

**Unitarian Church of Evanston
Minutes of December 20, 2011
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, December 20, 2011, at 7:30 pm in Room 3 of the Church.

Trustees Present: Mike Tracy, President; Mike Takada, Vice-President; Cathy Deamant, Claudia Dancing, Sandy Danforth, Bill Hartgering, Ann McCallister, Kathy Monk, JoAnn Schalk, Trudi Westwood

Trustees Unable to be Present: Michael Anderson, Robb Geiger, Marc Rolfes, Betty Walker

Staff Present: Janet Newman, Connie Grant, and Sandra Robinson

Process observer: Process Observer: Trudi Westwood Action items: Bill Hartgering Snacks: Kathy Monk

1. Welcome and Opening Reflection

President Tracy opened the meeting at 7:30. Connie presented the opening reflection from *The Shortest Day of the Year*.

2. Approval of Consent Agenda

Trudi Westwood moved and JoAnn Schalk seconded the approval of the Consent Agenda. Unanimously approved.

3. Report from Dick Whitaker and Alex Sproul on the feasibility of a photovoltaic installation on the sanctuary roof

Dick and Alex presented a proposal from Joe Conrad of Solar Service, Inc., concerning the installation of solar panels on the roof of the sanctuary. As presented, sixty percent of the cost would be defrayed from state monies (Illinois Clean Energy Foundation). Although additional funding would likely come additional outside sources, the entire amount would be due at the time of installation. Approximately \$4100 per year in electric energy would be saved by the church. One-half of the monthly payment made by the church to cover electrical expenses would be allocated to pay down the debt incurred.

Discussion followed and included, several questions, for example, about financing, installation, guarantees/warrantees.

Dick and Alex requested permission to pursue additional information, including costs, materials, pay back period, and so forth, prior to a formal proposal to the Board.

The Board gave its consent to proceed with information gathering.

Robb Geiger will serve as the Board representative.

4. A word on the dehumidifier from Sandra Robinson and Sandy Danforth

Installation will begin on January 5, 2012. Work will be covered by the Capital Campaign. The contract is for \$5,085.

5. Progress report from Claudia Dancing in re the Search Committee

Report of Progress Toward Electing a Ministerial Search Committee

Claudia Dancing and Robb Geiger as Board of Trustee Representatives met with the Nominating and Recruiting Committee Nov. 28th to enlist their help with the search process and to explain the Board's conception of it.

Linda LaPlante from the N/R Committee volunteered to work on an initial drafting of a letter to the congregation explaining the nomination process.

Linda and Robb and Claudia met with Janet Nov. 29th to decide how to proceed and to begin the letter.

Robb volunteered to compose the letter. Claudia volunteered to compose newsletter articles until the Ministerial Search Committee is in place.

Linda volunteered to compose notices for the Sunday Order of Service and the ListServe.

On December 16th Connie Grant returned from her vacation and added ministerial experience and perspective to the final drafts of the letter to the congregation and the January newsletter article.

A Brief Time Line

Jan. 3 Letter to Congregation is mailed by post and email.

Jan. 5 Newsletter article is published.

Jan. 8 Informal information table staffed by members of N/R Committee is available

Jan. 15 before and after the services.

Jan. 31 Deadline for nominations is here.

April 1 Ministerial Search Committee has full slate of seven members.

April 15 Special Congregational Meeting is held to approve slate.

Late April Paul Beckel, Ministerial Settlement Representative meets with Ministerial Search Committee.

Congregational Letter

January 3, 2012

Dear Unitarian Church of Evanston member,

As you know, UCE will be searching for a new settled minister to begin working with us in August, 2013. Currently, the Board of Trustees and the Nominating and Recruiting Committee are beginning the process of filling a slate of seven members of our Ministerial Search Committee. We want this process to be as open and democratic as we can make it, and we are asking all UCE members to participate.

