

Minutes of COA Conference Call
12:30 to 1:45 July 9, 2015

On the call: Nathan Hollister, Peter Kandis, Xolani Kacela, Brian Chenowith, Kathleen Henry

COA members introduced themselves.

The Conference Call was preparatory to a call with Jim Key to be held in the near future based on the following email from him:

I wanted to reach out to the newly affirmed COA and request a joint discernment of what the COAs needs are and how we might heal the scraped scabs of the board/COA relationships. I hope for a better collegial relationship with the leadership that emerges within the Commission. I am writing to you because I have your contact info readily available. Please share with the full Committee.

I am the board liaison with COA and in that capacity would like to have a conversation on how the COA wishes to proceed regarding budget for the new fiscal year just begin and the specific appointments to the vacated positions now needing to be filled. The bylaws suggest a number that your predecessor commission wanted to reduce. My recollection is that you have four positions that need to be filled although only two might be desired. Before the Board of Trustees asks the appointments committee to begin the search, I am requesting the COA make a request of the Board of its staffing needs and budget needs. I have tentatively advised the appointments committed to look for two volunteers. It would be most helpful for the COA to confirm to the Appointments Committee any specific skills or experiences you require. Please understand you should not ask for X number of new volunteers because the bylaws say so. Ask for what you need to carry out whatever you discern to be the desires of the assembly just concluded.

I will available to meet and welcome that meeting with the COA after July 15.

Item #1 Proposed Number of People on the Commission on Appraisal

After discussion, COA decided to propose to the Appointments Committee the addition of one more person bringing the total number on the committee to 6, which had been suggested by the most recent COA. It was suggested that the COA would benefit from the participation of a young woman of color who is not a minister. It was further recommended that the Appointments Committee should look at Tamara Paine-Alex of San Jose, CA as a possible candidate. It was not clear whether the COA makes proposals directly to the Appointments Committee or to the Board which then asks the Appointment Committee.

Item #2 Staff Assistance

In the course of the discussion about the number of members on the COA, it was noted that were the COA to have staff assistance especially in regard to travel and meeting arrangements, the workload itself could be handled by six members.

No formal vote was taken on this, but the sense of the group was to ask the Board for that kind of staff assistance, and also to ask for the use of the UUA video conferencing.

Item #3 Budget

Kathleen volunteered to contact Megan Dowdell about budgetary matters as she handled that for the previous COA. And to pull together a rough draft of a budget forecast. The typical budgetary items in the past as outlined by Nato and Xolani are:

- Lodging and travel to a number of meetings per year
- Meals on site, transportation from airport and to meeting site from hotel if necessary
- Consultants (note: consultants local to the meeting site were used)
- Books and study materials
- Video conferencing

It was noted that the Board might be requiring that meetings be held at the UUA. This needs to be clarified. It was agreed that travel and expenses to attend GA should be covered and COA should have an abbreviated meeting at GA. Three other face to face meetings per year would be best. Two of those would be in Boston. Geographical distribution of the COA membership would indicate that at least one meeting in North Carolina would save money. On an ancillary note, Nato suggested we schedule our meetings so that individual members are available to attend their regional meetings where some COA work could indeed be accomplished.

Item #4 Publishing Preliminary Class Report

It was decided that a PDF of the Preliminary Class report should be made available. One or two copies should also be printed and bound for the archives. (Note: this cost should be included in the COA budget proposal.)

Item #5 Continuing the Class Study

It was decided to continue with the study of class begun by the COA. (Noted here so as not to forget: An idea was surfaced that, like the Anti-Racism Anti Oppression training for leadership is offered every other year, a training on class should be offered.)

Item #6 Roles

The decisions about filling the roles which serve the committee (President, Vice President, Project Manager, Secretary, Treasurer, Chaplain) was tabled for our next meeting.

Item #7 Proposed Date and Time for Call with Jim Key

It was decided to propose July 17th at 12:30 for the call and Peter would contact Jim to arrange it.

Respectfully submitted,
Kathleen Henry