

Meeting start: 7:00 p.m.

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

I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

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

*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 01.10.2017 agenda

Items added (VII.D and E) and rearranged.

B. Approval of [12.13.2016 minutes](#)

Approved by consent.

IV. Guest Comments (5 min) and review of ERJ draft resolution (35 min)

7:15-7:20 p.m.

David Jarrett was present to represent the Exploring Racial Justice (ERJ) Task Force of the Social Action Committee (SAC). The Board proceeded to discuss Item VI.A. [12/18/2016 Draft Resolution on Racial Justice and Equity](#). David explained that the resolution would empower people to speak on behalf of the Fellowship. Under Bylaws section 9.4, a congregational vote is necessary to assume and publicly announce a position. Rev. Alison suggested that a supermajority is optimal for taking a public stand. After discussion about wording and possible misinterpretation, David suggested changes to take back to ERJ. The Board requested that opportunity for open conversation, such as but not limited to a Town Hall, be scheduled for input from the congregation prior to final wording and a congregational vote. ERJ views the resolution as a step, not a conclusion, in the ongoing work toward racial justice and equity.

V. Big Picture Discussion (30 min)

7:20-7:50 p.m.

- Governance and Ministry by Hotchkiss, Chapters 8 and 10

Chapter 8 "Life after Governance Change" presents two critical aspects of the annual cycle of governance: (1) exploring open questions about the congregation's future which guide Board work and long-range planning; and (2) setting the annual vision of ministry to guide staff work. The Board found this chapter directly applicable to our current organizational structure and instructive for preparing for upcoming changes.

Chapter 10 "Policy Choices" helps organizations determine lines of authority and delegation. The Board discussed the concept of global delegation with limitation policies. The goal is to maintain an optimal balance of authority, guidance and accountability.

Lee encouraged the Board to read other chapters that were not specifically assigned for Board meeting discussion. Next month, discussion will shift to the work outlined in Hotchkiss, starting with articulating open questions and annual goals. The Board suggested making this book required reading for new Board members.

VI. Unfinished Business (35 min)

7:50-8:25 p.m.

- A. Review update to Exploring Racial Justice (ERJ) Draft Resolution 12/18/2016

Lee

See above, Section IV. Guest Comments.

VII. **New Business** (15 min)

8:25-8:40 p.m.

- A. Review Minister's housing and salary allowance for approval

Lee/Rich

**Motion: To approve Rev. Alison's housing and salary for the coming year as noted in Minister's report.
(Carol-Lee/Linda)**

Motion was approved.

- B. Finance Committee recommendation for policy on [access to financial records](#)

Rich

Proposed policy for Access to Financial Information:

The financial records of UUFA are open to inspection by any fellowship member, with the exception of the records on individual giving (pledges, donations, commitments, etc.). Records of individual giving are confidential and are available to the Minister, Treasurer, Assistant Treasurer, Congregational Administrator, and the Bookkeeper. Records of gifts made by stock transfer will be available to the Chair of the Investment Committee. Access to records of individual giving may only be granted to others with the agreement of the Board of Trustees.

The Finance Committee made the motion to approve policy wording on Access to Financial Information.

Motion was approved by the Board.

- C. Sabbatical planning

Rev. Alison

Rev. Alison presented a working draft of her sabbatical plan which outlined her departure on March 1, her sabbatical goals, contacts and responsibilities during her absence, channels of communication, and her return to the pulpit on August 13. Jane Mayer will be the sabbatical liaison. A final plan will be shared with the Board once complete.

- D. Request from Karen Solheim for a monetary gift for Shaye Gambrell
in recognition of her 15 years of dedicated service.

Rich

Motion: To approve \$1000 from the memorial gift funds as a gift to Congregational Administrator, Shaye Gambrell, in recognition of her 15 years of dedicated service.

(Rich/Carol-Lee)

Motion was approved.

- E. Staffing changes

Rev. Alison

Motion: To authorize Rev. Alison to pursue next steps for identifying and hiring a new religious educator.

(Linda/Roger)

Motion was approved.

VIII. **Reports** (15 min)

8:40-8:55 p.m.

- A. [Minister's Report](#)

Rev. Alison

- B. [Treasurer's Report](#)

Rich

Offerings are lower than projected for the fiscal year. Need to monitor this carefully and revisit in February and March.

- C. [Policy & Procedure Manual](#) update (Page 5 Sec. 4.a.iii. Mgmt Delegation, adopted 12/13/2016)

Barbara

Reminder: **FEBRUARY BOARD MEETING DATE CHANGE**
Monday, Feb. 13, 2017, 7:00 p.m. -- Board of Trustees Meeting, UUFA

Board members are asked to bring sweet or savory snacks for the receptions after both services on Sunday, Jan. 15.

Finance Committee will look into funds for two weeks' overlap training for a new religious educator.

Board members are asked to review Hotchkiss and think about appropriate open questions for the coming year.

Barbara will update Policy & Procedure Manual with new financial information policy.

Board members are asked to continue to provide comments on sabbatical plans.

Board members prepare to appoint President for next fiscal year.

Board members can provide suggestions for new Secretary to Lee for consideration by Nominating Committee.

Lee will confer with Rev. Alison and send new date and time for Board/Ministry Council Retreat.

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 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 November 10, 2015

Rich will ask Finance Committee to review Policy 13 on Childcare financial matters.

Meeting adjourned: 9:15 p.m.

Dates

1. 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, 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. 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 (Finance Committee to propose draft).
7. The nature and scope of Bylaws versus P&P.
8. Strategic planning task force (after EOV goals clarify).

9. Review action item list.

10. FEBRUARY AGENDA -- Finance Committee replacement for John Bleyle.

11. FEBRUARY AGENDA -- Select President for 2017/18.

12. MARCH AGENDA -- EOY Town Hall discussion.

13. Consider future allocation of Board discretionary funds to purchase latest edition of Hotchkiss Governance & Ministry for each new Board member as part of their orientation.

Next meeting: MONDAY, February 13, 2017, starting at 7:00 p.m.

Respectfully submitted,

Barbara Teskey

Secretary, UUFA Board of Trustees