

UUTC Board Directed Actions and Designated Action Committee/Group**

1. Establish, charge, and provide training for a 3- or 4-member conflict management team. **Committee on Ministry (COM)**
2. Develop a behavioral covenant for UUTC, and hold people accountable for their behavior. Insist that people treat one another with respect and courtesy, and diminish the level of criticism, insult and denigration from anyone in attendance at any UUTC function. **COM and Behavioral Covenant Task Group**
3. Hire a paid, part-time administrative assistant as soon as possible. Ask Rev. Mills to serve on the search committee and oversee the work of this person. **UUTC Board (Board)**
4. Revise the UUTC Bylaws as soon as possible. **By-Laws**
5. Request that people get in the habit of expressing appreciation rather than criticism. **COM**
6. Put a Suggestion Box in the foyer, and ask a Board member to bring suggestions to every Board meeting. The Board should delegate responsibility for following up on suggestions, and request reports on what's been done to follow up within 30 days. **Building Committee (ensure the box is clearly labeled to specify that all suggestions must be signed by the author)**
7. Provide a copy of Peter Steinke's Healthy Congregations to every committee chair, and request that they read it and use it in their UUTC work. **Completed by Board December 2007**
8. Expand "New UU" offerings for people new to Unitarian Universalism to include an overview of UU history and theology. **Adult Religious Education (ARE)**
9. Provide "New to UUTC" offerings for Unitarian Universalists who are joining UUTC from another UU congregation. Include information about the organization, including volunteer opportunities. **ARE**
10. Make concerted efforts to strengthen the links between UUTC and the larger world of Unitarian Universalism. Offer adult religious education programs about Unitarian Universalism, including area and regional gatherings, Thomas Jefferson District, and the Unitarian Universalist Association. **Denominational Connections Committee**
11. Provide educational resources about the role of professional Unitarian Universalist ministry, which has dramatically different perspectives on authority and leadership from ministry in other faith traditions. Offer programs and resources routinely, to bring new members and visitors up to speed on UU ministry. **ARE**
12. Establish a policy of covering the President's expenses at General Assembly, and create a line item in the budget in order to cover some expenses of all delegates who need financial assistance to attend GA. **Board**
13. Make the work of the UUTC Board as transparent as possible. Invite members to attend Board meetings, and set aside a place for visitors to sit. At the beginning of every Board meeting, remind visitors that they are not allowed to speak unless they are on the agenda. Establish the practice of process observation of Board meetings, and take time in each meeting to check on how process has gone. **Board**

14. Establish a governance/structure task group to make recommendations on decision-making, authority, oversight, and evaluation. **Board**
15. Require that all programs and suggestions that might lead to substantial changes in UUTC's governance or structure follow established policies. No group working outside such guidelines should receive official recognition from the Board. **Board**
16. Encourage UUTC members and friends to refrain from browbeating people who do not agree with a proposed course of action. This is particularly important in relation to community outreach and social justice initiatives. UUTC members include Republicans, Democrats, Independents, members of the Green Party, liberals, conservatives, and everywhere in between. Ask people to refrain from making assumptions about members of the congregation, and to speak for themselves, using "I" statements. **COM**
17. Work on the identity-based conflict around class issues. **Social Action**

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**** The above recommendations are from the Helen Bishop Executive Summary. Each committee/group designated will address the specific issues listed above. In all instances, the Board would like feedback from the committee/group on what action, if any, is needed or has been taken for each of these recommendations. The Board will consider the recommendations of the designated committees as part of our action on Helen Bishop's "Recommendations to UUTC" report.**