

## MINUTES

### BOARD OF TRUSTEES UNITARIAN UNIVERSALIST ASSOCIATION

January 17-18, 2004

Pursuant to notice duly given, a meeting of the Board of Trustees of the Unitarian Universalist Association was held on January 17-18, 2004 at 25 Beacon Street, Boston, Massachusetts.

#### MEMBERS

PRESENT: Adair, Allen-Thompson, Arnason, Ballester, Blevins, Carley, Conley, Courter, Dame, Dowdell, Ladd, Lund, Marx, McGavin, McIntyre, Olson Peebles, Ortman, Payne-Alex, Rickter, Saunders, Shanti, Solomon, Stukey, Wight, Wilde, and Sinkford

#### MEMBERS

ABSENT: Redd

#### ALSO

PRESENT: K. Montgomery, J. Gabert, N. Lawrence, T. Fitzgerald, and observers

Gini Courter, Interim Moderator, called the meeting to order at 8:30 a.m. on Saturday, January 17, 2004. Burton Carley provided opening words. Trustees and visitors were introduced and the agenda was approved. It was announced that Pam Allen-Thompson and John Blevins would lead the worship service on Sunday, January 18, 2004.

#### APPROVAL OF OCTOBER 2003 BOARD MINUTES

The minutes of the October 18-19, 2003 meeting of the Board of Trustees were approved as written.

#### APPROVAL OF EXECUTIVE COMMITTEE MINUTES

The minutes of the October 20, 2003 and November 7-9, 2003 meetings of the Executive Committee were approved by the Executive Committee as written and were ratified by the Board of Trustees.

#### ACCEPTANCE OF NEW INDEPENDENT AFFILIATE

By consensus, the following organization was accepted for Independent Affiliate status effective immediately and continuing through June 30, 2004:

Unitarian Universalists for Social Justice

#### MODERATOR'S REPORT

Moderator Gini Courter described the methods by which she intended to chair the Board; said that she had asked the President of the District Presidents' Association, Lynda Bluestein, to take notes from the meeting to be put on the UUA website; and informed the trustees that Charles Redd was ill and would not be able to attend the meeting.

#### PRESIDENT'S REPORT

President William Sinkford noted that the two large banners hanging on UUA's headquarters building in support of same-sex marriage were visible signs of the Association's increasingly effective public witness program. The Pew Research Foundation, for example, he said, links to only two religious websites on the topic: on the religious right, the Christian Coalition, and on the progressive side, the Unitarian Universalist Association. The topic, he noted, falls perfectly into the public witness strategic plan, with solid justification on grounding, fit, and opportunity.

The next major public witness initiative will be the April March on Washington for reproductive rights. Response to the call for voter registration and voter turnout work has been extensive and enthusiastic; we are developing partnerships not only with traditional allies like the Interfaith Alliance, but also with the National Council of Churches and the Earth Day Network. Included in the February congregational mailing will be a resource from Advocacy and Witness under the label "Faithful Democracy." Sinkford said that on January 22 he would be in Washington to meet with partners in the voter participation effort and to participate in a press conference to announce the "Faithful Democracy" coalition.

He announced that in November he attended the NAACP's Religious Leadership Summit in Atlanta, the first time a president of the Association has been invited to participate in that annual event.

The growth of Unitarian Universalism remains a high priority for this administration and has been named top priority by the Board of Trustees. An increasing number of metropolitan growth conversations have begun and are being supported with staff presence. The new start in Dallas/Forth Worth is on schedule for opening worship next fall and "Pathways Church, a Unitarian Universalist religious community" is receiving recognition in the local press. Demand for the "Uncommon Denomination" marketing materials continues strong. This fall a new Growth Team has begun, convened by Harlan Limpert. The team's charge is to frame broad growth strategies and to identify those leverage points where modest changes can result in significant growth.

In December, Sinkford said, he traveled to the Vatican for a meeting of Religions for Peace. The gathering included the presence of two drafters of the Geneva Accord.

