

## MINUTES

### BOARD OF TRUSTEES UNITARIAN UNIVERSALIST ASSOCIATION

October 20-21, 2007

Pursuant to notice duly given, a meeting of the Board of Trustees of the Unitarian Universalist Association was held on October 20-21, 2007 at 25 Beacon Street, Boston, Massachusetts.

#### MEMBERS

PRESENT: Adair, Ballester, McNatt, Blevins, Brody, Burke, Carley, Comstock, Conley, Courter, Friedman, Gallagher, Greene, King, Laskowski, Lund, Loughrey, Marx, Olsen, Payne-Alex, Rickter, Saunders, Shanti, Solomon, Urbikas, Wooldridge, and Sinkford

#### MEMBERS

ABSENT: None

#### ALSO

PRESENT: Brennan, Lawrence, Montgomery, and observers

Gini Courter, Moderator, called the meeting to order at 8:30am on Saturday, October 20, 2007. It was announced that Tamara Payne-Alex would lead Sunday's worship service. Trustees and visitors were introduced and the agenda was approved.

#### **APPROVAL OF JUNE BOARD MEETING MINUTES**

The minutes of the June 2007 meeting of the Board of Trustees were approved as written.

#### **APPROVAL OF 2007 GENERAL ASSEMBLY MINUTES**

The minutes of the 2007 General Assembly were approved as written.

#### **APPROVAL OF EXECUTIVE COMMITTEE MINUTES**

The minutes of the July 23-24 and September 25-26, 2007 meetings of the Executive Committee were approved as written by the Executive Committee and ratified by the Board of Trustees.

## **MINISTERS HOUSING ALLOWANCES**

The Board received a memo from the Treasurer dated September 17, 2007 reporting housing allowances for ministers employed by the Association that had been approved by him by authority of Board action of January 1997, said allowance having been approved by him prior to the effective date.

## **SECRETARY'S REPORT**

Paul Rickter, Secretary, reviewed the process concerning the 2009 election for UUA officers and asked the Board to approve the Rules for the Board of Review in accord with the Bylaw change approved at the 2007 General Assembly.

M (Rickter), S, and

VOTED: To approve the Rules of the Board of Review  
(see Attachment A).

## **EXECUTIVE VICE PRESIDENT'S REPORT**

Kay Montgomery, Executive Vice President, reported on recent staff hires:

- Jessica York, Youth Resources Director
- Susan Lawrence, Managing Editor for Tapestry
- Laura Spencer, Program Associate for Racial and Ethnic Concerns
- Rob Molla, Human Resources Director
- Susan Sinnamon, Thomas Jefferson District Program Consultant
- Eric Cherry, Director of International Resources
- Jory Agate, Ministerial Development Director
- John Wong, Chief Financial Officer for Beacon Press

She noted that the number of more senior positions filled by persons of color had significantly increased.

Montgomery said that the first Tapestry of Faith curriculum, *Spirit of Life* by Barbara Hamilton-Holway, had appeared on the web and that a number of other curricula would be following throughout the next few months. She asked trustees to provide feedback on their experience with the new content management system. In conclusion, she noted with sadness the death of Natalie Gulbrandsen, former Moderator of the Association.

## **TREASURER'S REPORT**

Tim Brennan, Treasurer, reported on staffing transitions in the finance staff group, said that the audit was complete, the financial results for 2007 strong, and that the auditors had been

pleased with responses to the 2006 management letter. He noted changes on the balance sheet, income results, and key changes in the budget for 2008. He said that the General Investment Fund would henceforth be referred to as the Unitarian Universalist Common Endowment Fund, reviewed the work of the Socially Responsible Investing Committee, and reported on a facility condition assessment which will be completed by the time of the January meeting of the Board of Trustees.

Brennan said that his priorities for the coming year included the recruitment of a new Controller, cash management of capital items, the selection and installation of a fixed asset system, documentation and investor communications concerning the endowment fund, and the creation of a master plan for LEED certification.

### **FIRST VICE MODERATOR'S REPORT**

Jackie Shanti, First Vice Moderator, reported on board matters including a request from the Commission on Appraisal concerning their involvement in a review of the Purposes and Principles. After discussion, this matter was tabled until the time of the January meeting of the Board of Trustees.

### **REPORT OF THE CONGREGATIONS WORKING GROUP**

Members of the Congregations Working Group reported on their discussions, saying that they had discussed the possible acceptance into the Association of a society that would have dual membership and a request from a district executive that a church be removed from relationship with the Association; both of these matters will come back to the board for future consideration. Discussion was held concerning the congregational presidents' workshop at GA. It was reported that Barbara Beach would be re-nominated as member-at-large of the International Council of Unitarians and Universalists and the status of the International Association for Religious Freedom was reviewed. Additionally, the working group had discussed restorative justice issues.

