

**First Unitarian Universalist Church
Board of Trustees
Minutes
June 28, 2017**

Board		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	Nate Blake		X
Staff			
Sr Interim Minister	Rev. Jennifer Brooks	X	
Assoc. Minister	Rev. Eric Meter	X	
Minister of Religious Education	Lane Campbell		X
Administrator	Brian Hagemann	X	
Guests			
Seth Kraut	New Board Member	X	
Jeff Boughton	Treasurer	X	
Martha Gifreda	Volunteer Comptroller	X	

1	Opening and Welcome <ul style="list-style-type: none"> • Chalice lighting • Centering: Opening words- Carolee • Check-in with staff and Board Members 	7:00
2	Consent agenda: <ul style="list-style-type: none"> • Approval of May minutes (link) • Approval of June 4 Congregational meeting minutes (link) • Change the name of the Board Policy Book (Standing Rules) to Governance Policy Book (Standing Rules) • Staff reports: (JB) (EM) (BH) (LC) <p><i>Consent Agenda was approved</i></p>	7:10
3	Financial report- (link) Brian Purpose: Discuss and Approve <i>*For May the pledges were short which was to be expected. The forecast is for an increase in June.</i>	7:12
4	Unified Activity Report - Brian	7:20

	<p>Purpose: Discuss and approve</p> <p><i>*This report will now be used monthly.</i> <i>*This month's report covers through the end of May</i> <i>*Making progress on the ongoing deficit which started at \$30,000 at the start of the year and as of May 31st is \$22,397.</i></p>	
6	<p>Endowment Policy Amendment- (link) Ginnie</p> <p>Purpose: Approve</p> <p><i>*Finance is reviewing the policy and will come back to the board with recommendations.</i></p>	7:25
7	<p>FY18 Budget- Brian</p> <p>Purpose: Any questions?</p> <p><i>*The FY 18 budget will show the distributed \$10,000 salary pool.</i> <i>*Next month we will look at the final numbers for FY18 and if possible try to increase the choir budget. Brian will review this next month.</i></p>	7:30
8	<p>Interim Ministry Appraisal- (link) Ginnie</p> <p>Purpose: Complete</p> <p><i>*Ginnie will create a composite from all the board members appraisals and send it to Rev. Jennifer</i> <i>*There needs to be a conversation with Rev. Jennifer on her comments and the boards comments on the Ministry Appraisal. There may be the need to have a phone conversation since Rev. Jennifer will be moving on July 20th and will not be attending the next board meeting.</i></p>	7:40
9	<p>Designated Fund Recommendations- Brian</p> <p>Purpose: Approve</p> <p><i>*No changes have been made beyond what is reflected in next year's budget.</i> <i>*Designated funds will be part of the reports ongoing.</i> <i>*Added to Open Action Items for the board to ask CT for updates on designated funds.</i></p>	7:50
	<p>Letter from Morgan- Next steps</p> <p>Purpose-discussion, decision</p> <p><i>*The purpose is the discussion of Morgan's concerns about the search process.</i> <i>* Proposal to enter executive session inviting paid staff, incoming board members, incoming treasurer, and comptroller.</i></p> <p><i>Carolee Moved and Deb seconded the Motion</i> <i>The board approved going to executive session</i></p> <p><i>*Reviewed the governance and CT nondiscrimination policy</i> <i>*Personnel committee will review the employee handbook and to coordinate with CT.</i> <i>*Morgan will be sent a letter from the board in response. This letter will be created by the incoming and outgoing board</i></p>	8:00

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	Board voted to come out of executive session	
10	Governance Policy Changes: Non-Discrimination Clause (link) Jennifer Purpose: Discuss and approve Will revisit this...	8:15
11	Names of Board members and minutes of each meeting on Church website?.- Ginnie Purpose: Discuss and Approve <i>*Brian is creating a google account for the board that will have a board folder that will be used for documentation storage</i> <i>*A board address has been created and Carolee will send a list to Brian to get the addresses updated.</i>	8:25
12	Youth Report – Lee and Nate Purpose: update <i>*No youth report this month</i>	8:30
13	Election of new officers- Ginnie Carolee Noonan for Board Chair Seth Kraut for Vice Chair Jeff Boughton for Treasurer Jim Conlan for Secretary Purpose: Approve <i>Ginnie motioned for the election and Marge seconded</i> The board unanimously approved	8:35
14	Change of Signatory Powers- Ginnie Purpose: Complete/Approve <i>*New signatory forms need to be filled out by Carolee, Seth and Jeff</i> <i>*Ginnie motioned and Carolee seconded to re-elect Jan Philips and Frank Philips as Assistant Treasurer</i> The board unanimously approved the motion	8:40
15	Conflict of Interest/Financial Disclosure Forms- Ginnie Purpose: Complete	8:45
16	What does Board need to communicate to congregation? Formation of new Board and new Officers <i>*Formation of a new board and new officers needs to be communicated</i>	8:55
17	Wrap-up <ul style="list-style-type: none"> • Thank you cards to: Jabar Cole, Su Ann Farnlacher • Upcoming events: Board Retreat- (set date-Aug) <i>*Thank You card for Jennifer Hefner for all the work on Sunday Breakfast.</i>	8:57

18	Meeting Process Observation- Carolee <ul style="list-style-type: none"> • What did we do well at this meeting? Did we stay on “Board work”? • Anything we should do differently for the next meeting? 	9:00
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Open Action Items and Potential Future Agenda Topics

1. Areas for Board visioning: Engage Diversity
2. AsCT for updates on designated funds.

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
Stewardship workshop completed
MLK Service project done and ongoing
Mid-year meeting, Feb 5
Auction
Spring Giving Campaign
Calling of Settled Minister
Vision for Community
Vision for Justice
Annual Congregational meeting