

## February 2018 - FINAL UUCP Board Meeting Minutes (27 February)

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

Item	Volunteer Name	Item	Volunteer Name
Social	Karin	Reading/Chalice	Sarah
Check in	Vince	Process	Tony
Timekeeper	Mary	Tech	Rajeev
Huddle Master (new version)	all	Horizons Author	Sarah (due March)

Our Vision	Our Mission
To be a spiritual community for our time <ul style="list-style-type: none"> <li>· Theologically diverse</li> <li>· Radically inclusive</li> <li>· Justice centered</li> </ul>	Welcoming all in building religious community, called to share journeys, grow in spirit, advance justice.

### Attending

Present	BOT Name	Present	BOT Name
	Jim Allen (Treasurer)	x	Vince Waldron (President)
	Rajeev Arora (At-Large)	x	Ceyshe' Napa (Secretary)
x	Mary Dawes (At-Large)	x	Karin Quinn (Vice President)
	Katie Quinn (Youth)	x	Tony Banegas (At-Large)
x	Margret O'Neill (Lead Minister)	x	Sarah Moore (At-Large)
	TBD (Youth)		

### Agenda

Expected Start time	Minutes Allocated	Topic Name and Details
6.00PM	30	<b>Social</b>

6.20PM	5	<b>Check-in</b>
6.25PM	5	<b>Reading &amp; Chalice</b> - Follow with Chimes & Silence
6.30PM	5	<b>Review Agenda</b>
6.35PM	5	<b>Guest Comments</b> - Welcome guests and invite their comments now. Guests may stay and observe the remainder of meeting.
6.40PM	5	<p><b>Consent Agenda Topics</b></p> <ul style="list-style-type: none"> <li>● Accept Lead Minister Report(s) (from Rev. Margret) <ul style="list-style-type: none"> <li>○ Assistant minister pool: 5 applications, 4 pulled for interviews</li> <li>○ Questions to UUA about contracting vs. called ministers</li> </ul> </li> <li>● Accept GWG summary (from Karin)</li> <li>● Accept BOT Meeting Minutes-January (from Ceyshe')</li> <li>● Accept GA delegate applications (from Mary) <ul style="list-style-type: none"> <li>○ Jerry O'Neil - No financial assistance requested</li> </ul> </li> <li>● <b>Motion:</b> The Board of Trustees requests the contribution of \$58,495 from UUCP Foundation for the fiscal year 2018-2019 budget (as specified in earlier agreements).</li> <li>● <b>Motion:</b> The Board designates April 8 as the date for a special congregation meeting for the purpose of electing members of the Ministerial Search committee</li> </ul> <p>All-inclusive motion to approve all consent agenda; Mary motioned; Tony seconded; Motion approved.</p>
6:45	5	<p><b>Reserved time:</b> For pulled consent items and BOT logistics</p> <p><b>Notes:</b> --April 8 congr. meeting (board resolution needed) --Board Days --Nov 3 (Chandler)</p> <p><b>Pulled Consent Agenda</b></p> <ul style="list-style-type: none"> <li>● Accept Financial report –From Heidi <ul style="list-style-type: none"> <li>○ Projecting a deficit by the end of the year <ul style="list-style-type: none"> <li>■ Heidi clarified: Expenditures will be less (not be paying a minister or paying Emrys after April) other expenses for pay raises, bringing Geoff to 29 hours per week, projector and screen (operations budget), building and services over budget, childcare workers (40 to 400 hours)</li> <li>■ Not a very big deficit, there will be other items that will come under budget to compensate for the deficit</li> </ul> </li> </ul> </li> </ul>

