

April 2018 - Board Meeting (24 April)

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

Meeting Roles –

Item	Volunteer Name	Item	Volunteer Name
Social	Vince	Reading/Chalice	Sarah
Check in	Tony	Process	Karin
Timekeeper	Katie	Tech	Rajeev
Huddle Master	all	Horizons Author	Sarah

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

Attending

Present	BOT Name	Present	BOT Name
x	Jim Allen (Treasurer)	x	Vince Waldron (President)
	Rajeev Arora (At-Large)	x	Ceyshe' Napa (Secretary)
x	Mary Dawes (Jack-of-all-Trades)	x	Karin Quinn (Vice President)
	Katie Quinn (Youth)	x	Tony Banegas (At-Large)
	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	Social
6.30PM	5	Check-in
6.35PM	5	Reading & Chalice - Follow with Chimes & Silence
6.40PM	5	Review Agenda
6.45PM	5	Guest Comments - Welcome guests and invite their comments now. Guests may stay and observe the remainder of meeting.
6.50	5	<p>Consent Agenda Topics</p> <ul style="list-style-type: none"> ● Accept GWG summary (from Karin) ● Accept BOT Meeting Minutes-March (from Ceyshe') ● Accept minister's report (from Margret) ● Accept financial report (From Heidi) <p>Motion to accept consent agenda Mary, Sarah seconded; motion approved.</p>
6:55	15	<p>Reserved time: For pulled consent items and BOT logistics</p> <ul style="list-style-type: none"> ● Special Congregational Meeting Minutes for the Election (from Ceyshe') <p>Notes/items:</p> <ul style="list-style-type: none"> ● May 20 Board chat = Budget review <ul style="list-style-type: none"> ○ Opportunity to talk about the budget ○ Schedule a separate room ● June 3 Congregational meeting <ul style="list-style-type: none"> ○ Review Budget and Approve ○ Election, Board Report ● June 3 Meet & Greet with the new Assistant Minister ● Leadership sharing (Mary and Vince) <ul style="list-style-type: none"> ○ Mary is a point person 1st half of year, Vince for the second part of the year ○ New board needs to gather to figure out the roles and delegate so no one is overworked--Share the roles ● Welcoming new board members ● 6 month interim review (June 14 GWG) <ul style="list-style-type: none"> ○ Invite new Board members & transition team ● Request for financial support from convention delegate <ul style="list-style-type: none"> ○ Jerry O'Neal support registration scholarship (~\$400)

		<ul style="list-style-type: none"> ○ Karin moves, Mary seconds ○ Mary will follow up with Jerry ● Board technology <ul style="list-style-type: none"> ○ Ceyshe will assist with management of UUCP-BoT Google Group ● Rajeev’s goodbye
7:10	15	<p>Discussion/Action: Governmental taskforce recommendations (All)</p> <p>Background: This is an opportunity for final discussion of the report. We will also discuss any needed implementation details such as the process for selecting committee members.</p> <p>Expected outcome:</p> <ul style="list-style-type: none"> ● Vote to establish three “board advisory committees” reporting to the board: Finance, Personnel, Governance. <p>Motion to create the three advisory committees by September 30, 2018, as defined in the report of the Governance Task Force; Sarah motioned, seconded by Tony; motion approved.</p> <ul style="list-style-type: none"> ● Vote to support the minister in forming form three congregational teams, each of which reports to the minister: Stewardship, Leadership Development, and Safe Congregation <p>Motion to the Board supports the minister in forming the three congregational teams as defined in the report of the Governance Task Force; Jim motioned, Mary seconds; motion approved.</p> <ul style="list-style-type: none"> ● Vote on process and responsibility for updating/revising Board Policy Manual, including: updated Ends, Board committees, Minister review timeline/criteria, revised Board job description (from Nom Com), sex offender policy (4.5.2), safe congregations,audit procedures, staff grievance policy, /duties; Board huddle (1.31) <p>Motion to empower the Governance Task force to update the policy manual working with BoT leadership (Vince), addressing:</p> <ul style="list-style-type: none"> ● Updating the Ends ● Board committees ● Minister review timeline/criteria

		<ul style="list-style-type: none"> ● Revised Board job description (from Nom Com) ● Sex offender policy (4.5.2) ● Safe congregations policy ● Financial audit procedures ● Staff grievance policy ● Board huddle policy (1.31) <p>As revisions are made the Governance Task force will bring them before the BoT. Motion approved.</p>
7:25	10	<p>Discussion/Action: Plan June 3 congregational meeting (Vince) Background: The meeting agenda will include BoT updates, elections, and budget approval Expected Outcome: Board roles and goals defined</p> <ul style="list-style-type: none"> ● BoT updates (agenda) ● Nom Com will run the election ● Budget proposal/Approval ● Count heads for quorum--50 <ul style="list-style-type: none"> ○ Counting roles: Sarah, Mary, Karin
7:35	10	<p>Discussion: Stewardship update and board responsibilities (Jim)?</p> <ul style="list-style-type: none"> ● As of April 23 - \$306,000 with 329 pledges ● \$560,000 if pledges stay the same (~\$40,000 short) ● Budget is being supported by the foundation, if falls short, ask the foundation to forward funds for the difference ● Poss cut back raises to save funds (re: budget shortfall) <ul style="list-style-type: none"> ○ Staff satisfaction during interim time is important
7:45	30	<p>Discussion: Minister performance review (Vince) Background: The Board assesses annually the performance of the minister. Expected Outcome: Feedback to be shared with Margret at May GWG and filed as minister performance evaluation</p> <p>Executive Session</p>
8:15	5	<p>Suggest Next Month's GWG/Board Agenda items (Karin)</p> <ul style="list-style-type: none"> ● GWG: <ul style="list-style-type: none"> ○ Budget discussion ● Board: <ul style="list-style-type: none"> ○ Budget approval

8:20	5	Review Owners / Due Dates / Actions (Captured during the meeting) <ul style="list-style-type: none"> • Policy change implementation • Prepare feedback for minister
8:25	5	Process Check / Checkout / Volunteer for roles <ul style="list-style-type: none"> •
8:30	5	Huddle: Feedback from congregation and for the minister

Next Meeting Roles - Please add your name next to the area you'd like to volunteer for 05/22/2018

Item	Volunteer Name	Item	Volunteer Name
Social	Mary	Reading/Chalice	Vince
Check in		Process	
Timekeeper		Tech	
Huddle Master	all	Horizons Author	Vince