

James Reeb Unitarian Universalist Congregation
Board of Trustees Meeting Minutes
April 15, 2015

Present: Virginia Harrison, Kelly Kearns, Kim Reain (president), Charlie McNulty, Barb Whitney, Art Hackett, Marla McFadden, Peggy Haack

1. Welcome, chalice lighting and opening words by Virginia, read covenant
2. Reviewing roles, and adopting the agenda
3. Check-In question from Charlie: what are you growing?
4. Approved March 18, 2015 Minutes
5. Consent Agenda
 - a. Minister's Report
 - b. Committee Reports. Addition: PJS will help sponsor a fundraising event on April 24 entitled "Why Police Killings of Unarmed Black People is a Queer Issue"
6. Next two BOT meeting dates
 - a. We will move the May meeting to 5/13
 - b. We can't change the June meeting so will schedule an additional meeting with Karen to review the Parish Ministry - Governing Board/Supervisor Evaluation for the UUA Ministerial Fellowship Committee
7. Congregational Meeting. This will be held on 5/17 at 11:30 in the JRUUC Sanctuary.
 - a. The deadline to get information to the Congregation is 10 days before, or 5/7.
 - i. May Newsletter, articles due 4/20
 - ii. Weekly Announcements starting 4/22/15
 - iii. OOS starting 4/26/15
 - b. Voting on:
 - i. BOT Members & Nominating Committee Member
 - ii. 2015-2016 Budget
 - iii. Endowment Grant Amendment to By Laws
 - iv. Other By Law Changes
 1. Agreed to delay this portion as we are still discussing these.
 - v. Statement of Conscience on Racial Justice
 - vi. Move to Amend
 - c. We will send out the following information at least 10 days before the meeting via email, letters to those without email, and printouts in the Lobby: Endowment grant amendment to bylaws, endowment resolution, budget, nominees, statement of conscious on racial justice, and the move to amend resolution.
8. Karen's housing allowance for tax purposes
 - a. \$1500 per month was the agreed amount.
 - b. A vote is needed to make this an official record. Voted and approved.

9. Chalice Lighter Grant & CLGTF
 - a. Quick update and status check in. We did not get the grant. They highly recommend that we re-apply and were very encouraging of our chances of getting it. They gave the following suggestions: They would like to see more Chalice lighters, and the DRE should get more professional expense. The CLGTF will meet; Terri Pepper agreed to lead that again. We will get a Chalice Lighter ambassador.
10. Operating Budget Check-in
 - a. The operating Budget task force will Meet on 4/23
 - b. BOT needs to meet soon after approve the budget
 - i. We will meet on April 26, 11:30 am, for 30 minutes.
11. Christopher Sims of DRUUMM Steering Committee
 - a. He was invited to speak at our Sunday service on 4/12
 - b. Should we use the BOT Discretionary Fund to pay a portion or all? (\$280 is total)
 - i. \$59.21 is being paid out of worship. Karen paid for the rest from her professional expense (\$212.79).
 - ii. The BOT voted to reimburse Karen's professional expense (\$212.79) using the BOT discretionary fund. Voted and approved.
 - iii. Art will follow-up with the bookkeeping.
12. Safety Policy Task Force
 - a. The vote on the Charge was approved.
 - b. A Policy and procedures document will be created in 2015-2016
13. Finance Update
 - a. Clarification of the RE Budget which went from \$500 (approved budget) to \$1000 (currently on budget). The RE budget went over, and we used extra MG&E bill money to pay for it.
 - b. Charge for Finance Committee
 - i. Kim will send out a copy for review and discussion at the May BOT mtg.
 - ii. Send comments to Marla by May 1.
 - c. Check Signing discussion (Park Bank, Church Mutual etc)
 - i. Art wrote a summary of his discussion. The next treasurer will pick this project up for the next fiscal year.
14. Minister's Evaluation
 - a. Two BOT members will work together on 2 sections for each Area of Ministry.
 - i. Please look at the whole document while you are working on your portion. Have your sections done by the next meeting, May 13.
 - b. The BOT will review briefly at the May BOT meeting.
 - i. An additional meeting will be needed to discuss and organize the BOT draft with Karen. We will create a doodle poll for the last week of May.
15. Music Director Search Committee Charge

- a. Charlie shared details of charge. The committee will report to Karen since she will do the hiring. The BOT voted to approve, with the knowledge that the committee will adjust the dates to fit the new timeline.
16. Delegates for RA
- a. Attendees from JRUUC will be Kim Reain, Virginia Harrison, Carin Bringelson, Rachel Avery, and Terri Pepper. The BOT voted to approve Carin, Terri, & Rachel as delegates.
17. BOT Binder
- a. Things we wanted to include or create:
 - i. Contact list for closing
 - ii. Where are things located
 - iii. Building Maintenance Binder
 - iv. List of Policies and Guidelines
 - v. List of committees, groups etc and their contacts
 - b. Peggy wrote an outline of suggested changes and gave it to Virginia for work on next year.
18. Policy and Procedure Manual Check-In
- a. FYI: Virginia is in the process of working on this
19. Nominate Committee
- a. The charge was approved by the BOT with slight modifications.
20. Discussion of financial support for Sara Goodman and her family.
21. Summary of Action items
- a. Congregational meeting notices: May newsletter; Weekly email, OOS, including attachments. **This was split between Kim, Kelly, Karen and Virginia** (Items 7.a, 7.c)
 - b. Get a Chalice lighter ambassador. **Terri Pepper will lead this when the CLGTF begin meeting again.** (Item 9.a)
 - c. Meet to approve the budget, on Apr. 26, 11:30 am. **Everyone** (item 10.b.i)
 - d. Charge for Finance Committee.
 - i. **Kim** will send a copy for review. (item 13.b.i)
 - ii. Send your comments to Marla by May 1. **Everyone** (item 13.b.ii).
 - e. Minister's evaluation. **Everyone**. Partner up and have 2 sections done by May 13 (item 14.a.)
 - i. Create a doodle poll for final draft. **Kim & Karen will figure this out.** (item 14.b.i.)
22. Next Meeting: May 13, 6:30 – 8:30 pm. Roles:
- a. Time Keeper: **Marla**. Observer: **Virginia**. Opening Words: **Kelly**. Closing Words: **Kim**. Check-in: **Peggy**. Minister of Delight: **Charlie**
23. Check Out: Process Observer. We stayed on task.
24. Closing Words by Kelly. Adjournment