

**First Unitarian Universalist Church**  
**Board of Trustees**  
**Agenda**  
**September 27, 2017**

***Wednesdays On Weisheimer (WOW!) - optional pre-meeting activities***

***5:00 - Children's Program led by Rev. Lane and Family Small Group for caregivers***

***6:00 - BYO dinner gathering***

***6:30 - Informal Worship led by Ministerial Intern, Amanda Hays***

| 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      |
| <b>Staff</b>                    |                       |         |        |
| Sr Interim Minister             | Rev. Marian Stewart   | X       |        |
| Assoc. Minister                 | Rev. Eric Meter       | X       |        |
| Minister of Religious Education | Lane Campbell         |         | X      |
| Administrator                   | Brian Hagemann        | X       |        |
| <b>Guests</b>                   |                       |         |        |
| Susan Williams                  | Guest                 | X       |        |
| Martha                          | Volunteer Comptroller | X       |        |

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| 7:00 | Opening and Welcome <ul style="list-style-type: none"> <li>• Chalice lighting and Opening words</li> <li>• Check-in</li> <li>• Circulate thank you cards</li> </ul>   | Seth<br>Carolee/All<br>Larry |
| 7:15 | Consent agenda:<br>Please see documents in Board of Trustees Shared Drive <ul style="list-style-type: none"> <li>• Approval of August minutes</li> <li>• Staff reports</li> </ul><br><b><i>Unanimously Approved by the board</i></b>  | Carolee                      |
|      | <b><u>Standing Agenda Items</u></b>   |                              |
| 7:20 | Coordinating Team (CT)<br>Updates/Discussion<br><br><i>*CT meeting talked about mission and vision and where we want to go.</i><br><i>*Carolee asked about the way CT would want to communicate with the board.</i><br><i>*Rev Marian will create an Executive Summary of CT meetings. Any other updates could then be added at the board meeting if necessary.</i> | Marian/Senior<br>Staff       |

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|      | <i>boara meeting if necessary.</i>  |             |
| 7:30 | <p>Membership and Welcoming Updates/Discussion</p> <p><i>*Two path to membership classes took place last Wednesday.</i></p> <p><i>*A new member welcoming service will take place on Sunday, October 1st.</i></p> <p><i>*Rev Marian will be taking some of the Membership functions and Rev Eric will be doing work in Social Justice. This is in the beginning stages of being reviewed.</i></p> <p><i>*Amanda Hays will work with the covenant group for new members.</i></p> <p><i>*Help is needed to get out information on dates for the photo directory. Photos are being taken from the 3rd to the 14th of October. Sign-ups will be after the service and available online.</i></p> <p><i>*Volunteers are needed to help check in people for the photo directory. Carolee will cover this in the board chair news article.</i></p>  | Eric/Marian |
| 7:40 | <p>Financial report/ Unified Activity Report Review/Discussion/Approval</p> <p><i>*Expenses surpassed revenue for the month of August but this is normal for this time of year</i></p> <p><i>*General Fund is back into a deficit position</i></p> <p><i>*An inter-fund loan has been setup from the restricted holding fund to the general fund</i></p> <p><i>*The restricted holding fund is Jean Werts bequest</i></p> <p><i>*The holding fund is also to pay expenses for our ministerial intern</i></p> <p><i>*A sizable portion of that restricted holding fund is not available at the moment. There currently is only \$14,000 that can be used.</i></p> <p><i>*We do have discretion on inter-fund loans and other funds can be used for the general fund.</i></p> <p><i>*A payment of \$50,000 has been made to our capital construction loan. The balance is now down to \$39,000. This loan will be paid off and there will be funding for a recognition plaque. There might be money left to help setup a capital reserve.</i></p> <p><i>*Carolee is checking with Kitty Jones about the cost of the plaque.</i></p> <p><i>*Brian reviewed that we budgeted about \$750,000 in pledges and we have about \$712,000 on hand. With new member pledges it will put us at \$18,000 short of budget for pledges. Brian is going to check and see if that is from a few larger pledges that have not come through. More information to come.</i></p> <p><i>What does the board to communicate about right now?</i></p> <p><i>*Brian needs to see the make-up of the returning members of stewardship first. Then we will have a better idea on what is needed.</i></p> <p><i>*The finance team suggested that we move our primary financial relationship from First Merchant to KEMBA Financial Credit Union. The relationship with First Merchant has not gone well</i></p> <p><i>*KEMBA handles our green and growing deposits now</i></p> | Jeff/Martha |