### **REPORT OF THE GROWTH WORKING GROUP**

Members of the Growth Working Group reported on their discussions, saying that they had reviewed current growth initiatives and the role of ministers as allies for growth. Discussion was held concerning financial planning and budgeting for growth work.

### **REPORT OF THE GOVERNANCE WORKING GROUP**

Members of the Governance Working Group detailed their schedule for governance transition and discussed ongoing continuing Board education on governance.

M (Blevins), S, and

VOTED: To support the principle of “Board Holism” and to stay mindful that ownership of all Board policies lies with the Board as a whole, it is agreed that once the Finance Committee has completed its review of policies, their revisions will come to the full Board for adoption.

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

Members of the Living Our Faith Working Group reported on their discussions, including the Diversity of Ministry Initiative, responses to disaster relief, the process surrounding the decision to embed work on accessibilities issues in the Journey Toward Wholeness Transformation Committee. A motion was made which would have committed the board to meeting from time to time in a location other than Boston. After discussion, this motion was tabled until the time of the January 2008 meeting of the Board of Trustees.

### **REPORT OF THE ASSOCIATION WORKING GROUP**

Members of the Association Working Group reported on their work, including a discussion of the Consultation on Ministry to and with Youth, staff protocols for communications for UUA election campaigns, and a discussion of changing the process for elections. Applications for Independent Affiliate status were considered.

M (Payne Alex), S, and

VOTED: That the Unitarian Universalist Partner Church Council be accepted into Independent affiliate status with the UUA.

### **REPORT OF THE CONSULTATION ON YOUTH MINISTRY**

Beth Dana, Sarah Eskrich, Darrick Jackson, and Jesse Jaeger reported on the Consultation on Ministry to and with Youth and described the process that would be used to move forward on change and implementation.

M (Comstock), S, and

VOTED: To express appreciation for and affirm the statement created by the Summit on Ministry with and to Youth. The statement reads as follows:

### **SUMMIT GLOBAL VISION STATEMENT**

***Strong and healthy youth self-identity:*** Communities encourage youth to explore and develop their faith and to grow spiritually.

***Love and sharing among youth and adults:*** Congregations are intergenerational communities that play important roles in the lives of youth.

***Sense of belonging, freedom, and responsibility:*** Youth are welcomed, supported, and given a voice in their congregations and in the Association. Youth are in community with their peers *and* integrated in Unitarian Universalist communities. Adults and youth practice forgiveness and learn from their mistakes as well as from each other.

***Purpose and choice:*** Youth are able to fundamentally transform congregations and the larger world by practicing and living out their faith. Congregational youth ministry is committed to nurturing and supporting ethical development of youth.

***Justice, liberation, and cooperation.*** Youth ministry fosters leaders who confront racism and oppression that divide us and who work to build the beloved community. Youth have a voice in their congregations and in the Association.

***Appreciation and stewardship:*** Youth are recognized as a positive source of leadership and energy in their congregations. Youth ministry has mechanisms for adaptation and change. Youth are fully included in shaping a faith of lifelong value.

The wisdom and action of all involved in the Consultation on Ministry To and With Youth will echo in our congregations and the lives of Unitarian Universalist youth for generations. Thank you to everyone who participated!

## **FINANCE COMMITTEE REPORT**

Lyn Conley, Finance Committee Chair, reported on Finance Committee discussions.

M (Conley), S, and

VOTED: To approve a fee increase of \$5.00 in GA registration fee (all other fees are staying the same) for 2008.

M (Conley), S, and

VOTED: To approve the FY08 budget as modified.

M (Conley), S, and

VOTED: To approve the FY08 Capital Expenditures Budget as modified.

M (Conley), S, and

VOTED: To change the UUA's budget cycle follows:

- At the Board of Trustees' January meeting, the Administration will present a report providing an overview of goals and objectives for the fiscal year beginning on July 1. This report will identify the new initiatives proposed for the upcoming fiscal year. The Board will discuss the report and will adopt the list of initiatives, with such amendments as it may choose to make.
- At the Board of Trustees' April meeting, the Administration will present both an operating budget and a capital budget for the fiscal year beginning on July 1 for approval by the board. The Administration will also present a budget for the following fiscal year to be received by the board.

M (Conley), S, and

VOTED: To approve the FY08 Beacon Press budget.

M (Conley), S, and

VOTED: To authorize the Treasurer to amend eligibility requirements of the UU Organizations Retirement Plan, the Employee Benefits Trust Health Plan, and other insurance plans without further action by the Board as follows:

Organizations in the following categories will be eligible for UUA benefit and insurance programs:

1. UU congregations in good standing
2. UU districts
3. UU Related Organizations, specifically Associate Member Organizations, Sponsored Organizations, Professional

- Organizations, Theological Schools, and Independent Affiliate Organizations (and their member organizations).
4. Other UU organizations approved by the Board of Trustees upon recommendation of the Treasurer.