We want your answer to the question: To whom would you entrust the task of finding our next settled minister?

All members of the Ministerial Search Committee must be voting members of UCE and should be:

- known and respected by others in the congregation
- more strongly committed to the congregation as a whole than to any subgroup (having overall perspective and commitment to the nature, purpose, and activities of the congregation rather than “representing” special interests)
- well informed about the demands and time requirements of search committee membership, including an average of 20 or more hours per month from April, 2012 through May, 2013
- committed to conduct a search that is fair and nondiscriminatory
- committed to maintain confidentiality about the specifics of their deliberations and to keep the congregation informed about their overall progress
- capable of both self-assertion and compromise while working as part of a team and seeking consensus
- supportive of ministry; looking neither for a minister “just like” some previous or otherwise known minister, nor for a minister “completely different from” some previous or otherwise known minister

Ideally, the committee should be balanced by gender, age, interests, and length of membership, to reflect the diversity of the congregation. Also, the committee members should have certain attributes such as organizational ability, computer skills, and broad theological awareness.

You may submit as many names as you wish, and you may nominate yourself.

However, each member may submit only one nomination for any nominee. No anonymous nominations will be accepted, but names of nominators will not be made public. Nominations may be mailed to the UCE office, placed in the Ministerial Search Committee drop box in the Lobby, or emailed to Robb Geiger at rgeiger5@sbcglobal.net. Nominations will close on January 31.

The first four members of the Ministerial Search Committee will be those nominees who receive the most nominations and who are willing to serve. The next three members will be appointed by the Nominating and Recruiting Committee from among those nominated by the congregation, with the goal of seeking balance with respect to skills and demographic considerations. We expect to announce the full slate of Ministerial Search Committee members by April 1, and we will offer the slate for acceptance at a special congregational meeting on April 15. Details of this process will be posted on the UCE website, and we will keep the congregation informed with newsletter articles and listserv announcements.

Thank you in advance for your thoughtful suggestions. This is truly one of the most important jobs in the life of the congregation, and we want to make sure we have our most trusted and most qualified members searching for our new minister.

Respectfully yours,

Matt Brenner
Chair, Nominating & Recruiting Committee

Mike Tracy
Chair, Board of Trustees

Nominations for Ministerial Search Committee

You may submit as many names as you wish, and you may nominate yourself. However, each member may submit only one nomination for any nominee. No anonymous nominations will be accepted, but names of nominators will not be made public. Nominations may be mailed to the UCE office, placed in the Ministerial Search Committee drop box in the Lobby, or emailed to Robb Geiger at rgeiger5@sbcglobal.net. Nominations will close on January 31.

Please read the list of desirable characteristics of a Ministerial Search Committee member (see letter from Robb Geiger and Matt Brenner dated January 3, 2012 or the UCE January newsletter) and respond to the question
To whom would you entrust the task of finding our next settled minister?

Your name (required)

Choosing a Ministerial Search Committee

Your Board of Trustees together with the Nominating and Recruiting Committee has a plan in place that we believe to be as open and democratic as possible. Our aim is to form a Ministerial Search Committee that will reflect the diversity of our congregation and have the skills and time necessary for the task of finding the most suitable candidate available to be our new minister. We have used current UUA guidelines in creating this process. (See <http://ucevanston.org> or http://uua.org/documents/mpl/transitions/msr_guide.pdf pp. 31-32)

On January 3 we sent a letter to each voting member/household of UCE (by email to those with known addresses, otherwise by post), explaining the process for nominating potential search committee members. The letter is available on the UCE website and from the church office. As explained in the letter, the first four members will be those nominees who receive the most nominations and who are willing to serve. The next three members will be appointed by the Nominating and Recruiting Committee from among those nominated by the congregation, with the goal of seeking balance with respect to skills and demographic considerations.

We are looking forward to your nominations.

A timeline for the whole ministerial search process is available at <http://ucevanston.org> and will be published in the newsletter next month.

