

Meeting start: 7:00 p.m.
 Attending: Roger Bailey, Carol-Lee Baker, Lee Cornell, Linda Gilbert, Fabiana Hayden, Rich Rayburn, 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)
July	Rosemary Wood*	Linda Gilbert	Liz Weaver	Linda Gilbert (August)
August	Roger Bailey*	Rich Rayburn	Rosemary Wood	Rich Rayburn (September)

*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.

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 07.12.2016 agenda

Approved by consent, with flexibility.

B. Approval of [06.14.2016 minutes](#)

Approved by consent.

IV. Guest Comments (5 min)

7:15-7:20 p.m.

No guests were present.

V. Big Picture Discussion (40 min)

7:20-8:00 p.m.

- Role of the Board
- Scope of Chief of Staff

For background prior to discussion, please see the following resources:

UUFA guidelines: [UUFA Bylaws](#), Sections 1-5 of [Policy and Procedure Manual](#), [2010 Chief of Staff AWE Contract](#)

Hotchkiss Articles/Excerpts: [The Job of the Board](#), [A Map for Thinking about Governance](#), [Six Core Principles of Good Governance](#), [We Know Good Governance](#).

In addition to being the fiduciary guardian of the Fellowship, the Board has a leadership role in setting priorities and vision for long term strategic planning. To facilitate long term planning, the Board will work with UUFA task forces, committees, and ministry to update the policy and procedure structure of the Fellowship, being mindful of better coordination and simplification. The Board discussed how basic guidelines are important to helping the many good works of the Fellowship navigate smoothly through changing times, environment, leadership and membership. A task force is forming to assess and update our current policy structure with long range planning in mind.

The guidelines for Chief of Staff (minister) are scattered among several documents, some of which are outdated. The Board will revisit this discussion with Rev. Alison to clarify its role with the Chief of Staff and coordinate policies. Additionally, a Personnel Task Force, forming now, will work with the minister after her return from sabbatical to update and finish the Personnel Handbook.

VI. Unfinished Business (20 min)

8:00-8:20 p.m.

A. Naming of Vice President, [2016-17 Board members](#)

Lee

Motion: To name Linda Gilbert as Vice President of the Board of Trustees for 2016-17. (Carol-Lee/Rich) Motion passed.

B. Board appointment to [Committee on Shared Ministry](#) (1-year, unexpired term) Carol-Lee
Motion: To appoint Larry Dendy to fill a one-year unexpired term (2016-17) on the Committee on Shared Ministry. (Roger/Linda) Motion passed.

C. Proposed Policy and Procedure Manual update, Section 10.c [Signing Checks](#) Rich
[UUFA Check Signatory Authority](#) (NEW)
Motion: To amend the Policy and Procedure Manual with regard to check signatories, as noted. (Roger/Rich) Motion passed.

New wording: The official check signatories are, in order of availability, the Treasurer, the Assistant Treasurer, the Finance Committee Chair, and the President. (7/12/2016)

VII. **New Business** (20 min)

8:20-8:40 p.m.

A. Nomination of two Finance Committee members (August), [P&P excerpt](#) Lee/Rich
Motion: To appoint John Bleyle to a 3-year term and Carol-Lee Baker to a second 3-year term on the Finance Committee. (Rich/Rosemary) Motion passed.

Current members of the Finance Committee are: Thrane Jensen (Chair), Rich Rayburn (Treasurer), John Olive (Assistant Treasurer), Lee Cornell (Board President), Carol-Lee Baker, John Bleyle, Todd Dinkelman, and Clarissa Finco.

B. Board liaison to Expanding Our Vision (EOV) Steering Committee
Lee/Carol-Lee
Motion: To appoint Carol-Lee Baker as the Board liaison to the EOV Steering Committee. (Barbara/Linda) Motion passed.

C. **NEW ITEM: Repair/Replace AC unit nursery side of the RE wing** Lee
Motion: To extend existing HVAC services with current provider, Jordan Air, and authorize them to do the additional work on RE wing systems. (Rich/Linda) Motion passed.

Jordan Air made a recent emergency repair to the nursery-side RE air conditioning unit. That unit will need further repair or replacement before winter in order to provide heat. Estimated cost to make necessary repair and/or replacement of both aging RE units is \$2000 each. The Finance Committee will prepare the budget for a \$4000 expenditure, if needed. The Congregational Administrator will work with Jordan Air to evaluate the systems and provide final repair estimates.

D. **NEW ITEM: UUA Southern Region Newsletter** Lee
All Board members agreed to receive copies of the UUA Southern Region newsletter by digital mail.

VIII. **Reports** (15 min)

8:40-8:55 p.m.

A. Minister's Report Rev. Alison
Rev. Alison will return in September from vacation and the first part of her sabbatical leave.