M (Conley), S, and

VOTED: To approve the following conditions for the Building Loan Program, the Building Loan Guarantee Program, and the First Home Grant Program replacing the conditions approved by the Board of Trustees at its June 2000 meeting.

### **LOAN GUARANTEE PROGRAM**

To approve the following UUA Loan Guarantee Program:

The UUA Loan Guarantee Program is designed to encourage local lenders to make available mortgage loans to congregations by the participation of the UUA as a guarantor of a portion of the loan. Loan guarantees are available to individual congregations under the following guidelines:

1. The standard guarantee liability is 50% of the original amount of the loan, up to a maximum guarantee of \$450,000.
2. The minimum loan on which a guarantee will be approved is \$50,000.
3. The guarantee will cease to be in effect once the principal due falls below 50% of the original amount of the loan or ten years after the date of the loan, whichever comes first.
4. There will be an application fee plus a one-time only fee for the UUA's legal services. These fees may change from time to time and will be set by the Congregational Properties and Loan Commission. There will be no additional costs throughout the time the guarantee is in effect.
5. The application fee is due when the application is submitted. The fee (plus disbursements) will be payable upon approval of the guarantee.
6. If a congregation finds it feasible to refinance their mortgage in the future, the loan guarantee will be transferable to the new loan, providing the loan amount is not increased and the congregation has continued to contribute to the Annual Program Fund at the Fair Share level.

7. The congregation must be a Fair Share member of the Annual Program Fund and must continue to remain a Fair Share congregation throughout the life of the guarantee.

8. In the event of the dissolution of the borrower, the assets remaining after the satisfaction of all debts shall become the property of the Unitarian Universalist Association, subject to all applicable laws. With the prior written approval of the UUA Board of Trustees, the congregation has the option of naming a UUA related organization (such as a district, camp, conference center, or other congregation) as the recipient of the congregation's assets.

### **BUILDING LOAN PROGRAM**

To approve the following UUA Building Loan Program:

The purpose of the UUA Building Loan Program is to facilitate the continued growth, in the broadest sense of the term, of member societies. The loan program is designed to provide affordable financing for congregations seeking to buy a building. The program also encourages congregations to expand or renovate their existing facilities as well as to assist congregations in making their facilities more accessible to persons with physical disabilities.

Loans are available to individual congregations under the following guidelines:

1. The maximum loan is \$900,000.
2. The minimum loan is \$50,000.
3. The rate will be set at the time of closing. Loan rates will be set by the CPLC.
4. There will be an application fee plus a one-time only fee for the UUA's legal services. These fees may change from time to time and will be set by the Congregational Properties and Loan Commission. There will be no additional costs throughout the time the loan is in effect.
5. The application fee is due when the application is submitted. The one-time only fee for the UUA's legal services (plus disbursements) will be payable upon approval of the guaranty.



6. Congregations seeking to build or buy their first spiritual home will be offered a 25-year amortization period. Congregations conducting a repair or renovation project that does not involve substantial construction of the new space or making their facility more accessible will be offered a 15-year amortization period. Congregations constructing new facilities or expanding their current facilities will be offered a 20-year amortization period. A congregation may request another amortization period which will be subject to the approval of the Treasurer.

7. The congregation must be a Fair Share member of the Annual Program Fund and must continue to remain a Fair Share congregation throughout the life of the guarantee.

8. In the event of the dissolution of the borrower, the assets remaining after the satisfaction of all debts shall become the property of the Unitarian Universalist Association, subject to all applicable laws. With the prior written approval of the UUA Board of Trustees, the congregation has the option of naming a UUA related organization (such as a district, camp, conference center, or other congregation) as the recipient of the congregation's assets.

#### **FIRST HOME GRANT PROGRAM**

To approve the following UUA First Home Grant Program:

The primary purpose of the UUA First Home Grant Program is to facilitate the continued growth, in the broadest sense of the term, of member societies seeking to purchase their first piece of land and/or building or to build its first spiritual home. The UUA First Home Grant Program is not designed for congregations who already own a piece of land or building.

Grants are available to individual congregations under the following guidelines:

1. A congregation may qualify for a grant equal to 10% of its capital campaign pledges. The grant will be paid in its entirety upon approval.

2. There is a \$25,000 maximum limit to any grant.

3. The congregation must be a Fair Share member of the Annual Program Fund.

4. There will be an application fee plus a one-time only fee for the UUA's legal services. These fees may change from time to time and will be set by the Congregational Properties and Loan

Commission. There will be no additional costs throughout the time the loan is in effect.