Desirable Qualities of Ministerial Search Committee Members

All members of the Ministerial Search Committee must be voting members of UCE and should be:

- known and respected by others in the congregation

- more strongly committed to the congregation as a whole than to any subgroup (having overall perspective and commitment to the nature, purpose, and activities of the congregation rather than “representing” special interests)
- well informed about the demands and time requirements of search committee membership, including an average of 20 or more hours per month from April, 2012 through May, 2013
- committed to conduct a search that is fair and nondiscriminatory
- committed to maintain confidentiality about the specifics of their deliberations and to keep the congregation informed about their overall progress
- capable of both self-assertion and compromise while working as part of a team and seeking consensus
- supportive of ministry; looking neither for a minister “just like” some previous or otherwise known minister, nor for a minister “completely different from” some previous or otherwise known minister.

Ideally, the committee should be balanced by gender, age, interests, and length of membership, to reflect the diversity of the congregation. Also, the committee members should have certain attributes such as organizational ability, computer skills, and broad theological awareness.

In considering whether to accept the responsibility of serving on the committee, know that you will have the full support of the whole congregation and our leadership.

To answer any questions about this process, we will have an informal informational table staffed by members of the Nominating and Recruiting Committee available at church before and after the Sunday Service on January 8th and January 15th.

Point persons for this process are:

Matt Brenner, Chair, Nominating and Recruiting Committee

immattbrenner@gmail.com

Claudia Dancing, Board of Trustees

cd@claudiadancing.com

Robb Geiger, Board of Trustees

rgeiger5@sbcglobal.net

All of the allocated Endowment Funds, totaling \$6500, may be divided into two years. Several questions on the process were asked by the Board. The process presented will be implemented.

6. Resolution on Policy-based governance:

“Following a year of study and discussion of John and Miriam Carver’s Policy Governance model as well as the many adaptations being used by other UU congregations, the Board of Trustees does not feel there is a compelling case to formally implement this form of governance. In recognition of the need, however, for clarity of roles, responsibilities, authority and accountability as well as consistency of governance, the Board began a process during the 2010/11 church year of developing

and approving written Board policies as well as facilitating approval by the congregation of modifications to our by-laws. This process of formalizing and updating UCE's governance approach is on-going and will continue for the foreseeable future."

Trudi moved and JoAnn seconded the approval of the resolution. Unanimously approved.

7. Executive Team highlights

Sandra Robinson distributed a summary of the Executive Team information.

Sandra also presented the staffing plan section of the ISC report. (See Board minutes.)

Sandra proposed that the remaining \$1400 from the Capital Campaign funds be used to repair the Assisted Hearing Devices and the purchase of a laptop and monitor for use in the lobby. Also that \$927 be used to repair the lapel microphone apparatus.

Sandy Danforth moved and Trudi Westwood seconded that \$1400 from Capital campaign be used to repair the assisted hearing devices. Passed unanimously.

8. Announcements and new business

President Tracy asked for 100% Board participation in the Matching Gift Fund.

9. Action items

- Mike Tracy will confer with Robb Geiger about his involvement as the Board liaison to the Green Sanctuary Committee as the committee continues to gather information on the placement of solar panels on the sanctuary roof in order to save electrical energy.
- The Board working committee on the Commitment to Thrive goal will meet and confer, send information to the Board (prior to the January Board meeting), and lead a discussion at the January Board meeting.
- Board members Trudi, Cathy Deamant, JoAnn, and Mike Takada, along with input from Janet Newman and Eileen Wiviott will work on the two services sub-goal of the Commitment to Thrive Goal.

Process Observer

Trudi reported the the meeting began with a "good spirit", went off topic slightly and then returned to the agenda after the short diversion. Overall, the meeting went well.

10. Adjourn

The meeting was adjourned at 9:14.

