

**Church of the Larger Fellowship
Board of Directors Teleconference
February 24, 2005**

MINUTES

Present: John Lees, Harold Babcock, Tad Crawford, Lois Reborne, Denny Davidoff, Art Ungar, Terry Robinson, Ken Gross, Jane Rzepka, Lorraine Dennis, Linda Berez

Unable to be present: Brad Greeley, Laurel Amabile, Alicia Forsey

Regular meeting minutes by Lorraine Dennis/Tad Crawford.

Executive Session minutes by Tad Crawford.

Opening Words by David Bumbaugh, read by Denny, "A User's Guide to the Church"

I. October Board Meeting Minutes

Motion to approve (Tad/Art) Passed Unanimously.

There was a review of the action items from the minutes. **Lorraine will continue to highlight action steps within the minutes.**

Lorraine will post the Board of Directors Job Description on the CLF website.

II. Senior Minister's Report – Jane

- Jane informed the board that a ministerial intern has been hired for the 2005-2006 program year. His name is Paul Sprecher. He is from New Jersey and is presently employed as an IT person at the New York Stock Exchange. He has been attending seminary for seven years and will retire from his position in New York to complete his studies and become a UU minister.
- The UUA has made the decision to publish *UUWorld* magazine quarterly instead of bimonthly. This will mean that uu&me! will also be published on the same schedule. Jane is negotiating with Tom Stites, Editor in Chief, on the new price for creating uu&me!.
- We have received grants from the New York State Convention of Universalists for \$4,000 and from the Unitarian Sunday School Society for \$3,500. Both are intended for the RE Website.

- We were able to search our database for CLFers in the area of the world where the tsunami hit. Jane sent a broadcast email and read one of the warm responses to the board.

III. Administrator's Report – Lorraine

- Lorraine reported that Giovanna Spadaro has resigned from the staff. She has been replaced by Beth Murray, who is doing a great job. Iris Hardin continues as the Membership Administrator and will be taking on more responsibility. Susan Conrad will leave at the end of March since she is in search and ending her studies at Harvard. The good news is that neither Iris or Beth are students and can stay on the staff for the long term.
- Lorraine also told the board that we have arranged to have Linda Berez work for the CLF two hours per week next year to assist with technology needs. Linda will get the OK from the UUA Ministry and Professional Development Dept. to do this.

IV. Nominating Committee Report – Tad

- Tad reported for David Pohl, chair of the Nominating Committee, and referred to the written report in the packet. Frank Wells, of Clearwater, Florida, has been recruited to fill the unfinished portion of Charles Gaines' term. He is the Music Director at the Clearwater church, is on the CUUYAN Continental Steering Committee, is the YA observer at the UUA Board, and has been involved in the CYF negotiation this year. He will run for election for a three-year term in June, as will Denny, XXXXX, and Lynda Bluestein. Lynda has served on the UUA Board of Trustees, as a District President, is a member of the Westport Church and is on the GA Planning Committee. Linda Lu Burciaga is the recommended candidate for the open slot on the CLF Nominating Committee. Linda Lu is a well-known UU, has served on the GA Planning Committee, as well as many other leadership roles in the association. She lives in Phoenix, Arizona.

Motion to appoint Frank Wells to fill the vacancy on the Board of Directors created by the departure of Charles Gaines. (Tad/Art) Passed unanimously.

V. Finance Reports

Operating Report – John Lees

- We ended 2005 with a \$3,200 surplus. Many thanks to Brad Greeley for his work in fundraising. We not only achieved our budget for Member Contributions, we exceeded budget by \$2,000. Jewelry revenue was ahead for the year, as was the sale of notecards and order

of service covers. The UUA bookstore has been our best customer for notecards.

