

## **James Reeb Unitarian Universalist Congregation**

### **Board of Trustees Meeting**

**December 17, 2014**

Present: Karen Quinlan (minister), Virginia Harrison, Kelly Kearns, Kim Reain (president), Holly Anderson, Peggy Haack, Charlie McNulty, Barb Whitney, Art Hackett (late)

#### **Welcome, chalice lighting, and opening words by Charlie**

Read through our covenant. Check-in question, "What's a good memory from you around the holiday season?"

1. Reviewing roles and adopting the agenda: Approved.
2. Approved November minutes.
3. BOT signup, counting on Sundays and the signing of checks. Barb will send weekly reminders to the people signed up for Sunday board rep. Kim will follow up with Elizabeth to discuss the protocol and requirements around check signing and Park Bank.
4. RE Committee Quick Check In.
  - a. RE committee feels that they shouldn't be responsible for child-care during all non-service functions. They would like JRUUC to have a policy on this. The executive committee will look into this. The issue is safety and background checks, which is being reviewed by the Safety taskforce that Virginia is leading.
  - b. OWL has dates scheduled. Parents will be getting a letter soon.
  - c. DRE: Sarah agreed to extend her contract through March 15.
5. Finance Committee Update
  - a. Treasurer's Check In (Art). We're ahead of where we need to be at this time. This is helpful for providing a buffer for the lower-income summer months.
  - b. Budgeting Process (Kim). Create an Operating Budget Task Force (OBTF)
    - i. Write a charge: Guidance, Accountability & Authority  
Create an objective procedure for the yearly budgeting process. Art, Kim and Peggy will write the charge.
    - ii. Possible Members: e.g., treasurer, assistant treasure, someone from stewardship, exec committee, longtime leader or someone with appropriate background and knowledge of church governance and ministry.
6. Minister's Updates (Karen)
  - a. Ordination Vote Update. The next step is to create a committee of 3-5 members (including one board member) via a BOT charge. Karen wrote a draft charge. The BOT approved the charge contingent on a few edits. We suggested several names.

- b. Budget surplus. We have a savings of \$5400 because of Karen's health insurance that is not needed. The BOT voted to create a line item in the budget for reserves and put \$2000 into this line; and another line item for the ordination and put \$3400 into that.
  - c. Pastoral Care check-in. The rainstorming team met. Karen introduced a tree-structure model consisting of teams that fall under various types of pastoral care. So instead of a committee of 3-6 people who do everything, we will use many more people. Karen is working on a congregational survey that will identify people who would like to fill various roles.
7. Ministry and Governance Updates (Kim). The executive committee has been working on governance and ministry structure using a book ("Governance and Ministry") and workshops with Dan Hotchkiss. They are looking at how to modify our structure and writing a board policy book. We will work on this at the January retreat.
8. Leadership Updates
- a. BOT Retreat, January 24, 9 am – 12 pm at JRUUC
    - i. Plan to write BOT's Vision and Mission statements as well as "Philosophy of Governance" statement.
    - ii. We'll discuss BOT September workshop review/dates/time frame/goals
    - iii. Covenant with the minister. Peggy, Barb and Charlie will create a draft.
  - b. Leadership Retreat (Virginia)
    - i. Goal: Leadership skills and support for current congregational leaders
    - ii. Asking Leadership Development and Nominating Committee to assist with this
    - iii. January/February date for 2-3 hours
9. Safety Updates (Virginia)
- a. Virginia will create a charge for a Safety Task Force that we'll vote on via email.
  - b. Jan Gordon and Doug Erickson are serving on this committee.
10. Chalice Lighter Grant Discussion (Kim)
- a. Seeking BOT support (doesn't require official approval) for application to "Increase paid professional staff" (hours and hourly pay rate for DRE, Choir Director/Music Director, Minister & Administration)
  - b. A charge for the Chalice Lighter Grant Task Force (CLGTF) will need to be written and sent out in email to vote on.
    - i. 2 co-leaders with other members and liaison from Operating Budget Task Force (OBTF).
      - 1. Co-leaders will be coordinating the application process including education and inclusion of congregation through listening sessions.
      - 2. Names were suggested for co-leaders and they will be asked.

- 3. Remaining members should include: Finance Committee rep, RE committee rep, Stewardship Task Force rep, and a Committee on Shared Ministry Rep.
- ii. Karen will provide consultation for vision, support & UUA resources, and represent the Committee on Shared Ministry
- iii. Through our budgeting process discussion, data will be produced and provide most of what the CLGTF will need for their application.
- iv. Goal is to submit for 2/15 and if we don't get it, we'll reapply for 8/15.

11. Rental/ Building Use

- a. Policy vs. Procedure (Kim)
  - i. Policy is the voice of the BOT addressing those not on the BOT providing authority, guidance and accountability. Any changes would need BOT approval.
  - ii. Procedure (Staff policies) and Guidelines: Informs a “how to do it” process (that would most likely still include authority, guidance and accountability) that will not need BOT review or approval to address changing needs.
- b. Overview (Holly)
  - i. Holly presented a draft rental policy. Holly will separate into a policy and procedures documents. We all need to look this over more carefully and discuss further at the next meeting.
- c. Thinks to keep in mind for January’s Discussion: Maximum occupancy; will we rent the Youth room; rates; need better map of the building (does the original architect have that?); Alcohol Policy (what would it take to offer this? What does our insurance say? What does the city require? Would we get any receptions without it?)

12. Next Meeting 1/21 / Pick Roles (Kim)

Time Keeper: Art. Observer: Peggy. Opening Words: Barb. Closing Words: Charlie. Check-In: Virginia. Minister of Delight : Kelly.

13. Check Out: Process Observer

14. Closing Words Adjournment

15. Parking Lot Items/ Unfinished Business

<i>BOT Liaisons</i>	<i>BOT Highlights for Newsletter</i>	<i>Plaque for members that have died</i>
<i>AI Process &amp; Follow-up</i>	<i>Alcohol &amp; Tobacco Policy</i>	<i>Suggestion Box</i>
<i>CRR/conflict resolution/ Health Communications Team</i>	<i>Budget for Childcare during church-wide events</i>	