

**MINUTES**  
**BOARD OF TRUSTEES**  
**UNITARIAN UNIVERSALIST ASSOCIATION**

June 25-26, 2003

Pursuant to notice duly given, a meeting of the Board of Trustees of the Unitarian Universalist Association was held on June 25-26, 2003, at The Marriott Copley Place Hotel, Boston, Massachusetts.

**MEMBERS**

**PRESENT:** Adair, Arnason, Carley, Conley, Courter, Dame, Graham, Ladd, Lawrence, McGavin, McGregor, McIntyre, McKinnon, Olson, Olson Peebles, Payne-Alex, Poinsett, Rickter, Senghas, Smith-Penniman, Solomon, Stukey, Wight, Wilde, and Sinkford

**MEMBERS**

**ABSENT:** None

**ALSO**

**PRESENT:** K. Montgomery, J. Gabert, N. Lawrence, E. Ladd, M. Moore and observers

Diane Olson, Moderator, called the meeting to order at 8:30 a.m. on Wednesday, June 25, 2003. Beth McGregor provided opening words. Trustees and visitors were introduced and the agenda was approved.

**APPROVAL OF BOARD MINUTES**

The minutes of the April 26-27, 2003 meeting of the Board of Trustees were approved as written.

**APPROVAL OF EXECUTIVE COMMITTEE MINUTES AND RATIFICATION**

The minutes of the May 12-15 meeting of the Executive Committee were approved as written by the members of the Executive Committee. By consensus, the Board of Trustees ratified those minutes.

**APPROVAL OF INDEPENDENT AFFILIATES**

By consensus, the following organization was approved as a new Independent Affiliate for the period beginning immediately and extending through June 30, 2004:

Harvard Unitarian Universalist Ministry for Students

By consensus, the following organizations were approved for Independent Affiliate renewal status for the period beginning July 1, 2003 and extending through June 30, 2004:

DRUUMM (Diverse and Revolutionary Unitarian Universalist  
Multicultural Ministries)  
Seventh Principle Project  
The Universalist Convention of North Carolina

#### GREETINGS FROM THE PLANNING COMMITTEE

Charlie King, Chair of the General Assembly Planning Committee, brought greetings to the Board of Trustees from the Planning Committee and welcomed them to the site of the 2003 General Assembly.

#### DISCUSSION OF BOARD PARTICIPATION AT GENERAL ASSEMBLY

Board members presented and discussed Board statements for proposed General Assembly Bylaw changes and for the proposed Business Resolution. Discussion was also held concerning other Board responsibilities and participation at General Assembly.

#### PRESIDENT'S REPORT

President William Sinkford welcomed trustees to Boston, saying that the last time a General Assembly was held in Boston there were 1211 people in attendance, as opposed to over 7000 this year. He said that the UUA offices would be open to visitors during General Assembly.

Sinkford reported on his trip to Amman, Jordan with the World Conference on Religion and Peace, saying that it was a privilege to join other international religious leaders in a meeting designed to hear Iraqi religious leaders discuss their wish to create an Iraqi inter-religious council.

There is a new strategic plan for the Association's public witness work, designed to set priorities in this work that have authentic and deep Unitarian Universalist roots; that have a match between our resources, aspirations, and ability to make a difference; and that have a likelihood of the Association being a respected participant in the public

dialogue. He said that the next portion of the work would be to set reasonable benchmarks for success.

Sinkford said that a draft of an international vision statement would be reviewed by our international stakeholders during General Assembly and that the Administration expected to come to the Board at the time of its October meeting with a response and a recommendation for the direction of this work.

The President said that while it was likely that the Association would end this fiscal year in the black, pending the financial results of General Assembly, the budgeting process for fiscal year '05 was likely to be difficult.

#### EXECUTIVE VICE PRESIDENT'S REPORT

Kay Montgomery, Executive Vice President reported on the following staff hires: Megan Selby as a Youth Program Specialist, Nancy Combs Morgan as Program Consultant for the Heartland District, the Rev. Jane Dwinnell as Small Church Consultant for the Northeast District, Cilla Raughley as District Executive for the Pacific Central District, Judith Smith-Valley as District Executive for the Northeast District, the Rev. Helen Zidowecki as Program Consultant for the Northeast District, Mark Glovin as Acting District Program Consultant for the New Hampshire/Vermont District, and Andrea Lerner as Program Consultant for Metro New York District. She also said that Robin Nikora-Dorson, Assistant to the President, and Wells Wilkinson, Assistant to the Treasurer, were leaving employment with the Association and that Marjorie Matty would begin work on July 1 as Assistant to the President.