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|      | <p><i>*REIMBA reminds our green and growing deposits now</i></p> <p><i>*Brian needs the board to authorize the switch</i></p> <p><i>*Also, there is a move to switch from debit cards to a credit card system and has been recommended.</i></p> <p><i>*A line of credit will be needed. A review of the spending from last year will be done and limits will be set on those cards. (They would be paid off every month).</i></p> <p><b>Board Resolution to authorize Brian and Jeff to make the proposed changes in our banking relationships and authorizing the officers of the board to sign the required banking resolutions.</b></p> <p><b><i>Karen moved; Larry seconded; unanimously approved</i></b></p>   |   |
| 7:55 | <p>Youth Report<br/>Updates/Discussion</p> <p><i>*Not present</i></p>   | Lee/Nate  |
| 8:00 | <p>Nominating Committee<br/>Update/Discussion</p> <p><i>*Karen is sharing duty with Ginnie on the Nominating Committee due to a time conflict for Ginnie</i></p> <p><i>*Nominating is discussing the possibility of changing the rules to remove the competitive election to having an uncontested slate</i></p> <p><i>*The reason for the change is a way to find young people and bring them into leadership roles. When it is a competitive election people vote on the names that they know which leaves out a younger less well-known person</i></p> <p><i>*The rejection of younger members showed that this is not helpful to our growth and stability</i></p> <p><i>*This would involve a constitutional change to change to uncontested elections</i></p> <p><i>*Karen will take back to Nominating to have an easier way to communicate with them for names, etc.</i></p> <p><i>*Jeff is looking for an assistant Treasurer</i></p> <p><i>*Carolee will check and see if a vote is required for the assistant</i></p> | Karen   |
| 8:05 | <p>Upcoming events:</p> <ul style="list-style-type: none"> <li>● Highlights from leadership webinars and trainings</li> <li>● Board Retreat - October 1st 1:00-6:30 p.m. <ul style="list-style-type: none"> <li>○ Please see the agenda in the Board of Trustees Shared Drive</li> <li>○ Check in about food</li> <li>○ New Edition of Governance and Ministry</li> </ul> </li> </ul> <p><i>*We missed Start Up Weekend, Joan can come with a modified version of that on either January 6th or the 20th. We need to let her know that date we prefer</i></p> <p>● Marian's Installation - November 12th</p>  | <p>Carolee</p> <p>Karen</p> <p>Marian<br/>Need Board<br/>Member</p> |

