

**First Unitarian Universalist Church**  
**Board of Trustees**  
**Minutes**  
**November 30, 2016**

<b>Board</b>		Present	Absent
Chair	Ginnie Vogts	X	
Vice Chair	Carolee Noonan	X	
Treasurer	Debra Boyd	X	
Secretary	Jim Conlan	X	
	Karen Dawson	X	
	Marge Lynd	X	
Youth Rep	Lee Cook	X	
Youth Rep	Alex Barr	X	
<b>Staff</b>			
Sr Interim Minister	Rev. Jennifer Brooks	X	
Assoc. Minister	Rev. Eric Meter	X	
Minister of Religious Education	Lane Campbell	X	
Administrator	Brian Hagemann	X	
<b>Guests</b>			
Volunteer Comptroller	Martha Gifreida	X	
Audit/Review	Josh Frymier	X	
JAM	Marilyn Webster	X	
JAM	Steve Palm-Houser	X	

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1	Opening and Welcome <ul style="list-style-type: none"> <li>• Chalice lighting</li> <li>• Centering: Opening words- (Carolee)</li> <li>• Check-in with staff and Board Members</li> </ul>	7:00
2	Consent agenda: <ul style="list-style-type: none"> <li>• Approval of Oct. minutes (<a href="#">link</a>)</li> <li>• Staff reports (<a href="#">EM</a>)(<a href="#">LC</a>) (<a href="#">JB</a>) (<a href="#">BH</a>)</li> <li>• Senior Ministry Agreement (<a href="#">link</a>)</li> </ul> <i>Approved</i>	7:10
3	Financial: Report of Independent Accountants ( <a href="#">link</a> ) Financial report- Martha/Debra ( <a href="#">link</a> ) ( <a href="#">link</a> ) Purpose: Discussion and approval  <i>Summary of Report</i>	7:12

	<p><i>This was a review and not an audit of our financial records. A review is covering analytical procedures and asking questions about the balances. This does not involve requesting external documents from banks etc. It is all inquiry based.</i></p> <p><i>Overall, we have good controls in place and it is good that we have board members involved in the process overseeing and approving checks. The volunteers we use are very competent and have financial knowledge. There were no accounting issues or discrepancies found.</i></p> <p><i>One area that could not be tested was our fixed assets because they are not tracked currently. The recommendation is to try to create a capitalization policy to categorize items over a certain price to be decided later. It is good for insurance purposes and good practice.</i></p> <p><i>The second suggestion is doing a risk assessment annually. It helps to identify potential risk and put safeguards in place. The example given was an organization that had one person or entity supply all funding. If that source would stop giving there would be major issues. An assessment would work on diversifying our funding. (This was just an example and does not apply to First UU) Josh offered to send us a checklist that is used for a risk assessment and could be used as a template.</i></p> <p><i>We do not have any formal record retention policy. Josh also will send us information on how long records would need to be retained.</i></p> <p><i>Another best practice is to do future financial planning and decide on how much reserve would be needed in case there was a dry spell and there would be a need to use our reserves. Our situation looks good but this is something to consider.</i></p> <p><i>Josh mentioned that it can be difficult to rely on volunteers with financial knowledge and we should consider hiring staff.</i></p> <p><i>Other Observations:</i>  <i>Attendance at church and school has been steady. We are fine financially compared to other churches that have been reviewed. Our giving is spread out among members so we are not relying on a few individuals for our funding. First UU has a very committed congregation. For a first review, Josh thought we were in great shape.</i></p> <p><i>The board will need to approve the review to complete the</i></p>	
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	<p>process and will be included in next month's consent agenda. Once approved the final signed review will be sent.</p> <p>The communication of this report will be done at the February Mid-Year Congregational Meeting.</p> <p>Share the Plate information from Debra</p> <p>The congregation takes 2% of all the pledges and we guarantee those funds to JAM. They received around \$14,000 last year and is in line historically when they used to do the second collection on the third Sunday. In addition to the 2% this year we are trying the share the plate. How is the process going? The data presented covers July, August, and September. July was going well and August, September we are running where they were last year and not doubling that makes it about \$1000 short. This is not a large issue at this point and we are asking the coordinating team to look into this issue. The gap that is here has been closed by the Fund our Values campaign.</p> <p>We are not doubling the plate but at this point there is not enough issues to pull the plug and needs to continue and run for a year as planned. The status needs to be communicated to the congregation and might help push an increase. This will be presented to the at the February Congregational meeting.</p> <p>October finance reviews –</p> <ul style="list-style-type: none"> <li>*We are still ahead of last year in collection rate.</li> <li>*New member household pledges are also ahead of last year.</li> <li>*There is a \$36000 difference from where we were last year and part of that reason for the increase is the Fund our Values Campaign being included.</li> </ul>	
4	<p>Visioning Justice in our future- presentation by JAM and creating a Board vision for the congregation</p> <p>Share the Plate documents (<a href="#">rules</a>)(<a href="#">worksheet</a>)</p> <p>Purpose: Discussion</p> <p>*Note-The book "<a href="#">Reclaiming Prophetic Witness</a>" was mentioned and is available on Amazon or the UUA Bookstore.</p> <p>JAM has been asked to do a visioning on what justice should be in the congregation and the board will vision as well. This is a non-decision discussion and only a developmental step.</p>	7:30