#### REPORT OF THE FINANCE COMMITTEE

M (Courter), S, and

VOTED: To approve the following policy which replaces all earlier Travel, Meal and Expense Guidelines:

#### **TRAVEL, MEAL AND EXPENSE GUIDELINES** For Board, Committee and Taskforce Members

Adopted October 1999  
Amended 1999, 2002, 2003  
Review 2004 by Treasurer

Purpose: To provide equity between volunteer committees and lower barriers to volunteer service.

#### General Guidelines for Meeting-Related Expenses

1. Board and committee expenditures, including travel, are not reimbursable when that committee has exceeded its budget, unless express permission is received in advance from the Vice President of Finance, the Moderator, or the Chair of the Finance Committee.
2. Only expenses related to volunteer service are reimbursable from the UUA Budget. If a board or committee member incurs expenses for non-meeting activities (such as extra hotel nights related to non-committee related business prior to or following a meeting) these expenses should not be submitted for reimbursement. If these costs are directly billed to the UUA (such as hotel nights prior to General Assembly) the individual should reimburse the UUA for these expenses.
3. An advance for meeting-related travel will be authorized by the Vice President of Finance in cases of economic necessity.

#### Travel

1. Project Equality airlines, auto rentals, and other vendors should be used when possible. The Project Equality Buyers' Guide may be found at [www.projectequality.org](http://www.projectequality.org).
2. Air travel must be reserved at least 14 days in advance at the lowest rates possible (coach, tourist or senior citizen rates). Reimbursement for airline travel purchased with less than 14 days advance booking must be approved by the Treasurer, Moderator, or Finance Chair of the UUA.
3. Every effort should be made to use low cost transportation. Use of public transportation is encouraged.
4. Personal car usage is reimbursable at the current IRS rate. When a volunteer chooses to drive to a meeting, reimbursement will be made at the lower of the mileage reimbursement rate or airfare.
5. Parking tickets or fines for traffic violations are not reimbursable expenses.

#### Lodging and Meals

1. Moderate or lower-priced hotels and motels should be used. When traveling with a spouse, volunteers are expected to pay the additional cost, **if any**, for a double room.
2. Volunteers are strongly encouraged to share rooms during meetings, particularly in hotels.
3. Meals are reimbursable -up to \$40 per day, including tips, for higher-cost locations: up to \$8 for breakfast, up to \$12 for

lunch, and up to \$24 for dinner. The total and per-meal amounts should be adjusted to as low as \$30 per day for the lowest-cost locations. The cost of alcoholic beverages is not reimbursable.

4. Tips for such things as housekeeping and baggage handling are reimbursable up to a total of \$3 per day.

### **Other**

1. Child care costs are reimbursable.
2. Purchase of a pre-paid phone card is reimbursable.
3. The Association's Board of Trustees' budget funds trustee liaison expenses in connection with Associate Member organizations. Participation in events sponsored by Independent Affiliate Member organizations, Districts, or other regional groups are not reimbursable from the Board of Trustees' budget except with prior approval of the Moderator.

### **Meeting Arrangements**

1. All meetings are to be held in UUA facilities. Meetings may be held elsewhere only after receiving approval from the Vice President of Finance, Finance Chair or the Moderator.
2. Meals that take place during meetings, where practical, should be catered at Eliot & Picket house rather than at local restaurants. Catering costs must be in line with UUA reimbursement levels.

### **Reimbursement**

1. Expenses may be submitted when incurred, even if this is in advance of the meeting.
2. Meals: The cost of each meal should be itemized separately, and the original receipt should be submitted.
3. All requests for reimbursement must be fully documented with receipts attached and submitted to the appropriate UUA staff member within two weeks of the meeting. UUA staff should submit reimbursements to the Financial Services Department within five business days of receipt. The Finance Services Department should reimburse volunteer expenses within three weeks as prescribed by the Vice President of Finance. Payments from individuals for personal expenses directly billed to the UUA are to be made within two weeks and are to be directed to the Financial Services office.

Treasurer Jerry Gabert, member of the Committee on Socially Responsible Investing, reported on the work of that committee and described the opportunities that would be provided during the General Assembly to learn more about socially responsible investing.

