

**Board of Trustees Minutes:  
Tuesday, May 9, 2017, 7:00 p.m.**

**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, Hilda Kurtz, Aleta Turner**

**I. Meeting responsibilities (5 min)**

**7:00-7:05 p.m.**

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
May	Linda Gilbert	Liz Weaver	Carol-Lee Baker	Lee Cornell
June	Fabiana Hayden	Rosemary Wood	Roger Bailey	Linda Gilbert

**\*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 05.09.2017 agenda

B. Approval of [04.11.2017 minutes](#) and [5/3/2017 minutes](#)

**Approved by consent.**

**IV. Guest Comments (5 min)**

**7:15-7:20 p.m.**

**No guests were present.**

**V. Big Picture Discussion (35 min)**

**7:20-7:55 p.m.**

- Exploring racial conversations within UUFA and UUA and the tensions around them.

**The Exploring Racial Justice Task Force (ERJ) of the Social Action Committee (SAC) hosted conversations at our Fellowship throughout the past year. A proposed Resolution: Racial Justice and Equity was developed during the year-long discussion. Not all members are aware of the resolution, and it is being circulated broadly in May. The Leadership Council wishes to continue meaningful discussion on an ongoing basis and seeks ways to improve awareness and attendance. At the national level, a recent charge of unfair hiring practice accelerated racial conversations and administrative actions at the Unitarian Universalist Association (UUA). The Board reviewed viewpoint statements by UUA's Peter Morales and Christina Rivera.**

**VI. Unfinished Business (15 min)**

**7:55-8:10 p.m.**

- A. Proposed staff benefits policy (tabled from 4/11/2017)

Lee/Rich

**A motion was made to accept a budget request for a week's pay for the Music Director during July when she comes in to work on fall programs with Rev. Alison.**

**(Linda/Carol-Lee)**

**After discussion, the motion was withdrawn.**

**Staff vacation and extra time requests arrived after the budget was set. Approval was not granted at this time because the Finance Committee and Board had not had time to discuss the requests and their implications. The Board agreed that future budget requests not be accepted beyond the budget deadline for such requests.**

**Motion: To reject last-minute amendments to the budget because we have not had time to discuss the requests and their implications.**

**(Linda/Carol-Lee)**

**Motion passed.**

- B. Volunteers for 5/21 Annual Meeting: Set-up/lunch, clean-up, ballot ushers, closing

Lee

**Volunteers still needed.**

C. Final ballots for [EOV](#), [ERJ](#), [SAC](#) Lee

**Ballots are under development and will be printed in different colors.**

VII. **New Business** (40 min) Resources: [Annual Meeting Agenda](#), Letter [Notice](#) **8:10-8:50 p.m.**

A. Board Member appointment to Nominating Committee (NC), [Bylaws excerpt NC](#) Lee

**Carol-Lee Baker will be the Board representative to the Nominating Committee for 2017-2018.**

B. Summer camp contracts for [Director](#), [Assistant Director 1](#), [Assistant Director 2](#) Lee

**Motion: To authorize the President to sign the summer camp contracts.**

**(Barbara/Linda)**

**Motion passed.**

**[Due to abstention causing lack of quorum at the May 9 meeting, this vote was conducted by email and passed on May 13.]**

C. Budget for May 21 vote Rich, Lee

**Administrative Assistant hours and UUA GIFT amount were reduced in order to balance the 2017-18 budget.**

D. [Policy Updates/Action Item](#) Lee

**Motion: To amend Appendix A "Governance Definitions" of the Policy and Procedures Manual to include the proposed definition of a Team.**

**(Linda/Rich)**

**Motion passed.**

**Motion: To include the UUFA Employee Handbook in the Policy and Procedures Manual as Appendix E.**

**(Rich/Linda)**

**Motion passed.**

**Board approved by consensus the linked policy action item to help clarify UUFA's governance and ministry model by using terminology that associates "committees" with the work of the Board and governance, and "teams" with the work of the Ministry Council.**

E. Finance Committee Recommendations Rich

**The Finance Committee put forth the following recommendations for Board consideration:**

- 1) Planned Giving be renamed to Board Reserve. This will be in a cash equivalent account.**
- 2) Endowment will be transferred to UUA.**
- 3) Begin the process of moving our investments into the UUA Common Endowment Fund by July 1, 2017.**
- 4) The Investment Committee will move to an advisory role.**

**Motion: To accept all of the Finance Committee recommendations as stated.**

**(Carol-Lee/Liz)**

**Motion passed.**

F. Delegates from UUFA to the Unitarian Universalist Association General Assembly Lee

**Motion: To accept Lee Cornell, Karen Solheim and Susie Weller as delegates to the 2017 UUA General Assembly.**

**(Barbara/Linda)**

**Motion passed.**

**[Due to abstention causing lack of quorum at the May 9 meeting, this vote was conducted by email and passed on May 13.]**

