

## Board of Trustees Minutes: Tuesday, August 9, 2016

Meeting start: 7:00 p.m.

Attending: Roger Bailey, Lee Cornell, Linda Gilbert, Rich Rayburn, Barbara Teskey, Liz Weaver, Rosemary Wood, Bob McArthur, Herb West

Please turn in your signed [Confidentiality Agreement](#) if you have not already done so.

### I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
August	<i>Roger Bailey*</i>	<i>Rich Rayburn</i>	<i>Rosemary Wood</i>	<i>Rich Rayburn (September)</i>
September	<i>Barbara Teskey*</i>	<i>Liz Weaver</i>	<i>Linda Gilbert</i>	<i>Rosemary Wood (October)</i>

\*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.

Resources: [UUFA Bylaws](#), [UUFA Policy & Procedure Manual](#) (see Reports, below)

### 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 08.09.2016 agenda

**Approved by consent.**

B. Approval of [07.12.2016 minutes](#)

**Approved by consent.**

### IV. Guest Comments (20 min)

7:15-7:35 p.m.

Guests: Bob McArthur and Herb West of the EOV Steering Committee, [Proposed Policy on Naming and Recognition](#)

**Bob and Herb presented a proposed naming and recognition policy for large donations to the upcoming Capital Campaign. Sample wording came from feasibility consultant, Barry Finkelstein, and was adapted for our project. EOV will finalize details at its September 10 meeting and present a final for the Board's September meeting. The Policy & Procedure Task Force will consider a generic version for inclusion in P&P Manual updates.**

**EOV update: All task forces have been meeting together for better coordination and feedback as we move toward an architectural plan. Congregational feedback during recent town halls generated refinements and a potential design option for additional seating in the sanctuary. Adoption of additional building upgrades will be contingent upon successful fundraising. The architects will return with a "nearly final plan" on Sunday, August 28. Barry will return in September to help assess our fundraising potential.**

**Important Date: Sunday, August 28, Congregational Town Hall with Architects, 12:30, featuring "nearly final" design plan**

### V. Big Picture Discussion (30 min)

7:35-8:05 p.m.

- The big picture

Pre-evaluation: [Areas of Endeavor](#)

**The "big picture" agenda item is a time for discussion and deep listening. It can be confusing to discuss large items and not come to a specific conclusion, but it allows for thoughtful consideration before making a decision final and for preparation on future Board action items and Congregational discussions.**

**Options for this year:**

-- Group read of Hotchkiss *Governance and Ministry* to guide the Board's role in governance, discernment and broad strategic planning. Copies are available in the Fellowship library, and an updated version will arrive soon.

-- Areas of endeavor. The Board will look at ownership and involvement in different dimensions of the Areas of Endeavor

evaluation form and consider its role in supporting the Congregation in each area. The Ministry Council will receive the same evaluation form for its own consideration.

The Board discussed Areas of Endeavor item #7, Denominational Activities, and the relationship between our Fellowship and the greater Unitarian Universalist Association. Members cited many benefits to our strong link with the association, including generative ideas, RE curriculum development, and consultancy on large changes. Rich will prepare a *Tapestry* article about our GIFT contribution benefits and the Fellowship's interrelation with UUA.

VI. **Unfinished Business** (5 min)

8:05-8:10 p.m.

- A. Background check for check signatories, [UUFA Check Signatory Authority](#)

-- tabled

Rich

Rich will bring a policy statement for Board consideration after consultation with Finance Committee.

VII. **New Business** (30 min)

8:10-8:40 p.m.

- A. Task Forces -- Personnel, [Safety, Safe Congregation](#)

Lee

When Rev. Alison returns from sabbatical, the Personnel Task Force will meet to finish updates on the employee handbook.

Lee will invite Michelle Leebens-Mack to the next Board meeting to discuss the scope of the safety committees and how to keep tasks feasible for volunteer service while preserving the integrity of safety and security.

**Important Date:** Saturday, August 20, 9:00 a.m., Leadership Council, workshops on safety and disaster training, open to all

- B. Board liaison for September [CoSM](#) meeting with Rev. Alison, Fri. 9/23, 10:00AM

Barbara

Liz will attend the initial meeting of the Committee on Shared Ministry as the Board representative.

- C. Sharing communication, Board and Ministry Council

Barbara

By consensus, the Board agreed to share draft minutes each month with the Ministry Council. The President or VP will review the draft before dispersal, and each distribution will contain a reminder that the draft minutes are not final and are subject to change until approved at the next Board meeting.

- D. Substitute secretary for October meeting, Rosemary Wood -- FYI

Barbara

- E. Board charge to Finance Committee -- **Tabled until October.**

Rich

**Current Investment Committee members are: Stu Fors, David Jarrett, Jane King, Royce Knight, Scott Mason, John Olive, and Jim Ponsoldt.**

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](#)

Rich

Share the Plate has its own line now, so the offering shows the UUFA amount.

Herb explained that the Capital Campaign this year will be combined with the Annual Budget Drive under the guidance of our feasibility consultant. Annual budgets during the Capital Campaign will remain level (plus standard cost increases), and seed money will be considered in overall fundraising for program increases when the new facility is up and running.

- C. [Policy & Procedure Manual](#) update (Page 15 Sec. 10.c Signing Checks adopted 7/12/2016)

Barbara

**Board of Trustees Meeting August 9, 2016**

Rosemary will write the Board *Tapestry* article for October.

The **Policy & Procedure Task Force** will draft a generic policy for naming and recognition based on the final version submitted by EOJ in September.

Lee will order revised editions of *Governance & Ministry*.

Barbara will send the Ministry Council a copy of the Areas of Endeavor evaluation for their consideration.

Rich will prepare a *Tapestry* article about our GIFT contribution benefits and the Fellowship's interrelation with UUA.

Rich will bring a policy statement about background checks for Board consideration after consultation with Finance Committee.

Lee will invite Michelle Leebens-Mack to the next Board meeting to discuss the scope of the safety committees.

Lee will ask for committee policy documents at the Leadership Council (follow-up request to previous email).

Liz will attend the initial Committee on Shared Ministry meeting as the Board representative.

Barbara will set up a system to share draft minutes with the Ministry Council.

**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: 8:55 p.m.**

**Dates**

1. **2016-17 Board Meetings: 2nd Tuesday of each month, 7:00-9:00 p.m.**
2. **Executive Committee Meetings: Wednesday before the 2nd Tuesday of each month, 4:00 p.m.**
3. **[2016-17 Planning Calendar](#) of Board Items**

**Important Upcoming Dates:**

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

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

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

Friday, September 23 -- First CoSM meeting, 10:00, with Rev. Alison and representatives from Ministry Council and Board

**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

Sunday, March 26 (tentative) -- Congregational Meeting to approve architect plan

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. SEPTEMBER 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. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
6. SEPTEMBER AGENDA -- Review Planned Investment Policy (adopted 1/12/2016 contingent upon 6-month review).
7. 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.
8. Review Bylaws on [Voting Members](#) to refine definition (discussed 5/3/2016 and tabled for further development by Karen Solheim and Lee Cornell).
9. Update [Assistant Treasurer job description](#) in P&P Manual.
10. The nature and scope of Bylaws versus P&P.
- 11. SEPTEMBER AGENDA -- Big picture discussion of Areas of Endeavor item #1, Pastoral Care and Counseling**
- 12. OCTOBER AGENDA -- Board charge to the Finance Committee about funds availability.**

**Next meeting: September 13, 2016**

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