#### MODERATOR'S REPORT

Moderator Diane Olson outlined the tasks of the various Moderator-appointed task forces that will be undertaken over the coming year and said that, particularly, she looked forward to ongoing conversations with the Board about the possibility of moving to a policy/governance model of governance for the Association.

#### MEETING WITH THE REV. DANIEL O'CONNELL

The Rev. Daniel Simer O'Connell of St. Louis, MO met with the Board at the Moderator's request to outline his ideas for possible changes in Board policies and protocols.

#### MEETING WITH THE CANADIAN UNITARIAN COUNCIL PRESIDENT

Elizabeth Bowen, President of the Canadian Unitarian Council Board of Trustees, reported on the activities of the CUC.

#### REPORT OF THE JOURNEY TOWARD WHOLENESS TRANSFORMATION COMMITTEE

The Rev. Susan Suchocki Brown, member of the Journey Toward Wholeness Transformation Committee, outlined future plans for the work of that committee.

#### ACTION ON COMPENSATION REPORT

At the April 2003 meeting of the Board of Trustees, the Board approved the recommendations of the Compensation, Benefits and Pension Committee and the Church Staff Compensation Report, with the understanding that the specifics of that report would be provided to attendees at the 2003 General Assembly and would take effect on January 1, 2004. Since that time the Compensation, Benefits and Pension Committee has indicated that it wished to revise some of the contents of the report. Therefore it is:

M ( Arnason), S, and

VOTED: That the action of the Board at its April 2003 meeting relating to the Clergy and Church Staff Compensation Report is hereby revoked and the new recommendations for compensation guidelines from the Compensation, Benefits and Pension Committee be approved with the proviso that they be reviewed and updated by the Committee and presented to the Board of Trustees no later than April 2005.

Linda Olson Peebles asked that it be noted that she had abstained on this vote.

#### REPORT FROM THE UNITARIAN UNIVERSALIST UNITED NATIONS OFFICE

Elaine Harvey, UUA Representative to the United Nations, said that she would be resigning from that position June 30, 2003. She described the most recent activities connected to United Nations' concerns. The Board expressed its heartfelt appreciation to her for devotion to the United Nations on behalf of the Association.

#### VOTE ON RELIGIOUS EDUCATION CREDENTIALING BYLAWS

Discussion was held concerning proposed Bylaw changes designed to formally establish the Religious Education Credentialing Committee.

M (Senghas), S, and

VOTED: To place the following proposed Bylaw changes on the agenda of the 2004 General Assembly with the understanding that if they are adopted a change to Rule 11.9 will be adopted by the Board at the time of its meeting following the 2004 General Assembly (additions are underlined; deletions are in brackets):

#### **ARTICLE VII**

##### **Committees of the Board of Trustees**

##### **Section 7.1. Committees of the Board of Trustees.**

The standing committees of the Board of Trustees shall be:

- (a) the Executive Committee;
- (b) the Ministerial Fellowship Committee;
- (c) the Finance Committee; **[and]**
- (d) the Investment Committee; **and**
- (e) the Religious Education Credentialing Committee.**

**Section 7.2. Appointment and Term of Office.** Members of the Executive Committee, Finance Committee, Investment Committee, **Religious Education Credentialing Committee**, and board-appointed members of the Ministerial Fellowship Committee shall be appointed by the Board at its first meeting following the regular General Assembly in each odd-numbered year except as otherwise provided herein. Members of

such committees shall serve for terms of two years and until their successors are appointed and qualified.

**Section 7.13. Religious Education Credentialing Committee.**

**The Religious Education Credentialing Committee shall consist of seven members as follows:**

- (a) three members, none of whom is a parish minister, minister of religious education, community minister, a credentialed religious educator, or a director of religious education, appointed by the Board;**
- (b) one member who is a parish minister or community minister, appointed by the Board;**
- (c) one member who is a minister of religious education, appointed by the Board;**
- (d) one member who is a credentialed religious educator, appointed by the Board; and**
- (e) one member nominated by the Board of the Liberal Religious Educators Association and appointed by the Board of Trustees.**

**The committee shall have jurisdiction over religious education credentialing with the Association as provided in Article XII hereof. The Board of Trustees shall designate a person who is not a member of the committee to be its Executive Secretary and keep its records.**

