

## MINUTES

### BOARD OF TRUSTEES UNITARIAN UNIVERSALIST ASSOCIATION

October 16-17, 2004

Pursuant to notice duly given, a meeting of the Board of Trustees of the Unitarian Universalist Association was held on October 16-17, 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, Redd, Rickter, Saunders, Shanti, Solomon, Stukey, Wight, Wilde, and Sinkford

#### MEMBERS

ABSENT: None

#### ALSO

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

Gini Courter, Moderator, called the meeting to order at 8:30 a.m. on Saturday, October 16, 2004. Joan Lund provided opening words. It was announced that Judi McGavin would lead Sunday's worship service. Trustees and visitors were introduced and the agenda was approved.

#### APPROVAL OF JUNE BOARD MINUTES

The minutes of the June 2004 meetings of the Board of Trustees were approved as written.

#### APPROVAL OF 2004 GENERAL ASSEMBLY MINUTES

The minutes of the 2004 General Assembly were approved as written.

#### APPROVAL OF EXECUTIVE COMMITTEE MINUTES

The minutes of the August 12-18 meeting of the Board's Executive Committee were approved as written by the Executive Committee and ratified by the Board of Trustees.

#### MINISTERIAL HOUSING ALLOWANCE

The Board received a memo from the Treasurer dated September 20, 2004 reporting a housing allowance for a minister employed by the Association that had been approved by him by authority of Board action of January 25-26, 1997, said allowance having been approved by him prior to the effective date.

#### CHECK SIGNING AUTHORIZATION

By consensus, check signing authority for the Washington Office for Social Justice's Bank of America Account was approved for Taquienna Boston and the account was updated to note the change in the name for Rob Cavanaugh to Rob Keithan. A single signature is required for up to \$4,999 and two signatures are required for amounts of \$5,000 and more.

#### INDEPENDENT AFFILIATE ACCEPTANCE

M (Arnason), S, and

VOTED: To approve Independent Affiliate status for the following organization, for the period beginning July 1, 2004 and extending through June 30, 2005:

Star Island Religious Education Conference

Saunders, McIntyre, and Allen-Thompson asked that it be noted they had voted against this motion.

M (Ortman), S, and

VOTED: To approve Independent Affiliate status for the following organization, for the period beginning July 1, 2004 and extending through June 30, 2005:

Unitarian Universalist Small Group Ministry Network

Stukey and Dame asked that it be noted that they had abstained from this vote.

M (Ortman), S, and

VOTED: To approve the renewal of Independent Affiliate status for the period beginning July 1, 2004 and extending through June 30, 2005 for the following organization:

Senexet House: The Retreat, Inc.

Lund, Marx, Saunders, Payne-Alex, McIntyre, and Allen-Thompson asked that it be noted they had voted against this motion.

### PRESIDENT'S REPORT

President Sinkford reported that the staff Leadership Council had crafted a mission statement for the staff that read, "We provide visionary leadership and resources to build and support vital congregations so Unitarian Universalism and liberal religious values thrive in the world." He proposed imagining a process to involve congregations in framing and owning a mission for the Association of Congregations, suggesting that the new relationship with congregational presidents provided one venue for the development of such a process.

Sinkford reported that, in public witness work, the Marriage Equality Caravan had completed its cross-country pilgrimage, that in the Atlanta area, six of our congregations had wrapped their buildings in rainbow ribbons and declared themselves Hate Free Zones. It is almost inevitable, he said, that marriage equality will continue to be a central focus of the Association's public witness work in the coming year. He reported that Unitarian Universalists have registered tens of thousands of first time voters in an effort to reclaim democracy this year.

The President said that the Association had posted another year of growth in adult membership in 2004 but reported a surprising and disturbing shrinkage in religious enrollments. He noted that growth was being addressed on many fronts and that more than 300 of our congregations are using some version of the "Uncommon Denomination" materials, with an aggressive advertising and marketing campaign soon to be launched in Houston. Fort Worth's Pathways Church held its first public worship on September 19, with 150 in attendance.

The UUA and the Unitarian Universalist Service Committee have jointly employed a consultant to help the two institutions find areas where operational collaborations could expand and enrich common work. The International Association of Religious Freedom has been in search for a new General Secretary and an offer has been extended to a well-qualified candidate; the next IARF Congress will be held in Taiwan in 2006.

