

TUUC Town Hall Meetings April 2019 Trial Governance Update

Sue Royer, President-Elect (on the Board of Trustees)
and Convener of the Program Council
& Friends

Agenda

- Background on Trial Governance
- Administrative Team – Definition, Goals, What's Working Well, Story
- Program Council – Definition, Goals, What's Working Well, Story
- Board – Role in Trial Governance, What's Working Well
- Timeline & Next Steps
- Operations Team Roles
- Questions & Discussion

Trial Governance Background

- Governance Assessment of TUUC conducted by Rev. David Pyle, Governance Program Manager of the Central East Region of the Unitarian Universalist Association – report dated March 20, 2017
- Trial governance resolution passed at the June 2018 annual congregational meeting – for one year
- New church leaders educated on background – August 2018 Retreat
- Town Hall meetings with the congregation on Governance Assessment – October 2018
- Governance Task Force continues to meet regularly to provide guidance to the Board of Trustees

What is the Administrative Team?

- Newly formed in July 2018 as part of our trial governance resolution
- Members are the Minister, Church Administrator, House & Grounds Chair, and Finance Council Chair
- Focus is on administrative matters and operations
- Meets monthly
- Responsible and accountable to the Board of Trustees

Administrative Team Goals

1. Present draft operational policies to the Board by March 2019.

The Board charged the Administrative Team with: "The Administrative Team will curate and collect all the congregation's Operational policies into a cohesive Operational Policy system. This will include drafting policies for areas where current policies are either inadequate or not present, and creating a unified format for Operational Policies. The Administrative Team will collect and draft these Operational Policies, and submit them to the Board for approval." These policies include Social Media, Privacy, Website, Safer Congregations, Building Use, and Fundraising.

2. Present to the Board a draft proposal for a capital campaign by June 2019.
3. Encourage TUUC members and friends to create a login for Breeze (new TUUC software).

What's working well – Administrative Team

- Operational policies update:
 - New or updated policies submitted to the Board for Privacy, Green Sanctuary, FOB and Key use, Social Media, and Fundraising
 - Safer Congregations, and Building Use Policy updates are actively being worked on
 - The process to write and update policies is easier in a smaller group
- Deferring bringing a proposal for a capital campaign to the Board until the Fall
 - Gathering bids on key items (to have an idea of how much needs to be raised)
 - Will work with the Board on strategy for timing of a capital campaign
 - In the meantime, we are celebrating our new roof and new clerestory windows!!
 - TUUC raised \$7,000 to purchase new chairs!
- Continue to enroll new members in Breeze and guide members on self-service capabilities (TUUC Directory and Individual Giving History)
- Making operational decisions more nimbly because it's a team of four and can easily communicate between monthly meetings. Examples are for building maintenance and prospective rentals.

Story

What is the Program Council?

- Newly formed in July 2018 as part of our trial governance resolution
- Encourages direct communication among the many groups within TUUC
- Focus is on programs and programming for TUUC:
 - Coordinate programs and ministries; ensure programs and ministries support TUUC's mission/vision/goals set by the Board.
 - Focused on mission, program, and ministry (not on operations, not on structure)
- Comprised of Council Heads (for the time being) and Committee Chairs
- Responsible and accountable to the Administrative Team
- All members and friends of TUUC are welcome at Program Council meetings
- Meets at least quarterly

Goals for The Program Council

1. Foster synergy between individual committees; promote at least one program per quarter that is sponsored by or attended by people from more than one committee or group.
2. Improve communication, promotion, and awareness of programs.
3. Promote attendance and active participation in Program Council meetings
4. Add Process Observation to Program Council and O-Team meetings

A typical Program Council meeting

- Approximately 20 people attend, representing these areas of TUUC: Lay Worship, Choir/Music, Adult RE, Youth RE, Chalice Circles, Social Action, ADORE, Green Sanctuary, Caring, Membership, Stewardship, Auction/Fundraising, Aging Together, Social Media/Communications, Minister, and A-team members
- Meetings were held on Sept 12, Nov 14, Jan 9, Feb 13, April 10
- Typical Agenda includes:
 - a go-round question so that everyone has the opportunity to get to know each other better
 - breaking into three smaller groups for about 20 minutes to discuss a topic and come up with ideas
 - Spot light on one programmatic area per meeting
 - Opportunity for short announcements