**ARTICLE XII**

**Religious Education Credentialing**

**Section 12.1. Religious Education Credentialing.**

**Each member congregation has the exclusive right to employ its own religious educator, but the Association has the exclusive right to confer on religious educators a religious education credentialing status with the Association. No religious educator shall be required to subscribe to any particular creed, belief, or interpretation of religion in order to obtain and hold religious education credentialing status.**

**Section 12.2. Religious Education Credentialing Committee.**

**The Religious Education Credentialing Committee shall have exclusive jurisdiction over religious education credentialing except as otherwise provided herein. It shall make rules governing religious education credentialing, subject to the approval of the Board of Trustees.**

**Section 12.3. Achievement of Religious Education Credentialing Status.**

**A religious educator may achieve a religious education credentialing status by action of the Religious Education Credentialing Committee, upon complying with the requirements of these Bylaws and the rules of the committee.**

**Section 12.4.**

**Religious Education Credentialing Levels. The Religious Education Credentialing Committee shall adopt rules related to levels of religious education credentialing as follows: Religious Education Credentialing includes Level 1 Religious Educator status, Level 2 Religious Educator status, and Credentialed Religious Educator status as determined by action of the Religious Education Credentialing Committee.**

**Section 12.5. Religious Education Credentialing Records.**

**The Executive Secretary of the Religious Education Credentialing Committee shall maintain up-to-date records of all religious educators who have achieved a status as a religious educator as described in Section 12.4 of these bylaws. Such records shall be available only to members of the committee, persons designated by the Committee, and, in cases of appeals, the Board of Review.**

**Section 12.6. Suspension or Termination of Religious Education Credentialing Status.**

**The religious education credentialing status of a religious educator may be suspended or terminated by the Religious Education Credentialing Committee for unbecoming conduct or other specified cause. Credentialing status may be suspended or terminated only after notice and opportunity for a hearing before the Committee at which the religious educator shall have the right to be represented by counsel, to introduce evidence, to have any relevant and material evidence in the possession of the Association produced, and to cross-examine and rebut adverse evidence.**

**Section 12.7. Reinstatement of Religious Education Credentialing Status.**

**The Religious Education Credentialing Committee may reinstate in or readmit to religious education credentialing status a religious educator who has previously resigned from religious education credentialing status or whose religious education credentialing status has lapsed, been suspended or terminated.**

**Section 12.8. Appeal.**

**A religious educator with a religious education credentialing status whose status is terminated may appeal the determination of the Religious Education Credentialing Committee to the Board of Review. The Board of Review shall have exclusive jurisdiction to hear and decide such appeals. No other appeal shall be allowed from any decision of the Religious Education Credentialing Committee.**

**Section 12.9. Procedure on Appeal.**

**An appeal to the Board of Review shall be heard by a panel of the Board selected as provided in its rules. The panel hearing an appeal shall not try the case de novo but shall only review the record made before the Religious Education Credentialing Committee, except that the Board of Review by**

**rules may permit the introduction of newly discovered evidence. These Bylaws and the rules of the Religious Education Credentialing Committee shall be binding upon the panel. The panel shall uphold the decision of the Religious Education Credentialing Committee if it can be sustained by a reasonable view of the record. The panel may set aside the decision of the Religious Education Credentialing Committee only where necessary to correct or prevent manifest injustice. The panel may remand the case in whole or part to the Religious Education Credentialing Committee or take such other action as may be just. The decision of the panel, which shall be the decision of the Board, shall set forth its finding and conclusions and shall be served upon the affected religious educator and the Religious Education Credentialing Committee. The decision shall be entered in the religious education credentialing records and shall be final and binding upon all parties. No appeal shall be allowed from the decision of the Board of Review. The Board of Review shall make rules to carry out the intent of this section.**

[Additionally, existing Articles XII, XIII and XIV shall be re-numbered accordingly.]

Section 5.1. Committees of the Association.

The standing committees of the Association shall be:

- (a) the Nominating Committee;
- (b) the General Assembly Planning Committee;
- (c) the Commission on Appraisal;
- (d) the Commission on Social Witness; and
- (e) the **[Ministerial Fellowship]** Board of Review.

Section 5.10. **[Ministerial Fellowship]** Board of Review.

