**UUSJ Committee and Task Force Reports**

**for February 20, 2016 UUSJ Board Meeting**

**Reports Submitted as of February 19, 2016:**

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**Committees that had nothing to report since the last meeting:**

Advocacy Oversight Committee (not an active committee)
Audit Committee (not a standing committee)

Economic Justice Task Force (not an active Task Force)

Gala Planning Committee
Governance Task Force (formerly Bylaws and Standard Operations Committee)

Issue Selection Process Task Force

# The Communications Committee Report - February 20, 2016

## Members

Ed Butterworth, Bob Denniston, Bill Alsmeyer-Johnson

## Recent Accomplishments & Current Projects

### eNews

The new eNews theme was launched last year, has been a success and has resulted in complements to UUSJ. The success is due in large part to the ability and flexibility of Elizabeth Stevens in using HTML. Thoughts and feedback on the eNews layout are welcomed.

### Commentaries

As of February 1 we had three commentaries in the pipeline for use in our monthly eNews. For the February eNews we chose Kerridwen's commentary based on her comments at the Social Justice Awards Gala regarding Black Lives Matter. We have the commentary by Walter Ellis’, on the same subject, reserved for the future. Natalie Pien will adapt her remarks from the Gala on the environment and will include information from her nomination (which contained a wealth of information not part of her remarks) into a commentary and will get it to us sometime in February. We can save it for March or April since April has Earth Day in it.

### Website

The UUA released a new Wordpress theme that is responsive and much easier to use than the theme we currently use on our website. This theme comes with a fixed layout for the front page. The boxes and columns you see are fixed in position and width. What isn’t fixed is what can be put into those “boxes”. The theme is very flexible in allowing you to put just about anything in one of the boxes, text, sound, video. Further you can create a slide show for certain posts, so for a retrospective of the most recent Gala, we could have a slide show, plus a few paragraphs of text, plus links to the nominations.

In looking over the theme on our test site a couple of thoughts occurred to the committee members:

Bob Denniston suggested having our social justice grantees do video for website explaining how a grant from UUSJ helped them with their project. It visually shows UUSJ doing something besides meeting. These videos would be captivating.

Ed Butterworth suggested that in addition to the dropdown menu item of “Issues” we have a dropdown menu item for “Emerging issues”, containing link to information such as Black Lives Matter, Gun Violence Prevention, and others.

We decided that we need a set of guidelines and Ed agreed to write up a set of guidelines for pictures (e.g. quality, size), video, sound.

## Future Plans

1. Continue developing a “pipeline” of commentaries for the eNews.
2. Change the website theme to a modified version of the UUA Wordpress theme.

## Requests/Needs

1. More members for the Communications Committee.
2. More commentary writers or folks to find commentaries written by UU ministers and lay people.
3. People interested in using information from commentaries to develop Twitter and Facebook postings.
4. A volunteer with experience in producing short videos.

Submitted by Bill Alsmeyer-Johnson

Environmental Task Group -

**Executive Director Search Committee Board Report - February 15, 2016**

The search committee has been selected and members have received their charge. Members of the committee are:

* Chair, Rev. Richard Nugent, UUA Director of Church Staff Finances
* Rev. Kate Walker, minister Mt. Vernon
* Martha Ades, UUSJ board member, Fairfax
* David Strauss, Rockville and UUSJ immigration steering committee member
* Marc Narkus-Kramer, River Road, former co-chair in the early years of UUSJ

The job description has been posted on [idealist.org](http://www.idealist.org/view/job/TFC6tDjF8BfP/) with a submission deadline of March 25. The Committee has been in communication and during the week of Feb. 15 will hold its initial meeting and post the job on internal UUA sites. Elizabeth Stevens will be providing administrative support to the committee.

Please let your friends and colleagues know about this opening.