The President reported that he had asked Diane Olson to represent him at the British General Assembly this spring and said that he was in close communication with Charlie Clements, new President of the Unitarian Universalist Service Committee. He said that he had met with the YRUU Steering Committee to discuss the possibility of a new "Common Ground" gathering to review the YRUU structure and the issues that are present in our ministry to and with youth.

The invitation to congregational presidents to attend the Long Beach General Assembly with free registration was extended in the January/February issue of the UU World magazine. It will also be included in the February congregational mailing. A priority setting process will be conducted with the congregational presidents that is hoped will shape the direction of the Association for the next four years.

Rosemary Bray McNatt has been asked to preach for the Service of the Living Tradition at the 2004 General Assembly. Some of the Kansas City advertising materials will be used at Long Beach to invite members of the community to join those attending General Assembly for Sunday worship in the convention center.

Sinkford noted that the fiscal year '05 budget maintains our commitments to Association priorities but said that income for '05 is predicted to be down again. He expressed increased confidence that the \$32,000,000 goal for the capital campaign would be achieved by the time of General Assembly.

#### EXECUTIVE VICE PRESIDENT'S REPORT

Kay Montgomery, Executive Vice President, reported that a search was underway for the new Director of District Services and that the interview team would include her, the President, a member of the Board's Administrative, Organization and Personnel Committee, a representative of the District Presidents' Association, and a member of the District Staff. Staff salaries and grades for staff salaries were, she said, being reviewed and assessed.

In the Stewardship and Development Staff Group, Terry Sweetser has been appointed Acting Vice President for a six-month period, with an assessment to be made at the end of that time about whether it was reasonable for him to provide management for the staff group while continuing his extraordinary fund raising successes. She said that the staff group had been reorganized within the last few months, with the Annual Program Fund continuing to do well, Friends income up, charitable giving and estate planning strong, and the capital campaign seeming to be on target to be concluded by June. She noted that there would be three opportunities for giving at General Assembly: the traditional collection for ministerial support at the Service of the Living Tradition, a collection for the local-area GA service project at the Sunday "seeker" service, and an opportunity to support the creation of the new religious education curriculum during a plenary session. Montgomery noted that funds for the banners in support of same-sex marriage, currently hanging on the 25 Beacon Street building, were raised within a few hours by Beth Graham.

#### SECRETARY'S REPORT

Wayne Arnason, Secretary, reported on the electronic certification process, begun this year and, thus far, seeming to be successful. He said that there appeared to be Moderator petitions for no candidates other than Gini Courter. Additionally, he distributed a document proposing changes to the charge of the Election Campaign Practices Committee and it was agreed that the Board would discuss those proposed changes at the April Board meeting.

#### BEACON PRESS REPORT

Helene Atwan, Director of Beacon Press, reported on recent Beacon books and acquisitions.

#### FINANCIAL ADVISOR'S REPORT

Larry Ladd, Financial Advisor, reported on financial matters for the Association, saying that the fiscal year is projected to end the year balanced, that Beacon Press is ahead of plan for the second year in a row, and that endowment investment performance continues to be very positive. He said that investment results for the first quarter of fiscal year '04 were strong, resulting in a 3.7% return. Ladd concluded by pointing out that Beacon Press remains a financial risk and that the Association needs to prepare for changes coming from the Sarbanes-Oxley Act.

#### REPORT OF THE LIVING OUR FAITH WORKING GROUP

Members of the Living Our Faith Working Group reported on their discussions. They announced the change of their name from the Justice Working Group.

They recommended that the Board craft an overall policy on appropriate Board response to issues of public social concerns that includes language similar to their January 2003 statement, "We call on the elected leadership of our congregations to provide and safeguard the sacred space where we can continue to discuss, better understand, and debate public policy. This is how UUs maintain community with one another." It was agreed that such language would come to the Board at the time of their April meeting. They expressed their appreciation to individual board members, staff, and congregational members for their commitment to be present and bear witness in Washington on April 24-25 for the Rally for Women's Rights.

