

FIRST UNITARIAN UNIVERSALIST CONGREGATION OF ANN ARBOR
PROGRAM COUNCIL MEETING
December 18, 2007
Minutes

Program Council members present:

Tim Richards, Program Council President
Carolyn Barber, Music Liaison
Craig Butcher, Buildings and Grounds Liaison
Cathy Doherty, Fundraising Liaison
Pete Mooney, Communications Liaison
Spencer Thomas, Religious Education Liaison
Sandra Walls, Spiritual Development and Sunday Services Liaison
Kate Warner, Social Action Liaison
Don Winsor, Secretary

Staff present:

Thom Bales, Executive Director

Program Council members absent:

Tom Chettleburgh, Recreation Liaison

Call to Order:

The meeting was called to order at 7:45 in the Whitney Young room. Pete volunteered to serve as process observer.

Motion 07.12.18.01:

Sandra Walls moved to approve the agenda as distributed previously by e-mail. Seconded by Pete Mooney. Motion carried.

Announcements and news:

Thom reported that we are fully staffed now; Hannah Hotchkiss has started as Welcoming Ministries Coordinator (the former Membership Coordinator position), and Tina Williams has started as our new Office Manager. He briefly described upcoming events, particularly the UUA large church conference. He gave a brief update on the budget sessions and process. David and Thom would like to meet with each person sometime after the first of the year. Thom relayed a message from Ginger that there is a need for someone to serve in a leadership capacity to plan the women's retreat.

One exciting thing:

- Carolyn: The recent Ragtime Bash.
- Cathy: Three fundraising events, all successful.
- Sandra: The Christmas Tree in the sanctuary, and the plans for a winter solstice celebration at this Friday night live.
- Kate: We finished the first Sunday charity collections with just over \$13,000 for the year.
- Thom: We are getting through the list of building repairs to be made prior to candidating week.
- Pete: The mockups of possible new looks for our website that Connie Lippert prepared.
- Spencer: A recent discussion on attracting middle school aged children back to RE nights, possibly by setting up a game room area.
- Tim: The board is really taking steps to adopt policy governance as the governance model. The board will have retreat with a consultant on this on January 5.
- Craig: Excitement that Thom is here and capably dealing with all these facilities issues.
- Don: The meeting tomorrow morning about coordination with the staff on our website.

Program Council - Executive Director Roles & Relationships:

Tim handed out copies of the first page of the draft policy manual and gave a very brief overview of the new governance model. The governance (the board) figures out the ends we are working toward. It delegates to the executive (assumed to be the senior minister here) the authority to develop the means to achieve these ends (within certain boundaries). He gave a brief history of our governance changes as we have grown. When our past task force on governance originally recommended a program council, it also recommended a role that functioned as an executive director. We now have an executive director in place, Thom.

Tim proposed that starting with the next program council meeting, Thom will convene the meeting. Thom will lead an exchange with members of the program council on current issues and concerns.

There was a brief discussion on policy governance, and on how we can adapt some positions to be consistent with policy governance. For example, the RE liaison is complicated as we have a staff person, currently a minister of religious education, leading this major part of our programs. It was noted that another area, music, is also a major program with a staff member dedicated to it.

Tim asked for the endorsement of the program council on having Thom convene this group from January through May. According to our bylaws, Tim should lead it, but Tim understands the bylaws to allow delegation. Tim suggested that delegating it to Thom now would be most appropriate to move toward policy governance. This was briefly discussed and members of the program council reached a clear consensus in support of proceeding in this direction.

Tim called attention to the fact that this year's budget is being developed by David and Thom. Thom call for input and ideas on the budget.

Kate asked if there was any thought about redefining the use of space in this building by outside groups, some have expressed interest. Thom indicated we are working on it. He considers it very important to have a policy that treats all groups fairly. There was a brief discussion on how our "ends" statement on social justice might be translated into practical policies on room usage.

Cathy asked if the new employees in the office were working full time or part time. Thom indicated that Tina Williams (Office Manager) was full time and Hannah Hotchkiss (Welcoming Ministries Coordinator, formerly called Membership Coordinator) was part time.

How are we doing?

Spencer expressed that we had some sense of confusion as we continue to be in transition.

Matters arising:

Spencer noted the issue of finding someone to lead the women's retreat planning. It seems ironic that this event is so well attended but there are not people willing to commit to lead the group.

Items for report to the board:

The program council is going to proceed with a trial of delegating the convening of the program council to our executive director, Thom. This is intended to be more consistent with a policy governance model.

Items for followup:

Tim will send out copies of the policy manual working document.

Agenda items for next program council meeting:

Get any items in to Thom; beginning with the next meeting he will develop the agenda.

Meeting Assessment:

Pete gave his report as process observer. We only had one topic, so we stayed on it well. We did bounce back and forth some between the main agenda and the final items. Energy levels were a bit low; perhaps this is typical for this busy time of year. There was no side talk, no non-inclusive language, and everybody got a chance to speak. We had one late arrival and no interruptions. The one unresolved issue is that it appears we are still trying to put our minds around policy governance.

Adjournment:

Kate volunteered to provide the reading for the January meeting ingathering.

Motion 07.12.18.02:

Pete Mooney moved to adjourn the meeting. Cathy Doherty seconded. Motion carried

The meeting was adjourned at 8:58 pm.

Respectfully submitted by Don Winsor.

Minutes to be approved by e-mail prior to the January 15, 2008 program council meeting.