


**First Unitarian Universalist Church
Board of Trustees
Minutes
July 26, 2017**

Please see documents in Board of Trustees Shared Drive - 2017-July

Board		Present	Absent
Chair	Carolee Noonan	X	
Vice Chair	Seth Kraut	X	
Treasurer	Jeff Boughton	X	
Secretary	Jim Conlan	X	
	Karen Dawson	X	
	Ginnie Vogts	X	
	Larry Drake	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			
Martha Gifreda	Volunteer Comptroller	X	
Kathleen Fowler		X	

7:00	Opening and Welcome <ul style="list-style-type: none"> • Chalice lighting • Centering: Opening words • Check-in with staff and Board Members • Circulate thank you card to Deb Boyd for signature 	Carolee Ginnie
7:10	Consent agenda: <ul style="list-style-type: none"> • Approval of June minutes • Staff reports Consent Agenda Approved	Carolee
7:15	Calendars <ul style="list-style-type: none"> • Sunday Morning Board Welcome/Coffee Hour • Board meeting - opening words/process observation Purpose: Distribution and Explanation	Carolee

	<p>The calendar is located on the Board of Trustees Google drive folder https://drive.google.com/open?id=0B5gkaj82Zompb1QyX0JIa1gtbTg.</p> <p><i>*Brian will grant access to this file to Secretary Marian</i></p>	
7:20	<p>Financial report/ Unified Activity Report Purpose: Discuss and Approve</p>  <p><i>*Discussed was the informal report of the end of the fiscal year results.</i> <i>*The full report will be presented next month</i> <i>*Martha briefly reviewed Fund Accounting that is used for our finances. See the graphic attached called Revenue Expense Drawing.jpg</i></p> <p><i>*Reviewed the Unified Statement of Activity that shows the activity for last fiscal year. This includes the Operating Fund, designated and restricted funds, Endowment fund, Capital Fund (Green and Growing), and SYC.</i> <i>*We have about a \$500,000 in loans to banks.</i> <i>*Operating Fund finished the fiscal year 2017 with a surplus of \$4,800. This does include \$24,000 in transfers from other funds.</i> <i>*We had revenues of \$850,000 and had expenses of \$880,000. Drawing the \$24,000 allowed us to have the surplus.</i> <i>*We are in a situation where we operate with our income being stretched.</i> <i>*We were expecting to have more pledges at the end of June and ended up with a \$38,000 shortfall in pledge payments.</i> <i>*When the unpaid pledges happen at the end of a fiscal year we do not have time to recover and there is nothing that can be done to change our expenses.</i> <i>*We are not in dire straits but in a challenging situation because there is no reserve to fall back on.</i></p> <p><i>*The Operating Fund has a deficit of \$24,000</i> <i>*There is a question on who is doing the follow-up to collect delinquent pledges since Stewardship was restructured.</i></p> <p><i>Two Recommendations by Jeff and Martha</i></p> <p><i>1. Establish an internal audit process by a small ad hoc team from the congregation. They would do an internal audit every year. Roughly between 3 and 6 people spending about 3 to 4 hours of time. The makeup of the group would not require a professional auditor</i> <i>*Would give financial oversight by the congregation</i> <i>*Not a large commitment of time</i> <i>*Audits are valuable with a different view and can get</i></p>	Jeff/Martha

	<p><i>beneficial input.</i></p> <p><i>*Gives transparency, completeness</i></p> <p><i>2. Complete an inventory of the fixed assets.</i></p> <p><i>*Currently we show \$4,000,000.</i></p> <p><i>*Anytime something over \$1000 is purchased it is added to fixed assets.</i></p> <p><i>*We do not do any depreciation of those items</i></p> <p><i>*If disposed or used up it is not removed</i></p> <p><i>*It would be valuable to have an inventory of what we own.</i></p> <p><i>*Benefits would include setting up maintenance schedules and setting aside funds for repairs.</i></p> <p><i>*First step in setting up capital and maintenance reserves we need to find out what we have.</i></p> <p><i>*For insurance purposes, having the current value is important</i></p> <p><i>These two suggestions will be reviewed and will be voted on after CT and the Financing Committee have been consulted</i></p> <p><i>*We will need a strategy and input from the finance committee on options to deal with this deficit.</i></p>	
7:30	<p>Housing Allowance for Rev. Marian</p> <p>Purpose: Approve</p> <p><i>*Rev. Marian is requesting \$1,200 a month for a housing allowance.</i></p> <p>Ginny moved; Karen seconded; Unanimously Approved</p> <p><i>*UPDATE – The amount was changed after the meeting and will be reviewed and voted on in the August Board meeting</i></p>	Martha
7:35	<p>Youth Report</p> <p>Purpose: Monthly update</p>	Lee/Nate
7:40	<p>Upcoming events:</p> <ul style="list-style-type: none"> • Board Retreat - Discuss September dates • Marian 1st day - Tuesday • more? <p><i>*We will need to look at September dates for a board retreat.</i></p> <p><i>*Seth will put in a calendar to allow for the board to list their available dates.</i></p> <p><i>*Staff will welcome Marian on Tuesday</i></p> <p><i>*Board Basics meeting by Joan Van Becelaere at North UU Congregation on September 19th 6:30 to 9:30. Lane is going to forward the email to the board.</i></p> <p><i>*Brian can see about sharing the list for the board greetings schedule to Secretary Marian.</i></p> <p><i>*Lane will do a training session on google docs next month before the board meeting.</i></p>	Carolee/All
7:50	<p>Non-Discrimination Policy</p> <p>Purpose: Informational</p> <p>Letter to Morgan</p> <p>Purpose: Signatures</p>	<p>Lane</p> <p>Carolee/Ginnie</p>

