



**Unitarian Universalists of Southern Delaware  
Board of Trustees  
9/13/22 Planning Meeting Minutes**

Check-ins

Attendees:

Paul Barnette  
Laura Borsdorf  
Allan Cairncross, EPC  
Jean Charles, ET  
Linda Defeo, EPC  
Jane Miller  
Chris Leslie  
Alleane Taylor, Communications  
Rev. Heather Rion Starr  
Kent Sprunger  
Richard Wheeler

Chalice Lighting/Kent

I. Meeting called to Order @ 10:10 AM

II. Approve Agenda:

Laura Borsdorf moved to approve our Agenda as proposed. Jane Miller seconded. Agenda was approved unanimously.

III. Review/Approve August 24th Business Meeting Minutes:

Kent Sprunger moved to approve 8/24/22 BOT Meeting minutes. Richard Wheeler seconded. Minutes were approved unanimously.

IV. Items for Discussion

a. Update on "Next Steps Weekend" – Paul, Allan Cairncross, Linda Defeo

BOT reviewed the schedule for Next Step Weekend (NSW) presented by EPC reps. Chris Leslie agreed to be the lead on contacting all invitees and organizing the meals for the weekend.

The BOT reviewed the list of NSW preparation materials Mark Ewert has requested. The information requested will be provided with the exception of the names related to individual household pledges under item #9.

Paul will work to collect non-financial materials for Mark that are not on the UUSD Website and also guide Mark through how to access and read UUSD materials on the website he has requested. Richard Wheeler and Kent Sprunger will work with Mark to see that he gets the financial information he has requested.

b. Discussion RE: List of Recommendations for LDC & Governance Review Team

The BOT reviewed Kent Sprunger's recommendation that the LDC create a Succession Planning Procedure and will send Chris Leslie this in writing. She will add Kent's recommendations to the concerns and recommendations she presented to the BOT re: how the LDC might improve the vetting/selection process for the slate of BOT and LDC nominees. The BOT will review these on 9/28/22 once compiled in writing to prepare for the meeting with the LDC on 10/25 @ 11 - 12 by Zoom. **SEE PAGES 4 & 5 BELOW**

Rev. Heather alerted the BOT that the updated By-Laws are not posted on the UUSD website and need to be. Paul will send Alleane Taylor the correct version for posting. This led to an additional conversation about the BOT's need to work more closely with the Governance Review Team to discuss a list of changes to our By-Laws the BOT would like to propose in preparation for the Annual Meeting next June, e.g., proposing that we have term limits for Committee Chairs perhaps similar to the Board term limits. Paul agreed to call Rand Lytton and request that he attend a BOT meeting in the near future for this purpose.

c. Update on Ministerial Evaluation Process – Chris/Paul/Laura

All were informed that Rev. Heather's ME process is underway and Paul, Chris and Laura have invited 3 people each randomly selected to participate in her ME process who are to have their forms completed and returned by 9/30/22. Once all ME forms have been completed Paul, Chris and Laura will meet with Rev. Heather in October to review the completed ME forms in preparation for also reviewing her Letter of Agreement and writing up a summary of findings for the UUSD BOT.

Chris asked that the Co-Finance Chairs work with the Budgeting Team to begin saving for Rev. Heather's sabbatical coverage. They agreed to do so.

d. Recap of BOT Information Table during coffee hour – All

All seemed to find this a worthy endeavor and were glad to be available to talk to folks during the 9/4 Social Hour.

e. Latest revision to UUSD Congregation Chart (Pastoral Care) – Rev. Heather

After discussing the questions re: where the Pastoral Care Committee should be on the Congregational Chart, it was agreed that Kent will move the Pastoral Care slot under Committees of the BOT to the left hand side of the chart and create a dotted line between The Minister and the Pastoral Care slot. All agreed that although a Committee of the BOT, Pastoral Care confidential information RE: pastoral care recipients is NOT reported to the BOT and that their Annual Report suffices to document their work.

f. Special Fundraising Project – Sale of memorial bricks with net proceeds going to “Playground Fund” – Richard

Richard reported on a request that the BOT consider approving a fundraising project to raise money for a children’s playground on the grounds of UUSD. Walt & Pam Smith and Dar Sellers will design how this project will be conducted, e.g., how many bricks will be sold, at what price, where they will be laid on UUSD property and the timeline for getting this project completed, should the BOT approve the project conceptually using the title **Brick Project** instead of Memorial Bricks.