5. The application fee is due when the application is submitted. The one-time only fee for the UUA's legal services (plus disbursements) will be payable upon approval of the guarantee.

M (Conley), S, and

VOTED: To authorize the UUA to extend a loan guarantee to the Unitarian Universalist Fellowship of Conejo Valley, Inc. (Borrower) under terms different from those authorized by the BOT under the previously authorized UUA Loan Guarantee Program. The following modifications, which will pertain only to the loan extended by First California Bank (Lender) to the Borrower:

The Guarantee will not expire until (i) the date upon which the loan is less than \$550,000.00 (50% of the original balance of the loan), or (ii) the date on which the Lender and the Borrower make material changes to the underlying loan, only if the Association is not provided notice of these material changes.

If the Association receives written notice of a default by the Borrower from the Lender, the UUA will not be able to enforce any of its rights under the Reimbursement Agreement or Second Mortgage until such time as the loan has been paid off or the Borrower is no longer in default.

Under the First California Bank Guaranty, the lender will need to provide the Association with notice and a demand for payment; however, the lender's failure to make such demand within 90 days will not release the Association from liability.

Further, that Timothy Brennan, as Treasurer of the Association, is hereby authorized and directed, in the name of and on behalf of the Association, to execute and deliver the Guarantee of the above-mentioned loan, with the changes discussed above and such other minor changes as he shall deem appropriate, and to execute, deliver and file all documents, certificates, approvals, and instruments, and to do or cause to be done all such things as Timothy Brennan, as Treasurer of the Association, may approve as being necessary or desirable or convenient and proper in connection with the execution and delivery of the Guarantee.

Further, the Board of Trustees instructs the CPLC to review the terms of the Loan Guarantee Program and make such

recommendations to the BOT that would make the program as in accord with this decision to accommodate such cases as this while prudently protecting the assets of the Association.

**ANTI-RACISM, ANTI-OPPRESSION ASSESSMENT AND MONITORING TEAM REPORT**

Members of the Anti-Racism, Anti-Oppression Assessment and Monitoring Team reported on their discussions, saying that they would plan further a/r a/o training, would survey new board members regarding self-identified competence in a/r a/o, continue to bring racial identity issues to the Board, and provide process observation training.

**GENERAL ASSEMBLY PLANNING COMMITTEE REPORT**

Eva Marx, Board liaison to the Planning Committee, reported on the 2007 General Assembly. Concerns were raised about security procedures at the Fort Lauderdale site and it was agreed that more information was needed and that the Board would be kept informed.

M (Carley), S, and

VOTED: The UUA Board of Trustees recognizes and appreciates the ways in which the General Assembly Planning Committee has entered into partnership with the Board and Administration in creating the vision and purpose of the General Assembly of our congregations.

**EXECUTIVE SESSION**

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

**COMMITTEE ON COMMITTEES' REPORT**

M (Solomon), S, and

VOTED: that the following be moved from Board-appointed to staff committees, effective January 1, 2008.

Congregational Properties and Loan Commission  
Compensation, Benefits and Pension Committee

M (Solomon), S, and

VOTED: Moved, to create a Fifth Principle Task Force:

**Charge:** The Fifth Principle Task Force will present two or more recommendations on the future configuration and content of General Assembly. Areas to be examined include but are not limited to:

- a) off-site participation in GA, including voting
- b) reconfiguration of GA content to include current pre-GA functions, including leadership development and continuing education for laypersons and religious professionals
- c) GA frequency
- d) GA duration

**Methods:** The Task Force will meet the UUA requirements for openness.

**Prior Related Task Forces:** The Task Force will review the reports of the Economic Accessibility and GA Technology Task Forces.

**Budget:** The Task Force budget will provide for two face-to-face meetings per year, one of which should be held at GA.

**Membership:** Five persons appointed by the UUA Board of Trustees and a Board liaison. The Director of the General Assembly and Conference Services Office will serve as staff liaison. The President and Moderator shall serve as ex-officio members of the Task Force. All members must be very familiar with the role of General Assembly in the democratic processes of the Association.

**Staff Support:** Staff support for the Task Force will be provided by the General Assembly and Conference Services Office.

**Timeline:** The Task Force will begin its work prior to GA 2008 and provide a final report to the UUA Board of Trustees by April 2010.

M (Solomon), S, and

VOTED: To approve the following committee appointments  
(appointments are for two-year terms beginning January 1, 2008;  
new members are in **bold**):

**ANNUAL PROGRAM FUND**

**Rev. John Morehouse**  
**Pacific Southwest District**

Charlie King, Board liaison

**AUDIT COMMITTEE**

O. Darwin Smith, Chair  
Dallas, TX

Edwin J. Merck  
Foster, RI

Christopher Reece  
Berkeley Hts., NJ

Dan Brody  
UUA Financial Advisor

**David Friedman**  
Board Liaison

**COMMITTEE ON SOCIALLY  
RESPONSIBLE INVESTING**

Rev. Sydney A. Morris, Chair  
Hancock, MI

Glenn Farley  
Washington D.C.

