

**MAINE CONFERENCE UCC
BOARD OF DIRECTORS
Meeting Minutes**

L = Lay Member
C = Clergy Member
CS = Conference Staff
√ = Completed
NA = Not Applicable

APPROVED MINUTES: 2020 Board of Directors Retreat

January 25 – 9a.m-3p.m. Maple Hill Farm Inn, Hallowell

Attending: Rev. Geoffrey Parker (C), Bob Sandman(L) , Rev. Alyssa Lodewick(C), Rev. Linette George (C), Hariph Smith (L), Kathy Woodside (L), Rev. Deborah Blood (CS); Rev. Susan Reisert (C), Cindy Huggins (L), Allison DiMatteo (L).

Absent: Rev. Sara Bartlett (C), Caroline Payson (L), Rev. Stephen Hastings (C)

Item	Discussion	Follow-up/ Action
Worship	The Conference Minister led the worship service with a reflection on fallow time. Those present reflected on the meaning of the reading with the group.	NA
DISCUSSION BLOCK 1 – THE BOARD AND OUR WORK		
Review of “Board Basics” presentation with Heather Kimmel, UCC General Counsel	<p>Key points:</p> <ul style="list-style-type: none"> • Conference Boards sit between corporate and non-profit organizations. • Lift up role of staff & executives modeled the corporate model. • Need clarity as to when we enact ministry as opposed to Board Mode. • Heather lifted up the board as the entity of the conference that makes decisions; individuals around the table do not. • What we think as a board is only what we have acted on. • You can have your own opinion...once the decision is made it is the board’s voice. • What is for the good of the church? Supporting the decision is for the good of the church. • How much can we say about BOD decisions? A concern was raised as to the why of decisions that have been made by the BOD. It removes some of the humanity from the circumstances if board members don’t provide more insight. • Best approach: Stress that there are multiple points of view and present both 	

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	<p>sides, but the decision that was made was after all opinions were considered. The board can write the “why”.</p> <ul style="list-style-type: none"> • Our minutes should reflect content as opposed to who said what. • When there is conflict...what is the BOD’s role? <ul style="list-style-type: none"> □ Support (engagement of good evaluative procedures) and accountability. □ Issues should go through the personnel committee 	<p>Try new format for minutes for this meeting</p>
<p>Board Tasks and Commitments Tracking (Linette, Sara)</p>	<ul style="list-style-type: none"> • Not committing to action steps makes it difficult to evaluate our roles. Strategic directions and projects will be discussed today. • Much activity has occurred in ancillary bodies which indicate the need for an Executive Committee to act between board meetings. The EC does not necessarily need to take action, but would help construct the agenda. • An EC can boil situation down to the essence of the issue. • Who would serve as the EC: Chair, Vice chair, Treasurer, Clerk , Conference Minister and 1 or 2 volunteers. • Board should have a strategic plan <ul style="list-style-type: none"> □ Identify top 4 priorities in next 2 year □ Advocate that P.L. be one of our priorities 	<p>Create an Executive Committee (EC)</p> <ul style="list-style-type: none"> • EC will meet 1 week before the board meetings • Form ad hoc committees to work on specific issue/projects • Invite staff to report periodically to the board • Review articles that BOD Chair has placed on Drop Box • Develop priorities • Identify direction for this year. • Decide what we want to accomplish in

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Strategic Planning / Goal Setting		2020 <ul style="list-style-type: none"> • Start strategic planning process • Look at other models • Need project planning process that anyone can access. • Look at Conference Minister priorities
versus		
Evaluation Cycle	<ul style="list-style-type: none"> • What should the BOD and Staff interactions be? <ul style="list-style-type: none"> □ Staff to report on specific data/projects related to the Conference. □ Identify staff's role in the strategic purpose of the conference. □ Appreciation by the board; the hope, love, and expectations of the conference needs to be communicated to and through the board. • Take into account all those who support our Conference Minister. 	<ul style="list-style-type: none"> • Look at evaluation processes • Determine who can file a grievance • Develop a process
DISCUSSION BLOCK 2 BOARD AND EXECUTIVE RELATIONS		
Board Goals and Priorities 2020		See separate document
Presentation on CM Time and Priorities (Hariph, Deborah)	Difficult for Conference Minister and staff to identify goals until the Board determines up priorities. A formal goal and objective process is needed. An extensive discussion occurred around the best	Develop a formal goals & objectives

