kielt (fundraising consultant), Barb Greve (ministerial intern), Kelly Weisman Asprooth-Jackson (ministerial intern)

Opening Words – Fred Wooden, from Mr. Rogers

I. New Board member

Motion: to appoint John Crestwell to fill Ken Gross unfinished term on the board (Lees/Janamanchi). Passes unanimously.

II. Senior Minister's Report – Jane

Jane read some comments from the CLF-L email list posted by CLF members. She also announced that Dan Kane, from the Starr King School for the Ministry, will be the ministerial intern for 2007-2008. Jane also spoke about the CLF online classes, highlighting a new pair of courses being taught by District Exec, Kenn Hurto, on church and family systems. Online courses have been quite successful, with many qualified teachers stepping up to teach for our nominal fee. Maureen spoke of her experience teaching an online course twice and said that it was a good experience and she would happily do it again in the spring.

III. Executive Director's Report – Lorraine

Lorraine introduced Lisa Kielt, CLF's new development consultant. Lisa will be working 20 hours per week to improve our annual fundraising, research and create opportunities for major gifts, and to create a planned giving program for the CLF.

Lorraine presented a proposal to purchase, with funds from investments, jewelry and printed materials inventory to increase our margins on jewelry, order of service covers, and notecards sales. She has a quote from Quality Graphics for \$14,000, which will bring our cost for order of service covers down to \$6.00 per 100 from \$15.00 per 100. For notecards, our cost for the large quantity is \$1.04 per pkg of 10 cards, down from \$4.50.

The jewelry estimate is less clear because the staff needs to decide which items they want to carry and they want to attempt to negotiate with Kathy Rogers for some of her remaining inventory. After discussion, it was decided to table the jewelry discussion until the March board meeting to allow the staff time to research costs and comparisons. There will be a discussion at the March meeting about the feasibility of continuing to sell jewelry.

IV. Nominating Committee – Lynda

Lynda reported that the Nominating Committee has two slots left to fill. They have recruited a young adult, but also need someone who can take the Treasurer’s slot being vacated by John Lees, and one more board member. John Crestwell has filled the slot vacated by Ken Gross.

V. Board and Staff Covenant – Maureen

After some discussion, the Board and Staff Covenant was adopted. It will be added to the minutes as follows.

CHURCH OF THE LARGER FELLOWSHIP BOARD COVENANTS & BOARD & STAFF COMMITMENTS AND AGREEMENTS

The concept of covenant refers to our working together in mutual companionship, love and support.

The BOARD covenants with one another to:

- Commit to staying in relationship during times of disagreement, communicating openly and honestly, listening to one another, working toward and honoring a common understanding and ultimately speaking with one voice;
- Attend and actively participate in scheduled Board meetings, and in the Board committee activities between meetings;
- Respond as promptly as possible to email and phone messages;
- Be responsible for performing the agreed-to tasks within the established time frame, reassigning tasks as needed to ensure their completion.

The BOARD commits to STAFF to:

- Provide strategic direction, policy guidance and reasonable work expectations.
- As appropriate, participate in the work of the congregation as volunteers accountable to the staff.

The BOARD commits to the CLF MEMBERSHIP to:

- Enter into active relationship by developing channels of two-way communication.
- Commit to the transparency of our proceedings.

The BOARD and STAFF agree to:

- Treat one another in a fair and respectful manner consistent with the principles of Unitarian Universalism.
- Cultivate an attitude of attentiveness, care, concern and understanding for one another.
- Uphold a vision of the CLF that transcends our individual perspectives.
- Stay in relationship, communicating openly and honestly, listening to one another, working toward and honoring a common understanding.

The CLF STAFF covenants with the CLF BOARD to:

- Support the goals of the Board.
- Ask the Board to share its expertise and lend support with particular requests as needed.

VI. CYF Report – Frank

Frank reported that CYF has a new facilitator, Kimberlee Tomszak. The CYF Steering Committee is working on their stewardship campaign. They have about \$6,000 in pledges on a \$10,000 goal. It is possible for CYF members to make arrangements to pay their pledges on the CYF website.

Frank and Denny will be working on the job description for the CLF Board Liaison to the CYF.

The Board decided to invite Laura Jones, the proposed CYF young adult board member, to the CLF Board's spring meeting at the CLF's expense.

Jane reported that there has been an ebb and flow with the CYF Steering Committee, as there is in any organization. Right now, the Steering Committee has great energy and is meeting often.

VII. First Freedom First request – Denny

First Freedom First, a program of the Interfaith Alliance, would like us to put a link to their website and a substantial amount of information on the CLF website. Since we don't have a logical place on the website to put his sort of organization/activity, the board decided to create a policy for this type of request. **Lois, Maureen, and Fred (chair) will work with the staff to create a recommendation for the spring meeting of the board.**

VIII. Investments Report – Lucia

Lucia reported that the WCRB distribution and the bequests we were expecting last fall have all come in. We are opening an account with Vanguard to put some of the bequest/sale money in to correct equity to fixed ratio in the portfolio.

Motion: To authorize and indemnify Jane Rzepka and Lorraine Dennis on the Vanguard account. (Lynda/Lucia) Passes unanimously.

IX. Finance Report

The staff projects the 2006 year-end deficit to be just under \$30,000. The primary problem for 2006 was in the Member Contributions line which, while the same as last year, was off budget by \$34,000. Jewelry fundraising revenue was also off budget.

Motion: To approve an expenditure of \$14,000 from investments to purchase order of service covers and notecards to replenish inventory and lower the cost of goods on these items. (Lynda/John) Passes unanimously.

X. Spring meeting - Denny

Denny reminded the Board that the spring meeting will begin on March 29, 2007 at 1:30 PM. The Board will work until about 9:30 that night and reconvene on Friday morning at 8:30AM. The meeting will end at 4:00PM on Friday, March 30, 2007. Board members should be able to travel on Thursday and Friday, though sub-committee meetings on Thursday morning may bring some Board members in on Wednesday.

Motion to adjourn (Lynda/John) Passes unanimously.