(a) Members. The **[Ministerial Fellowship]** Board of Review shall consist of eight members as follows:

- (1) **Three [Four]** members who are ministers, each of whom at the time of election is in final ministerial fellowship with the Association and has held such fellowship continuously for the preceding seven years; and
- (2) **One member who is a credentialed religious educator; and**
- (3) Four members who are not ministers **or credentialed religious educators**, each of whom at the time of election is a member of a certified member congregation and has been a member of one or more such congregations for not less than three years as an officer or a member of the governing bodies of one or more such congregations.

(b) Election and Term. . **[One member of the Board of Review who is a minister and one who is not shall be elected at each regular General Assembly held in an odd-numbered year and shall serve for terms of eight years and until their successors are elected and qualified.] At each regular General Assembly held in an odd-numbered year one person who is neither a minister nor a credentialed religious educator shall be elected and shall serve for a term of eight years and until a successor is elected and qualified. At each regular General Assembly held in an odd-numbered year there shall be elected either a minister described in (1) above or**

**a credentialed religious educator described in (2) above who shall serve for a term of eight years and until a successor is elected and qualified. In the first election in an odd-numbered year following the adoption of the amendment to this subsection (b) as stated above, the election shall be of a credentialed religious educator, and this sentence shall thereafter be deleted from this subsection.**

(c) Qualifications. No member of the Board of Review shall during the term of office be a member of the Ministerial Fellowship Committee, **the Religious Education Credentialing Committee**, or hold any salaried position in the Association.

(d) Removal. A member of the Board of Review may be removed without hearing by the vote of six other members.

#### Section 8.9. President.

The President shall be the chief executive officer of the Association and shall be a member, ex-officio, without vote, of all standing committees of the Association, except the Nominating Committee and the **[Ministerial Fellowship]** Board of Review, and of all standing committees of the Board except the Ministerial Fellowship Committee.

#### Section 11.5. Fellowship Records.

The Executive Secretary of the Ministerial Fellowship Committee shall maintain up-to-date records of all ministers in fellowship with the Association. Such records shall be available only to members of the committee, persons designated by the Committee, and, in cases of appeals, the **[Ministerial Fellowship]** Board of Review.

#### Section 11.8. Appeal.

A minister in final ministerial fellowship whose fellowship is terminated may appeal the determination of the Ministerial Fellowship Committee to the **[Ministerial Fellowship]** Board of Review. The **[Ministerial Fellowship]** Board of Review shall have exclusive jurisdiction to hear and decide such appeals. No other appeal shall be allowed from any decision of the Ministerial Fellowship Committee.

#### Section 11.9. Procedure on Appeal.

An appeal to the **[Ministerial Fellowship]** Board of Review shall be heard by a panel of the Board selected as provided in its rules. The panel hearing an appeal shall not try the case de novo but shall only review the record made before the Ministerial Fellowship Committee, except that the Board of Review by rules may permit the introduction of newly discovered evidence. These Bylaws, **[and]** the rules of the Ministerial Fellowship Committee, **and the rules of the Religious Education Credentialing Committee** shall be binding upon the panel. The panel shall uphold the decision of the Ministerial Fellowship Committee **or the Religious Education Credentialing Committee** if it can be sustained by a reasonable view of the record. The panel may set aside the decision of the Fellowship Committee **or the Religious Education Credentialing Committee** only where necessary to correct or prevent manifest injustice. The panel may remand the case in whole or in part to the Committee or take such other action as may be just. The decision of the panel, which shall be the decision of the Board, shall set forth its finding and conclusions and shall be served upon the affected minister and the Ministerial Fellowship Committee **or the affected religious educator and the Religious Education**

**Credentialing Committee**. The decision shall be entered in the [fellowship records] **appropriate records** and shall be final and binding upon all parties. No appeal shall be allowed from the decision of the Board of Review. The [Ministerial Fellowship] Board of Review shall make rules to carry out the intent of this section.

ACCEPTANCE OF NEW CONGREGATIONS AND CHANGES IN  
CONGREGATIONAL MEMBERSHIP

M (Wilde), S, and

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

Aiken Unitarian Universalist Church  
AIKEN, SC

M (Courter), S, and

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

Unitarian Universalist Church of Blanchard Valley  
FINDLAY, OH

It was announced that the following congregations had disbanded or asked to be removed from membership:

Beacon Unitarian Church  
COCQUITLAM, BC, CANADA

UU Society of the Western Reserve  
PAINESVILLE, OH

It was announced that the Unitarian Church of Jamestown, NY had asked to change Districts and that both affected District Presidents had given approval.