	<p>Purpose: Signatures</p> <p>Non-Discrimination Policy</p> <p><i>*Our current policy does not include the ministers.</i></p> <p><i>*Personnel Committee put together a temporary policy.</i></p> <p><i>*CT team added if there is an incident that would come up the issue can be brought to a minister, member of the safety response team, or board member. The person receiving the report needs to file an incident report.</i></p> <p><i>*Karen brought up the need for a whistleblower piece added to the Personnel Manual. Lane will take that suggestion to the CT team.</i></p> <p><i>*CT and Personnel Committee will work on permanent updates and could take an estimated year or longer.</i></p> <p><i>*Carolee will reach out to Betsy Duckworth about the increasing the membership in the Personnel Committee</i></p> <p><i>*If any board member knows of someone interested in the Personnel Committee to contact Carolee.</i></p> <p>Karen moved to accept the recommendation to put an interim non-discriminatory policy in place in the governing documents for the board of trustees; Seth seconded; Unanimously Approved</p> <p>Letter to Morgan</p> <p><i>*Ginny and Carolee wrote the letter and is on the shared drive in the 2017-July folder</i></p> <p><i>*The letter was circulated for signatures and has been mailed to Morgan</i></p>	
8:00	<p>Website Wishlist</p> <p>Board email address, Board member names, group picture, Minutes of Board Meetings, Announcement of dates/time, more?</p> <p>Purpose: Discussion</p> <p><i>*The website wish list was not discussed.</i></p> <p><i>*Carolee will create a word doc on the google shared drive and board members are encouraged to add items to the list that will be refined later</i></p>	Carolee
8:10	<p>Open Action Items/Potential Future Agenda Topics/Letter from the Search Committee</p> <p>Discussion/Additions</p> <p><i>*Not discussed</i></p> <p><i>*The open action items will be a word doc on the google shared drive</i></p> <p><i>*Add items to that list but do not remove anything now.</i></p>	Carolee/All
8:20	<p>Internship Committee for Wes Thompson - Cathy Fowler</p> <p>Purpose: Does board appoint a member</p> <p><i>*Rev. Cathy Fowler discussed the internship for Wes Thompson.</i></p> <p><i>*There is a need for members to be added to the Ministerial Fellowship Committee that would meet with Wes for a year</i></p> <p><i>*They are looking for members in their 20's or 30's that has some middle management skills and can write evaluations</i></p>	Carolee
8:25	Change of Signatory Powers	Ginnie/Carolee

	Purpose: Complete paperwork	
8:30	Conflict of Interest/Financial Disclosure Forms Purpose: Complete any missing	Ginnie
8:35	What does Board need to communicate to congregation? <i>*Need to communicate the financial situation. The finance committee needs to review and the board will hear what they have to say about the current situation before any formal communication is done. This is a topic for the August agenda.</i> <i>*Karen will refresh the board welcome to include a note about the board member would be available in Fellowship Hall to answer any questions.</i>	All
8:40	Wrap-up <ul style="list-style-type: none"> • Thank you cards for next month - Larry <i>*Heather Pierson served as the Youth Group Coordinator for the last 9 years and is stepping down this year.</i> <i>*Let Larry know if there any more cards needed</i>	Carolee
8:45	Meeting Process Observation <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? <i>*Meeting went well and had great participation</i>	Ginnie

Open Action Items and Potential Future Agenda Topics

1. Strategic Planning (Jim)
2. Membership/Welcoming Task Force Monthly Report (Eric)
3. Areas for Board visioning: Engage Diversity
4. Endowment Policy Amendment awaiting Doug Kaufman & Finance Committee (Ginnie)
5. Interim Ministry Appraisal awaiting Jennifer (Ginnie)
6. Designated Fund Recommendations (Brian)
7. Governance Policy Changes: Standing Rules and Non-Discrimination Clause (Senior Staff)
8. Uncontested Slate for Nominating Committee - Constitutional Amendment

Completed: