

UUPCC Board Meeting
Oct. 19-21, 2016
Eden Theological Seminary, St. Louis, MO
Summary of Minutes

Members Present: Executive Director Roger Bertschausen, Richard Van Duizend, Eric Meter, Eric Cherry, Carol Cook, Anne Greenwood, Morgan McLean, Andrew Weber, Rick Irwin, Catie Scudera, Ann Gary, Melody Moberg

Members Absent: Diane Rollert

Also Present: Amanda DiMiele (Recording)

The first part of the meeting was called to order at 4:00 and adjourned at 5:50 pm CST on October 19.

Topics discussed:

- Governance and covenant
- Mission
- International collaborations

Important items and decisions:

1. The Board agreed that a small group should be formed to address changes to the bylaws, updates to policies and procedures, and the development of an evaluation procedure for the Executive Director.
2. The Board agreed that the UUA's annual congregational survey might and our institutional membership renewal forms would provide an avenue for gathering data on how partnerships are going. Bertschausen will look into these ideas.
3. The Board agreed that gathering suggesting best practices for partnerships (including minimum levels of engagement with partners, developing a covenant, etc.) in an accessible format would be helpful.
4. The Board agreed that Cherry should not participate in evaluation of the Executive Director given his dual role as a colleague of the Exec Director on the Joint Working Group.
5. The Memo of Understanding between the UUA and UUPCC due for renewal. Cherry suggested having a proposed MOU ready when the new UUA president begins her term.

The second part of the meeting was called to order at 9:00 am and adjourned at 12:00 pm on Oct. 20.

Topics discussed:

- Pilgrimage Service
- Partnership recruiting and support (including New Start/ReFresh)
- Youth/Young Adult Initiative
- Community Capacity Building

Important items and decision:

1. Our pilgrimage service had 183 travelers this year, 90% of whom were first travelers with the UUPCC.
2. Looking ahead, 2017 will be similar to this year. 2018 will be different. We hope to resuscitate the Mindful Walk trip, hopefully making it a part of summer curriculum for credit at Starr King; to plan a multigenerational trip (grandparents and kids trip), to which Dale has already received a “resounding yes” of interest; and to plan for the 450th anniversary of the Edict of Torda. It looks like the celebrations will play out in many stages throughout the year. There is also the February 2018 ICUU meeting in Shillong. Hopefully trips can be planned before or after that meeting.
3. Cherry noted that other important 2018 events and dates potentially complicate N. American visits to the 450th anniversary celebrations. Bertschausen and Cherry will discuss this Follow up with another call in the next couple of weeks to go over logistics and timing. It would be best to communicate these logistics issues to the Hungarian church by the middle of November. Bertschausen and Cherry will discuss this. The Board agreed that the process of beginning a partnership should be simpler and less onerous, while still communicating that it involves a congregational commitment.
4. The Board affirmed that the purpose of the Youth/Young Adult Initiative is to engage a new generation in partnership so as to deepen appreciation for the UU faith, and to encourage lifelong engagement in partnership, whatever its form.
5. The Board voted to take community capacity building off of the list of organization initiatives, but to retain it as a tool and resource to support congregational partnerships. Cherry added to the motion that we bless encourage other organization’s use of that tool. Cook seconded the motion. The motion passed unanimously.****

The third part of the meeting was called to order at 7:34 pm and adjourned around 8:45 pm on Oct. 20.

Topics discussed:

- Long Term Funding and development

Important items and decisions:

1. McLean moved that the UUPCC phase out the Path to Partnership Program (at the individual level), also known as Small Group Partnerships, keeping those currently in the program, and trying to move the others into scholarship programs sponsored by congregations in partnership. Gary seconded. Some discussion followed the motion. Motion passed unanimously.

The fourth part of the meeting was called to order at 8:45 am and adjourned at 12:20 pm on Oct. 21.

Topics discussed:

- Miscellaneous business (Ministerial transitions and General Assembly)
- Focus on international partnerships by region: Transylvania, Philippines, India, Africa, Other
- Communication strategy
- Cathy Cordes Travel Fund

Important items and decisions

- When ministers leave and new ones arrive, it can be a particularly vulnerable time for international partnership. The PCC wants to be more intentional about helping partners through those times. To this end, Cherry has gotten agreement from the UUA Transitions office about including resources—either a short video or animated presentation—for ministerial transition consultants and interim ministers in congregations with partnerships. Resources will include general observations, and suggestions for where congregations can turn for further consultation (the UUA International Office and the UUPCC). Similar resources will be prepared for congregational PCC Committees.

The UU's of San Mateo have resources available on their website from when they went through a ministerial transition. These include the recommendation to ask their partners to write a letter welcoming a new minister.

- General Assembly
Bertschausen requested the Board's approval to sponsor an international worship service related to justice, to be led by Diane Rollert. Bertschausen will contact ICUU and UUA IRO to discuss collaborating. PCC office staff will look for any feedback from GA 2016.

Van Duizend suggested Bertschausen lead a workshop elaborating on his article in the most recent newsletter, "Partnership and Black Lives Matter." Gary further suggested that we consider finding a domestic UU organization to co-sponsor that workshop.