Janet's Report

I will be out of the office Monday, Dec. 26 until Friday, Jan. 6. I'll be visiting my father in Lihue, Hawaii; his land line is 808 246-4636.

As I suggested in my last report, the Transition Team and I are arranging for additional discussion opportunities based on the responses of the congregation on the time line. There are 5 cottage-style gatherings planned, beginning January 8; the latest is planned for Jan. 23. The gatherings will be facilitated by members of the Transition Team, and I will attend them all if possible, but not as a participant. Any gatherings that are under-subscribed will be cancelled. So far, I have posted sign-up sheets on the bulletin board in the office wing; soon we will have the capacity to take sign-ups on line through the church web-site, and a Team member will take phoned sign-ups. There will be more information on the topics for discussion in my newsletter column for January.

My work with the Executive Team on the 3-year staffing proposal and with the annual pledge drive committee was given additional perspective when I attended a meeting of the UUA's Council on Church Staff Finances in Boston Dec. 7-9. I represent the Accredited Interim Ministers' Guild as a member of the Steering Committee. The UUA is very much concerned with the financial health of congregations, and our input – as the “boots on the ground” representatives – was taken very seriously. I plan to attend the next Council meeting in late April and to follow up with my Interim Minister colleagues.

I remind everyone of the semi-yearly appraisal of the interim ministry that will take place Saturday morning, Jan. 21. For a look at the appraisal instrument, please consult the Transitional Ministry Handbook in the UUA website, or [documents/mpl/transitions/transitional_ministry.pdf](https://www.uua.org/documents/mpl/transitions/transitional_ministry.pdf). The congregation's progress based on the Congregational Developmental Tasks, will be appraised, as well as other areas of interim ministry. I will appraise the congregation's progress as well as my own in guiding the congregation. The appraisal process offers an opportunity for the Board and the Interim Minister to create constructive feedback. The environment of the discussion will be candid and interactive. I hope all can attend.

Faithfully, Janet E. Newman

Executive Operations Director Report

Financial Management and Fundraising

Expense Control: Ongoing efforts are made to maintain expense control. Total expense for November was \$47,158.165 or \$1,741.40 below budget for the month. Year-to-date expenses were \$220,977.22 or \$7,473.44 below budget. \$2,193.36 of this favorable expense are attributed to Interim Minister Defined Contribution Plan which will be spent in the weeks ahead.

Rentals: Rentals are healthy with continuing interest in UCE space. Income for November is \$4,867 bringing our year-to-date rental income to \$11,187 (over budget by \$2,187). I am about to sign a contract for a summer children's performing arts program for \$3500, North Shore Chamber Orchestra has signed for another season; North Shore Chorale Society will perform their March concert here; C.A.R.E. fair was here just after Thanksgiving, called to thank me and our staff for the excellent assistance they received requesting to return next year; Baker Demonstration School has contracted for their June graduation; and I have contracted with Mothers of Multiples for both their spring and fall resale events at UCE.

Serendipity Auction: This year's Serendipity Auction was a beautiful event with 160 people in attendance - thirty over our best record. Automation of contracts and auction procedures was put into place this year for the first time. From all reports by fellow auction team members, the planning and execution of the procedures went well. Not only did this important technological move forward save time, but also resources such as paper and postage. Funding for the software was made possible by UCE Endowment Funds. The auction grossed over \$30,000 (\$2,000+ of that was donated in support of our dedicated funds through the Stop Auction). The Serendipity Auction is a well-loved UCE community event that provides essential fundraising for this church.

Music Fundraiser: The Junior Mance Concert is scheduled for Saturday, January 14, 2012 at 7 p.m. Tickets are on sale at UCE, through our website and by phone. Numerous contacts have been made. Judith Ramey and Carli Magel have been helpful in sending press releases to many publications, radio stations and churches in the market area.