Sinkford noted that the Finance Committee would be bringing a motion to the Board to commit the existing General Assembly reserves to an offer of free registration for congregational presidents for a second year. Elaine Pagels will be the Ware Lecturer at the Fort Worth General Assembly and will, additionally, receive the Melcher Book Award for her important new book, *Beyond Belief*. The Rev. Rob Hardies will preach at Sunday Worship in Fort Worth and the Rev. Patrick O'Neill will be the preacher at the Service of the Living Tradition.

#### EXECUTIVE VICE PRESIDENT'S REPORT

Kay Montgomery, Executive Vice President, reported on staff hires, saying that Mark Steinwinter would begin as Information Technology Services Director on October 25; that Kate Throop had been hired as Acting Program Director in the Pacific Central District beginning September 29; that Bob Kosturko had begun as Design Director at Beacon Press on August 16; that Petra Aldrich is the new two-year Young Adult/Campus Ministry Program Associate; and that the two new Youth Program Specialists are Betty Jeanne Rueters-Ward, effective June, and Brian Kuzma, effective August. Montgomery noted with sadness that the Rev. Elizabeth Anastos, long-time Minister of Religious Education and UUA staff member, had died recently. Board members met with Mark Steinwinter to hear of his background and plans for the Information Technology Services Staff Group.

#### SECRETARY'S REPORT

Wayne Arnason, Secretary, reported that he would be reviewing Board policies to bring them up to date. Additionally, he reported on upcoming at-large elections and noted that an Election Campaign Practices Committee would be appointed.

#### FINANCIAL ADVISOR'S REPORT

Larry Ladd, Financial Advisor, reported on the finances of the Association, saying that the budget for fiscal year '04 was balanced, that Beacon Press is well ahead of financial plan, that the new Audit Committee had begun its work, and that investment performance is strong. He noted that membership growth is a concern and reiterated his continuing caution that Beacon Press remains a financial risk.

#### GENERAL ASSEMBLY PLANNING COMMITTEE REPORT

Pat Solomon and Lillian Anderson, members of the General Assembly Planning Committee, described plans for future General Assemblies. They said that the theme for the 2005 General Assembly would be "Ministering to Families in Today's World" and that the theme for the 2006 General Assembly would be "Toward Right Relationships."

They announced that Patsy Madden would be local coordinator for the 2006 General Assembly.

#### ADMINISTRATIVE, ORGANIZATION, AND PERSONNEL COMMITTEE REPORT

Ed Wilde, Chair of the Administrative, Organization, and Personnel Committee, reported on recent deliberations of that committee. He reported that the committee had agreed that a fundamental governance principle is that the Board of Trustees should be independent of the UUA Administration and that Board members' only loyalties should be only to their own judgment and their constituencies. There should be neither the appearance nor reality that any personal goals might influence actions taken or votes cast by Board members.

M (Wilde), S, and

VOTED: Members of the Board of Trustees may not seek employment by or contracts from the UUA for themselves, family members, or companies in which they hold a significant or direct financial interest.

M (Wilde), S, and

VOTED: The UUA Administration may not approach a member of the Board of Trustees regarding possible employment on the UUA staff.

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

Members of the Living Our Faith Working Group reported on their conversations, including the congregational presidents' responses to social justice work in the Association and the appropriate role for the Board concerning public witness. The recommendations of the Commission on Social Witness Review Panel were reviewed and it was agreed that legal counsel would be consulted and that this matter would come back to the Board at the time of their January meeting.