- John expects that we will see the rest of the distribution from the Otto estate this year. **Lorraine will call the estate administrator to see when they expect the distribution to occur.**
- **Lorraine will also distribute a report of the jewelry sales versus last year since we began using the shopping cart on the website.**
- Member contributions for January 2005 were about \$42,000, with \$22,000 of that prepaid pledges from 2004. **The staff will provide the full budget spread for the Spring meeting.**

Investment Report – Ken Gross

- The move of the equity portion of our investments (approx. (\$601,000) from US Trust to the UUA General Investment Fund was done in December. We will have our first statements from the UUA after the end of the first quarter. The fixed income portion (approx. \$470,000) is now in a money market account with Citizens Bank at 2.23%. We have an account with Treasury Direct and Ken will begin buying long-term Treasury notes with all but the money we plan to transfer to operations and the money we expect to spend on the strategic plan. He expects that the rate for the long term notes will be about 1% more than the money market.
- John Lees suggested that we hold in the money market: \$50,000 for 2005, \$50,000 for 2006, and \$50,000 for the strategic plan expenses.

VI. General Assembly – Denny

- General Assembly plans are outlined in the Executive Committee minutes from February 10, 2005. Denny asked is there were any questions about the plans. Hearing none, she asked who is planning to attend GA this year. Yes from Harold, Art, Frank, Tad, Denny, and Laurel. **We will ask Brad and Alicia if they plan to be there.**
- Denny reported that she and the staff have been working on new marketing materials for GA as well as a new brochure and a new home page design. The designed materials will be available at the April Board meeting.
- The Annual Meeting at GA will be added on to the CLF Worship, as we did last year. We still aren't quite sure how to handle this necessary meeting, considering that we get almost no one there. **The Board will talk more about it at the April meeting.**

VII. Church of the Younger Fellowship (CYF)

- **Motion** to adopt the Memorandum of Understanding with the Church of the Younger Fellowship. (Art/Tad)
There was much discussion about this new venture. Several Board members and the staff have been working with a group of young adults since October to create an online spiritual community by and for young adults. The young adults understand the need for an institutional connection to the movement and the CLF is the logical institution since we minister to isolated religious liberals. There were concerns about meeting some of players face-to-face in April and Denny assured the Board that Frank Wells will be at our meeting and that she has invited Erik David Carlson to attend as well. Lois found it very helpful to be part of the process of developing the MOU and the budget and encouraged the Board to take a leap of faith on this project. There is risk here, but Lois commends us for our willingness to take on the risk.

The UUA is very supportive. From Michael Tino, Young Adult/Campus Ministry Director to the UUA Board of Trustees to Kay Montgomery and Bill Sinkford, we have had strong support for the concept of a UU spiritual home for young adults.

In April, Jane and Denny have been invited to report to the UUA Board's Congregational Life Working Group.

Motion passes with one no vote.

VIII. CYF Budget

- **Motion** to adopt the 2005 CYF operating budget with startup expenses as presented in the packet. (Art/Frank)

Denny explained that we would use part of the Otto money to fund the start up expenses. There was some concern over the revenue expectation with 100 members at an average gift of \$50 each. Frank feels that \$50 should be low since he and others were able to raise \$7,800 in four days at ConCentric last summer. Many young adults have money to donate and they have a good understanding of stewardship. We will vote on the 2006 budget at the April Board meeting.

Passed unanimously.

IX. Executive Session –

EXECUTIVE SESSION MINUTES

At 3:40 pm Denny Davidoff moved that the Board go into Executive Session to review a personnel matter. Tad seconded. Voted unanimously. Jane was invited to remain. Lorraine and Linda departed.

EXECUTIVE SESSION

Present: Denny Davidoff, Harold Babcock, Tad Crawford, Ken Gross, John Lees, Lois Reborne, Terry Robinson, Art Ungar, Frank Wells and Jane Rzepka

Denny reported that the personnel matter concerned a change in Lorraine's title to Executive Director and so moved, having noted that this was the unanimous recommendation of the Executive Committee following a similar Executive Session held on February 10.

During the ensuing discussion Art spoke to the need for Lorraine's new job description to be reviewed within the context of Jane's responsibilities in order to resolve any potential overlaps. Denny noted that there is a growing understanding within the denomination of the need to recognize a) the executive level of the tasks performed by the senior church administrator (hence the change in Lorraine's job title) and b) the important differences that exist between the respective roles of the senior administrator, the Minister and the Board, particularly within large churches,.