M (McGavin), S, and

VOTED: To approve the change from the St. Lawrence District to  
the Ohio-Meadville District for the Unitarian Church of  
Jamestown, NY.

VOTE ON COMMITTEE ON COMMITTEES POLICIES

M (Wight), S, and

VOTED: To substitute the following Committee on Committees' Board Manual Policy for all prior Committee on Committees' policies:

COMMITTEE ON COMMITTEES POLICY  
Originally Adopted April, 1970 through 2002  
Updated and Revised 2003  
To be reviewed 2007 by Committee on Committees

1. PURPOSE OF THE COMMITTEE ON COMMITTEES  
The purpose of the Committee is to:
  1. Seek out and recommend to the Board qualified persons for appointment to vacancies on existing Board-appointed Committees;
  2. Develop and forward to the Board a charge for any new committee and recommend to the Board qualified members to serve on it;
  3. Solicit in as broad a manner as possible the names of persons to be considered for appointment to Board-appointed committees;
  4. Assure that the solicitation process for names is consistent with the Board's commitment to nurturing an anti-racist, anti-oppressive and multi-cultural Association.
  5. Ensure orientation and training of new committee members and chairs to expectations, policies and procedures, including financial guidelines.
2. MEMBERSHIP OF THE COMMITTEE ON COMMITTEES  
The Committee on Committees shall be composed of the President, Moderator and no fewer than three nor more than five other members of the Board of Trustees. At least one member of the Committee should be an incoming member of the Board.
3. LENGTH OF COMMITTEE APPOINTMENTS  
Unless otherwise specified, committee appointments are made for two-year periods, which can be (but need not be) renewed up to three times for a maximum of 8 years of service.
4. REAPPOINTMENT TO COMMITTEES

Reappointment to Board committee positions for second, third or fourth terms is not automatic. The Committee on Committees may recommend a change in committee composition or membership if they deem such a change to be in the best interests of the committee or the Association.

5. RETIRING BOARD-APPOINTED COMMITTEE MEMBERS

The Chair of the Committee on Committees is charged with the task of sending to the Moderator the names of members who are retiring from Board-appointed committees in order that they may be sent letters of thanks.

6. NAMES SUGGESTED BY THE ADMINISTRATION

The Administration of the UUA may present to the Committee on Committees suggestions for appointments.

7. CHARGE FOR NEW COMMITTEES

Whenever a new committee is named, the Committee on Committees shall develop a charge, including a statement of the committee's purpose and estimated duration, and forward that charge to the Board and the Finance Committee.

VIII. MODERATOR-APPOINTED COMMITTEES

The Moderator is free to appoint special committees for specific short-term objectives or to carry out special tasks that will facilitate the work of the Board. The Moderator may consult with the Committee on Committees regarding any appointments the Moderator wishes to make.

IX. COMMITTEE EXPENSES

The Vice President for Finance shall not reimburse any committee expenditure beyond the approved budget figure without prior approval by the Vice President for Finance, the Chair of the Finance Committee, and the Chair of the Committee on Committees. The chair of the Committee on Committees shall share this policy with all committees.

X. CONFLICT OF INTEREST POLICY FOR BOARD-APPOINTED COMMITTEE MEMBERS

No person appointed to a UUA committee may continue in office if that committee's deliberations are likely to result in a recommendation or decision that could be of personal financial benefit to that member. In the event of a dispute resulting from this rule, the Committee on Committees

shall act as arbiter and make a final recommendation to the UUA Board of Trustees.

XI. CONSULTATION WITH COMMITTEE CHAIRS  
REGARDING DISRUPTIVE BEHAVIOR

If a Board-appointed committee finds that an individual member creates a working atmosphere that is unproductive, disruptive, or otherwise impeding effective committee functioning, the Committee on Committees urges the leader and members of that particular committee to speak candidly with the member whose behavior is problematic in order to identify desired changes. If the committee is not able to resolve the problem internally, the chair should contact the Chair of the Committee on Committees for help in resolving the problem.

XII. RECOMMENDATIONS FOR REMOVAL OF  
COMMITTEE MEMBERS

Consistent with Article V, Section 5.4 of the UUA Bylaws, the Committee on Committees may recommend to the Board the removal of Board-appointed committee members.