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	<p>approach for COM for establishing goals after review of the work of the COM.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Search and call; staffing work; P.L. sustainability; MESOM; etc.; • Expand ministry of presence on a scheduled basis; • Asset mapping process with churches; weekly meeting with churches in crisis; organizational work with CM (15-20 hours) • Need to shift the work of CM; • Communications goal (blog); • IT needs to include resource portal; updated conference church directory ; development tasks again... • How much does deb do and what do others do; • Strength is in our associations; • Same interests and needs not be based on geography. • Need to focus on the positive...what is emerging that can engage change effectively; what motivates leading change (context what we are doing is the remaking of the); courageous conversations; what can be sustained; • Other ways to connect; training for lay people for ministry; resourcing churches; more events to strengthen our churches; • What else is needed to make that happen? • We need a justice voice; • Capacity...how much is COM and how much can be delegated to others; • Self-care goals are needed for COM too. • COM may have questions to include in the evaluation so the process will be a more tool; • What goes out to the conference as a whole: What do we say? • Share the goals and objectives that are generated from the evaluation process (This is a collective we...CM; STAFF; BOARD); • Continue to nurture this process. 	<p>Hariph will continue to work with CM to further define goals.</p>

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	<ul style="list-style-type: none"> • Timeline was discussed and reviewed 	
	<ul style="list-style-type: none"> □ January Retreat: out prcess & form ad hoc committee □ End of January/Begin of February: Determine assessment instrument □ February BOD meeting: Present assessment instrument □ After February BOD meeting: Assessment go out (2 weeks to fill-out & return) □ March: Assessments reviewed by ad hoc committee and summary written □ April: Follow-up with CM and communicate summary with the conference 	<p>Motion was made to create ad hoc evaluation committee Seconded Results: All in favor no abstentions Who: Personnel Committee, Representative; Deborah Blood, Linette George, Hariph, Nick Davis, Susan Reisart Cindy Huggins will contact Nick Davis re: Personnel Committee involvement.</p>
BUSINESS MEETING		Business session began at 1: 30 p.m.
Approval of Minutes November 16, 2019	Do we publish the November Meeting & today's meeting?	Minutes to approve remotely Motion to pass Seconded with revisions Discussion occurred on preparing minutes for publication; Results: Passed the motion to publish.
Financial Reporting: EOY 2019	October & November reports were presented, i.e. 12-2019 Financial Report along with preliminary numbers for December	FOMC Mailings should go to committee

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	<ul style="list-style-type: none"> • Giving lines were very close to budget-end of year a little more behind • Board was wise to reduce certain budget areas • Conference & operations had a the surplus +\$91, 000 • P.L. income went down & expenses went up (camping revenue decreased)-under budgeting, staffing compliance expenses, lower revenue were the primary reasons for the deficit. The conference surplus is offsetting the PL deficit. 	members, board members, team members, individuals have given before.
REPORTS FROM CONSULTATIONS		
HR Review Process	KMA (HR firm) has collected data and put together job description format; identified what tasks and responsibilities of staff; creating a new employee handbook for the Conference. They will provide additional assistance if needed.	Personnel committee will review the handbook & develop job descriptions.
Annual Meeting Proposal	Susan Reisert presented preliminary plans for Annual Meeting. Place: Alford Youth and Community Center Time: October 23 - 24 Keynote: Jennifer Finney Boylan	Motion to approve preliminary plans for 2020 Annual Meeting @ Colby College Seconded Results: Accepted with no abstentions
ARISE Portland Report and Proposal	Proposal from ARISE to for \$17, 500. This would be considered a new church community start-up. Diocese of Maine has given \$5,000. ARISE will provide \$8000 of its funds. Group meets once a month; engaged non-traditional worship; monthly potlucks; consistent number of people 200 +. This community has tapped into a specific need. Substantial LBGTO presence. Question: Is this a one time? No, it is a multi-year request.	Motion to fund \$8000 from Church Vitality for 1 year. Seconded Results: 11 yes + 1 Abstention
Asylum Seeker Support Request Williston Immanuel	Request from Williston Immanuel for \$10, 000 in funding to assist with outreach to asylum seekers Asylum Seeker funds needed to provide phone services. They have raised \$110,000 themselves;	Motion to \$10,000 approve from Asylum Seeker Fund for long term needs and things that fall through the

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		cracks. Seconded Results: All in favor
Goals from morning session	Kathy will transcribe 5 goals.	Motion was made to accept the identified goals Seconded Results: All in favor and no abstentions
Conference Conversation Bethel Feb. 8th, 10-12p Are there questions, responses, feedback that you would specifically like to seek from this gathering?	Reminder to attend this gathering What do we want to be communicated? <ul style="list-style-type: none"> • Covenant for conversation • Talking points • Make the “Peers Report” available • CM would like to know how to connect with the conference and how to do it? • Identify resources on the website churches / members would like linked in the resource portal • One thing you want to boast about your church to each other? 	BOD to spread the word about the Feb. 8 th Conference Conversation.
CLOSING COMMITMENTS / REFLECTIONS		
What has changed for you this day? What commitment will you take to our work? What plans do we need to make? What blessing do we need	Group discussion about what we are able to “take away” from the day. Courage, hope, beginning of new way, freedom, encouraged, in true congregational matter it took 12 and two sub-committees of us to change the light bulb. Celebrate what we did get done.	Sarah and Linette will integrate 2020 Goals in the task chart
NEXT MEETING	The next BOD meeting will be at the Conference Center	DATE: February 13th TIME: 5:30-7:30 p.m.