

First Universalist Church, Unitarian Universalist  
Auburn, ME  
Board of Directors  
Meeting Minutes  
June 7, 2023  
Community Meeting Room

Present: Anne Perron (President), Linda Greathouse (Vice-President), David Das (Clerk), Ed Bell (member-at-large), Claire Hebert (member-at-large), Betty Lynne Riggin (member-at-large), Jane Pentheny (member-at-large).

Guests: Angela Foss, Levesque, John Spruill

6:40: Anne Perron called the meeting to order.



*Board Chalice*

Claire read the Mission Statement.

Betty Lynne read a section from the “Covenant for Auburn UU Board of Directors” from the Board Policy Manual (Book 1, Chapter 2).

Anne lit the chalice; she called on all of us to work together to create and strengthen community.

Brief sharing by Board members.

Gratitude Notes: Ellen O’Brien, Ned Claxton, Skip Gans, Don Allen, Cynthia Grimm, Mary Sylvester

**Consent Agenda:**

- May 31, 2023 Minutes

Motion to approve: Jane

Second: Anne

Unanimous approval.

**Open Session:** No comments

**Annual Meeting Debrief:**

- Positive post-meeting response from members
- Use of colored paper as voting aid worked well
- Props to Ned for running a smooth meeting
- Need to schedule the October budget review
- Investigate use of screen to present information

Guest comments:

- John suggested a couple of ways to streamline the meeting process (from Robert's Rules):
  - Vote by Acclamation could be even simpler
  - If there is a clear majority, not necessary to count all the votes

**Staff Update:**

- Cindy Greathouse and Claire met with Claudia Pedro, church administrator.
  - Discussion of responsibilities and hours; tracking hours.
  - Returning to producing an order of service
  - Importance of having the administrator in the church on a regular basis
- Discussion:
  - Anne circulated the job description of the church administrator at Allen Avenue
  - The importance of creating a good, physical workspace in the church for the administrator

**Town Hall Framework:**

- Basic structure:
  - Vestry event after service
  - 11:30-1:00 (be firm on time)
  - Light potluck
  - Chairs in circle with mic
  - Establish clear goal
  - Centered around a basic question
  - Discussion only (no decisions to be made)
  - Facilitator

- Provide information well before meeting; provide handout/agenda at meeting
- Break into small groups for discussion
- Provide post-meeting summary
- Guest comments:
  - John: emphasized the importance of having a participation by Zoom option. Approximately 40% of Sunday attendance is via Zoom.
  - Angela: with the Town Hall, we are introducing a completely new concept. We have got to get it right the first time with regard to both purpose and execution. Little room for error. Need to be absolutely clear in explaining the goal of the Town Hall concept.

### **June 25 Town Hall Theme:**

- Our ministerial future.
  - What does a contract minister look like?
  - Are there other options? Less than full-time minister? A Sunday-only minister?
  - How would a stronger church administrator position fit into the equation?
- Guest comments:
  - John: the importance of ministerial functions other than Sunday service – weddings, funerals, pastoral care. Concern with lack of pulpit supply. Worship Associates are stretched to capacity.
  - Angela: the role of the minister in membership orientation.
- Summary: David will create a draft of a document outlining the ministerial options. Will circulate to Board members. Will be basis of our informational handout to the congregation.

### **2023-2024 Plans:**

- Hire a minister
- Policy and Bylaws revisions
- Committee structure (flower/petal diagram)
- Website revisions and updates

- Guest comments:
  - John: clarity around administrative support; handicap access issues, especially to Tech Booth.
  - Angela: Breeze; administrative support.
  - Levesque: hire a minister.

### **President's Update:**

- Anne reported on her brief phone conversation with Ben Whitman (new chair of the PSDI Steering Committee).
  - PSDI has their own phone for guest use.
  - Upcoming "Operating Parameters" review.
  - Financial reporting format – line item break-down.
  - Updates to website (non-PSDI topic).
- Guest comments:
  - John: The importance of abiding by GAAP (*Generally Accepted Accounting Principles*) requirements when accepting donations.

### **8:50: Adjournment**

Respectfully submitted,

David H. Das (Clerk)