They described their meeting with members of the Journey Toward Wholeness Transformation Committee and recommended that the charge for this committee be continued as currently written and that the focus for the next two years be on the assessment portion of the mission statement.

Members of the working group reported on their discussion with Deborah Greenstein, Accessibilities Program Associate, concerning accessibilities issues. They asked that the Best Practices Committee assess accessibilities at board meetings and that every notice of board meetings announce the degree of accessibility and the procedures by which special requests are made.

#### JOURNEY TOWARD WHOLENESS TRANSFORMATION COMMITTEE REPORT

Kim Varney and Sofia Craethnenn, members of the Journey Toward Wholeness Transformation Committee, reported on the work of that committee.

#### ADMINISTRATIVE, ORGANIZATION AND PERSONNEL COMMITTEE REPORT

Ed Wilde, Chair of the Administrative, Organization and Personnel Committee, reported on that committee's decision that individuals cannot be on the Board and be employed by the Association simultaneously and that once an employee accepts a position on the staff of the Association he or she must resign from the Board of Trustees.

#### GENERAL ASSEMBLY PLANNING COMMITTEE REPORT

M (Solomon), S, and

VOTED: To approve Fort Lauderdale, Florida as the site of the 2008  
General Assembly.

M (Saunders), S, and

VOTED: The Board requests that the GA Planning Committee and staff design their printed and electronic communications to reinforce our goal that the GA is “A Meeting of Congregations.”

FINANCE COMMITTEE REPORT

M (Conley), S, and

VOTED: That renewable energy be added as a positive environmental screen for the Socially Responsible Investing Committee to give to the portfolio managers and recommend to congregations and affiliates.

M (Conley), S, and

VOTED: That the UUA establish an “umbrella giving” program. The UUA will expense the total amount of an umbrella gift, applying the rate in effect when the gift is realized (cash receipts from pledge of a matured estate gift). The UUA will distribute funds according to donor specifications, as a percentage of the gross, or a total amount received before expenses. The expense amount will be directed to development costs of the UUA, not the net amount distributed to other organizations.

M (Conley), S, and

VOTED: That the UUA Board of Trustees receive the FY05 Operating Budget dated January 12, 2004 as currently proposed. A vote on a balanced budget will occur in April.

M (Conley), S, and

VOTED: That the UUA Board of Trustees approve the FY05 Capital Expenditures Budget as received.

M (Conley), S, and

VOTED: That the UUA Board of Trustees authorize the designation of 100% of the 2004 Long Beach General Assembly Sunday “Seeker

Service” collection to the GA Service project, the shelter start-up fund.

M (Conley), S, and

VOTED: That the UUA Board of Trustees authorize a collection to be taken during a plenary session of the 2004 Long Beach General Assembly to be designated for religious education curriculum development.

REPORT OF THE BOARD ANTI-RACISM AND ANTI-OPPRESSION  
MONITORING COMMITTEE

M (Payne-Alex), S, and

VOTED: That all committees of the UUA Board of Trustees will strive to:

1. Provide ongoing education and monitor progress of committee members on anti-racism, anti-oppression and multicultural competency in line with the Anti-racism Training Approach for Board Appointed Committee Members (April 2002);
2. Utilize anti-racism, anti-oppression and multicultural planning in all written policies and procedures;
3. Regularly assess current policies, procedures and practices with an anti-racism, anti-oppression, multicultural lens;
4. Include in regular reports to the Board an outline of actions taken to carry out this aspect of the committee’s work.

M (Payne-Alex), S, and

VOTED: That the Board, recognizing the urgency of addressing the anti-racism, anti-oppression, multicultural competency levels of currently serving Board appointed and elected committee members, requests that the UUA staff, informed by components 1.1 and 2.2 of the Draft anti-Racism Training Approach Guidelines for board appointed and elected committee members a priority, make such training a priority. The Board asks that the staff report its progress on these training tools at the April 2004 Board meeting.