WDCB and Jazz Institute of Chicago combined e-blast mailing lists result in 9,000 individuals interested in jazz receiving our concert information. The Roundtable plans to do a Community Corner piece. Lorraine Morton, former Evanston Mayor is in contact with the older Evanston community residents. She is creating a ground swell of interest. Junior will do a lecture at ETHS on Friday prior to the concert. Dr. Fodor, Band Director, will attend our concert and is encouraging students and their families to attend.

Posters are being distributed this week to each Evanston shopping district, Dempster, Main, Central, Downtown and West Dempster. The Chicago Jazz Ensemble (Columbia) distributed flyers at their Thursday evening Jazz event at Harold Washington Library. Volunteers to assist in planning and to work the night of the event are being organized. Visit www.ucevanston.org for more information about Junior Mance and to hear selections of his music.

Information Working Group: The IWG will meet again during early 2012. After meetings of the group and research on potential software for UCE, thus far we have concluded that the existing software system – MemInfo should be retained.

Brian Nielsen continues to research one of the software programs members of the committee determined to have possible merit for UCE. He will report further on that in January. After a meeting with Chris Isely we determined that MemInfo in tandem with QuickBooks provides a system that works well for our accounting and funds management at UCE.

I had conversations with the software designer of MemInfo and found a variety ways in which we could manipulate the data to provide better more extensive information for our Pledge Drive Committee and Membership Committee. Eileen Wiviott, Carli Magel and Cate Bellafiore (volunteer) have inputted data into new categories which will help us track interests, activities membership and pledge data more extensively. Our current staffing structure allows for availability to input and maintain data as we were unable to do in the past with a smaller staff.

The Information Working Group will continue to track MemInfo to make sure our database software needs are met.

Pledge Drive Assistance: Carli Magel, Eileen Wiviott and I are working closely with the Pledge Drive Team to provide data and staff resources for launching the 2012-13 Pledge Drive. I will be preparing an invitation for the large donor reception this week and am responsible for the sanctuary and food set-up for this event. I met with the Pledge Drive Team on their timeline for mailing and providing packets for the visiting stewards.

Accounting Procedures for Review by Integrated Stewardship Committee

I have completed my input on the Accounting Procedures. Additional information is being submitted by Chris Isely, Accounting Manager. This staff report on recommendations for financial procedures will be reviewed by the ISC at their January meeting.

Facilities

Maintenance Projects Done:

Parking lot pole (4) lights have been replaced

Replacement of lower level toilet seat

Replacement of ceiling tiles and light bulbs throughout the building

Additional sanctuary chairs have been sent out for repair

Contract with our reliable snow removal company has been signed

Church oven has been repaired and one stove top burner replaced

Annual review of the fire extinguishers has been done

Current documentation and permit on the kitchen facility has been issued and displayed

Lower Level Dehumidification Project:

Dick Whitaker and I made a decision on this project with some input from Robb Geiger. Following two additional questions answered, I will proceed. Work will likely occur just after the beginning of 2012. The health and safety of our children is first and foremost in this decision making process so it has been carefully reviewed.

Interior Signage

Johna VanDyke will proceed with requested signage after staff review of Johna's recommendations.

Communications/Office Management/Technology

Staffing: The Executive Team, per our UCE policy, has provided the Integrated Stewardship Committee a draft staffing plan, with the emphasis on the 2012-13 fiscal year. We will continue discussions with Michael Anderson, ISC Chair and will discuss the proposal at the January ISC meeting in time for implementation by the Budget Working Group.

Staff meetings continue on the and second and fourth Thursday of the month at 11:30 a.m., followed by Executive Team with Eileen at 12:30 pm. and Executive Team at 2 p.m. Rev. Newman and Rev. Grant meet with Bart Bradfield on the third Thursday of the month.