What's working well – Program Council

- Learning and collaboration among different groups
- Creating events on TUUC's Public Facebook page to create awareness and invite the public
- Input from a broad group influenced the Stewardship Neighborhood Dinners
- Plans for an all-church ice cream social and volunteer appreciation event – Sunday, May 19 after the second service
- Building and improving relationships

Story

Board of Trustees (Governance-related)

- Set goals for itself and approved goals for the Administrative Team and the Program Council
- Is providing oversight of the new trial governance model
- Is developing new governance policies
- Is reviewing the updated operational policies drafted by the Administrative Team

Goals for The Board of Trustees

1. Implement trial Governance Model, assess, educate and communicate outcomes to the congregation.
2. Cultivate a shared understanding of fiscal responsibility.
3. Nurture a culture of gratitude toward staff and congregational leadership.
4. Assess options for Sunday morning worship and programming schedule, with consideration of lifespan religious education.

What's working well – Board of Trustees

- Discussing governance policy and cultivating a better understanding among Board members
 - Working through policy decisions gradually, with discussion of a small number of topics at each meeting
 - Using as reference *Governance and Ministry* by Hotchkiss and policies from other UU congregations
- Both the President (Neil Porter) and President-Elect (Sue Royer) have been attending the Governance Task Force meetings
- Review of the updated Operational Policies provided thought-provoking discussions
- Trial governance approach frees the Board to focus on vision, mission, and strategic thinking

Overall, the trial governance approach is

- Increasing direct communication between committees/programs
- Improving organization efficiency and decisions to be made more nimbly
- Allowing those willing to serve as leaders to focus on TUUC's mission
- Making roles and responsibilities more clear
- Building and improving relationships between different groups at TUUC

Timeline going forward

- Continue trial governance and assessment through this fiscal year
- Request congregational approval at June 9, 2019 annual meeting for a transition year in 2019 - 2020
 - This will allow more time for implementation and assessment, as well as time for drafting bylaws changes
 - The Board of Trustees will name a temporary board committee to draft bylaws changes
- October 2019 Congregational Meeting to vote on bylaws changes to jettison the Operations Team (O-Team).
 - Proposed bylaws will be shared in advance
 - The Program Council and the Administrative Team will be part of our new governance policy (vs. explicitly stated in the bylaws)
- June 2020 Congregational Meeting to approve making the new governance permanent and to approve recommended bylaws changes.

Operations Team (O-Team) Roles

Before Trial Governance

Communications Council Head
Finance Council Head (Stewardship, Auction, Special Gifts, Accounting)
House & Grounds Council Head
Inner Life Council Head (Aging Together, Membership, Caring, Hospitality)
Outreach Council Head (Social Action, Green Sanctuary, Gallery Unicorn, ADORE)
Religious Exploration Council Head (Youth RE, Adult RE, Book Nook, Chalice Circles)
Sunday Services Council Head (Lay Worship Associates, Music, Ushers, A/V)
Church Administrator
Director of Religious Exploration
Minister
Music Director
President-Elect (Chair)

During Trial Governance

Communications Council Head – on Program Council
Finance Council Head – on Administrative Team & Program Council Stewardship & Auction – on Program Council
House & Grounds Council Head – on Administrative Team & Program Council
Inner Life Council Head – on Program Council Aging Together, Membership, & Caring on Program Council
Outreach Council Head – on Program Council Social Action, Green Sanctuary, Gallery Unicorn, & ADORE on Program Council
Religious Exploration Council Head – on Program Council Youth RE, Adult RE, & Chalice Circles on Program Council
Sunday Services Council Head – on Program Council Lay Worship Associates & Music on Program Council
Church Administrator – on Administrative Team & Program Council
Director of Religious Exploration – on Program Council
Minister – on Administrative Team & Program Council
Music Director – on Program Council
President-Elect (Convener) – convenes Program Council

Questions and discussion

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Thank you!

All-church Ice Cream Social



- Sunday, May 19 after the second service
- Ice Cream Social and Volunteer Appreciation and New Member Recognition
- Lower level – inside and outside on the porch and in the grove (weather permitting)
- Board of Trustees members will scoop ice cream
- Various committees of the Program Council are helping with planning, set-up, and clean-up