Submitted by Martha Ades, Board Rep to ED Search Committee

**Immigration Task Force – February 17, 2016**

UUSJ’s Immigration Steering Committee has been active on Capitol Hill over the past couple of months. The group decided in this difficult time for immigration reform that it is important to communicate to our region’s federal elected officials our hopes for a just and equitable reform legislative package, and to let them know the good news of the UUA’s Statement of Conscience on immigration. We also had the goal of helping prevent damaging legislation that would make life more difficult for our immigrant brothers and sisters.

So in December and January we met with offices of Rep. Gerald Connolly (D-VA), Senators Timothy Kaine (D-VA), Mark Warner (D-VA) and Ben Cardin (D-MD). We approached them originally with two main requests: to ask the President to stop deporting immigrant families and children and to speak out in favor of immigration reform principles such as those contained in S 744, the bipartisan bill that passed the Senate in 2013. All four offices expressed agreement with those requests.

After the House of Representatives passed HR 4038 (the so-called SAFE Act), which sought to add new hurdles for Middle Eastern refugees’ ability to enter the United States, we created a third request of the Senators: try to stop the passage of that bill. We believed that the bill was a terrible response to the fears in this country generated by the terror attacks in Paris and San Bernardino. We felt that responding to fear in that way is contrary to the principles that motivate us to help ease the path for immigrants and refugees, and would provide absolutely no additional security for the American people.

We were therefore pleased to note that a few hours after our final Senate visit on January 20, 2016, the Senate refused to consider HR 4038 and it therefore will not reach the President’s desk.

While that victory is important it we need to try to move our positive agenda forward. Thus, we intend to keep making visits to our elected officials to let them know that we are a voice for the immigrant communities of the National Capital Area.

Submitted David Strauss, member of Immigration Steering Committee

Nominating Committee Report -

**Program Committee Report – February 15, 2016**

In the last three months the Program Committee has met each month to plan and look toward the future.

On November 14 the program, **Beyond Partisan Division**, was presented at Channing Memorial Church. This program was held last year at Accotink UU just before the Board meeting. This is the first event held that far north of the beltway and we were pleased with the attendance. We held a soup/salad lunch and then the Revs. Anya and Scott Sammler-Michael directed the program. We continue to spread the locations of program so that driving distance is reasonable for as many people as possible.

Planning is underway for a March 12 **Social Justice Roundtable** program for Social Justice Chairs plus 1 or 2 other leaders from each congregation. Please encourage your leaders to attend. The program is very participatory with a “speed-sharing” activity and then some breakout discussions. See the UUSJ website for details. It will be held March 13 from 1:30-4:40 at River Road UU.

We are working toward a webinar or phone meeting to address immigration or escalating inequality. In April we are hoping to be able to gather the local ministers to introduce them to the new UUSJ Executive Director. Planning for that will occur when a new Executive Director is selected.

In May we will be having our annual meeting, probably in conjunction with the final Board meeting of the church year. More information on that will be coming.

Submitted by Pat Karlsen and Martha Ades, Co-Chairs

**Committees and Task Forces List - Draft 9/25/15**

Below is a list of standing committees and task forces and the names of the members. In addition, you will find the job descriptions, which are drawn from the UUSJ Bylaws and the UUSJ 2013 Strategic Plan.

1. Development Committee:

Bob Schurter, co-chair
Catherine (Kay) Scott
John Gubbings, treasurer, non-voting member

a. Recommend to the board fundraising policies and programs in support of objectives established by the Board to carry out the work of UUSJ.

b. Oversee the Social Justice Awards Gala.

c. Implement fundraising programs.

d. Implement donor development programs including membership renewal efforts.

e. Maintain contact with and encourage inactive member congregations to participate in UUSJ activities.

f. Develop orientation materials for new representatives and member congregations.

g. Actively seek additional members among National Capital area UU congregations.

h. Actively pursue reactivation of a member congregation that has consistently not fulfilled its responsibilities to the UUSJ.