Website: As mentioned in my November report, Judith Ramey and Eileen Wiviott developed a Survey Monkey for our UCE Website so that we can get a sense about how congregants use our website and to identify ways in which we can assist them. While there are additional facts to be calculated, one very important question was answered. 89.4% (42) answered Yes they use the UCE website. 10.6% (5) answered No. This reflects a healthy number of our congregants using the UCE website. Additional data will be provided as it is tabulated such as specific information about what they are using the website for. (Calendar, sermons, directory, governance information, etc.)

Dashboard

Copies of the dashboard will be distributed at the board meeting on Wednesday.

Compensation Guidelines, per UCE Policy

The Compensation Guidelines Group, comprised on Trudi Westwood, Jinny Niemann, Irv Badr, presented their findings at the December Executive Committee meeting last week. This group will forward their findings related to staff salary levels to the Integrated Stewardship Committee for use by the Budget Working Group on the 2012-13 fiscal year budget.

ISC Report to the Board of Trustees

Michael Anderson, Chair

Three-Year Staffing Plan. Co-Chair Robb Geiger and I met the Executive Team on December 6. We will approach the plan in two phases. Phase One will focus solely on staffing for fiscal year 2012. Phase Two will have a longer term emphasis, focusing on fiscal years 2013/14 and 2014/15. We are nearing completion of Phase One. Sandra Robinson has submitted a preliminary staff plan for 2012 and we are reviewing it in conjunction with the Budget Working Group. Robb and I will meet again with the Executive Team on January 10th.

Fair Share Campaign. With thanks to co-chair Robb Geiger who headed up the campaign this year, we are happy to announce that the Fair Share Campaign has exceeded its goal and receipts are still coming in. The goal was \$8,500 and as of Dec 9th, we had received \$8,834. Thanks to board members who participated this year.

The Serendipity Auction. We are excited to announce that the auction's gross receipts, including the speed auction (for dedicated funds) was \$30,193. As of this writing we have not received a final report of expenses but we're anticipating a record-setting net income from this major event. Big thanks to Tom Hempfling and his dedicated team!
Working Group Updates

Annual Pledge Drive (APD): Jean Butzen (chair), Sandy Danforth, Harry Hirsh. The Annual Pledge Drive Committee is busy preparing all of the details for the 2012 pledge drive, which will be launched Sunday, Feb. 26, and conclude one month later on Mar. 25th. Our marketing and communications efforts are really looking great! Jill Donovan is designing the pledge logo, brochure and posters. David Linsell is providing the photos, and Sandy Danforth is writing the content for our brochure. Our theme is Moving Forward! and our logo is a tree with birds flying out of it; it's very beautiful! We are also producing a new podcast, that is being filmed by Kathy Monk and her husband Dave; Joyce Lofstrom wrote the script. The focus of the podcast is to get people to think about what they love about UCE, and then to answer the question: how is that paid for? The podcast will be three minutes long and will be sent out through all of our UCE links in late January.

We have decided to once again create a matching gift fund to match the increase in household pledges during the drive, and have a small team of seven stewards who are reaching out to 40 households, including the Board of Trustees to ask for gifts totaling \$15,000. We are hoping that 100% of the Board of Trustees will participate to some degree in the matching gift fund. So far, we have raised \$8,200 of our goal which we are very excited to see! We hope to wrap up the remainder of the matching gift goal after the holidays. Our intention is to announce the matching gift fund in the middle of the drive, in order to focus on people who tend to be late with their pledge, and/or who have not raised their pledge in sometime. We hope this matching gift fund will be particularly effective at incentivizing these households to consider a timely increase to their pledge, and pledging on time.

We are also beginning the process of identifying the rest of our Visiting Stewards, and volunteers whom we will need to carry out the pledge drive. I want to thank all the Board of Trustees, staff, and ministers for your wonderful support of the pledge drive so far, and for your efforts to come!

Budget: Marc Rolfes (chair), Michael Anderson, Robb Geiger, Harry Hirsch, Chris Isely, Sandra Robinson.

