

May 24, 2016 Board of Trustees Meeting Minutes

Note: All Board Docs located in [UUCP Board Docs Google Drive](#).

Meeting Roles - Please add your name next to the area you'd like to volunteer for

Item	Volunteer Name	Item	Volunteer Name
Social	Sarah Montgomery	Reading/Chalice	Caitlin Gaspar
Check in	Caitlin Gaspar	Process	Vince Waldron
Timekeeper	Rev. Susan	Tech	Rajeev Arora
Huddle Master	Sarah C (4/27 for Apr)	Horizons Author	Vince (due 5/9, 5PM)

Our (draft) Vision:

To be a spiritual community for our time:

- Theologically diverse
- Radically inclusive
- Justice centered

Attending

Check if attended	BoT Name	Check if attended	BoT Name
	Jim Allen (Treasurer)	x	Glen Lockwood (President)
	Rajeev Arora (At-Large)	x	Sarah Montgomery (Vice President)
x	Sarah Carlson (Secretary)	x	Karin Quinn (At-Large)
	Chloe Dubisch (Youth)	x	Caitlin Gaspar (At-Large)
x	Susan Frederick-Gray (Lead Minister)	X (Zoom)	Vince Waldron (At-Large)
	Katie Gibson (Youth)	x	Emrys Staton

Agenda

Est. start time	Topic Name and Details
6:00 PM	Social (Sarah M)
6:30	Check-in (Caitlin)
6:35	Reading & Chalice - Follow with Chimes & Silence (Caitlin)
6:40	Review Agenda (Glen)

6:45	Guest Comments - Welcome guests & invite their comments. Guests may stay and observe the remainder of meeting. No guests.
6:50	<p>Consent Agenda Topics (Glen)</p> <ul style="list-style-type: none"> ● Accept Lead Minister Report ● Accept Financial Report (moved to Discussion Agenda) ● Approve April BoT Meeting Minutes ● Accept GWG Report ● Approve January 2016 Congregational Meeting Minutes for Approval by Congregation at June 2016 Congregational Meeting ● Recommendation From GWG: Amend policy 1.3.1.2.4 to read “The discussion agenda is composed of major item[s] related to the Board’s discernment, strategy, [linkage] and oversight roles.” ● Recommendation from GWG (due to value (>\$10k) of EEC contract): Forward 2016/2017 EEC contract to a lawyer for review (moved to Discussion Agenda) <p>Sarah M moved the consent agenda, Karin seconded, consent agenda approved as revised.</p>
6:55	<p>Discussion: Review of Minister as Supervisor (Caitlin and Vince)</p> <ul style="list-style-type: none"> - No radical changes - Process should be transparent to all parties (360 degree not good fit w/small number of staff. Exit interviews planned going forward. Personnel manual covers grievances & all staff acknowledge have read). - Lead minister asked to ensure staff are reminded at least annually. - Lead minister asks that recommendations be incorporated into Oversight policies in Policy Manual - Board can be helpful in owning the Vision - Board needs policy regarding annual “training” - ACTION: work on policy (Oversight likely better than delegation - Board’s responsibility to carry out Exit interview) - Add to Work Plan, too
7:10	<p>Discussion: 2016-2017 Budget (Rev. Susan)</p> <ul style="list-style-type: none"> ● Consent to Proposed Budget for congregational approval ● Amendment regarding balanced budget ● BoT approved budget for placement on the congregational meeting agenda

	<p>Financial Report (moved from consent): Question on financial report about the 2 unexpected property mgt expenses addressed (Sarah C moved to accept Financial Report, Karin seconded, finance report accepted)</p> <p>EEC (moved from consent agenda): Sarah M moved to approve EEC agreement and send for legal review, Vince seconded, motion passed.</p>
7:40	<p>Discussion (Work topic): Create Agenda for 6/5/16 Cong Mtg</p> <ul style="list-style-type: none"> ● 11:45 Call to Order (Sarah M) ● 5 min. Quorum Check (Sarah M and Caitlin/Karin/+) <ul style="list-style-type: none"> ○ Sarah C to record ACTUAL count to be provided by Caitlin) ○ TIMEKEEPER - Caitlin ● 2 min. Covenant of Commitment to our Congregation (Sarah M) ● 2 min. Rules of Procedure (Sarah M) ● 1 min. Board Introductions (Sarah M) ● 2 min. Review Agenda (Sarah M) ● 2 min. Approve Jan 2016 Congregation Meeting Minutes ● 3 min. Board Report (Vision/Financial Plan/Lead Minister Review process) ● 15 min Vision (Introductions, Discussion & Vote) - TBD whether Sarah M or Janet J with Glen to contact Janet & let Sarah M know. ● 7 min Financial Report (Heidi) ● 7 min Strategic Implementation Update (Rev. Susan) ● 15 min Budget (Discussion & vote) (Rev. Susan/Sarah M for vote) ● 10 min Capital Campaign Planning Team (Richard P. or ???) Rev. SFG to determine who & advise Sarah M. ● 10 min Nom Com (Appreciations; New Nominations/election) (Gary E. or other NomCom member) ● 1 min Adjourn UUCP ● 10 min UU Foundation (Susan Goldsmith) ● Adjourn
8:10	<p>Discussion (from GWG):</p> <ul style="list-style-type: none"> ● Caitlin agreed to be Time Lord/Space Cadet effective 7/1/16 (refer to Job description sent by Sarah M on 5/13/16)
8:15	<p>Suggest Next Month's GWG/Board Agenda items</p> <ul style="list-style-type: none"> ● GWG: Policy draft review for Eval Lead Minister as supervisor ● GWG: Potential follow-up session to address questions following 6/5/16 congregational meeting (or policy working meeting) ● GWG: Retreat dates? Sarah M to follow-up w/Rajeev A re doodle poll ● BoT Consent: Minutes, Finance Rpt, Lead Min Rpt

	<ul style="list-style-type: none"> ● BoT Discussion: Minister Eval - (exec session) ● BoT Discussion: Implementation Plan Report (Rev. Susan)
8:20	<p>Review Owners/Due Dates/Actions</p> <ul style="list-style-type: none"> ● Rev SFG to determine presenter re capital campaign at 6/5/16 cong. mtg. ● Rev SFG to confer w/Finance Comm. Re proviso to budget to reflect budget is balanced w/line of credit/cap campaign ● Caitlin & task force to work on policies to be added to oversight section of policy manual re exit interviews (by 6/9/16 ?) ● Sarah C to update Policy Manual to reflect change approved re linkage & send to Geoff Anderla (by 6/9/16?) ● Glen to invite Ceyshe' to next GWG & BOT ● Glen to submit Horizons for July/August by 6/13/16
8:25	Process Check/Checkout
8:35	Huddle-Glen