

FIRST UNITARIAN UNIVERSALIST CHURCH
Board of Trustees
September 23, 2015 Minutes

Board		Present	Absent
Chair	Carlos Hoyt	X	
Past Chair	John McCrystal	X	
Vice-Chair	Ginnie Vogts		X
Treasurer	Debra Boyd	X	
Secretary	Kitty Durham Jones	X	
	James Brown	X	
	Karen Dawson	X	
	Fujio Hayashi	X	
	Marge Lynd	X	
	Nancy Nehring	X	
	Joe Pierce	X	
Youth Rep	Emma Merchant		X
Youth Rep	Willow Otten	X	
Staff			
Sr Interim Minister	Rev. Jennifer Brooks	X	
Assoc. Minister	Rev. Eric Meter	X	
Director of Religious Education	Lane Campbell	X	
Administrator	Brian Hagemann	X	
Guests			
Cath Saveson		X	

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1	<p>Opening and Welcome</p> <ul style="list-style-type: none"> • Chalice Lighting • Centering (Opening Words – Karen Dawson) • Check-in with Staff and Board members 	<i>7:00 (13)</i>
2	<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Approval of August 26 Board Meeting Minutes (Kitty will send out) • Approval of Clergy Housing Allowance for Lane Campbell (see attachment) <p>Motions passed unanimously but with requested removal of the mention of IACO in the Beacon project section in the August minutes.</p>	<i>7:10 (2)</i>
3	<p>Updates to Board Meeting (Carlos)</p> <ul style="list-style-type: none"> • Agenda updates (Purpose, Preparation and Process) • Meeting Process Observer • Action items & Future Agenda Topics <p>Carlos discussed the agenda changes and the addition of a “process observer”. This will be the person who gives the Board reading that night. Talked about more clearly defining what each agenda item is (i.e. a discussion item or one that requires action)</p> <ul style="list-style-type: none"> • Do we want to use a share drive (e.g. Drop Box, Google Drive) rather than email attachments? <p>Discussion about using Google Drive for Board documents. Most members were fine with adding use of Google Drive especially to archive Board documents. Brian and Carlos will look into this for a future recommendation to the rest of the Board.</p>	<i>7:15 (5)</i>
4	<p>What Actions are we taking from our Board Retreat? (Carlos)</p> <p>Purpose: Update</p> <p>Three Adaptive Challenges Identified</p> <ul style="list-style-type: none"> • Mission/Vison <ul style="list-style-type: none"> ○ Transition Team will take lead working with the congregation • Financial Health <ul style="list-style-type: none"> ○ Schedule a stakeholder meeting – (think this may be best after Oct 10th OMD Stewardship Workshop) ○ Stakeholders identified during retreat: Religions Education, Former Strategic Planning Task Force, Stewardship Team, JAM, Board, Youth, Staff – Rev. Jennifer is collecting names ○ Strategic Planning Task Force, Stewardship Team, JAM, Board, Youth, Staff – Rev. Jennifer is collecting names <p>Purpose of stakeholder meeting is to ask “powerful questions”</p>	<i>7:20 (10)</i>

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	<p>which will be based off the Stewardship report presented in June 2015. Not all Board members will participate so that other voices may be heard (although all Board members could attend). Tentatively scheduled for Oct 21st at 7-9 pm at the church.</p> <ul style="list-style-type: none"> • Clarity on Roles/Responsibilities <ul style="list-style-type: none"> ○ Meeting with Personnel, Board, Staff, Finance held Sept. 9 ○ Plan staffing review (who leads, when) ○ Complete Board policy on Monitoring – GTF working on draft ○ Plan and schedule Congregational communication <p>Will review Personnel policies and how they relate to governance changes. Felt that the case study meeting went well.</p>	
5	<p>Interim Minister's Transition Team Purpose: Transition Team Selection (5 members) Preparation:</p> <ul style="list-style-type: none"> • Come to meeting with 1 or 2 names of people you think would make good transition team members. • Review the attached document "Getting Started with Ministerial Transition" <p>Process:</p> <ul style="list-style-type: none"> • Review of Transition team responsibilities (Rev. Jennifer) Overview per Rev. Jennifer. Team should be 5 people who fairly represent all in the church and who are emotionally and spiritually mature. Want 5 candidates and some alternates. Members will serve for Rev. Jennifer's 2 years of interim ministry. Each member will be a co-leader on a specific "project" as part of his/her role. Team needs to be in place ASAP as Rev. Jennifer would like to convene the first meeting in October (hopefully not late October). • Potential Candidates – Board & Staff – "talking stick roundtable" • Discussion of names (all) Board members stated names and these were compiled with comments and rating of the prospects. A list of 5 potential candidates and 5 alternates was created. 5 Board members volunteered to do the personal asks. A table listing these names was sent to Board as a reminder. 	7:30 (25)
6	<p>What Financial Updates does the Board & Staff need to know? (Debra) Purpose: Update Update on Beacon is that developers pulled the lease but good contacts were made for future attempts. Gave year-end financial hand-outs. \$567 ahead for</p>	7:55 (10)