Jim Gunning (**one-year term**)  
Teaneck, NJ

David Sammons  
Walnut Creek, CA

Vanessa Lowe

Silver Spring, MD

**Simon Billenness**  
**Washington D.C.**

Rev. Jose Ballester  
Board Liaison

Dan Brody  
UUA Financial Advisor

Tim Brennan  
UUA Treasurer

**ELECTION CAMPAIGN**  
**PRACTICES COMMITTEE**

Rev. John Gibbons, Chair  
Bedford, MA

Lyn Conley (Board)  
Doraville, GA

Anna Olsen (Board)  
Weaverville, NC

**FUND FOR A JUST SOCIETY**

Susan Grider, Co-chair  
Etowah, NC

Rev. Parisa Parsa, Co-chair  
Milton, MA

Catherine Chang  
Somerville, MA

Rev. Jim Eller  
Kansas City, MO

Rev. Stephen Shick  
Lexington, MA

Robin Kimbrough-Melton

Anderson, SC

Rev. Roger Jones  
San Jose, CA

**FUND FOR  
UNITARIAN UNIVERSALISM**

Young Kim, Co-chair  
Wauwatosa, WI

Rev. Judith E. Meyer, Co-chair  
Santa Monica, CA

Rev. Carol Huston  
White Plains, NY

Thomas Hargrave  
Silver Spring, MD

Rev. Maj-Britt Johnson  
Warwick, NY

**FUND FOR UNITARIAN UNIVERSALIST  
SOCIAL RESPONSIBILITY**

Rev. Jan Christian, Chair  
Ventura, CA

Rev. Rhett Baird  
Macon, GA

Rev. Susan Moran  
Swampscott, MA

Bob Johnsen  
Washington, DC

Paula Nett  
Portland OR

**FUND FOR INTERNATIONAL  
UNITARIAN UNIVERSALISM**

Rev. John Gibbons, **Chair**  
Bedford, MA

Sandra Danforth  
Chicago, IL

**Rev. Dr. William Schulz**  
**Gloucester, MA**

**Vic Henshel**  
**New York, NY**

**INVESTMENT COMMITTEE**

Rev. Jim Sherblom, **Chair**  
Concord, MA

Jo Ann Corkran  
New York, NY

Kathryn Dion  
North Yarmouth, ME

**Arnold Bradburd**  
**Gwynedd, PA**

Dan Brody  
UUA Financial Advisor

Tim Brennan  
Treasurer

Will Saunders  
Board Liaison

**JOURNEY TOWARD WHOLENESS**  
**TRANSFORMATION COMMITTEE**

Rev. Monica Cummins, Co-chair  
Claremont, CA

Carolyn Cartland, Co-chair  
Bloomfield, CT

Catie Chi Olson



Minneapolis, MN

Janice Marie Johnson  
Brooklyn, NY

Bob Gross  
Charlottesville, VA

Dr. Julio Noboa  
Rancho Viejo, TX

Michael Sallwasser  
Long Beach, CA

**Arthur Tackman**  
**Honolulu, HI**

**CJ McGregor**  
**Fitchburg, MA**

Rev. Jose Ballester  
Board Liaison

Taquiena Boston  
President's Representative

**LEADERSHIP DEVELOPMENT**  
**TASK FORCE**

**Sue Stukey, Chair**  
**Committee on Committees Representative**  
**Chicago, IL**

**MINISTERIAL FELLOWSHIP COMMITTEE**

**Rev. Wayne Arnason, Chair**  
**Rocky River, OH**

Justice Waidner  
Tulsa, OK

Rev. Carolyn Owen-Towle  
San Diego, CA

Abbey Tennis  
Roxbury, MA

Rev. Geoff Rimositis  
San Jose CA

Rev. Jim Zacharias  
Albuquerque, NM

Dr. P. D. Wadler  
Chicago, IL

**Rev. Cynthia Kane**  
**Imperial Beach, CA**

**Dr. Anthony Stringer**  
**Stone Mountain, GA**

**Karen Eng**  
**Oakland, CA**

The Rev. Burton Carley  
Board Representative

Jackie Shanti  
Board Representative

*Rev. Beth Miller, Executive Secretary*

**OPEN UUA IMPLEMENTATION**  
**COMMITTEE**

Evelyn Spurgin, **Chair**  
Edgewater, MD

Carol Agate  
Santa Monica, CA

**Rev. Sam Trumbore**  
**Altamont, NY**

John Blevins  
UUA Board Representative

**PANEL ON THEOLOGICAL EDUCATION**

Rev. Barbara Merritt, Chair  
Worcester, MA

Rev. Dr. Marvin Ellison  
Portland, ME

Rev. Virginia Jarocho-Ernst  
Devon, PA

**Rev. Rob Hardies**  
**Washington, DC**

Tamara Payne-Alex  
UUA Board

Rev. Douglas Gallager  