M (Olson Peebles), S, and

VOTED: To approve the following description of the UUA Board's role in matters of public witness:

#### UUA Board Role in Public Witness

The UUA Board of Trustees' role concerning public witness or matters of social concern is to ensure that the purposes of the Association are realized. It is

appropriate for the Board's role concerning public witness on matters of social concern to be:

1. To call upon the elected leadership of our congregations to provide and safeguard the sacred space where Unitarian Universalists may discuss, better understand, and explore public policy in the light of our UU principles and the individual's conscience.
2. To encourage our congregations to take a responsible role in bearing witness publicly to their faith in matters of social concern.
3. To support the work of the UUA President and staff to bear witness publicly, expressing the historic and theological grounding of UU positions on matters of public social concern.
4. To encourage the President of the UUA to provide prophetic leadership, calling upon UU congregations to consider witness and transformation in the face of social concerns.
5. To encourage congregations to make use of the Social Witness process, which refers issues for study and statements of conscience to the larger Association, through the authority of the congregations meeting at the General Assembly.
6. To be stewards of the social witness process as outlined in the UUA Bylaws and Rules.
7. To speak as the Board of Trustees of the UUA on matters of witness in our own work as an Association. \*
8. To review and affirm adoption of UUA Public Policy Statements, based on actions of previous General Assemblies.

None of the above precludes the BOT from choosing to bear witness in a time of extraordinary circumstances and with unanimous voice.

\* e.g., supporting welcoming congregations; ordaining women; ordaining b/g/l/t ministers; the transformation of our congregations and associational bodies in becoming anti-racist, anti-oppressive, and multi-cultural; socially responsible investment of resources; supporting freedom of conscience in the witnessing of congregations and ministers; etc.

### MODERATOR'S REPORT

Moderator Gini Courter noted that she had been elected by the Board of Trustees as Moderator in October of 2003 and that, although elected by the General Assembly since then, felt a particular connection to the Board because of that. She said that a primary goal for her was to coordinate the leadership of the Board, committees, the Administration, and congregations.

### REPORT OF THE OUR ASSOCIATION WORKING GROUP

Members of the Our Association Working Group reported on their discussions, including a review of questions from congregational presidents, information that they wanted to gather from the Lifespan Faith Development Staff Group, a review of a proposal to redesign ministerial fellowship, concerns about the Service of the Living Tradition, a review of a Bylaw change concerning a vote at General Assembly for Masters' Level Directors of Religious of Education (to come to the Board at the time of their April meeting), their discussion of anti-racism/anti-oppression training for Regional Sub-Committees of the Ministerial Fellowship Committee, discussion of the role of Independent Affiliate Organizations. Additionally, they reported on their extended discussion of UUA programs for ministry to and for youth.

M (Conley), S, and

MOVED: To request that the President convene a consultation for the purpose of renewing the Association's vision of its ministry for and with youth. We request the President to seek a youth co-convenor for the consultation, and to consult with the Moderator, the Board, and staff, including the professional and volunteer staff leaders of YRUU, regarding the invited participants.

The Board further requests that the President invite the "Resolution Committee" appointed by the YRUU Steering Committee at the request of Youth Council to be part of this consultation. We encourage the Administration to provide a facilitated process of engagement with the concerns this Resolution Committee is charged with addressing, as a preliminary part of the consultation process.

We ask the President to report in January 2005 on the progress made in planning such a consultation and we ask that a report on the consultation itself be available by the April 2005 Board meeting.

M (Conley), S, and

VOTED: To approve the following charge for the Openness Implementation Committee:

The Openness Implementation Committee is charged with clarifying the functional application of Rule G-2.1 to the UUA Board and all UUA committees, commissions, and task forces.

a. In collaboration with committee leadership, create a clear, detailed process for each group to establish effective openness practices and policies

b. Provide a mechanism for congregations and individuals to submit comments about adherence to this policy

c. Report no less than annually to the Board of Trustees

Oversight: will be provided by the Board of Trustees

Timeline: ongoing, subject to oversight and re-evaluation after three years.

## FINANCE COMMITTEE REPORT

M (Saunders), S, and

VOTED: To approve a change in the language of the Congregational Properties and Loan Commission Guaranty of Building Loan Agreements as follows:

The amount of this Loan Guaranty shall not exceed the lesser of \$375,000 or 50% of the original loan amount, provided that all payments of principal of the note shall reduce the amount of this guaranty by like amount.

M (Saunders), S, and

VOTED: To adopt the Site Acquisition Program, as recommended by the Congregational Properties and Loan Commission, so as to permit the maximum site purchase price of up to \$1,125,000 and to modify the land program to authorize site acquisition loans for a seven year term up to a maximum of \$750,000 consistent with the building loan program agreement with Eastern Bank, and to authorize the UUA Treasurer and/or the Executive Vice President to enter into such an agreement with Eastern Bank.