The 2012/13 budget process kicked off on December 1st with an email solicitation to all UCE leaders. Funding requests to realize the goals and dreams of our programs are coming in and should be complete soon. The Compensation Advisory Group made a presentation to the Executive Committee on December 15th, and their report will be delivered shortly. Sandra continues to work on researching expense items, and the Executive Team is working with Michael Anderson on finalizing the near-term staffing plan and any resulting budget adjustments. To pull all of this information together, a draft budget is taking shape and the Budget Working Group held its first conference call on December 14th to review the process, timeline, and current input. We are working toward finalizing the draft that incorporates all of our financial goals in time for the January 10th ISC meeting. The Board will receive the recommended draft for use at the January 29th Town Hall Meeting as part of the packet for the January 18th Board meeting.

Education and Communication: Barbara Butz (chair), JoAnn Schalk.

The 13-week session of the Financial Peace University begin on Saturday, January 7. We currently have over 20 registered and they include some from outside UCE who registered on the Ramsey website. It also includes a couple who is taking it again, having finished their first go-round on Dec. 7 at another church! They have their debt snowball going and want the reinforcement! So, in addition to being a resource to our members, the class has also attracted people who know nothing about UCE.

Endowment: Barbara Butz, chair.

We have taken in 9 couples/individuals to Nellie Brough Society and over \$20,000 more in donations. We approved a Board request of \$6,000 for new Serendipity Auction software (\$400) and ministerial search (\$5600). That constitutes 5% of the Endowment fund as of 23/31/10, per the Endowment Agreement.

Capital Campaign: Sandy Danforth, chair.

We have completed the lower level dehumidification project and began the project to coat the exterior sanctuary walls by repairing the caulking on the northwest side. We are assessing the time table and plan to have all projects completed by the end of 2012.

Fundraising: Sandra Robinson, chair.

Sandra reports plans for the Junior Mance concert here on January 14 and notes that rental income is over \$2,000 above budget year-to-date. See her EOD report for details.

Information (formerly Record Keeping): Sandra Robinson (chair) Brian Nielsen, Tom Carlton, Rhiannon Wilk, Peggy Bocard.

Sandra reports that the IWG continues its search for alternative church management software. They will meet again in January. In the meantime, they have found ways to exploit more effectively "Meminfo" our current system. Sandra and Chris continue to work with the Audit Committee (chair, Nancy Owens). A draft of church financial management procedures and policies is under review. Chris reports progress on a filing system for church records.

Social Action Council report to Board of Trustees

Next meeting, January 11th, 2012.

The Social Action Council continue to discuss UCE's listserv guidelines and using other forms of communication, including setting up a Google Group to communicate longer messages to interested persons and offer easy avenues to advocacy and witness.

An initial Social Action budget proposal is being submitted to the ISC.

SAC is continuing to work on procedures for the use of dedicated funds related to social action. Currently the draft is in Chris Isley's hands as he is refining all financial procedures and will incorporate SAC's suggestions.

Members of the SAC are thinking about how best to balance direct action, education, advocacy and witness approaches to social action and justice.

Eileen Wiviott will be meeting with the Religious Education Board to discuss broadening social action efforts through the religious education program.

The Social Action Film series continues in January with the film, "Fuel: Change your fuel...change the world." January 20, 2012 7:00pm. Invite your friends!

Agenda for December Executive Committee

1. Check in or opening reflection by Connie.
2. Report from Compensation Advisory Committee (Trudi, Jinny and Irv).

3. Reports from Tom Hempfling on the auction; from Dick Whitaker and Alex Sproul on the feasibility of a photovoltaic installation on the sanctuary roof; and on the dehumidifier from Sandra Robinson and Sandy Danforth.
4. Report from Robb and Claudia on the Search Committee.
5. Final statement in regard to the Board's position on policy-based governance.
6. Progress on the 3-year staffing plan.
7. UUA dues for 2011-12.
8. New business.
9. Adjourn.