XIII. ANTI-RACIST, ANTI-OPPRESSION,  
MULTICULTURAL CONTEXT

Consistent with the commitment of the UUA and the Board of Trustees to move the Association along the path toward becoming truly anti-racist, anti-oppressive, and multicultural, (1) the Committee on Committees shall make every effort to maximize diversity and inclusiveness in its process of selecting names for appointment to committees; and (2) the Committee shall charge each Board-appointed committee with the task of developing standards and goals for embodying this commitment in their own work.

XIV. SCHEDULE OF WORK FOR THE COMMITTEE ON  
COMMITTEES

1. The Committee on Committees is elected at the General Assembly Board meeting in odd-numbered years to enable the Committee to meet and present recommendations for appointments at the fall Board of Trustees meeting.

2. In the spring of odd-numbered years, the Committee on Committees should send out the following information:

To members of the Board of Trustees:

- a. Current and continuing members: A form to solicit members' evaluation of their current participation in Board-appointed and elected committees, other organizations, and Board Working Groups, and, for continuing members, their preferences for committees on which they would like to serve in the future.
  - b. Newly elected members: A list of committees to be appointed by the Board at its fall meeting and the function of each committee, as well as a request for a self-profile, including areas of interest, skill and knowledge, and their preferences for committees on which they would like to serve.
3. To the individuals listed below, the Committee shall send a flyer listing committees where volunteers may serve, containing an application form, and referring interested persons to the UUA website address for online application:

UUA Board  
Associate member organizations  
District Presidents  
Past Board members  
Congregation presidents  
District Executives  
UUA staff  
UUMA and LREDA executive committees  
Identity-based affiliate groups recommended by the  
Identity-Based  
Ministries Staff Group, the President, or the  
Moderator.  
UUA Nominating Committee

- C. The Chair of the Committee on Committees will be responsible for compiling all suggestions and forwarding them to the Committee on Committees

before its meeting in early September. At that meeting, the Committee on Committees will determine its recommendation for all committee positions to be voted on at the fall Board of Trustees meeting.

- D. Committees that have regular fall meetings (e.g., the Ministerial Fellowship Committee, Independent Study Committee) should invite their new members to assume office after the fall Board meeting.

### EXECUTIVE SESSION

The Board voted to go into Executive Session to discuss recommendations for Committee on Committees' appointments and, when it returned to regular session, the Board announced that those appointments would be entered into the regular minutes of the meeting.

### COMMITTEE ON COMMITTEES' REPORT

M (Dame), S, and

VOTED: To approve the following committee appointments:

Panel on Theological Education  
(effective immediately and extending through December 31, 2005)

Rev. Marvin Ellison

Commission on Social Witness  
(effective immediately and extending through June 30, 2007)

Chris Trace

Religious Education Credentialing Committee  
(effective immediately and extending through December 31, 2005)

Sue McGovern

Information Technology and Electronic Communications Committee  
(effective immediately and extending through December 31, 2005)

Tina Marie Harriss

Compensation, Pension and Benefits Committee  
(effective immediately and extending through December 31, 2005)

Robert Messing, Chair

REGIONAL SUBCOMMITTEES ON CANDIDACY  
(effective immediately and extending through December 31, 2005)

Northeast

Richard Brigham

Midwest

Rev. Susan Ritchie

Libby Starling

West

Rev. Rachael Anderson

Mary Rose

Jo Victoria

ANNUAL PROGRAM FUND CONTINENTAL COMMITTEE

Two-year terms effective 7/1/03 through 6/30/05:

Judy Pickett, General Chair

Bruce Clary, MBD Chair

Peggy Evans-Couch, PSWD

Chair Jane Fogg, BCD Chair

Pete Fontneau, JPD Chair

Pat Griggs, TJD Chair

Dick Jacke, PNWD Chair

Jerry Knasel, OMD Chair

Mal Ingison, NH/VTD Chair

Kent Price, NED Chair

Betsy Spaulding, SLD Chair

New appointment to complete a one-year unexpired term, effective 7/1/03 through 6/30/04:

Karen Kress PSD Chair (replacing Barbara Royal)

Two-year terms, effective 7/1/03 through 6/30/05:

Michael Quarrey CBD Chair

Penny Ramsdell SWD)

CLOSING

The meeting was adjourned at 3:40 p.m. on Thursday, June 26, 2003.

Respectfully submitted,

/s/ Kathleen Montgomery  
Recording Secretary