UUA Board

Rev. Bill Sinkford  
UUA President

Rev. Beth Miller  
Director of Ministry and Professional Leadership

**MIDWEST REGIONAL SUB-  
COMMITTEE ON CANDIDACY**

Rev. Susan Ritchie, Chair  
Columbus, OH

Evelyn Johnson  
Chicago, ILL

Rev. Bill Haney  
Columbia, MO

Libby Starling  
St. Paul, MN

Rev. Ken Phifer  
Ann Arbor, MI

**Rev. Dr. Brent Smith**

**Grand Rapids, MI**

**Sharon Blevins**  
**Kansas City, MO**

**NEW ENGLAND RSCC**

Davalene Cooper, Chair  
Hull, MA

Rev. Marta Flanagan  
Mount Holly, VT

Richard Brigham  
Weatogue, CT

Rev. Vann Knight  
Swampscott, MA

Rev. Deborah Cayer  
Norwood, MA

**Randy Burnham**  
**Westport, CT**

**R. Allyn Clark**  
**Halifax, NS**

**SOUTHEAST RSCC**

Mark Hicks, **Chair**  
Washington, D.C.

Rev. Suzanne Henshaw  
Stewartsville, NJ

Rev. David Takahashi-Morris  
Charlottesville, VA

Leslie Trew  
Montpelier, VA

**Beverly Awbrey, LCSW**  
**Maplewood, NJ**

**Rev. Alice Syltie**

**Huntsville, AL**

**Amassa Fauntleroy  
Durham, NC**

**WEST RSCC**

Roberta Dianne, Chair  
Vancouver, WA

Rev. Rachel Anderson  
Berkeley, CA

Rev. James Anderson  
Tacoma WA

Rev. Beth Banks  
Davis, CA

Rev. Stephen Furrer  
Santa Fe, NM

Jesse King  
Evergreen, CO

Mary Rose  
San Diego, CA

Jo Victoria  
San Francisco, CA

**Rev. Steve Epperson  
Vancouver, BC**

**Charla Weiss  
Oakland, CA**

**RELIGIOUS EDUCATION  
CREDENTIALING COMMITTEE**

Gail Forsyth-Vail, **Chair**  
Georgetown, MA

Rev. Colleen McDonald  
Rockford, IL

Rev. Kirk Loadman-Copeland  
Centennial, CO

Kathryn Warrior  
Hillsboro, OR

Steve Lynn  
Warner Robbins, GA

**Russell M. Araujo**  
**West Chester, OH**

**Jan Devor**  
**Minneapolis, MN**  
(LREDA appointee)

Rev. Will Saunders  
UUA Board

**UUA HEALTH PLAN**  
**TRUST COMMITTEE**

Kathleen P. Burek, Chair  
Coon Rapids, MN

Paul Alan Bluestein, MD  
Fairfield, CT

Mindy Scharlin  
Newton, MA

David Tedesco  
East Bridgewater, MA

Brent A. Wilkes  
Saratoga Springs, NY

Dan Brody  
UUA Financial Advisor

Tim Brennan  
UUA Treasurer

**UUA NOMINATION FOR AT-LARGE MEMBER OF  
ICUU  
(reaffirmed)**

Barbara Beach

**PRESIDENT'S REPORT**

President Sinkford reported on Association Sunday, saying that more than 575 congregations were participating and that the goals were to strengthen relationships that bind our congregations and to raise cash to support several new initiatives. The *Time Magazine* marketing campaign, he said, had begun. The first full-page ad appeared in *Time* on October 5 and others will appear throughout the year. He and Moderator Gini Courter hosted a call on-line with over 150 congregational leaders, designed to promote the use of hospitality resources on uua.org. A DVD, *Voices of a Liberal Faith*, has been distributed to all congregations and response has been very enthusiastic.

The Diversity of Ministry initiative will begin with the first settlement anticipated as early as fall, 2008. All of the six initial congregations have done extensive work on issues of race and culture; an additional 14 congregations are waiting to be accepted. A process for identifying candidates of color with high likelihood of success in our current congregational culture is being put in place and support for those ministers is being created.

