

NOTE: Meeting begins at 6:30 p.m. A group photo of the Board will be taken at this meeting.

Meeting start: 6:30 p.m.
Attending: Roger Bailey, Carol-Lee Baker, Lee Cornell, Linda Gilbert, Rich Rayburn, Barbara Teskey, Liz Weaver, Rev. Alison Eskildsen

I. Meeting responsibilities (5 min)

6:30-6:35 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
November	<i>Lee Cornell*</i>	<i>Lee Cornell</i>	<i>Carol-Lee Baker</i>	<i>Roger Bailey</i>
December	<i>Fabiana Hayden*</i>	<i>Rosemary Wood</i>	<i>Liz Weaver</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](#)

II. Opening Words and One-word Check-In (5 min)

6:35-6:40 p.m.

III. Consent Agenda (5 min)

6:40-6:45 p.m.

A. Approval of 11.08.2016 agenda

Approved by consent.

B. Approval of [10.11.2016 minutes](#)

Approved by consent.

IV. Take Photo / Guest Comments (5 min)

6:45-6:50 p.m.

No guests were present.

V. Big Picture Discussion (30 min)

6:50-7:20 p.m.

- *Governance and Ministry* by Hotchkiss

Board members received UUFA library copies of *Governance and Ministry, Second Edition*. Lee and Rev. Alison drew attention to some of the new materials included in this update of the book. Members will discuss Chapters 3-5 at the next meeting.

VI. Unfinished Business (0 min)

No unfinished business to discuss.

VII. New Business (30 min)

7:20-7:50 p.m.

A. Debrief of 10/23/2016 emergency/fire drill

Lee

Right side of congregation departure was smooth but the bridge back to the front parking lot is somewhat narrow. Left side of congregation departure was slower. This side may split in future with front portion taking the choir exit. The fire alarm tone was disturbing for some children, but their exit was smooth.

B. Debrief of [11/6/2016 Congregational Meeting](#)

Lee

One hundred voting members participated, with well over a quorum present at the meeting. An overwhelming majority voted yes on the two motions to move forward with a Capital Campaign and goal of raising \$1.3 million for facility expansion. The meeting moved quickly, perhaps because many questions were addressed previously at the Town Hall, on posters, on the website, and in the congregational mailing prior to the meeting. The Board discussed voting methodology and may recommend some changes for the

future. Final call to assemble for the meeting could be extended beyond Fellowship Hall, reaching out to those in kitchen, office and RE wing.

C. Appointment of John Olive as treasurer for the Capital Campaign

Rich

Motion: To appoint John Olive as Capital Campaign Treasurer.

(Linda/Roger) Motion passed.

John is currently Assistant Treasurer of the Fellowship and will be responsible for financial recordkeeping for the Capital Campaign, reporting to the Board of Trustees. He will continue to work closely with Treasurer Rich Rayburn and the Finance Committee.

D. Finance Committee replacement for John Bleyle -- tabled.

Rich/Lee

VIII. **Reports** (15 min)

7:50-8:05 p.m.

A. Minister's Report

Rev. Alison

Rev. Alison reported that community connections and the Greater Athens Interfaith Council are going strong. Everyone is welcome to join her at the next interfaith community gathering -- a Thanksgiving Worship Service on Sunday, November 20, 4:30 p.m., at First Baptist Church in Athens.

B. Treasurer's Report

Rich

Board of Trustees Meeting November 8, 2016

All Board will read chapters 3-5 of Hotchkiss for discussion at the December meeting.

Lee will circulate a copy of the proposed Social Action Committee Resolution on Racial Justice and Equity, handed out at the last Leadership Council. Comments and discussion are invited at a meeting on November 15, 5:00 p.m.

Board of Trustees Meeting October 10, 2016

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.

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

Board of Trustees Meeting September 13, 2016

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

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

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 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: 8:10 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:

Tuesday, November 8 -- **6:30 p.m. start time**, Board meeting

Tuesday, November 15 -- 5:00-6:30 p.m., SAC/ERJ meeting to discuss proposed resolution, Racial Justice and Equity

Sunday, November 20 -- 4:30 p.m., Interfaith Thanksgiving Worship Service, First Baptist Church, Athens.

Saturday, December 3 -- Leadership reception, 5:00-8:00 p.m., Capital Campaign

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

Sunday, January 8 -- ABD/Capital Campaign Kickoff

Saturday, February 11 -- Leadership Council

Sunday, March 19 (tentative) -- Town Hall Meeting to discuss architectural plan and budget

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

Sunday, April 23 or 30 (tentative) -- possible Congregational Meeting to vote on architectural plan and budget

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. **DECEMBER 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.**
9. **Review of Finance Committee recommendation for policy on access to financial records.**

Next meeting: December 13, 2016, starting at 7:00 p.m.

Respectfully submitted,
Barbara Teskey
Board of Trustees Secretary