M (Blevins), S, and

VOTED: To approve free registration for each congregation's highest elected lay leader (i.e. congregational president) attending General Assembly 2005 as a delegate, reimbursable from the General Assembly reserve account. If a congregation does not have a president, the invitation is meant for the highest lay leader (board president, prudential chair, etc. and not for ministers, administrators, DREs or other designees). In order to receive a reimbursement, attendees will be required to verify their status within the congregation they represent. Congregations may send



their current president or their president-elect. Only one reimbursement per congregation will be issued.

M (Blevins), S, and

VOTED: To approve a change in the registration fees for the 2005 General Assembly child care program from \$185 to \$220 for four day attendance.

M (Conley), S, and

VOTED: To approve the FY05 Beacon Press budget as presented.

M (Conley), S, and

VOTED: To approve the FY05 capital expenditure budget as presented.

M (Conley), S, and

VOTED: To approve the FY05 operating budget as presented.

M (Rickter), S, and

VOTED: To fund future capital campaigns by taking an additional draw up to 2% from the Association's accumulated appreciation from restricted endowments in an amount sufficient to cover capital fundraising expenses. This draw is in addition to the 5% draw for operating budget, not to exceed a total of 7%.

M (Ortman), S, and

VOTED: To send the following message of appreciation of Lucia Santini-Field:

Resolution of Appreciation and Best Wishes for  
Lucia Santini-Field  
From the Board of Trustees of the  
Unitarian Universalist Association  
October 16, 2004

Having met Lucia Santini-Field at our meeting last year, we were particularly appreciative of the qualities of spirit, enthusiasm, expertise and commitment that she brought to her work as Chair of the Investment Committee and as a member of the Committee on Socially Responsible Investing on behalf of the Unitarian Universalism. We were particularly pleased at the prospect of

working with her in future leadership roles. We were saddened to learn, during Larry Ladd's report at this October's meeting, that Lucia has developed a health condition that will leave these possibilities unfulfilled.

At this time we wish to thank Lucia for her years of passionate service to our movement and, even still, for her ongoing service as a member of the Investment Committee. We want her to know that not only our appreciation, but that our prayers and best wishes are also with her as she finds her way through the challenges that face her at this time and whatever the future may hold in store.

All our best to you, Lucia.  
With prayers for healing and wholeness,  
The Board of Trustees

#### AUDIT COMMITTEE REPORT

Larry Ladd, Financial Advisor, distributed a draft of the FY04 audit and reported on the work of the Audit Committee, saying that the choice of a new auditing firm had been put out to bid. He distributed a draft of a new charge to the Audit Committee and it was agreed that the Board would take action on that charge at the time of their January meeting.

#### REPORT OF THE GROWTH WORKING GROUP

Members of the Growth Working Group reported on their discussions, including a review of the General Assembly workshop in growth, a response to a letter from the Central Midwest District concerning growth issues, "branding," the work of the Growth Team, and a proposed International Vision Statement.

M (Wight), S, and

VOTED: To adopt the following International Vision Statement:

The work of the Unitarian Universalist Association (UUA) is to serve member congregations and support UU institutions bearing witness to our liberal religious faith and bringing our principles to life. Mindful of both the brokenness and the potential for reconciliation in the world, the Board of the UUA commits to strengthen and energize UUA member congregations by facilitating their connection to the transforming power of international engagement and partnership. In support of this

commitment, we urge the UUA administration and member congregations to foster institutional partnerships that:

- model friendship and right relations, economic fairness and responsible stewardship of resources among partners;
- promote human rights, religious freedom, international peace and justice; and
- increase the visibility of Unitarian Universalism, Unitarianism and Universalism as an active positive religious presence in the world.

M (Solomon), S, and

VOTED: The Board requests of the UUA Administration that there be conversation and coordination regarding staff, General Assembly Planning Committee, and Board workshop recommendations to ensure that the array of workshops offered reflects our overall goals and purposes. It is also recommended that there be a growth track (irrespective of point of origin of workshop).

