

**Meeting of the Empowerment Team  
DRAFT Minutes**

**June 10, 2010  
5:40 p.m. – 8:00 p.m.**

**All Present**

**Review and approval of meeting minutes**

May 13    May 27

**Addendum of Email Business Conducted**

June 3: Approved proposal from Buildings and Grounds Committee to raise funds for a Barbara Tegethoff commemorative bench and plaque in the Memorial Garden.

**APPROVED as presented**

**Portfolio Reports**

- Membership – Mary
  - The letters approved at the May 13 meeting have been sent to those members who have not yet pledged for 2010-11. Responses include some requests for waivers, some requests to be placed on the inactive list, and some additional pledges.
  - She was unable, due to illness, to attend the last membership committee meeting and
  - Due to illness, is behind in entering data base information.
  - Once the data base is current, she and Chris will coordinate a plan for contacting those members who are in arrears for 2009-10 pledges.
- Programs – Mary
  - RE Council has not yet filled all positions for the coming year.
  - Adult Faith Development program planning for the coming year is on hold pending the selection of the new Acting LFD Director.
- Communications – Peggy
  - Reported on progress of the LFDD selection committee. Three final candidates will be interviewed on June 12. The timetable calls for a selection to be made by June 15, and for a proposed contract agreement be ready for the Board of Trustees to consider at their June 22 meeting.
  - Miscellaneous items received in church mail:
    - Brochure from Church Mutual offering free safety material. **DECIDED & ACTION:** Mary will order whatever materials she thinks will be useful.
    - Promotional letter from the University of Arizona Wildcat for summer and fall Guide to Religious Services (part of the classified section of the paper) **DECIDED & ACTION:** Peggy will email Lincoln (**Mary** will send his email to Peg), who is the campus ministry rep at the NW congregation and inform them of the opportunity to advertise their fellowship. If they choose not to subscribe, the UUCT will purchase the Fall Package for \$160.
- Leadership – Diane
  - Will be away for the June 22 BOT meeting: Chris will present Diane's report **ACTION: Diane** send report to Chris. **Chris** attend meeting.
  - Because of a conversation with and suggestions from member Richard Brodesky that a more positive culture within the church needs to be

fostered, she proposes to convene a *Minister's Round Table on Congregational Health* – **APPROVED** Additionally, it was **DECIDED** that the topic of congregational health will be on the agenda for the upcoming ET summer retreat.

- Finance – Chris
  - BOT Bylaws committee: After discussion, it was **DECIDED** that the ET will invite Lisa to volunteer for this committee. **ACTION: Chris** will speak to Lisa.
  - 2010-11 Finance officers: A treasurer has not yet been appointed.
- Facilities – Mickey and Mary
  - Reported that the new committee for 2010-11 is chaired by Richard Brodesky, they anticipate adding a number of new members, and they have already met to determine priorities and goals for the coming year.
  - NOTE: addendum at the beginning of the minutes re: memorial for Barbara Tegethoff

### **Discussion/Action Items**

**July Calendar** – for all intents and purposes the Empowerment Team will be on hiatus for the month of July. We will have only Chris who will not be on vacation and/or sabbatical during this time. Chris has already agreed to be the point of contact for the BOT Bylaws committee during this time. In case of an emergency, Mary and Diane have coordinated with all staff on procedures to follow during their absence. Chris will check in with Josie periodically. Peggy and Chris will be available by email on a regular basis; Diane and Mary will not always be able to check email. The following are the relevant dates when ET members will be out of town: (Diane June 21 – August 16) (Peg June 28 – July 21) (Mary All of July). The incoming BOT president, Chaz, will be copied on the email when these draft minutes are sent.

### **Ongoing Business**

- **Insurance research** – Diane
  - Unemployment and additional items from Annual Review: **CONTINUING** Pending quotes from Church Mutual
- **2010-2011 ET** – All
  - Nominations for ET Program portfolio - Will be discussed by email **ASAP** after LFDD selection is announced. **ACTION: ALL**
  - Job descriptions for ET positions - **DECIDED:** Will be on retreat agenda
  - ET Summer Retreat - **DECIDED:** Will be on August 21. Chris volunteered to plan the retreat. It was also decided that ET would like to have a workshop or retreat with the new board on a separate date, to be determined.
  - Structural Documents Binder: **ONGOING** for new committee to address over the coming year.
- **Personnel Committee** – ALL
  - Committee description: Worked on committee description **ACTION: Peg** will type up the results and distribute by email for all to review.
  - Chair job description: **ONGOING**
  - Nominees: **ONGOING**
- **Property Research** - Mickey has been working with Mike Foy – After discussion of findings, **DECIDED:** Research is now completed and the possible purchase of the property shall be set aside for consideration at some future date.

- Printer Contract Buy-out: pending cost comparisons – Comparison figures not yet complete. **ACTION – Mary will continue to get estimates, email to all, and a decision will be made by email vote.**
- NMD Partnership Agreement –Peg reported that NMD, at their Monday June 21 meeting, approved the new agreement and Paul Barby has signed it.  
**APPROVED:** The signed copy will be given to the BOT president, Fran for final approval of the board at their June 22 meeting for her signature. A copy will be provided for NMD and then it will be filed in the UUCT office.
- Life Enrichment Workshops – per BOT Meeting Minutes this question was referred to ET: Since Ed Savard has resigned from the church, what is the status of the workshops that he was going to develop as previously approved by ET?  
**DECIDED:** By special request, the workshops were approved specifically as a project to be done by Ed. Planning had not yet begun, and with his absence the project no longer exists. No further action is required.

**Next Meeting: 2010-2011 Empowerment Team**

Summer Retreat August 21, 2010

First regular meeting August 26

Respectfully submitted,  
Peg Smith  
Communications Portfolio  
UUCT Empowerment Team