REPORT OF THE OUR ASSOCIATION WORKING GROUP

Members of the Our Association Working Group reported on their conversations on religious education, General Assembly workshops, the Regional Subcommittees on

Candidacy Evaluation, YRUU and youth matters, the Redesigning Preliminary Fellowship Draft Proposal, and the process for nominating the Youth Trustee position.

M (Rickter), S, and

VOTED: To receive with thanks the report of the Task Force on Independent Affiliates, Associate Members, and Related Organizations. We ask the Our Association Working Group to continue to work with and refine these recommendations.

M (Rickter), S, and

VOTED: to approve the following changes to the Rules of the Association:

**That Rule 3.7.3 of the Unitarian Universalist Association Bylaws and Rules is hereby amended by adding the following new subsection (l):**

(l) the contribution contemplated by Rule 3.7.10.

**That Rule 3.7.4 of the Unitarian Universalist Association Bylaws and Rules is hereby deleted in its entirety and the following is substituted therefor:**

**Rule 3.7.4 Annual Report.**

Except in the year when it is admitted to membership, each associate member shall send to the Association on or before April 30 (i) an annual report which shall include the data required by subsections (b), (c), (d), (e) and (f) of Rule 3.7.3 and any other information which the Board of Trustees shall require and (ii) the contribution contemplated by Rule 3.7.10. If an associate member fails to comply with the provisions of this Rule, the Board of Trustees shall at its next regular meeting consider a finding of non-compliance and the termination of the associate membership status of such organization.

**That the following new Rule 3.7.10 shall be added to the Unitarian Universalist Association Bylaws and Rules:**

**Rule 3.7.10. Associate Member Contributions .**

The contribution required to be submitted with an application for associate membership is \$500 for any applicant whose budget for the 12 months preceding its application for associate membership was \$1,000,000 or more and \$250 for any applicant whose budget for the 12 months preceding its application for associate membership was less than \$1,000,000. The contribution required

to be submitted with an associate member's annual report is \$500 for any associate member whose budget for the 12 months preceding the due date of the annual report was \$1,000,000 or more and \$250 for any associate member whose budget for the 12 months preceding the due date of the annual report was less than \$1,000,000.

**That Rule 3.8.1 of the Unitarian Universalist Association Bylaws and Rules is hereby amended by deleting subsection (e) thereof and substituting the following therefore:**

(e) the contribution contemplated by Rule 3.8.9;

**That Rule 3.8.3 of the Unitarian Universalist Association Bylaws and Rules is hereby amended to read as follows:**

**Rule 3.8.3 Annual Report.**

Except in the year when it is admitted to independent affiliate status, each independent affiliate organization shall send the Association on or before April 30 (i) an annual report which shall include the data required by subsections (b), (c), (f), (g) and (h) of Rule 3.8.1 and any other information which the Board of Trustees shall require and (ii) the contribution contemplated by Rule 3.8.9. If an independent affiliate organization fails to comply with the provisions of this Rule, the Board of Trustees shall at its next regular meeting consider a finding of non-compliance and the termination of the independent affiliate status of such organization.

**That the following new Rule 3.8.9 shall be added to the Unitarian Universalist Association Bylaws and Rules:**

**Rule 3.8.9. Independent Affiliate Contributions.**

The contribution required to be submitted with an application for independent affiliate status and with an independent affiliate's annual report is \$100.

M (Payne-Alex), S, and

VOTED: To approve the following grants from the Panel on Theological Education:

\$6,000 to Andover Newton for two courses a year on UU history, polity, theology and preaching.

\$1,000 to the Fund for Theological Education to fund our membership participation.

