

Board of Trustees Minutes: Tuesday, May 3, 2016

Meeting start: 7:00 p.m.

Attending: Carol-Lee Baker, Roger Bailey, Lee Cornell, Rev. Alison Eskildsen, Linda Gilbert, Jane Mayer, Rich Rayburn, Karen Solheim, Barbara Teskey, Liz Weaver

I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
May	Barbara Teskey*	Linda Gilbert	Carol-Lee Baker	Jane Mayer
June	Carol-Lee Baker*	Roger Bailey	Linda Gilbert	Lee Cornell

*See [Stepping Forward Together Program Year](#) for monthly topic suggestions for opening words.

Please note: Please read all linked documents prior to the board meeting. They will not be discussed in detail unless questions exist. Links are included in the agenda for background and can be displayed on the monitor during the meeting for reference.

II. Opening Words and One-word Check-In (5 min)

7:05-7:10 p.m.

III. Consent Agenda (5 min)

7:10-7:15 p.m.

A. Approval of 05.03.2016 agenda

Approved by consent, with flexibility.

B. Approval of [04.12.2016 minutes](#)

Approved by consent.

IV. Guest Comments (15 min)

7:15-7:20 p.m.

No guests were present.

V. Big Picture Discussion (15 min)

7:20-7:45 p.m.

● Proposed Bylaws change, [Voting Members](#)

Karen & Lee

The Board discussed whether to propose annual pledging as a voting member requirement. The purpose would be twofold: to recognize the importance of annually offering a pledge of financial support (ministerial waiver remains available), and to provide an opportunity for members to review their contact information annually. The Board did not reach consensus on the intent or wording but wishes to review the idea further. The Board recognized the responsibility held by all members to contribute to the life of the Fellowship and will look for ways to raise congregational awareness of the importance of the annual budget process. Lee and Karen will draft ideas for educational opportunities with the congregation.

VI. Unfinished Business (20 min)

7:45-8:05 p.m.

A. Board appointee to [Nominating Committee for 2016-17](#)

(tabled from 4/12)

Jane

Motion: To appoint Karen Solheim to the Nominating Committee for 2016-17.

(Carol-Lee/Linda) Motion approved.

VII. New Business (25 mins)

8:05-8:40 p.m.

A. Town Hall follow-up

Jane

There were good questions from the congregation at the April 24 Town Hall on Budget & Building. Committee chairs were present to help answer financial questions. The Expanding Our Vision (EOV) and building updates were concise, informative and generated much discussion. Some concern was expressed about the cost of the feasibility study. Interactive graphic displays for EOV comments and volunteers already are well in use.

B. Budget for 2016-17

Rich

Pledge income is up slightly from the Town Hall report. A balanced budget, meeting all program requests, is expected.

C. Annual Congregational Meeting, [May 15, 2016 agenda](#) Jane
The agenda for the Congregational Meeting was reviewed and updated for distribution on May 5.

D. Welcome newly elected Board members to observe June meeting Jane
The Board will invite newly elected members to observe the June meeting.

VIII. **Reports** (15 mins)

8:40-8:55 p.m.

A. Minister Rev. Alison
Reverend Alison received notice that Heather Kleiner will receive the Unitarian Universalist Partner Church Council "Steward of Partnership Award" for 2016. The award will be presented at General Assembly this summer.

B. [Treasurer's Report](#) Rich

C. [Confidentiality Policies & Procedures](#) update, Appendix 18.d. [Confid. Agreement](#) Barbara
Tabled for discussion at the June meeting.

D. HVAC and parking lot update Lee
The new sanctuary air conditioning unit is installed, and the parking lot erosion is repaired.

E. Minister evaluation report Linda
The Board met in executive session to review minister evaluations.

F. [Celebrating Shaye](#) Carol-Lee/Karen
Tabled for discussion at the June meeting.

G. **Additional UUFA UUA GA delegates: Herb West (off site) and Michelle Leebens-Mack Karen**
UUFA has a full complement of 6 delegates who will participate in the UU General Assembly. Herb West and Myrna Adams West will be off-site delegates. Michelle Leebens-Mack, Karen Solheim, Lee Cornell and Susie Weller will attend onsite.

Board of Trustees Meeting May 3, 2016

Lee and **Karen** will draft ideas for Congregational education about annual pledging.

Barbara will send Karen a reminder about convening the Nominating Committee on September 15 and other NC information (Bylaws guidelines and 2015-16 NC report).