M (Shanti), S, and

VOTED: To ask Wayne Arnason, Secretary, to craft a response to the letter concerning growth issues received from the Central Midwest District.

#### REPORT OF THE ANTI-RACISM/ANTI-OPPRESSION BOARD TASK FORCE

Members of the Board's Anti-Racism/Anti-Oppression Task Force reported on their ongoing work.

#### REPORT OF THE CONGREGATIONS WORKING GROUP

Members of the Congregations Working Group reported on their discussions, including the acknowledgement of three new congregations and the announcement that two congregations had terminated their membership in the Association: the Unitarian Universalist Fellowship of Lake Tahoe, CA and the Unitarian Church of Calgary, Alberta, Canada. It was agreed that a letter would be sent to Canadian congregations terminating their membership in the Association expressing wishes for their renewed vigor and gratitude for their past contributions.

Additionally, members of the working group reported that they had met with Tracey Robinson-Harris concerning growth and marketing initiatives, with the Moderator and the President concerning a vision for congregational involvement at General Assembly and within our Association, and with members of the Ministry and

Professional Leadership Staff Group concerning church staff salary recommendations and about a self-funded insurance plan. John Weston and Harlan Limpert presented a Responsible Staffing report designed to provide safety to vulnerable persons in congregations and congregational liability in those issues. The working group met with Connie Haas Zuber, District Presidents' Association (DPA) President to discuss overlapping concerns of the Board and the DPA.

New Congregations

M (Solomon), S, and

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

The Ginger Hill Unitarian  
Universalist Congregation  
SLIPPERY ROCK, PA

M (McIntyre), S, and

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

Adirondack Unitarian Universalist Community  
SARANAC LAKE, NY

M (Stukey), S, and

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

All Souls Free Religious Fellowship (All Souls U.U. Society  
CHICAGO, IL

REPORT OF THE BEST PRACTICES COMMITTEE

John Blevins, Chair of the Best Practices Committee, reported on the ongoing work of that committee.

EXECUTIVE SESSION

The Board voted to go into Executive Session to discuss Committee on Committees' appointments. It was agreed that the decisions would be entered into the regular minutes of the meeting.

COMMITTEE ON COMMITTEES REPORT

M (Stukey), S, and

VOTED: To approve the following committee appointments for the period beginning immediately and extending through December 2005:

**WRSCC (West Regional Subcommittees on Candidacy):**

Jesse King (replacing Arliss Ungar)

**MRSCC (Midwest Regional Subcommittee on Candidacy):**

Evelyn Johnson (replacing George Dersheimer)

**CSRI (Committee on Socially Responsible Investing)**

Rev. Jim Sherblom, Liaison from Investment Committee (replacing Lucia Santini Field)

Eva Marx, Board Liaison

**Investment Committee Chair**

Craig Scholl (replacing Lucia Santini Field)

**Accessibilities Committee**

Lauren (Laurie) Thomas, (replacing Cathe Carpenter)

**Board Anti Racism Assessment and Monitoring Team**

Jackie Shanti

**Congregational Properties and Loan Commission**

Tom Denio

**Open UUA Implementation Committee**

Art Ungar, Chair

Rev. Jim Hobart

Brad Brown

**Election Campaign Practices Committee**

Lyn Conley, Board

**UUA-UUSC Collaboration Working Group**

Sue Stukey (Board representative)

**Board Liaison to YRUU/Youth Council**

Kathryn McIntyre (replacing Jose Ballester)

**UU-UNO Representatives**

President, Bill Sinkford, ex officio  
Rev. Olivia Holmes, ex officio  
Mrs. Margaret Montgomery, President, UU-UNO Board of Directors  
Ms. Eryl Court, Vice President and Canadian Representative  
Ms. Eleanor Mason, Vice President  
Mrs. Genia Kornhaber, Secretary  
Rev. Fran Mercer, Executive Director, UU-UNO

CLOSING

Julian Sharp provided closing words and the meeting was adjourned at 3:20 p.m. on Sunday, October 17, 2004.

Respectfully submitted,

/s/ Kathleen Montgomery  
Recording Secretary

## FUTURE MEETING DATES

### Board Meetings

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

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

### General Assembly

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:*

2005 - January Board Packet Deadline – December 17, 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