It was agreed that there would be a fuller discussion of Lorraine's job description and these issues at the April meeting.

Motion: That Lorraine Dennis's title be changed to Executive Director to better reflect her actual duties. (Denny/Tad) Passed unanimously.

Executive Session and Meeting adjourned

Respectfully submitted,

Tad Crawford, Clerk

Meeting adjourned 3:55 PM.

Church of the Larger Fellowship
Board of Directors

Terms of Office
2004-2005

	Present Term Ends	Elected or Appointed	Six-years Ends
3-Year Term Ends 2006			
Harold Babcock	2006	2002-a	2008
W. Bradford Greeley	2006	2000	2006
Terry Robinson	2006	2000	2006
Tad Crawford	2006	2003-a	2009
3-Year Term Ends 2007			
Alicia McNary Forsey	2007	2000-a	2006
John R. Lees	2007	2001	2007
Lois Reborne	2007	2004	2010
Ken Gross	2007	2003-a	2009
3-Year Term Ends 2005			
Frank Wells	2005		
Laurel Amabile	2005	2001-a	2007
Art Ungar	2005	2002	2008
Denise Davidoff	2005	2001	2007
Treasurer, one year term			
John R. Lees	2005	2001	
Clerk, one year term			
Tad Crawford	2005	2004	
Nominating Committee, 3-Year Term			
Harold Babcock	2007	2004	
Carol Orts	2006	2003	
Linda Lu Burciaga	2005	2002	

Slate for election in June 2005:

Board of Directors:

Frank Wells
Laurel Amabile
Linda Bluestein
Denise Davidoff

Treasurer:
John Lees

Clerk:
Tad Crawford

Nominating Committee:

Linda Lu Burciaga

Memorandum of Understanding between CLF Board and CYF Leaders March 2005 through December 2006

CYF/CLF mutual vision

Together we will build an interdependent working community characterized by mutual support, respect, and action towards our common goal of a self directed ministry to isolated religious liberal young people, offering a spiritual home within the Unitarian Universalist movement.

CYF statement of purpose

We will build and foster the Church of the Younger Fellowship, a virtual intentional faith community guided by Unitarian Universalist principles. The CYF mission is to meet the spiritual and social needs of the larger young adult movement and to ensure accountability and representation of its members.

CLF Board statement of purpose

We intend to support young adult Unitarian Universalists in forming a virtual intentional community that helps meet their spiritual and social needs, and serves as a connection to the UU movement as a whole.

In 2005-2006, CYF Leaders agree to:

- honor the opportunities and restrictions of the CLF bylaws
- work through a CYF/CLF task force to develop the relationship structure
- work with CLF Executive Director to set up system for financial accountability
- form an interim Steering Committee and elect officers
- develop and maintain an initial website home
- develop the necessary policies and practices for operations, including risk management and safety
- promote and support CYF membership
- prepare quarterly budget and progress reports (June, September, December, and March of each year)
- maintain liaison with CLF Board
- elect a steering committee from its membership in 2006
- staff GA booth both years
- participate fully with Staff and CLF leadership in an assessment process in Summer 2006 and report to CLF board in Fall 06 for discussion and recommendation

In 2005-2006, CLF Board of Directors agrees to:

- provide initial financial support per submitted budget
- fill one CLF Board seat with a UU young adult engaged in CYF leadership
- work through a CYF/CLF task force to develop the relationship structure
- authorize staff support for maintaining membership records and finance.
- develop and participate in appropriate mentoring for CYF leadership
- allocate up to three GA delegate positions to Steering Committee members
- serve as fiscal agent and administrator for any grants

- promote and support CYF both within the UUA and to liberal religious young adults
- maintain liaison with the Steering Committee
- participate fully with CYF staff and steering committee in an assessment process in Summer 2006 and report to CLF board in fall 06 for discussion and recommendations