Rich will send the updated budget to Barbara on 5/4 to include with the 5/5 Congregational mailing.

After the Congregational elections, **Barbara** will extend invitations to newly elected Board members to observe the June Board meeting.

Linda will update the minister evaluation report and forward to **Barbara** for proof and **Jane** to review with Reverend Alison.

Board of Trustees Meeting April 12, 2016

Rich will work with Nora to pay immediate HVAC and parking lot maintenance expenses out of BOA and notify the Investment Committee of Planned Giving reserve funds transfer for expenses for the capital campaign costs list.

Barbara will work with **Shaye** to circulate April and May letters in advance of the Town Hall and Annual Meetings.

Board of Trustees Meeting March 8, 2016

Rich will work with Thrane Jensen and John Olive to draft the job description of Assistant Treasurer.

Karen and Carol-Lee will head a task force to plan the 15-year service recognition for Shaye.

Roger will write the Tapestry article for May.

Board of Trustees Meeting February 9, 2016

All Board members will consider membership for the Personnel Task Force (to complete Personnel Handbook and work on employee evaluations).

Board of Trustees Meeting January 12, 2016

Rich will calendar a 6 month Investment Committee Performance Review by the BOT---Treasurer.

Board of Trustees Meeting December 8, 2015

Rev. Alison will collect data for discussion of RE attendance.

Board of Trustees Meeting November 10, 2015

Board will set up task forces for: Personnel, Policies and Procedures.

Liz will contact the Green Sanctuary Committee to suggest updates to the Board for the Policies and Procedures Manual Section 16 Protecting the Environment.

Lee will send letter to **Rev. Alison** and Ministry Council asking review and update of Policy 17.e Safe Congregations and other policy recommendations that need Ministry review.

Rich will ask Finance Committee to review Policy 13 on Childcare financial matters.

Board of Trustees Meeting October 13, 2015

Lee will communicate the Board's recommendation for Building and Grounds to **Rev. Alison** to review and pass on to the Ministry Council.

Meeting adjourned: 9:15 p.m.

Dates

1. [Board 2015-16 meeting dates](#)
2. [2015-16 Planning Calendar](#) of Board Items; migrated to Google Drive 11/10/2015
3. Important upcoming dates:

May 15, 2016, Sunday, Annual Congregational Meeting

May 21, 2016, Saturday, Leadership Council, 9:00-11:45

Future Agenda Items

1. AUGUST AGENDA -- Reinststitute Personnel Task Force (formerly Jane, Carol-Lee, Rich, Alison) -- Tabled from 2/9/2016. Goals of the task force are: (1) To complete the UUFA Personnel Manual, already in progress, including reviewing the format; and (2) To facilitate collection of employee evaluations.
2. Scope of Chief of Staff
3. Capital Campaign anxiety
4. Disruptive behavior
5. Discuss UUA services available to UUFA for fully funding GIFT (Generously Investing For Tomorrow).
6. Administrative office hours. Do we have sufficient coverage? Do we need additional staff hours? Do we need to change the emergency contact list?
7. Set annual review schedule of employee and service contracts. Each April (?), Board review of staff contracts. Each November (?), Finance Committee review of service provider contracts.
8. New Building & Grounds Policy, after review by Lay Ministry.
9. Policies and Procedures Task Force to complete needed review and updates.
10. After Morgan has returned from sabbatical (January) and can meet with the RE Committee, schedule a Big Picture discussion on RE, including attendance data and projections.
11. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
12. JUNE AGENDA -- review Assistant Treasurer job description for inclusion in policies.
13. JUNE AGENDA -- Communications -- OOS and Weekly Email Announcements scheduling and priority
14. JULY AGENDA -- Review Planned Investment Policy (adopted 1/12/2016 contingent upon 6-month review).
15. AUGUST AGENDA -- Board to nominate two new members for Finance Committee.
16. **JUNE AGENDA -- Committee on Shared Ministry appointees for 2016-17 (email list from Jane).**
17. **JUNE AGENDA -- Review Bylaws voting member requirements, and whether to add annual pledging.**
18. **JUNE AGENDA -- Confidentiality Policies & Procedures update, Appendix 18.d. Confid. Agreement.**
19. **JUNE AGENDA -- Celebrating Shaye**
20. **Review Bylaws on Committee on Shared Ministry to consider a minimum of one year's membership and draft clearer guidelines for service on this committee.**

Next meeting: June 14, 2016