	<p>JAM wants our justice work to represent our values based on the seven principals. Our justice work should have a relational basis. It would involve more than just handing out food at a soup kitchen or writing checks and mailing them but should be developing relationships.</p> <p><i>*Justice would be action based and practical and not just theoretical/theological and would make a difference in the world.</i></p> <p><i>*Align with the mission and vision statement. Specifically, the mission statement, "To relinquish the safety of our unexamined privilege for the freedom to engage in transforming justice."</i></p> <p><i>*Getting broader congregational participation.</i></p> <p><i>*Not just transforming the community in the world but an internal transformation with love at the center.</i></p> <p><i>*Collaborate or partner with other organizations that work for social justice.</i></p> <p><i>*Members bring their own values to bear on bringing justice to our community. Members need to reflect on their values and how they can act on those to make a difference.</i></p> <p><i>*Frequent opportunities for people to engage with an emphasis on family friendly options.</i></p> <p><i>*Tracking accomplishments. (certificate or bingo card)</i></p> <p><i>*Clear communication on opportunities that are available.</i></p> <p><i>*Empower people for social justice work by giving them the education they need. That is important in intercultural or interracial work.</i></p> <p><i>*Relevant, hands on, and timely</i></p> <p><i>Comments from the board after JAM Presentation:</i></p> <p><i>*This is the first step and is not well defined at this point.</i></p> <p><i>*The board will assist in visioning social justice. This is a launching pad at doing a vision that could form a strategic plan.</i></p> <p><i>*Justice work should become integrated and not just on the side. We want outcomes and be transformed.</i></p> <p><i>*Communication and child friendly is a good idea.</i></p> <p><i>*Consistency with participation and bringing people together with the core being love and the importance of relationship building. Feeling safe somewhere and together we can take risks.</i></p> <p><i>*Getting to the core of what is important</i></p> <p><i>*Need to be the beacon during these times.</i></p> <p><i>*Do not rush, but take the time to do things right.</i></p> <p><i>*Being welcoming can increase the size of congregation.</i></p> <p><i>*People want meaning in their lives that transforms themselves and makes the world a better place.</i></p> <p><i>*Justice work needs to be at the center of congregational life. If we do not we are not serving the needs of the congregants and the people in need of the justice action.</i></p>	
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	<p><i>*It is important to hear from other groups and get their input.</i></p> <p><i>*JAM needs to be aware that the board has the same view and has communicated that to the search committee.</i></p> <p><i>*February Congregational meeting needs to have this discussed.</i></p> <p><i>*JAM could have a role in January's Martin Luther King celebration. That is a big opportunity to get things rolling.</i></p> <p><i>*Each month have a different justice focus.</i></p> <p><i>*JAM needs to lead the justice work in collaboration with the ministers. An integrated ministry.</i></p> <p><i>*The board will do the strategic plan and JAM will be part of that plan. That will help in the implementation of the vision.</i></p> <p><i>*Ginnie had asked Alex to talk to the youth about a Black Lives Matter Banner and the reaction was we should already have one up.</i></p>	
5	<p>Financial: (Carolee/Jennifer)</p> <ul style="list-style-type: none"> <li>● Fall Campaign to Fund Our Values- summary</li> <li>● Annual Holiday Appeal planning</li> </ul> <p>Purpose: update</p> <p><i>The name has been changed from Holiday Appeal to Holiday Gift Campaign. Carolee is leading the Holiday Gift Team and the other members are Patricia Boughton, Bob Rice, and Brian Hagemann is working as a liaison to the team. The budget this year is \$10,000 and last year we raised \$10,000 with 10% going to Feed My Sheep. This year the proposal is for a specific program at the Clintonville Resource Center (CRC). The program is the <a href="#">Kinship Care Program</a> that gives funding to grandparents for them to take care of their grandchildren. Without this program, these children would face foster care. The Kinship program has recently lost some funding and we are looking to help fill the gap. With the success of the funding our values we are looking to split it 50-50 this year. A church member has offered to match the first \$3000 that is raised. We would need to then raise \$20,000 to meet our budget of \$10,000. There was no issue with this approach from the board.</i></p>	8:00
6	<p>Short discussion of December Board meeting- when?</p> <p>Suggest winter topics for Board visioning: Jan-stewardship,</p> <p>Purpose: non-decision discussion</p> <p><i>We will have a board meeting on December 21<sup>st</sup>.</i></p>	8:10
7	<p>Board appointments: (Ginnie)</p> <ul style="list-style-type: none"> <li>● Finance Committee-</li> <li>● Personnel Committee- Meg Spornoga</li> </ul>	8:20