After discussion Richard Wheeler moved “That the BOT approve the Children & Youth Faith Exploration to conduct a special fundraising project to be called the Brick Project, to sell bricks, per the UUSD Gift Acceptance Policy paragraph 7e. The income will be allocated to the FE Playground Fund **and** expenses related to the brick installation.”

Jane Miller seconded this motion and the vote to approve was unanimous.

g. Review of Long/Short-Term Goals for BOT regarding the 8<sup>th</sup> Principle implementation

This issue was tabled until the 9/28 BOT meeting

h. Discussion of changes to BOT meeting Schedule

BOT will meet Wed 10/26/22 @ 3:30 - 5:30 PM & Tues 11/22 @ 10 - 12 via Zoom

V. Meeting adjourned at 12:10 PM

**Next BOT meeting is Wed, 9/28/22 @ 3:30 - 5:30 PM**

Respectfully submitted,

Chris Leslie, UUSD BOT Secretary

## UUSD BOT Discussion of LDC Possibilities and Recommendations

(The BOT recognizes that LDC may be implementing some or all of these items.)

- LDC may benefit from approaching its activities with a multi-year approach with the focus on building a succession plan for BOT and LDC positions. A multi-year approach would involve identifying and coaching possible candidates beyond the leadership needs for a single year. Such a pipeline of candidates would help LDC and such candidates consider options for strengthening leadership skills over multiple leadership assignments at varying levels.
  - Although not the responsibility of the LDC, UUSD committee involvement might benefit from encouraging participants to rotate with more frequency through various committee assignments and leadership positions. This would support the pipeline concept above by having BOT and LDC candidates experience a wider variety of UUSD activities.
  - A clearer sense of the BOT Officer vacancies earlier in the church year would support LDC's recruitment of candidates with such vacancies in mind.
  - Candidates who choose to self-nominate for a BOT or LDC position could target their intention and responses to such known vacancies above.
  - Self-nomination is a conversational process between the candidate and the LDC. All self-nominating candidates would benefit from honest and supportive consultation with the LDC in terms of candidate fit, known vacancies, balance of the BOT and LDC, and readiness for such a leadership role. Only those candidates whom the LDC would support going forward should be publicized on the leadership slate. Write-in candidacy would remain an option for all candidates. But the LDC might consider itself a critically important vetting body in its building the slate for the congregational vote.
  - Consideration of objective and subjective criteria for the above conversations and the LDC's determination might be valuable for all members and interested candidates to have for review and consideration.
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## **Concerns & Recommendations RE: the Current Self-Nomination Process**

### **Concerns:**

That the self-nomination process for BOT & LDC open slots currently allows for any member of UUSD to submit a self-nomination form to the LDC without having been invited to do so and that the LDC adds these self-nominations to the slate of nominees without interviewing them and agreeing that they are qualified to run for a UUSD leadership position on the LDC and BOT.

### **Recommendations:**

Given that the UUSD By-Laws state the LDC is to provide a slate of nominees to the congregation to vote on at its annual meeting I presume that the LDC vets candidates who are not only interested and willing but qualified to serve as a member of UUSD's BOT or LDC.

I therefore recommend that any self-nominating candidate who submits a self-nomination form, but who has not been invited to do so by the LDC, be interviewed after reviewing submitting their self-nomination form to help determine if that self-nominee is qualified to be considered and has the support of the LDC to be included in its slate of nominees.

### **Concerns:**

That for the new BOT each year to self-select their officers after the annual meeting seems late in the identification process for these important positions.

### **Recommendations:**

Therefore I recommend that the slate of nominees submitted by the LDC are asked and agree to voice their willingness to serve as an officer of the Board, stating which position they believe they could take up and be qualified to do so, during the vetting process and this information be provided to congregation at least at the pre-annual meeting information session.

This information could be collected in the self-nomination form by asking self-nominees to check off boxes indicating which position: President, Vice-President, Secretary and/or Finance Officer, they would be willing to serve in and are qualified to do so.