Sinkford said that he traveled to Washington, DC to deliver almost 15,000 petitions from Unitarian Universalists calling on our national leadership to stop the Iraq war. Together with the John Thomas of the United Church of Christ, he said he would be attempting to organize an interfaith protest of the war in mid-December.

**FINANCIAL ADVISOR'S REPORT**

Dan Brody, Financial Advisor, reported on the history of giving to the Association, on the net assets of Beacon Press, endowment performance, total UUA assets. He brought trustees up to date on the UUA health plan, saying that there was better-than-expected performance to date, with only a 4% increase in premiums for 2008, expanded eligibility, and improved benefits. He noted that his future agenda items would include socially responsible investing, bequest income, the Liberal Religious Charitable Society, payments for future capital campaigns, endowment spending policy, the role of the Audit Committee, internal rent allocations, and asset management.

**MODERATOR'S REPORT**

Moderator Courter reviewed the Open Space process used at the 2007 General Assembly and possible follow-up processes to be used in 2008, described a National Leadership Task Force that would be appointed, and expressed her appreciation for the life of

Natalie Gulbrandsen. She invited trustees to make donations to the Gulbrandsen Fund, a fund that supports international work for students.

**CLOSING**

Roger Comstock provided closing words and the meeting was adjourned at 3:15pm on Sunday, October 21, 2007.

Respectfully submitted,

/s/ Kathleen Montgomery  
Recording Secretary



## ATTACHMENT A

### **RULES OF THE BOARD OF REVIEW**

#### Rule 1. Selection of Presiding Officer

At its first meeting following the regular General Assembly in each odd-numbered year, the Board of Review shall select a presiding officer, who shall be known as the Chair of the Board of Review. The Chair shall serve a term of two years. In even-numbered years, the Board of Review shall elect a Chair-elect who shall serve as Chair in the event of the inability of the chair to serve. In the absence of such election, the Board of Trustees may designate a temporary presiding officer from among the members of the Board of Review.

#### Rule 2. Time and Place of Meetings.

The Board of Review shall hold meetings at such times and places as it may determine. Meetings shall be called by the duly elected or appointed presiding officer. Meetings of the Board or any panel thereof may be held by telephone conference call.

#### Rule 3. Definition

For purposes of an appeal by a minister, references in these rules to the "Committee" are to the Ministerial Fellowship Committee. For purposes of an appeal by a religious educator, references in these rules to the "Committee" are to the Religious Education Credentialing Committee.

#### Rule 4. Notices of Appeal:

##### a. Time for Filing Appeal.

A notice of appeal to the Board of Review from a decision of the Committee shall be filed in writing within thirty (30) days of notice of the decision of the Committee.

##### b. Place for Filing Appeals.

Only for the purposes of receiving appeals or documents, the Executive Vice-President of the UUA shall be the secretary of the Board of Review. Written notice of an appeal shall be filed with the Office of the Executive Vice President, 25 Beacon Street, Boston, Massachusetts 02108, no later than thirty (30) days following the notice set forth in rule 4(a).

##### c. Content of Notice of Appeal.

A notice of appeal shall be in writing and set forth the appellant's intent to appeal.

##### d. Content of Appeal.

Once a timely notice of appeal has been filed, then no later than ninety (90) days following notice of the decision of the Committee, the appellant shall submit all supporting documentation, including a clear and concise statement of the grounds for the appeal, the

position of the appellant, and the arguments in support of the appeal. In the event that the appeal is based in whole or in part on newly discovered evidence, the notice of appeal must contain a complete description of such evidence, an explanation of the materiality of the evidence, and an explanation of the circumstances which precluded the presentation of the evidence before the Committee. Consideration of newly discovered evidence is governed by rule 7.

**e. Request for Additional Time.**

Provided that a summary notice of appeal is filed on a timely basis, the appellant may file a written request for additional time to the Chair of the Board of Review who may grant additional time at the Chair's discretion.

**f. Notifications.**

Upon receipt of a notice of appeal, the Office of the Executive Vice President shall transmit the notice of appeal to the Chair of the Board of Review, and to the Executive Secretary of the Committee. Any additional information received by the Office of the Executive Vice President shall also be transmitted promptly to the Chair of the Board and the Executive Secretary of the Committee.

**Rule 5. Assignment of Appeals.**

Upon receipt of the notice of appeal, the Chair of the Board of Review shall designate a panel of the Board to determine the appeal. Such panel may consist of the Board as a whole, or a panel of at least five (5) members of the Board. The Chair of the Board shall serve as chair of the panel, or may designate another member of the Board to serve in that capacity. No member of the Board may serve on a panel to hear an appeal if the member has a personal interest in the matter or otherwise has reason to be excused from such service. At least two members of each panel shall be lay persons. If the appellant is a minister, at least two members of the panel shall be ministers. If the appellant is a religious educator, at least two members of the panel shall be ministers or credentialed religious educators. Unless disqualified, the member of the Board who is a credentialed religious educator shall serve on the panel if the appellant is a religious educator.