	Purpose: approval  <i>Approved (Pending the approval of Betsy Duckworth)</i>	
8	Staff updates: Purpose: update	8:25
9	Motions: <ul style="list-style-type: none"> <li>• Approve dates for Congregational meetings: Mid-year- Feb 5, Ministerial selection meeting- May 7, Year-end -June 4</li> <li>• Email motion to approve letter to City Council praising condemnation of Islamophobia- approved unanimously on 11/18. (<a href="#">link</a>)</li> </ul> Purpose: approval  <i>Approved</i>	8:35
10	Youth Report- Lee and Alex Purpose: update  <i>Elections have been completed and the Youth Worship Service is ready to go.</i>	8:45
11	What does Board need to communicate to congregation?  Purpose: discussion  <i>We need to communicate the success of the Funding Our Values Campaign. A message from the board will be in one of the Friday emails. Also, a message about the Holiday Gift Campaign.</i>	8:50
12	Wrap-up <ul style="list-style-type: none"> <li>• Thank you cards to:</li> <li>• Upcoming events:             <ul style="list-style-type: none"> <li>Interfaith Service and potluck- Dec 10, 6-8</li> <li>Stewardship workshop- January 21-22</li> <li>Mid-year meeting- Feb 5</li> </ul> </li> </ul> <i>The board is going share a table with Nominating to serve cookies and other goodies at the choir concert December 18th.</i>	8:55
13	Meeting Process Observation- (Carolee) <ul style="list-style-type: none"> <li>• What did we do well at this meeting? Did we stay on</li> </ul>	8:57

	<p>“Board work”?</p> <ul style="list-style-type: none"> <li>• Anything we should do differently for the next meeting?</li> </ul> <p><i>We had visioning time to It was good that we had visioning time. We are struggling to know where our lines are with ministry and governance.</i></p>	
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### Open Action Items and Potential Future Agenda Topics

1. Areas for Board visioning.
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### Completed:

Successful FOV Fall Campaign  
 Volunteer Comptroller approved  
 Staff recommend Safety Program for review  
 Search team presented draft Senior Minister contract for review  
 Beyond Categorical Thinking workshop completed  
 Covenant adopted  
 Board vote on proposed Senior Minister contract at Oct Board meeting