**Three additional delegate positions are vacant.**

VIII. **Reports** (5 min) **8:50-8:55 p.m.**

A. [Treasurer's Report](#) Rich

**Current-year pledge income is lower than expected. Rich will ask Shaye to send an email reminding that pledges are due by the end of the fiscal year in June.**

**Motion: To conduct the search for a temporary summer Administrative Assistant to work in association with Shaye Gambrell, then hire the permanent Administrative Assistant when Rev. Alison returns from her sabbatical.**

**(Rich/Carol-Lee)**

**Motion passed.**

B. Nominating Committee Report update

**Final slate of nominees:**

**Aleta Turner for secretary**

**Barb Schell, Bob McArthur for Member at Large**

**Betsy Bean, Helene Brittain for Nominating Committee**

**Still need nominees for Committee on Shared Ministry.**

C. Enjoyable Entertainments 2017-18 fundraiser

Carol-Lee

**Jane Mayer and Carol-Lee Baker offer to organize Enjoyable Entertainment Events in 2017-18, including Kick-Off potluck and monthly events. This would go to Ange Kahn, Lay Minister of Fun and Fellowship, for approval.**

D. Board action on EOV request, for the record:

**On April 26, 2017, the Board met to discuss a request for action on the site survey for our building. The survey authorization needed to take place without delay in order to meet Athens Clarke County planning commission deadlines and avoid cost overruns. The survey is needed regardless of the final construction plan, and a change in design will not require a new survey. The survey cost includes a tree survey to preserve and protect as much as possible during construction.**

**Motion: To authorize the President to sign the contract with Ben McLeroy and Associates to conduct the site management survey which includes a boundary, topographic and tree survey.**

**(Roger/Carol-Lee) Motion passed.**

**Motion: The funds for the site survey will be drawn from facility project capital campaign funds.**

**(Linda/Fabiana) Motion passed.**

**IX. Action Items Review (5 mins)**

**8:55-9:00 p.m.**

**Lee** will print paper ballots for use during the Annual Congregational Meeting.

**Next year's Board** needs to define the procedure for team formation and dissolution and operational procedures.

**Lee** will provide a copy of the UUFA Employee Handbook for inclusion in the Policy and Procedure Manual.

**Barbara** will update Policy and Procedure Manual, amending grammar as needed.

**Lee** will issue a statement to the Ministry Council that all groups follow the Policy and Procedure Manual including updated "team" and "committee" terminology.

**Rich** will notify the Investment Committee of the Board's decision.

**Carol-Lee** will talk with Ange Kahn about Enjoyable Entertainments for 2017-18.

**Rich and Lee** will conduct the search for a summer Administrative Assistant.

**Board of Trustees Meeting, April 11, 2017**

**Rich** will review UUA health insurance policies for discussion at upcoming meeting.

**Rich** and the **Finance Committee** will notify Board of expense expectations for staff benefits based on a proposed policy of 80% (plus 50% for spouse), prorated if under 40 hours per week, for staff employed for at least 20 hours per week.

**Board of Trustees Meeting, March 14, 2017**

**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.

**Board of Trustees Meeting, February 13, 2017**

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

**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 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: **9:30 p.m.**

## Dates

1. **Board Meetings: 2nd Tuesday of each month, 7:00-9:00 p.m.**
2. **Executive Committee Meetings: Monday of the week before each Board meeting, 7:30-8:30 p.m., (starting May 1)**
3. [2016-17 Planning Calendar](#) of Board Items, [year-at-a-glance](#)

### Important Upcoming Dates:

Saturday, May 6 -- Leadership Council, 9:00-11:30 a.m., Fellowship Hall

Tuesday, May 9 -- Board Meeting

Thursday, May 11 -- Distribution of Annual Congregational Meeting agenda and official attachments

**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 EOY goals clarify).
8. The Board will look into the system for documenting employee leave time and request administrative adjustments, such as timesheets, if needed.
9. Social justice update on interfaith immigration assistance
10. JUNE -- Amend/update background check policy to allow professionals who already have their own background credentials to use them at UUFA for volunteer positions. Need wording to update policy manual.
- 11. JUNE -- Big Picture topic: reflection on what went well, where we are, what is coming up in 2017-18**
- 12. Review Bylaws to improve congregational input into major value and facility decisions (e.g., proxy voting, supermajority).**
- 13. JUNE -- Invite newly elected Board members to attend.**
- 14. JUNE -- Additional camp employment contracts (assistants, nurse) for RE.**
- 15. JUNE -- Appoint new Committee on Shared Ministry members (list submitted by Nominating Committee).**
- 16. JUNE -- Discuss appointment of Board Vice President and who is eligible; named in July by new Board.**
- 17. JUNE -- Set date for Board Orientation.**

**Next meeting: June 13, 2017, starting at 7:00 p.m.**

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