REPORT OF THE GROWTH WORKING GROUP

Members of the Growth Working Group reported on their conversations, saying that they had discussed the Board Covenant, the role and purpose of the Growth Working Group, the newly established Growth Team, initiatives for growth in small and mid-sized congregations, and the future of the UUA's marketing campaign.

REPORT OF THE CONGREGATIONS WORKING GROUP

The member of the Congregations Working Group reported on their conversations, saying that they had discussed Board-sponsored workshops for General Assembly, the work of the Congregational Services, Lifespan Faith Development, and District Services Working Groups, the methods for determining congregational membership, plans for General Assembly, and the mission of the Association vis-à-vis General Assembly.

M (Marx), S, and

VOTED: To amend the charge to the Board Task Force on The Election of the President and the Moderator as follows:

At the end of the first sentence describing the composition of the committee, add the following: "plus the President of the District President's Association (DPA). The Vice-President of the DPA shall be included in email and telephone deliberations."

M (Marx), S, and

VOTED: That the UUA will allocate up to \$4,000 to share expenses with the District Presidents Association (DPA) for a GA 2004 Summit organized by the DPA to be held on the Wednesday evening before GA officially begins. Participants will include the District Presidents Association, UUA Board and Officers, and District Staff.

M (Blevins), S, and

VOTED: To approve the application of and accept into membership in the Unitarian Universalist Association:

Northwoods Unitarian Universalist Fellowship  
ASHLAND, WI

M (McGavin), S, and

VOTED: To approve the transfer of the First Unitarian Universalist Church of Lubbock, Texas from the Mountain Desert District to the Southwestern Conference

It was noted that the Unitarian Universalist of Regina, Inc., Saskatchewan, Canada, had withdrawn its membership from the UUA.

#### REPORT OF THE BEST PRACTICES COMMITTEE

John Blevins reported on the work of the Best Practices Committee, saying that they recommended that the Committee on Committees be asked to develop, for all existing and future committees and task forces, a “statement of work” or charter, to include: a charge, a budget, a timeline for the work, and a sunset clause. He said that the following was the charge to the Best Practices Committee:

M (Blevins), S, and

VOTED: Mission or charge to the Best Practices Committee:

- a. To assist the Board in being a continuously learning organization by evaluating new operational and management methods, and guiding a regular self-evaluation process.
- b. To serve as a clearinghouse for tasks or issues that are homeless. Clarify issues, and with consent, assign tasks to existing Working Groups, Committees or Task Forces, or recommend to the Board that a committee or task force be formed to deal with the issue or opportunity. Some tasks may be worked on directly by the Best Practices Committee.

M (Blevins), S, and

VOTED: To recommend that Nancy Lawrence be asked to create permanent name tags for each Board member for use in all Board and committee meeting and for use in their own in-district functions as well as to routinely provide name tag materials for the use of all guests at all Board and Committee meetings.

#### “OPEN UUA” DISCUSSION

M (Wight), S, and

VOTED: That the UUA Board charge First Vice-Moderator Rev. Ned Wight with forming an Openness Task Force, consistent with Carol Agate's offer of January 16, with three other Board members and four UUs selected by current subscribers to OpenUU and people who served as liaisons to congregational boards that signed the Open UU petition. Other Task Force members from the UUA Board will be John Blevins (Trustee, Prairie Star District), Tim Fitzgerald (Youth Observer), and Tamara Payne-Alex (Trustee at Large and Chair of the Board's Anti-racism, Anti-oppression Assessment and Monitoring Team). This Task Force will (in the words of Carol Agate's January 16 e-mail) "study the issue [of openness] and make recommendations for the 2005 GA.

Further goals will be to frame a context, as well as specific policy and rules, to guide the Board and its committees in achieving a level of openness that will enhance trust, right relationship, and accountability within the UUA. The Task Force will also determine the best way to foster a fruitful discussion about openness among congregational delegates at GA 2004 in Long Beach. The Board further commits to continuing along the course it has set to increase its own openness and to encourage committees "to work on ways to be more open."

