

Board of Trustees Minutes: Tuesday, October 11, 2016

Meeting start: 7:00 p.m.

Attending: Roger Bailey, Carol-Lee Baker, Lee Cornell, Linda Gilbert, Fabiana Hayden, Rich Rayburn, Liz Weaver, Rosemary Wood, Rev. Alison Eskildsen

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)
October	Liz Weaver*	Carol-Lee Baker	Linda Gilbert	Carol-Lee Baker (November)
November	Fabiana Hayden*	Rosemary Wood	Carol-Lee Baker	Roger Bailey

*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 10.11.2016 agenda

Approved by consent.

B. Approval of [09.13.2016 minutes](#)

Approved by consent.

IV. Guest Comments (5 min)

7:15-7:20 p.m.

No guests were present.

V. Big Picture Discussion (30 min)

7:20-7:50 p.m.

- [Areas of Endeavor](#) #2 Practical Arts

The Board evaluated its function in administration and organizational development and discussed ideas to improve the visibility and availability of Board members to the congregation.

VI. Unfinished Business (20 min)

7:50-8:10 p.m.

A. Debrief of Financial Feasibility Study (FFS) preliminary report

The feasibility study indicated that the Fellowship is within reach of raising the funds needed for the building concept outlined by Houser Walker Architects on August 28, 2016. At the Town Hall meeting this Sunday (Oct. 16), the Expanding Our Vision Steering Committee will present details of what needs to be raised, what already has been committed, and how members and friends can plan their giving to reach our Capital Campaign goal.

VII. New Business (30 min)

8:10-8:40 p.m.

A. Preparation for Congregational Meeting (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; voting quorum is 20%, about 50 voting members).

Save the Date: Sunday, Nov. 6, after 2nd service, Congregational Meeting to vote on building and budget

[Draft motions](#) from the Expanding Our Vision (EOV) Steering Committee

The Board supports motions to be put forth by the EOV Steering Committee at the Congregational Meeting, with the recommendation that the acronyms are spelled out and the word "project" is changed to "concept."

Motion: That the Board call a Congregational Meeting for November 6, 2016, at 12:15 p.m. for the purpose of presenting the motions set forth by the EOV Steering Committee.

(Rich/Linda) Motion passes.

Absentee ballots will be available in the UUFA office for people who will be out of town -- but all voting members are encouraged to attend the meeting in order to fulfill the quorum required to certify the vote.

- B. Policy discussion - What authority does the Board wish to delegate to program staff or the Minister to sign agreements for use of facilities outside of the Fellowship? -- **Tabled for discussion in November.**

Motion: To authorize Lee to sign the Kiwanis contract.

(Carol-Lee/Linda) Motion passes.

This is a basic camp rental contract for use of the Kiwanis facilities during the UUFA Youth Rites of Passage retreat.

VIII. Reports (15 min)

8:40-8:55 p.m.

- A. Minister's Report

Rev. Alison

Reverend Alison is continuing her work on sabbatical goals and getting more involved in the justice community.

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

Rich

Share-the-plate is functioning properly, with checks going out in an efficient way and division between share-the-plate Fellowship distributions working well. Hours will be added to Shaye's time for Capital Campaign work. No reports from the Finance Committee at this time. Offerings and pledges are coming in.

- C. EOV Report

Carol-Lee

Lee spoke with the EOV Committee, and they feel they are getting the support they need.

At The Mountain Congregational Retreat, the EOV group spoke about how the members felt about the Fellowship facility and the expansion. Participants were in favor of the overall project.

- D. [Policy & Procedure Manual](#) update (Page 19 Sec. 10.f. Background Check adopted 9/13/2016) Barbara

Board of Trustees Meeting October 10, 2016

Lee and **Alison** will work on the initial suggestions to make the Board more visible and available to the congregation.

Lee will make Board name tags.

All Board arrive early for November 8 Board meeting for a group photo of the Board.

All Board sign up with Herb West for visiting steward training.

Lee and **Barbara** will call for open Congregational Meeting.

Policy & Procedure Task Force will draft a motion about contracts for the next meeting.

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.

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.

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

Board of Trustees Meeting July 12, 2016

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.).

Board of Trustees Meeting June 14, 2016

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.

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: 9:00 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:

Sunday October 16 -- Town Hall, after 2nd service, to discuss FFS, Capital Campaign and building plans

Sunday, October 30 -- Worship Assistant Training, 2:30 p.m.

Saturday, November 5 -- Leadership Council, morning

Sunday, November 6 -- Congregational Meeting, after 2nd service, to vote on building plan and budget

Tuesday, November 8 -- **Board photo** will be taken just before the Board meeting. Plan to arrive a little ahead.
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. Capital Campaign anxiety
2. Disruptive behavior
3. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
4. 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.
5. Review Bylaws on [Voting Members](#) to refine definition (discussed 5/3/2016 and tabled for further development by Karen Solheim and Lee Cornell).
6. Update [Assistant Treasurer job description](#) in P&P Manual.
7. The nature and scope of Bylaws versus P&P.
8. OCTOBER AGENDA -- Board charge to the Finance Committee about funds availability.
- ~~9. 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).~~
10. **NOVEMBER AGENDA -- Big Picture discussion, Areas of Endeavor #3 Organizational Ministry**
11. **NOVEMBER AGENDA -- Review draft policy to delegate authority for the Chief of Staff to sign rental contracts/agreements for the use of non-UUFA locations and/or resources by UUFA program groups in support of the programs' activities when the cost of the rental is within the existing program budget.**

Next meeting: November 8, 2016, starting at 6:30 p.m.

Respectfully submitted,
Rosemary Wood
Substitute for Barbara Teskey, Secretary, UUFA Board of Trustees