

Board of Trustees Minutes: Tuesday, September 13, 2016

Meeting start: 7:00 p.m.

Attending: Roger Bailey, Carol-Lee Baker, Lee Cornell, Rich Rayburn, Barbara Teskey, Liz Weaver, Rosemary Wood, Rev. Alison Eskildsen, Michelle Leebens-Mack

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)
September	Barbara Teskey*	Liz Weaver	Roger Bailey	Rosemary Wood (October)
October	Liz Weaver*	Carol-Lee Baker	Linda Gilbert	Carol-Lee Baker (November)

*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](#)

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 09.13.2016 agenda

Approved by consent.

B. Approval of [08.09.2016 minutes](#)

Approved by consent.

IV. Guest Comments (5 min)

7:15-7:20 p.m.

Michelle Leebens-Mack was present to discuss re-establishment of the Safe Congregation Committee. See Item A under Unfinished Business, below.

V. Unfinished Business (30 min)

7:20-7:50 p.m.

A. [Safety, Safe Congregation](#) Task Forces with Michelle Leebens-Mack, Lay Minister Connections Lee, Michelle

Motion: To establish a task force, guided by Michelle Leebens-Mack, to enact Safe Congregation policies, and re-establish an ongoing Safe Congregation Committee and Safety Committee.

(Rich/Carol-Lee) Motion passed.

B. Task Force organization -- Policy & Procedure, Personnel, Safety, Safe Congregation Lee

Volunteers for the Personnel Committee will meet with Rev. Alison to finish the Personnel Manual (in progress) and bring it to the Board for approval.

Volunteers for the Safe Congregation task force will meet with Michelle to review policies and recent recommendations supplied by law enforcement and fire officials. The task force will target re-establishment of Safe Congregation and Safety Committees by March 2017 along with policy guidelines for ongoing activity.

Volunteers for the Policy & Procedure Task Force will meet on September 22, 2016, 11:00 a.m.

C. [Background check policy](#) for those with access to UUFA accounts (check signatories, investment managers and others given access to move monies in UUFA accounts) -- if available after Finance meeting Rich

Motion: To adopt the attached Finance Committee background check policy, as amended by the Board.

(Rich/Roger) Motion passed.

"Any person (volunteer or employee) given authority to conduct financial transactions (check signing, banking, investments, and other significant transactions) on behalf of the congregation must give consent for UUFA to complete a background and

credit check prior to assuming his or her duties.”

D. [Proposed Policy on Recognition Opportunities](#) as part of EOV Capital Campaign

Rev. Alison

By consent, the Board approved the policy for recognition opportunities in the new facilities, with details subject to refinement by the EOV Steering Committee.

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

7:50-8:10 p.m.

A. Board Covenant for 2016/17 ([2015/16 Covenant](#))

Lee

By consent, the Board Covenant of 2015-16 will carry over to 2016-17.

B. Debrief of sabbatical and sabbatical planning

Rev. Alison

Rev. Alison’s organizational skills were missed during the first phase of her sabbatical. The coordination of Ministry Council and Board (sharing meeting notes and liaison attendance) was helpful and will continue during the next phase of her sabbatical. The Board Executive Committee will project expected activity and review this with Rev. Alison for her input prior to her spring sabbatical. Finance Committee will do the same with billing and payment projections.

VII. **Big Picture Discussion** (30 min)

8:10-8:40 p.m.

● Revisiting the Board’s role in [Governance & Ministry Model](#); [Areas of Endeavor](#) #1 Counseling and Pastoral Care

The Board reviewed the Governance & Ministry model to help clarify its role in governance, strategy and policy. The goal is optimal coordination with the Ministry Council, and their role in programming, to serve the mission and vision of the Congregation now and into the future.

Rev. Alison led discussion about the changes at our Fellowship over the past few years in the context of the UUA article, [Size Transitions in Unitarian Universalist Congregations](#), and some of the experiences of growing to a mid-size “program congregation” (defined as 150-500 members).

Pastoral care is a day-to-day function of ministry, but the Board needs to be in communication and include in its long-term planning a future need for additional resources for pastoral care.

VIII. **Reports** (15 min)

8:40-8:55 p.m.

A. [Minister’s Report](#)

Rev. Alison

B. [Treasurer’s Report](#), including update on Planned Investment Policy review

Rich

After Finance Committee review, the Planned Investment Policy needs to be enacted as it stands. There are still some obligations to fulfill, which the Finance and Investment Committees are working to enact. Further policy refinement, if any, should be minor and will be brought before the Board as needed.

C. EOV 9/1/2016 distribution to Congregation: [cover letter](#), [designs](#), [features](#)

EOV

D. For the record, a motion was passed via Board email on August 25, 2016:

**Motion: UUFA will cover lunch costs for childcare workers and those children in childcare so that their parents can attend the Town Hall Architect Meeting on Sunday, August 28.
(Linda/Liz) Motion passed.**

Board of Trustees Meeting September 13, 2016

Carol-Lee will write the Board Tapestry article for November, due to Shaye by October 18.

Michelle and the **Board** will seek 4 candidates for a Safe Congregation task force to act as a steering committee to review current policies and re-establish the Safe Congregation and Safety Committees. Send recommendations to Lee.

Lee and the **Executive Committee** will chart agendas and review them with Alison before her next sabbatical.

Rich and the **Finance Committee** will set up billing and payment projections to review with Alison before her next sabbatical.

Rich will ask the **Finance Committee** to review the Endowment Brochure.

Board of Trustees Meeting August 9, 2016

Rosemary will write the Board *Tapestry* article for October, due to Shaye by September 18.

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

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

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.~~

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

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.

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

~~**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.)~~

Board of Trustees Meeting June 14, 2016

~~**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: 9:10 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:

September 17-22 -- Financial Feasibility Study (FFS)

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

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

Monday, October 3 -- FFS Video Conf., 7:00-8:00 p.m., with Barry Finkelstein, EOV and Board

Sunday October 16 -- Town Hall, after second service, to discuss FFS, Capital Campaign and building plans

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. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
5. 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.
6. Review Bylaws on [Voting Members](#) to refine definition (discussed 5/3/2016 and tabled for further development by Karen Solheim and Lee Cornell).
7. Update [Assistant Treasurer job description](#) in P&P Manual.
8. The nature and scope of Bylaws versus P&P.
9. OCTOBER AGENDA -- Board charge to the Finance Committee about funds availability.
10. OCTOBER AGENDA -- Prep for Nov. 6 Congregation Meeting. Purpose is to vote on a building plan and monetary goal for the Capital Campaign. Agenda, wording for the vote, and any other written info must be prepared to mail out on October 27; pre-notice of meeting date and time might go out one or two weeks prior; quorum is 20%, about 50 voting members).

Next meeting: October 11, 2016

Respectfully submitted,
Barbara Teskey
Secretary, UUFA Board of Trustees