### EXECUTIVE SESSION

The Board voted to go into Executive Session to discuss Committee on Committees appointments and personnel matters. At the close of the session, it was agreed that the Committee on Committees' appointments would be entered into the regular minutes of the meeting.

### REPORT OF THE COMMITTEE ON COMMITTEES

M (Dame), S, and

VOTED: To approve the following committee appointments (appointments to begin immediately and continue through December 31, 2005):

#### **Religious Education Credentialing Committee**

Kathryn Warrior  
Jacqui James

#### **Committee on Socially Responsible Investing**

Timothy Blackwood  
Rev. Sydney Morris, UUMA representative

**Regional Sub-Committees on Candidacy of the Ministerial  
Fellowship Committee**

Mid-Atlantic: Rev. Susan Henshaw  
New England: Rev. Marta Flanagan  
                    Roger Comstock  
                    Carl McCargo  
West:            Rev. Jim Anderson

**Fund For A Just Society**

Cathy Chang

**Journey Toward Wholeness Transformation Committee**

Kim Varney, chair,  
Sofia Betancourt Craethnenn  
Rev. Monica Cummins

**CLOSING**

Closing words were provided by Megan Dowdell and the meeting was adjourned at 3:30 p.m. on Sunday, January 18, 2004.

Respectfully submitted,

/s/ Kathleen Montgomery  
Recording Secretary

## FUTURE MEETING DATES

### Board Meetings

April 16-18, 2004  
June 23, 24 & 29, 2004  
October 15-17, 2004  
January 21-23, 2005  
April 15-17, 2005  
June 21-22 & 28, 2005  
October 14-16, 2005  
January 20-22, 2006  
April 21-23, 2006  
June 20-21 & 27, 2006  
October 20-22, 2006  
January 19-21, 2007  
April 20-22, 2007  
June 20-21 & 26, 2007  
October 19-21, 2007  
April 20-22, 2007

### Finance Committee

April 15, 2004  
October 14, 2004  
January 20, 2005  
April 14, 2005  
October 13, 2005  
January 12, 2006  
April 13, 2006  
October 12, 2006  
January 18, 2007  
April 12, 2007  
October 18, 2007  
April 19, 2007

### General Assembly

June 24-28, 2004 - Long Beach, California  
June 23-27, 2005 – Fort Worth, Texas  
June 22-26, 2006 - St. Louis, Missouri  
June 21-26, 2007 – Portland, Oregon

### *Deadline for materials to be included in Board Packets:*

2004 - April Board Packet Deadline – March 15, 2004  
2004 - April Late Board Packet Deadline – April 13, 2004  
2004 – June Board Packet Deadline – May 17, 2004  
2004 - October Board Packet Deadline – September 13, 2004  
2004 - October Late Board Packet Deadline – October 12, 2004

2005 - January Board Packet Deadline – December, 21, 2004  
2005 - January Late Board Packet Deadline – January 17, 2005  
2005 - April Board Packet Deadline – March 15, 2005  
2005 - April Late Board Packet Deadline – April 11, 2005  
2005 - October Board Packet Deadline – September 13, 2005  
2005 - October Late Board Packet Deadline – October 12, 2005  
2006 - January Board Packet Deadline – December, 27, 2005  
2006 - January Late Board Packet Deadline – January 17, 2006  
2006 - April Board Packet Deadline – March 21, 2006  
2006 - April Late Board Packet Deadline – April 17, 2006  
2006 – June Board Packet Deadline – May 23, 2006  
2006 - October Board Packet Deadline – September 18, 2006  
2006 - October Late Board Packet Deadline – October 16, 2006  
2007 - January Board Packet Deadline – December, 19, 2006  
2007 - January Late Board Packet Deadline – January 15, 2007  
2007 - April Board Packet Deadline – March 20, 2007  
2007 - April Late Board Packet Deadline – April 16, 2007