The board agreed to have a booth. PCC office staff will work on getting ribbons, and also look into coupons, a raffle, and/or interactive offerings for the booth. Staff will also strategize a more systematic way to capture notes at the booth.

- The the UU Church of the Philippines (UUCP) has asked for the PCC to pay for a staff person in The Philippines to administer partnerships. The Board supports the UUCP's autonomy in spending money as it sees fit, including on a staff person. However, transparency about that spending is absolutely necessary. Also, we should communicate clearly that raising their administrative fee to pay for a staff person could negatively affect N. American support. On the other hand, if the amount is reasonable and the staff person they get clearly and helpfully facilitates partnership, N. Americans may be very supportive.
- Gary stated that Nongthymmai – one of the two large Unitarian congregations in Shillong – is a priority to get partnered.
- Bertschausen recommends backing away from Africa for the time being. Lots of opportunities exist, but the PCC should go slowly and think in terms of collaborating with ICUU. More on that to come.

Similarly, Indonesia has a developing congregation, and we're collaborating with Cuba as it begins to identify as UU. Right now our role in Cuba is, in collaboration with the ICUU, CLF and UUA, to help them figure out who they are and how they relate to one another before we rush in.

- A lot has happened with English and Welsh partnerships, and it would be a good idea to figure out what is next there—e.g., a multi-congregation pilgrimage from N. American congregations to their partners in Wales and England.
- Bertschausen proposed several communication strategies:
 - A. Terminate the quarterly, hard-copy newsletter and introduce instead much shorter, monthly e-newsletters, with the option to opt in for printed copies. PCC staff will need to track down missing e-mail addresses. When staff sends out annual meeting info, we can announce that we have switched formats and offer the option to opt into hard copies, as well as request that people update email addresses.
 - B. Send regular emails to the entire mailing list, as well as to targeted groups.
 - C. Increase the value of messages posted to Facebook. The Board also proposed improving social media presence through an Instagram account. Effectively using both Facebook and Instagram will mean that PCC staff need to better build up its photo library.
 - D. Continue to experiment with promoting posts, as well as teaching people to change their settings so that they see PCC posts.
 - E. Work with Youth/Young Adult Initiative to create a social media plan. Scudera recommended Peter Bowden in Boston, who has helpful advice for this.
 - F. Better utilize other PR resources, such as UU regional publications, local congregations' newsletters, etc.
 - G. Develop more phone or video conference calls. Consider contacting UUA regional staff to get a sense of good expectations for attendance on those calls.
 - H. Maintain PCC Chat at current level. De-emphasize it in our marketing around membership.

Meter moved that the board endorse Bertschausen's communication plan. Greenwood seconded. Motion passed with unanimous support.

- The Cathy Cordes Travel Fund was created to honor Cordes. Per Cordes' wishes, its focus is to facilitate face-to-face contact between partners, namely, travel. While it was intended to be more flexible than the travel grant program, there is still a need to develop guidelines for the money's use, and to clarify how it relates to the travel grant program.

The Board discussed three additional questions raised: (1) Who decides when and how to spend the funds? (2) Should the fund be grown into the future? (3) Should we develop a tier system such that under a certain amount, the Executive Director can spend the funds at his discretion, and over that amount, the Board or relevant committees decide.

The Board agreed to:

- Make the Cathy Cordes Fund the new travel fund, and include travel grant funds as a subset of that fund.
- Leave non-travel grant funds unrestricted and to be used at the discretion of the Executive Director, committee, and/or Board (conditional on the amount).
- Establish tiers. Any travel-related need amounting to \$1,000 or less can be decided at the discretion of the Executive Director. Any amount over that must be approved upon by the Board.
- Prepare written guidelines reflecting these policies.
- PCC Staff will continue to publicize the travel grant program, but we will trust individuals and

congregations to approach the PCC for any extraordinary requests requiring more money or fewer restrictions.

2016 Board Meeting – Board Member Commitments

1. Long Term Financial Sustainability
 - A. Endowment
 - B. Reserve
 - C. Development**Anne Greenwood, Rick Irwin, Catie Scudera**

2. Mission/Vision Development Plan
 - A. Timeline
 - B. Process**Melody Moberg, Andrew Weber, Eric Meter, Rick Irwin**

3. Travel “Big Picture”
 - A. Expectations for Pilgrimages (for both new and repeat trips)
 - B. Travel Coordinator Roles (including determining how much, how, and for what they are paid)
 - C. Travel Cost/Expense Analysis**Carol Cook, Andrew Weber, Anne Greenwood, Ann Gary**

4. Cathy Cordes Travel Fund
 - A. Guidelines and Uses
 - B. Operationalizing with staff help**Rick Irwin, Richard Van Duizend, Eric Cherry**

5. Organizational Structure
 - A. Review and Update:
 - i. Bylaws
 - ii. Committees
 - iii. Treasurer role
 - iv. Covenant with Executive Director
 - v. UUA liaison role
 - B. Exec. Director Evaluation**Richard Van Duizend, Morgan McLean, and Ann Gary (for letter “B”)**