

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, Vivian Sellers

I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
March	Roger Bailey*	Carol-Lee Baker	Linda Gilbert	Rosemary Wood
April	Rosemary Wood*	Linda Gilbert	Rich Rayburn	Rich Rayburn

*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 03.14.2017 agenda

Approved by consent.

B. Approval of [02.13.2017 minutes](#)

Approved after updating the date of EOVCongregational Town Hall Meeting (rescheduled to March 26).

IV. Guest Comments (5 min)

7:15-7:20 p.m.

No guests were present.

V. Big Picture Discussion (40 min)

7:20-8:00 p.m.

- Preparation for new fiscal year ([draft of Annual Questions](#) from February discussion)
- [Types of Planning](#)

The Board discussed steps in developing a 3-year strategic plan during 2017/18. SWOT analysis (strengths, weaknesses, opportunities, threats) and developmental planning that took place at the Board and Ministry retreat in February are a start and will be part of the ongoing evaluative process. The strategic plan will encompass new thinking to address the needs and opportunities that are part of our facility expansion. Based on the successful model of the Expanding Our Vision team, the Board envisions a super-committee with sub-committees and lots of Congregational communication all along the way.

Summary questions are: Who are we? How do we connect with the greater community? Who do we want to be? How do we support, in financial and human resources, who we want to be?

VI. Unfinished Business (0 min)

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Ten-second celebration of no unfinished business.

VII. New Business (30 min)

8:00-8:40 p.m.

A. Board and Ministry Council Retreat debrief

Lee

(Links: Flipchart [Mission/Vision](#), Flipchart [SWOT](#), General [Notes](#))

Strengths: food (always); productive approach which generated good input; concise discussion ending on time; text-rendering exercise built from UUFA Mission and Vision; SWOT exercise; January timing.

Weaknesses: time of day (for a half-day session, morning is better); offsite location preferred if feasible; more time/space needed between topics for breaks, informal conversation and processing.

B. Celebrating Morgan

Liz, Lee

Lee reported that the RE Committee is planning a celebration for Morgan near her departure at the end of the program year. Lee will confirm this with Liz and the RE Committee.

C. Expanding Our Vision (EOV) update and Town Hall

Lee, Carol-Lee

Date Change: Sunday, March 26, 1:00 p.m., EOV Congregational Town Hall (rescheduled from 3/19)

We did not quite reach the Capital Campaign goal to fund all the desired facility changes. There is a matching fund available now (each extra donation is doubled) to try to close the gap. The architects are tweaking our original design to reduce the cost. Final figures and a modified design option will be discussed at the March 26 EOV Congregational Town Hall.

D. Annual Budget Drive progress report

Rich/Lee

We will meet our annual budget goal for the coming year! Rich recommends that next year's stewardship team form in September to prepare for the Annual Budget Drive (ABD). Stewardship training resources developed during the Capital Campaign were very helpful and are available for annual use. All donations of time, talent and treasure are appreciated.

E. Paid time off policy proposal for Employee Handbook

Lee

Motion: To accept the paid time-off policy proposal for the Employee Handbook.

(Rich/Linda)

Motion was approved.

Lee will adjust employee contracts to include the updated paid time-off policy.

VIII. Reports (15 min)

8:40-8:55 p.m.

A. Treasurer's Report, including offerings review

Rich

Funds are on track, except weekly offerings which remain lower than expected. Rich will bring data for further discussion in April.

IX. Action Items Review (5 mins)

8:55-9:00 p.m.

Lee will invite one of the UUFA coordinators of the sanctuary movement to address the next Board meeting.

Lee will verify the RE celebration of Morgan's service with the RE Committee.

Lee will consult with **Rich** on discretionary funds policy and provide a review memo on guidelines for building changes in the RE wing.

Rich will invite our successful stewardship team to remain in place for the coming year.

Lee will adjust employee contracts to include the updated paid time-off policy.

Rich will provide updated offerings data for discussion in April, if needed.

Board of Trustees Meeting, February 13, 2017

Lee will organize a get-together of UUFA Presidents in July.

Alison will host an April interfaith symposium.

Lee and **Carol-Lee** will talk to the Finance Committee about the overall effect of lower offerings on our budget.

Linda will think about best options for an orientation date for the new Board.

Board of Trustees Meeting, January 10, 2017

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

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

Board of Trustees Meeting September 13, 2016

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

Board of Trustees Meeting November 10, 2015

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

Meeting adjourned: 9:05 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, [year-at-a-glance](#)

Important Upcoming Dates:

Sunday, March 26, 10:05-10:50 a.m. -- ERJ Town Hall, Racial Justice & Equity Resolution, Fellowship Hall

Sunday, March 26, 1:00 p.m. -- EOJ Congregational Town Hall (immediately after 4th Sunday Lunch)

Sunday, April 23 -- Budget Town Hall Meeting, 10:05-10:50, Sanctuary

Sunday, April 30 -- EOJ Town Hall Meeting, 10:05-10:50, Sanctuary

Saturday, May 6 -- Leadership Council, a.m., Fellowship Hall

Sunday, May 21 -- Annual Congregational Meeting

Future Agenda Items

1. Capital Campaign anxiety
2. Disruptive behavior
3. 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.
4. Review Bylaws on [Voting Members](#) to refine definition (discussed 5/3/2016 and tabled for further development by Karen Solheim and Lee Cornell).
5. Update [Assistant Treasurer job description](#) in P&P Manual (Finance Committee to propose draft).
6. The nature and scope of Bylaws versus P&P.
7. Strategic planning task force (after EOJ goals clarify).
8. 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.
9. APRIL -- Review Finance Committee draft budget

10. APRIL -- Review Nominating Committee slate of nominees
11. APRIL -- Review agenda for Town Hall meetings
12. MAY -- Review agenda for Annual Congregational Meeting
- 13. The Board will look into the system for documenting employee leave time and request administrative adjustments, such as timesheets, if needed.**
- 14. APRIL -- Discuss options to cover shortfall of offerings income.**

Next meeting: April 11, 2017, starting at 7:00 p.m.

Respectfully submitted,
Barbara Teskey
Secretary, UUFA Board of Trustees