

Meeting start: 7:00 p.m.

Attending: Carol-Lee Baker, Lee Cornell, Linda Gilbert, Rich Rayburn, Barbara Teskey, Liz Weaver, Rosemary Wood, Rev. Alison Eskildsen

I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
December	Barbara Teskey*	Rosemary Wood	Liz Weaver	Liz Weaver
January	Rich Rayburn*	Carol-Lee Baker	Linda Gilbert	Carol-Lee Baker

*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](#), [Vision/Mission/Covenant](#)

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 12.18.2016 agenda

B. Approval of [11.8.2016 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.

- Governance and Ministry by Hotchkiss, Chapters 3-5

The Board discussed how the Fellowship has changed over the last 5 years and compared our structure with the Governance and Ministry models described by Hotchkiss for our size Congregation. We envision a twofold planning process this year: (1) to set goals and direction for the coming 2017/18 fiscal year; and (2) to lay groundwork for a 3-5 year strategic plan that will guide our community in working toward its mission in the coming years. The Board reviewed the current Mission and Vision statements, which are linked to these minutes at "Resources" above. Board members will read chapters 8 and 10 in preparation for discussion about how the Board and Fellowship structure relate to our mission and vision.

VI. Unfinished Business (15 min)

7:50-8:05 p.m.

A. Finance Committee replacement for John Bleye (tabled from 11/8/2016)

Rich/Lee

Tabled until January.

B. Draft policy to delegate authority on program rental agreements (tabled from 10/11/2016) Lee

Proposed wording: The Chief of Staff shall have the authority to approve and sign a rental contract/agreement for the use of non-UUFA locations and resources by a UUFA ministry in support of its activities when the cost is within the ministry's existing funds. In the absence of the Chief of Staff, authority is delegated to the Board President in conjunction with the appropriate lay minister.

Motion: To adopt the policy to delegate authority on ministry rental agreements, as stated in VI.B above.

Motion passes. (Liz/Linda)

This policy will be added to Section 4.a.iii. (Management, Delegation) of the UUFA Policy and Procedure Manual.

VII. New Business (35 min)

8:05-8:40 p.m.

A. Debrief of Leadership Reception and Expanding Our Vision (EOV) update

Carol-Lee

The EOV leadership reception was a good starting point for our upcoming combined Capital Campaign and Annual Budget Drive. Training for visiting stewards will take place on January 3 and 5. There will be a Congregational kick-off reception after our single Sunday service on January 8. Three Board members offered to help usher at the January 8 service. Please try to carpool on single-service Sundays.

B. Exploring Racial Justice (ERJ) Task Force [Draft Resolution](#)

Board

Board members were reminded to submit individual comments to ERJ on the draft resolution by December 15. At its January meeting, or as available, the Board will discuss updated wording and render a position on any potential conflicts with our Bylaws. Lee will contact the ERJ task force and circulate the updated wording prior to Board discussion.

C. Looking ahead to 2017, [Board Calendar](#)

Lee

The Board planning calendar will be updated regularly as EOV and planning deadlines are added.

Note: THERE WILL BE A SINGLE 11:00AM SERVICE ON THE FOLLOWING SUNDAYS (no early service) --

Sunday, December 25, 11:00 a.m. -- only one service, followed by potluck brunch

Sunday, January 1, 11:00 a.m. -- only one service

Sunday, January 8, 11:00 a.m. -- only one service, followed by EOV Reception

D. Move February Board meeting up one day to Monday 2/13/2017

Note: FEBRUARY BOARD MEETING DATE CHANGE

Monday, Feb. 13, 2017, 7:00 p.m. -- Board of Trustees Meeting, UUFA

VIII. **Reports** (15 min)

8:40-8:55 p.m.

A. Minister's Report

Rev. Alison

Rev. Alison reported that the interfaith Thanksgiving service was very well attended by members of many Athens congregations. She will present the invocation at the University of Georgia undergraduate and graduate ceremonies on December 16.

B. [Treasurer's Report](#)

Rich

Rich reported that the EOV already is collecting capital campaign funds, and he holds regular meetings with John Olive (Capital Campaign Treasurer) and Thrane Jensen (Finance Committee Chair) as they track the capital campaign and operational monies. Weekly offerings are somewhat lower than budgeted expectation.

C. Committee on Shared Ministry [Summary](#) 11/11/2016 and [Rotation Chart](#)

IX. Action Items Review (5 mins)

8:55-9:00 p.m.

All Board will read chapters 8 and 10 of Hotchkiss for discussion at the January meeting.

All Board is encouraged to comment individually on ERJ draft resolution by December 15.

Barbara will add new Management Delegation policy to UUFA Policy and Procedure Manual.

Liz, Rosemary and Rich will help usher the January 8 service, and **Lee** will forward usher guidelines for their review.

Lee will contact ERJ to obtain updates to draft resolution prior to Board discussion.

Board of Trustees Meeting November 8, 2016

~~**All Board** will read chapters 3-5 of Hotchkiss for discussion at the December 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 July 12, 2016

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

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:

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

Sunday, January 8 -- ABD/Capital Campaign Kickoff

Saturday, February 11 -- Leadership Council

Monday, February 13 -- Board of Trustees Meeting, 7:00 p.m. (This is a DATE CHANGE to Monday.)

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. **JANUARY AGENDA -- Review Minister's housing and salary allowance for approval.**
9. **JANUARY AGENDA -- Review of Finance Committee recommendation for policy on access to financial records.**
10. **JANUARY AGENDA -- Sabbatical planning.**
11. **Strategic planning task force (after EOv goals clarify).**
12. **JANUARY AGENDA -- Review updated ERJ draft resolution.**
13. **JANUARY AGENDA -- Review action item list.**
14. **JANUARY AGENDA -- Finance Committee replacement for John Bleyle.**
15. **MARCH AGENDA -- EOv Town Hall discussion.**

Next meeting: January 10, 2017, starting at 7:00 p.m.

Respectfully submitted,
Barbara Teskey
Secretary, UUFA Board of Trustees