6:50	20	<p><b>Discussion:</b> Review preliminary budget (Margret)</p> <p><b>Background:</b> February is the month when the minister presents preliminary information about the 2018-2019 budget</p> <ul style="list-style-type: none"> <li>● Points of discussion: <ul style="list-style-type: none"> <li>○ BLUU - \$10 per member for each congregation, approx \$4500 for UUCP <ul style="list-style-type: none"> <li>■ Supplement through Share the Plate since our budget is stretched</li> <li>■ Improve the use of our classrooms - Idea to hire someone on Friday evening to maximize use for children's ministry and adult education</li> <li>■ Buildings and Grounds Coordinator - Up to 40 hours per month (10 hours per week)</li> </ul> </li> </ul> </li> </ul> <p><b>Expected outcome:</b> General discussion and feedback of the big budget picture and strategic items that the minister would like to discuss.</p>
7:10	10	<p><b>Quick Status updates</b></p> <ul style="list-style-type: none"> <li>● Construction loan (Margret) <ul style="list-style-type: none"> <li>○ In the process of a property appraisal to negotiate the loan</li> <li>○ The architects have completed "90% construction drawings" heading to Town of Paradise Valley</li> </ul> </li> <li>● GA Delegates - Start promoting to congregation members to apply</li> <li>● Regional Conference in Portland (April 27-29) <ul style="list-style-type: none"> <li>○ Geoff and Katie (UUCP Staff) are attending</li> <li>○ Vince steps up to be a delegate for the congregation</li> </ul> </li> </ul> <p>Motion to send Vince as a delegate to Regional Conference to vote on congregation's behalf; Tony motioned; Sarah seconded; Motion approved.</p>
7:20	10	<p><b>Discussion (brief):</b> Minister review process (Vince)</p> <p><b>Background:</b> The Board assesses annually the performance of the minister. Vince will share the existing evaluation criteria and process steps. In coming months we should decide whether/how to change the process for this year, and in preparation for the new minister</p> <ul style="list-style-type: none"> <li>● The existing evaluation criteria is too vague/generic</li> <li>● Policy Compliance is what ministers are actually measured on</li> <li>● Discussed the Interim Minister's job description</li> </ul>

		<ul style="list-style-type: none"> <li>○ Rev. Margret has a contract with open-ended goals</li> <li>● Research models of compliance to lay out a work plan</li> <li>● This year, keep executive functions and incorporate functions that are more closely tied to the policy delegation, as a basis for evaluating the minister’s performance</li> </ul> <p><b>Expected Outcome:</b> Board begins “chewing on” this material</p>
7:30	50	<p><b>Executive Session Discussion:</b> Review/select potential nominees for the Ministerial Search Committee.</p> <p><b>Background:</b> It is expected that the Board will receive a list of those members whose names surfaced in the outreach campaign. Our tasks are (1) to create a shorter list of members who are unequivocally qualified to serve, considering both quantity of nominations and diversity of representation. (2) Design the process for affirming that nominees are willing to serve. (The list of nominees may be finalized at the March GWG).</p> <p><b>Process Note:</b> We will discuss process steps “in session”. This remainder of the discussion will occur in executive session because selection of Ministerial Search Committee is considered a personnel matter. The personal qualities of volunteer staff will be discussed and thus private discussion seems the prudent.</p> <p><b>Expected outcome:</b> (1) create working list of nominees and alternates (2) design plan for confirming that nominees will serve (3) designate BOT members to execute the plan.</p> <p>Motion to go into executive session to discuss nominations: Sarah motioned; Karin seconded; Motion approved</p> <p>ACTION taken: BoT identified people nominated to serve on the Search Committee</p>
8:20	5	<p><b>Suggest Next Month’s GWG/Board Agenda items (Karin)</b></p> <ul style="list-style-type: none"> <li>● GWG: <ul style="list-style-type: none"> <li>○ Finalize Ministerial Search committee nominees</li> <li>○ Update on strategic governance</li> </ul> </li> </ul>
8:25	5	<p><b>Review Owners / Due Dates / Actions (Captured during the meeting)</b></p> <ul style="list-style-type: none"> <li>● N/A</li> </ul>
8:30	5	<p><b>Process Check / Checkout / Volunteer for roles</b></p>

8:35	5	<b>Huddle:</b> Feedback from congregation and for the minister
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*Next Meeting Roles* - Please add your name next to the area you'd like to volunteer for 02/27

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Social	Vince	Reading/Chalice	Ceyshe
Check in	Karin	Process	Mary
Timekeeper	Sarah	Tech	Rajeev
Huddle Master	all	Horizons Author	Karin - Emergence (due March 14)