B. [Treasurer's Report](#), including [UUFA Account Rights](#) document (NEW) Rich
The Finance Committee and Investment Committee are finishing review of the Investment Policy and will submit recommendations for the September agenda. Share-the-Plate "cause" funds are difficult to distinguish from pledge payments when not labeled clearly by the donor. Methodology is under review to improve the process and the timeliness of fund distribution to the monthly causes.

C. EOV: [Preliminary Design Plans](#) and [budget](#) and [letter](#) Carol-Lee
Important Dates:
Sundays July 10, 17, and 24 -- EOV preliminary design discussions after each Sunday service, Sanctuary
Wednesday, July 27 -- Town Hall summary session on EOV preliminary design options, 7:00 p.m., Sanctuary

D. [Policy & Procedure Manual](#) update (Page 10 Sec. 4.g Confidentiality Policy adopted 6/14/2016) Barbara

Board of Trustees Meeting July 12, 2016

Rich will write the Tapestry article for September.

Rosemary, Fabiana, and Carol-Lee will work to form the new Policy & Procedure task force.

Lee and Barbara will attend initial P&P meetings, serve as consultants, and draft a letter to all current leaders to gather their committees' input.

Lee will ask Shaye to furnish the Board with a list of current committees and their leader contact information.

Barbara will highlight Chief of Staff responsibilities in relevant documents (P&P, Bylaws, contract, etc.).

Rich will alert the Finance Committee to prepare for up to \$4000 expenditure for HVAC repair to RE wing.

Rich will submit a report from the Finance Committee on the Investment Policy for the Board to review prior to its September meeting. (Submission deadline via email to Lee and Barbara is Sunday, September 4.)

Barbara will see that UUA Southern Region newsletters get to all Board members.

Lee and Rich will meet with Thrane and Shaye about Share the Plate allocations.

Lee will contact the Executive Committee to change its meeting to a new date/time fits everyone's schedule.

Board of Trustees Meeting June 14, 2016

Linda will write Tapestry article for August.

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

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 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 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: 9:05 p.m.

Dates

1. **2016-17 Board Meetings: 2nd Tuesday of each month, 7:00-9:00 p.m.**
2. **Executive Committee Meetings: 1st Tuesday of each month, 5:00-6:00 p.m. Will change in August, TBD.**
3. **2016-17 Planning Calendar of Board Items**

Important Upcoming Dates:

Sundays July 10, 17, and 24 -- EOV preliminary design discussions after Sunday service, Sanctuary

Wednesday, July 27 -- Town Hall on EOV preliminary design options, 7:00 p.m., Sanctuary

Saturday, August 20 -- Leadership Council, 9:00 a.m., Fellowship Hall, Safety/Security Training

Sunday, August 28 -- Congregational Town Hall with Architects, 12:30, Sanctuary, nearly final design plan

September 17-22 -- Financial Feasibility Study, meetings TBA

September 30 - October 2 -- Congregational Retreat, The Mountain

Saturday, November 5 -- Leadership Council, morning

Sunday, November 6 -- Congregational Meeting, 12:30, to vote on building plan and budget

Saturday, January 7, 2017 -- Ministry Council/Board Retreat

Sunday, January 8 -- ABD/Capital Campaign Kickoff

Saturday, February 11 -- Leadership Council

Saturday, April 8 -- Southern Region forum, UUA president campaign (to replace Peter Morales); Charleston SC

Saturday, May 6 -- Leadership Council

Sunday, May 21 -- Annual Congregational Meeting

Future Agenda Items

1. AUGUST AGENDA -- Reinstitute 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; (2) To facilitate collection of employee evaluations; (3) To set annual review schedule of employee and service contracts (i.e., Board review of staff contracts each April (?), and Finance Committee review of service provider contracts each November (?)).
2. Capital Campaign anxiety
3. Disruptive behavior
4. Discuss UUA services available to UUFA for fully funding GIFT (Generously Investing For Tomorrow).
- ~~5. Policy and Procedure Manual task force to complete needed review and updates.~~
6. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
7. **SEPTEMBER** AGENDA -- Review Planned Investment Policy (adopted 1/12/2016 contingent upon 6-month review).
- ~~8. AUGUST AGENDA -- Board to nominate two new members for Finance Committee.~~
9. 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.
10. Review Bylaws on [Voting Members](#) to refine definition (discussed 5/3/2016 and tabled for further development by Karen Solheim and Lee Cornell).
11. Update [Assistant Treasurer job description](#) in P&P Manual.
- 12. The nature and scope of Bylaws versus P&P.**

Next meeting: August 9, 2016

Respectfully submitted,
Barbara Teskey
Secretary, UUFA Board of Trustees