**Rule 6. Transmission of File.**

The Executive Secretary of the Committee shall transmit to the Chair of the Board of Review the record made by and before the Committee within 45 days after the Executive Secretary receives notice that an appeal has been taken. The Chair shall transmit copies of the record to members of the panel designated to decide the appeal.

**Rule 7. Introduction of Newly Discovered Evidence.**

**a. General Rule.**

The consideration of newly discovered evidence is wholly discretionary with the panel.

**b. Bases for Consideration.**

Newly discovered evidence will only be considered when the appellant can establish to the satisfaction of the panel that (1) the additional evidence is material to the issues in the case, and (2) that there was a good reason why the additional evidence was not presented to the Committee.

**c. Disposition.**

In the event that the panel determines in its discretion to hear additional evidence, it may do so based on affidavit or other written submission, or may remand the matter for consideration and review by the Committee.

**Rule 8. Response of the Committee.**

The Committee may submit to the Chair of the Board of Review a response to the notice of appeal or to any newly discovered evidence offered by the appellant, within 45 days after the appellant submits the documentation in support of the appeal. The Committee may also respond to any request for additional information by the Board or its panel. Any response from the Committee shall be served on the appellant and shall be considered by, but shall not be binding upon, the Board of Review.

**Rule 9. Reply.**

The appellant may file a written reply to any submission by the Committee within 15 days after it is served on the appellant.

**Rule 10. Oral Argument.**

Either the appellant or the Committee may request that the panel hear oral argument. The request shall be made no later than the due date for a reply provided in rule 9. The panel shall hear oral argument on behalf of both the appellant and the Committee if oral argument is requested by either party. The panel shall use its best efforts to schedule oral argument at a time and place at which all panel members and persons arguing can attend in person, but if this is not feasible one or more persons may participate by telephone conference call.

**Rule 11. Standard for Review.**

The panel hearing an appeal shall not try the case de novo, but shall only review the record made before the Committee, except that the panel may permit the introduction of newly discovered evidence as provided in rule 7, above. The Bylaws of the UUA and the rules of the Committee shall be binding upon the panel hearing the appeal. The panel shall uphold the decision of the Committee if it can be sustained by a reasonable view of the record. The panel may set aside the decision of the 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.

**Rule 12. Reconsideration by the Committee.**

In the event that the panel remands the matter for reconsideration by the Committee, including consideration of newly discovered evidence, the Committee shall reconsider the matter as promptly as possible. As soon as a determination is made on reconsideration, the Committee shall transmit to the panel any documents or records made during the reconsideration along with the Committee's determination on reconsideration. Following receipt of the Committee's determination on reconsideration, the panel shall resume its deliberations on the appeal. At its discretion, the panel may allow the Appellant to respond to the Committee's determination on reconsideration within thirty (30) calendar days of written notice of the Committee's determination.

**Rule 13. Decision of Panel**

The decision of the panel shall be determined by a majority vote of the panel members. A draft decision setting forth findings and conclusions shall be circulated to all panel members prior to the vote.

**Rule 14. Decision of the Board of Review**

The decision of a majority of the panel, which shall be the decision of the Board, shall set forth its findings and conclusions and shall be served upon the appellant and the Committee. The decision shall be entered in the fellowship or credentialing records and shall be final and binding upon all parties. No appeal shall be allowed from the decision of the Board of review.

**BOARD OF TRUSTEES - FUTURE MEETING DATES**

**Board Meetings**

January 18-20, 2008

April 18-20, 2008

**June 24-25 & 30, 2008 - GA**

October 17-19, 2008

January 16-18, 2009

April 17-19, 2009

**June 23-24 & 30, 2009 - GA**

**Finance Committee Meetings**

January 17, 2008

April 17, 2008

June, 2008

October 16, 2008

January 15, 2009

April 16, 2009

June, 2009

**General Assemblies**

June 25-29, 2008 – Ft. Lauderdale, Florida

June 24-28, 2009 – Salt Lake City, Utah

June 23 – 27, 2010 – Minneapolis, Minnesota

June 22-26, 2011 - Charlotte, North Carolina

**Deadlines for materials to be included in Board Packets**

2008 - January Board Packet Deadline - December 17, 2007

2008 - April Board Packet Deadline – March 17, 2008

**2008 - June Board Packet Deadline – May 19, 2008 - GA**

2008 - October Board Packet Deadline – September 22, 2008

2009 - January Board Packet Deadline – December 19, 2008

2009 - April Board Packet Deadline – March 16, 2009

**2009 – June Board Packet Deadline – May 18, 2009**