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	the 2014-2015 year mostly from not paying 1/3 of fair share. Passed out July statement and Debra reviewed it thoroughly. Also handed out August statement. In general, August pledges are down but not as much as last August. Also added new members and pledges. May be looking at a “mission-based” budget for congregational approval at later date.	
7	<p>What is status of Board Calls to Congregants who have not completed pledge? (Carlos)</p> <p>Purpose: Update</p> <p>Preparation: Board members make calls to congregants and update Google Docs form per Debra Boyd’s email instructions.</p> <p>An email was sent to each Board member with specific names to call. There were 2 categories of calls – one was people who had not fulfilled previous pledges and one was people who were rolled over. The scripts for each kind of call were different. The Google Doc form was included so that the results of all calls could be tabulated. Most members have made the calls but as an action item, Carlos asked that these be completed. There was a question about pledge unit numbers and fair share. Debra said that our national fair share is 4.3%. The district fair share depends on member counts.</p>	8:05 (10)
8	<p>Selecting Rummage Sale Co-Coordinator (Carlos)</p> <p>Purpose: Decision</p> <p>Preparation: Board and Staff come to meeting with one name who can co-coordinate rummage sale scheduled for April 30, 2016</p> <p>Process:</p> <ul style="list-style-type: none"> • List Potential Candidates – Board & Staff – “talking stick roundtable” • Discussion of names (all) • Selection of 2 names to follow up with <p>Phyllis did this last year and would help with information to the co-chairs. Members presented names and reasons why each would be good for this short-term task.</p> <p>James and Carlos will ask the 2 top candidates suggested as part of the roundtable.</p>	8:15 (15)
9	<p>Conflict of Interest Form (Carlos)</p> <p>Purpose: Update</p> <p>Preparation: Review attached “Conflict of Interest Form”</p> <ul style="list-style-type: none"> • Signed forms requested to be turned in to Kitty by Oct. 28 Board Meeting <p>Tabled this item until the October meeting due to time constraints.</p>	8:30 (5)
10	Board Oversight Policy (Carlos)	8:35 (5)

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	<p>Purpose: Update Preparation: Review attached draft oversight policy Process: Carlos will review major points of the oversight policy. Board and Staff comments requested prior to Oct. 28th Board meeting. Tabled this item until the October meeting due to time constraints.</p>	
11	<p>Senior Staff Report Highlights: Purpose: Update Preparation: Review staff reports. Process: Highlights from Rev. Jennifer Brooks, Rev. Eric Meter, Lane Campbell, Brian Hagemann</p> <ul style="list-style-type: none"> • Rev. Jennifer: There have been 3 memorials in a 6-wk period. Sunday school w/o classroom space has been successful due to Lane's efforts and planning. Changes in service (visuals, more engagement of youth and young adults, for example) have been well-received. Rev. Jennifer asks for feed-back on the services. People have been generally positive in spite of lots of challenges and changes. • Rev. Eric: Feels that there is a lot of good collaboration going on and is pleased with the start of the new church year. • Lane: Sunday school is being held in different settings but that things are going well. Didn't have numbers of attendees this month but will next month • Brian: Construction is going well but we are 5-6 weeks behind. Completion date of first stage of construction (bathrooms, corridor and remodel of rooms 7 and 8) slated for October 20th. 	<i>8:40 (10)</i>
12	<p>Youth Update – Willow stated that the Youth groups are transitioning from last church year to the new year.</p>	<i>8:45 (5)</i>
13	<p>Wrap-up</p> <ul style="list-style-type: none"> • Thank you cards - Beth McCreary, Patricia Boughton, Julie Pinsonneault, and Deb McGuire for work on Labor Day Retreat. Marge will create these. • Upcoming events: <ul style="list-style-type: none"> ○ 10/10 - Stewardship for the 21st Century Workshop@ First UU ○ 10/14 (7:00) October Executive Committee Meeting ○ 10/28 (7:00) October Board Meeting ○ 10/4 (4:00) Lane's ordination 	<i>8:50 (5)</i>
	<p>Meeting Process Observation (Karen)</p> <ul style="list-style-type: none"> • What did we do well for this meeting? 	<i>8:55 (5)</i>

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	<ul style="list-style-type: none">▪ Active participation and engagement▪ Good identification on agenda as to categorizing action vs discussion but could make this clearer▪ Too much time taken. Could allow more time (be more realistic) when creating the agenda.▪ Mentioned IACO being in the August minutes. Needs to be changed. <ul style="list-style-type: none">• What should we do differently for the next meeting?<ul style="list-style-type: none">▪ Should have sent minutes around sooner so Board could comment on them. Will send sooner this month.	
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Action Items and Potential Future Agenda Topics

1. Set date for mid-year and end of year congregational meetings – Status: Rev. Jennifer checking with staff and will propose dates.
2. Determine process for selecting search team for settled minister. Add to October Board agenda. – Status: Rev. Jennifer to check with UUA for when they recommend search team be named.