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|      | <ul style="list-style-type: none"> <li>○ Need board leader to work with senior staff member to plan/coordinate</li> </ul> <p><i>*Installation of Rev Marian and the funding of the event estimated by the finance committee is \$5,000.</i></p> <p><i>*This was a miss in the budget for this year.</i></p> <p><i>*Carolee will work with Judy Klein about funding this event</i></p> <p><i>*The date is November 12th at 4:00.</i></p> <p><i>*Larry Drake will represent the board on the Installation coordination and Rev. Eric will represent the Staff.</i></p> <p><b>Motion to make available up to \$5000 for Reverend Marian Stewart's Installation Ceremony. With the understanding that Carolee will be working on fundraising.</b></p> <p><b>Moved by Jeff; seconded by Karen; Unanimously approved</b></p> |  |
| 8:20 | <p>Board Communication</p> <ul style="list-style-type: none"> <li>● Board Email - incoming?</li> <li>● Monthly Newsletter Board Chairperson article (current)</li> <li>● Board Chairperson Twitter account (near future)</li> <li>● Sunday Welcome from the pulpit and Welcome Table</li> </ul> <p><i>*Open a board chair twitter account that can be passed along to the next chair</i></p> <p><i>*It is important to maintain an active twitter account to keep people to follow the account</i></p> <p><i>*Carolee will investigate an Instagram account for communication</i></p> <p><i>*If you are not able to attend the Welcome Table be sure to find another board member to substitute</i></p>  | Larry<br>Carolee                                   |
|      | <b><u>Board Governance Work</u></b>  |  |
| 8:25 | <p>Strategic Planning - getting started</p> <p>Future Search</p> <p><i>*Joan is working on a program that will use future search to do our strategic plan</i></p> <p><i>*This program should be ready to be used by February 2018</i></p> <p><i>*This will be a 1 ½ day program</i></p> <p><i>*Joan sent the following links to get the basics of the process</i></p> <p><a href="http://www.futuresearch.net/method/whatis/">http://www.futuresearch.net/method/whatis/</a></p> <p><a href="https://www.youtube.com/watch?v=ASeOm9Hc9sU">https://www.youtube.com/watch?v=ASeOm9Hc9sU</a></p> <p><a href="https://www.youtube.com/watch?v=pUFOXNN7swI">https://www.youtube.com/watch?v=pUFOXNN7swI</a></p>   | Jim  |
| 8:30 | <p>Church Communication - what is “the ask” for ministry work?</p> <ul style="list-style-type: none"> <li>● Public - ex: website</li> <li>● Congregational - ex: newsletter, email, Facebook</li> <li>● In the building - ex: bulletin boards, signs, brochures</li> </ul> <p>Discussion and communication</p>   | All<br>(see Website wish list in the shared drive) |

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|      | <p>Discussion and communication</p> <p><i>*Framing the vision is the key and then we connect things to our vision</i></p> <p><i>*Our vision needs to be a catchphrase that would-be part in all communications</i></p> <p><i>*Vision is so important to be able to keep the staff inspired</i></p>  |      |
| 8:40 | <p>Congregational Decisions</p> <ul style="list-style-type: none"> <li>● Vision/Mission Statement</li> <li>● Uncontested Slate for Nominating Committee - Constitutional Amendment</li> </ul> <p>Discussion</p> <p><u>For October:</u></p> <ul style="list-style-type: none"> <li>● From August Meeting: The Board charges the CT with the responsibility to create a proposal for the church to adopt a public message related to Racial Justice and report back to the Board in October.</li> </ul>   | All  |
| 8:30 | <p>Engaging Diversity</p> <ul style="list-style-type: none"> <li>● Search Committee Letter</li> <li>● Follow-up letter from Morgan</li> <li>● CT work on nondiscrimination policies</li> <li>● Wee Worship feedback</li> <li>● Sanctuary</li> </ul> <p>Discussion</p> <p><i>*Will cover in the board retreat</i></p>  | All  |
| 8:50 | <p>Wrap-up</p> <ul style="list-style-type: none"> <li>● Thank you cards for next month - Larry</li> <li>● What does Board need to communicate to congregation? <ul style="list-style-type: none"> <li>● Are you signed up for the directory pictures?</li> </ul> </li> </ul> <p><i>Thank You cards</i></p> <p><i>*Steve Lovejoy agreed to co-chair for building and grounds</i></p> <p><i>*Joan or Renee from Saturday.....</i></p> <p><i>*Denny Hale for doing the dishwashing and managing coffee hour.</i></p> <p><i>Next month for the work on the photo directory</i></p> <p><i>*Christine Davidson</i></p> <p><i>*Carol Wilhelm memorial work</i></p> | All  |
| 8:55 | <p>Meeting Process Observation</p> <ul style="list-style-type: none"> <li>● What did we do well at this meeting? Did we stay on “Board work”?</li> <li>● Anything we should do differently for the next meeting?</li> </ul>   | Seth |