2. Executive Committee:

Lavona Grow, chair
Bill Alsmeyer-Johnson, secretary
John Gubbings, treasurer

a. Act for the board and carry on the business of UUSJ in the interval between board meetings promptly.

b. Present the proceedings of the committee to the board for approval.

3. Finance Committee: (currently combined with Development)

John Gubbings, treasurer, non-voting member
Bob Schurter
Nancy Sorden

*Membership of the Finance Committee cannot overlap the Audit Committee.*

Mission/role of committee: The Finance Committee shall recommend to the Board policy for effective and efficient management of UUSJ. It shall review, evaluate and make recommendations to the Board with respect to all business functions of UUSJ including, but not limited to, budget, business records and systems, business planning, and auxiliary enterprises, except for those duties assigned to the Development Committee by these Bylaws.

4. Nominating Committee:

Nancy Sorden, chair

a. Nominates candidates for officers and at-large member on the Executive Committee and members of the standing committees.

b. Nominates persons who have agreed to have their names put forward for election.

c. Prepares a slate of nominees for officers to be voted upon.

d. Works to fill all other committee positions.

e. Recommends for election persons who meet the criteria for At Large Representative.

At-Large Board Members

Lavona Grow
John Gubbings
Pat Karlsen

Special Committees

6. Audit Committee:

Ed Kringer, Chair
Ed Cochran

*Membership cannot overlap the Finance Committee.*

a. Selects own committee members.

b. Conduct audit by members according to DC non-profit regulations\*.

\*may specify number of committee members and selecting an outside auditor.

7. Communications and Outreach Committee

a. Information Technology

Bill Alsmeyer-Johnson
Lavona Grow
Kiley Mitti, paid consultant

b. Communications

Bill Alsmeyer-Johnson – chair
Ed Butterworth
Bob Denniston
Lavona Grow

a. Responsible for oversight of publication and distribution of the UUSJ E-news newsletter.

b. Works with Administrator to ensure the Directory of member congregations, representatives and liaison persons is current.

c. Furnishes publicity materials about UUSJ activities to member congregations and to the community as needed.

d. Maintains a file of notices about the UUSJ found in the news media.

f. Gathers information, pictures, news, etc. from various sources for use in our newsletter and website.

g. Maintains contacts with congregations to publicize their activities.

h. Publishes information on upcoming meetings and events of interest to UUSJ members.

i. Oversees the information technology needs of UUSJ and development and maintenance of the website.

8. Program Committee:

Martha Ades, co-chair
Pat Karlsen, co-chair
Marsha White
Nancy Boardman
John Gubbings

Mission/Role of Committee: organize programs for UUSJ around UUSJ’s priorities, both as primary sponsor and in collaboration with other organizations.

Film Database (inactive)

Bill Alsmeyer-Johnson
Nancy Sorden

9. Social Justice Gala Committee:

Martha Ades, chair
Marti Mackenzie
Frank Corsoro
Sarah Masters

10. Social Justice Awards Committee:

Pat Karlsen, co-chair

*1 additional person needed from Board*

*1 person selected at the time for Nomination review and Award selection only*

Other Committees and Task Forces

Governance Task Force ( currently inactive)

Pete Fontneau, chair
John Gubbings
Al Carlson
Bruce Griffin
Frank Corsoro

Issues Process Task Force

Martha Ades, chair
John Gubbings

Core Working Group

Lavona Grow, chair
Bill Alsmeyer-Johnson
Al Carlson
John Gubbings

To re-establish UU presence at the federal level by transforming UUSJ into the group that advances UU principles by engaging UUs in the National Capital Region in advocacy. The Core Working Group intends to help the Board take the necessary implementation steps toward making this commitment to advocacy a reality.

Issue Task Forces

Immigration Steering Committee:

Dean Wanderer – Chair
Lavona Grow
David Strauss
Don Chery

Economic Justice Steering Committee – not active
Andrew Wasserman (interested)

UUSJ Environmental Steering Committee

Doris Marlin
Eric Goplerud
Lavona Grow