



# COMMISSION ON APPRAISAL

---

To provoke deep reflection and evoke timely, creative transformation of Unitarian Universalism, our congregations, and the Unitarian Universalist Association.

## January Conference Call Meeting Minutes

### **Tuesday, Jan 22, 8:00 AM PST**

Present: Erica Baron, John Cullinan, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil  
Absent: Megan Dowdell

There were technical difficulties with Google Hangout, so Erica switched the meeting to a conference call.

Members checked in on their writing progress. The Erica gave the assignment that everyone work individually on writing their chapter and, once that is done, start reading and commenting on other chapters. All work and comments will be posted on Google Docs. The meeting recessed at 8:56 AM PST.

### **The meeting resumed at 1:00 PM PST Tuesday.**

Present: Erica Baron, John Cullinan, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil  
Absent: Megan Dowdell

There was a brief discussion of footnotes and references. Final decisions on that and other stylistic questions will be made later.

Erica asked for progress reports, and each member described their progress so far.

Members went back to individual work.

### **The meeting resumed at 4:15 PM PST Tuesday.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

Members reported on their progress.

The meeting adjourned for the day.

### **Wednesday, January 23, 9:00 AM PST**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

Nana Kratochvil did the opening worship. This was followed by a personal check-in and a discussion of technical difficulties.

There was a short break.

### **The meeting resumed at 9:30 AM PST Wednesday.**

Present: Erica Baron, John Cullinan, Megan Dowdell (left at 11:30), Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

Erica summarized the publishing options with the pros and cons for each. Considerations were deadlines, editorial support, publishing costs to the Commission, book costs to the purchasers and congregations, and availability of the book by GA. The Commission members decided to with the UUA publishing office. To do that the draft has to be ready by the end of the coming weekend.

The Project Manager described the working process. We will progress chapter by chapter. Everyone except Erica will take an hour to read and comment a chapter. Erica will spend the same time going over suggestions for the previous chapter. Then the Commission will come together and discuss the new comments.

Outline of chapters:

- Introduction
- Methods
- Context
- What is Ministry? Who Does it?
- What is Authority? Where does it come from?
- Who has authority and who doesn't?
- Conflict
- Resources
- Recommendations and further study (later dropped)

The meeting recessed at 10:40 AM PST with the assignment to read and comment on the Methods chapter.

**The meeting resumed at 11:40 AM PST Wednesday**

Present: Erica Baron, John Cullinan, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission discussed the Methods chapter and made changes.

The observers made process and ARAO reports.

The meeting recessed at 12:35 PM for a break.

**The meeting resumed at 1:35 PM PST Wednesday**

After a brief review of the Context chapter the meeting recessed for work time on that chapter at 1:40 PM PST.

**Meeting resumed at 2:40 PM PST Wednesday**

Present: Erica Baron, John Cullinan, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission discussed the "Context" chapter and made changes. Then the Commission did an initial review of the "What is Ministry?" chapter.

The meeting recessed for a break and work time at 3:30 PM PST.

**The meeting resumed at 5:30 PM PST Wednesday.**

Present: Erica Baron, John Cullinan, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission discussed the "What is Ministry?" chapter and made changes.

The Commission briefly reviewed the "What is Authority?" chapter with plans to read and make comments before the start of the meeting Thursday morning.

The observers made process and ARAO reports.

John Cullinan did the closing worship.

The meeting recessed at 7:00 PM PST.

**Thursday, Jan 24, 9:00 AM PST**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

Pete Fontneau did the opening worship.

The Commission reviewed the comments on the "What is Authority?" chapter and made changes based on the comments.

The meeting recessed for a break and writing time.

Read and Write break

**The meeting resumed at 11:00 AM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission reviewed the comments on the “Who Has Authority” chapter and made changes based on the comments.

Process and ARAO observers gave their reports

The meeting recessed for a break at 12:35 PM PST.

**The meeting resumed at 1:35 PM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commissioners did a check-in on the current process, progress and current personal issues.

The Project Manager made assignments for the next hour of individual work. Some members will work on revisions of chapters that have already been review and other will move forward to the “Conflict” chapter.

The meeting recessed for individual work until 3:00 PM PST.

**The meeting resumed at 3:00 PM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission reviewed the comments on the “Conflict” chapter and made changes based on the comments.

The meeting recessed for a break at 4:10 PM PST.

**The meeting resumed at 5:10 PM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

Commissioners were assignment the task of reviewing the chapters they drafted and finding any material form the chapter that should be included in the “Resources” chapter.

The meeting recessed for work time at 5:20 PM PST.

**The meeting resumed at 6:20 PM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Project Manager gave everyone an assignment to be completed before the meeting the next morning.

Process and ARAO observers gave their reports.

Megan Dowdell gave a closing worship.

The meeting adjourned for the day at 6:38 PM PST.

**Friday, January 25, 9:00 AM PST**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

Lynne Garner did an opening worship.

The Commissioners checked in on the overnight assignments.

The meeting recessed for work on the “Resources” chapter at 9:40 AM PST.

**The meeting resumed at 10:40 AM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission reviewed the comments on the “Responses” chapter and made changes based on the comments.

The Project Manager assigned each chapter to one commissioner for a second round of review and editing.

Process and ARAO observers gave their reports.

The meeting recessed for work and a break at 11:40 AM PST.

**The meeting resumed at 1:40 PM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

General questions were discussed. Decisions were made about placing recommendations in each chapter, bullet point summaries at the end of each chapter, consistent use of pronouns, usage of gender identity and LGBTQ language, placing a personal statement from each commissioner in the Preface, the order of chapters, and the style of attribution of quotes from focus group participants. Language usage will be explained in the Preface of the report.

The meeting recessed for a short break at 2:40 PM PST.

**The meeting resumed at 2:50 PM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission reviewed the second drafts of the “Methods,” “Ministry,” and “What is Authority?” chapters and made corrections.

The meeting recessed for a break and individual work on “Context,” “Responses,” and “Introduction” chapters at 3:30 PM PST.

**The meeting resumed at 5:00 PM PST.**

Present: Erica Baron, John Cullinan, Megan Dowdell, Pete Fontneau, Lynne Garner, Bev Harrison, Nana Kratochvil

The Commission reviewed the revised draft of the “Context,” “Who Has Authority?” “Conflict,” and “Responses” chapters and made editorial changes.

The Project Manager listed a short list of things to be done tomorrow before the draft report is sent to the Publishing Office. These were assigned to individual commissioners.

The Commission reviewed the “Introduction” and made no changes.

The final draft was declared done.

Process and ARAO observers gave their reports.

There was a final check-out.

Bev Harrison did the closing worship.

**The meeting ended 7:00PM PST,**

Respectfully submitted,  
Bev Harrison  
Secretary