

Board of Trustees Minutes: Tuesday, June 14, 2016

Meeting start: 7:00 p.m.

Attending: Carol-Lee Baker, Roger Bailey, Lee Cornell, Rev. Alison Eskildsen, Linda Gilbert, Fabiana Hayden, Jane Mayer, John Olive, Barbara Teskey, Liz Weaver, Rosemary Wood

I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
June	Carol-Lee Baker*	Roger Bailey	Linda Gilbert	Lee Cornell
July	Rosemary Wood*	Linda Gilbert	Liz Weaver	Linda Gilbert

*See [Expanding Our Vision Here & Beyond 2016-17 Monthly Themes](#) for 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.

For a link to the current Bylaws, click here--[UUFA Bylaws](#).

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 06.14.2016 agenda

Approved by consent, with flexibility.

B. Approval of [05.03.2016 minutes](#)

Approved by consent.

IV. Guest Comments (5 min)

7:15-7:20 p.m.

No guests made presentations, although Assistant Treasurer John Olive filled in for Treasurer Rich Rayburn later in the meeting and newly elected Board members, Fabiana Hayden and Rosemary Wood, observed the meeting.

V. Big Picture Discussion (15 min)

7:20-7:45 p.m.

- Conversation on the Committee on Shared Ministry (CoSM)'s role in 2016-17

Resources: [CoSM Charter](#), Excerpt from UUFA [Bylaws CoSM](#)

The Board noted that the 2011 charter describing the Committee on Shared Ministry is in need of update to adhere with Bylaws. CoSM serves on behalf of the congregation as a connection among the congregation, Board and Ministry Council. They evaluate programming and foster communication about issues important to the vision and mission of the Fellowship. At the beginning of each fiscal year, the Board and Ministry Council offer suggestions for CoSM study. Ideas for study in 2016-17 are:

-- Evaluate membership patterns, gains and losses, and the reasons behind them to help predict growth and answer congregational needs not being met. What draws people here, and what causes departure? Possibly conduct exit interviews with willing participants and RE parents.

-- Revisit the mission, vision and covenant of UUFA, facilitating congregational conversations in the spring after the capital campaign.

Motion: To appoint Susanna Moriarty and Pat Adams to serve on the CoSM (3-year terms).

(Lee/Roger) Motion is approved.

VI. Unfinished Business (20 min)

7:45-8:00 p.m.

A. Proposed Bylaws, [Voting Members](#) -- tabled from 5/3/2016

Karen/Lee

Tabled for further development.

B. [Celebrating Shaye](#) -- tabled from 5/3/2016

Carol-Lee/Karen

Motion: To allocate \$140 of the unused ABD (Annual Budget Drive) program budget and up to \$100 of the New Initiative reserve fund toward appreciation gifts for Congregational Administrator Shaye Gambrell, and to conduct a fundraiser in the Fall to raise money for a substantial gift.

(Lee/Liz) Motion is approved.

C. Proposed wording on [Confidentiality](#) policy -- tabled from 5/3/2016

Barbara

Motion: To include the proposed descriptive wording on confidentiality in the Policy and Procedure Manual.

(Carol-Lee/Roger) Motion is approved.

VII. **New Business** (25 mins)

8:00-8:40 p.m.

A. **New Item: Capital Campaign access to records on donations**

Motion: To allow the Chair of the Capital Campaign Task Force access to the pledge records of UUFA.

(Linda/Lee) Motion is approved.

B. Camp contracts: [Assistant Director Peace Camp](#), [Assistant Director Hogwarts](#), [Camp Nurse](#)

Motion: To authorize the President to sign camp contracts for the Peace Camp Assistant Director, the Hogwarts Assistant Director, and the Camp Nurse.

(Linda/Lee) Motion is approved.

If camp funds are available for a stipend and the minister approves the final arrangement, the Board gave approval for the minister and RE director to arrange for a teen assistant at Peace Camp.

C. New members for 2016-17 Committee on Shared Ministry

Jane

See V. Big Picture Discussion, above.

D. Staff change, Bookkeeper

Rev. Alison/Rich

See VIII.A. Minister's Report, below.

E. Review [Assistant Treasurer job description](#) for inclusion in policies

Rich

The Board requested that the Finance Committee refine the Financial Duties policy to include definition of the signatories for checks and accounts. The Board requested advance submission (two Sundays prior to a Board meeting) to allow time to review the revised policy.

F. Discussion on the Vice-President

Lee

The Board will select its Vice President at the next meeting. Five members are eligible, and co-VP's are a possibility if needed.

G. Hiring of pastoral minister during Rev. Alison's Sabbatical , [Pastoral Ministry Agreement](#)

Rev. Alison

Motion: To authorize the President to sign the Pastoral Ministry Agreement.

(Lee/Roger) Motion is approved.

H. Progress update on upcoming review of Planned Investment Committee Policy

Rich

The Board requested John and Rich to put this review on the June 20 Finance Committee agenda and report back to the Board. A 6-month review of the Planned Investment Policy was called for when the policy was approved in January 2016 and is to determine whether the policy is adequate and the committee is able to comply.

I. [The Stewardship for Us Team Contract](#)

Motion: To authorize the President to sign a contract with Barry Finkelstein to conduct the feasibility study and other items identified in the Stewardship for Us Team contract.

(Lee/Carol-Lee) Motion is approved.

VIII. **Reports** (15 mins)

8:40-8:55 p.m.

A. [Minister's Report](#)

Rev. Alison

B. [Treasurer's Report](#), including [5/31/2016 investment report](#) and [May Financials](#)

Rich

Overall, we are on target for the year. The Board agreed that Rich, Shaye and the Finance Committee continue working to update the new ACS accounting system for better monthly reports. Specific items of interest are: to define and track restricted fund accounts separately from the general account; to check that camp background checks are paid by camp funds and not on the general budget; to look into and finalize other corrections to the ACS accounting.

C. [Policy & Procedures update](#), Section 4.g & 18.d Confidentiality Agreement

Barbara

D. Expanding Our Vision (EOV) Update

Jane

The Steering Committee, Capital Campaign and Building Task Forces are immersed in the EOV process. They all met with the architects for a preliminary review and requested refinements of three design options. The Steering Committee and Building Task Force will meet this week to review how best to disseminate this information to the congregation once refinements are received.

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Linda will write Tapestry article for August.

Carol-Lee will look into CoSM Board appointment.

All eligible Board members will consider the VP position.

Carol-Lee will manage purchasing for the Celebration of Shaye.

Rich will take Financial Duties policy to Finance Committee for refinement to include definition of check and account signatories and will resubmit the revised policy to the Board.

Rich will initiate review of the Planned Investment Policy at the June 20 Finance Committee meeting.

Rich will work with Shaye and the Finance Committee to improve the financial reports, update/correct the ACS system and monthly reports, and improve accounting of restricted funds.

Board of Trustees Meeting May 3, 2016

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

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.

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

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

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

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

Future Agenda Items

1. AUGUST AGENDA -- Reconstitute 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. Policy and Procedure Manual task force to complete needed review and updates.
10. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
11. Communications -- OOS and Weekly Email Announcements scheduling and priority
12. JULY AGENDA -- Review Planned Investment Policy (adopted 1/12/2016 contingent upon 6-month review).
13. AUGUST AGENDA -- Board to nominate two new members for Finance Committee.
14. 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: July 12, 2016

[UUFA Bylaws](#), [UUFA Policy and Procedure Manual](#)
