

James Reeb Unitarian Universalist Congregation

Board of Trustees Meeting

February 18, 2015

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

1. Welcome, chalice lighting, and opening words by Peggy.
2. Read through our covenant.
3. Reviewing roles and adopting the agenda: Approved.
4. Check-in question from Charlie: “What’s an inanimate object that you love?”
5. Approve January 2015 minutes. Approved.
6. Chalice Lighter Grant Update. The grant was submitted on time, due to the amazing effort by a lot of people in the congregation (Chalice Light Task Force, Kim, and several committee leaders). We should find out in about a month if it gets awarded.
7. RE
 - a. RE Committee update: The main issue right now is getting set up for not having a DRE from mid-March – July.
 - b. DRE search update (Karen and Virginia): We have the great fortune that Sarah is interested to continue working as DRE for an additional year after her maternity leave. So the search is now closed.
8. Finance Update
 - a. RE registration fees
 - i. Question about the budget. The 2014-15 Approved budget has \$500, but treasurer’s report says \$1000. It may be due to OWL program funds not used last year. Art: ask the Finance Committee to investigate the discrepancy (start by asking Elizabeth).
 - b. Reminder to the Finance Committee that they need a charge (Art).
 - c. Check Signing Process (we won’t be deciding today)
 - i. There is no documentation in By Laws or elsewhere that indicates the rationale for the current process. Unsure what Park Banks rules are. We would benefit from a new clear policy.
 - ii. Signatures could be limited to President, President-Elect, Treasurer and possibly one other person, to sign checks instead of the whole BOT.

- iii. What can be done electronically? Could we then have a review done by Finance Committee monthly? And what can't be done electronically and requires a check to be cut? Can we make a procedure that would simplify this? What does Church Mutual or Park Bank require?
 - iv. A charge would be needed to the Finance Cmt to write the policy for this.
 - v. Art will take this back to the finance committee.
 - d. Registration Fees for RE ~ where does that money go?
 - i. Brief discussion. Conclusion was: money raised by a committee, goes into the general income of the congregation to then be dispensed according to the approved budget.
9. Blue Visitor Cards Management: What happens when a committee gets info about interest from a new member/visitor?
- a. The purpose is for them to find out more information about, e.g., RE, justice, and music. So we want to respond to their interest. The membership committee responds to them with a note.
 - b. Currently Elizabeth generates a printout that is sent to DRE for RE, (volunteer) Music Director for choir, Membership Chair for Membership or leader for the remainder of groups that may be checked as well as the Minister.
 - c. In general this is up to each group to manage on their own. The Executive Committee encourages and empowers you to keep it simple and with the goal of building relationships. Many groups give a call to the person to check in. Work within your capacity. The website is a good place to put up-to-date information about your committee.
10. BOT/Minister Covenant (Karen). We split into 3 groups to edit each section. Karin will write up the final version and we will approve it next time.
- a. She will send out the draft version from this discussion.
11. The no-staff huddle (Karen). This is a brief process-check with the staff member (Karen in this case) out of the room. We will add this to the March agenda.
12. Karen submitted her monthly report.
13. BOT Binder/ By Laws
- a. By Laws
 - i. Unclear how to show changes: All changes would be an amendment that is shown at the bottom of the document
 - ii. Discussion about how to proceed: We may need some outside clarification on how to amend. Karen will ask in her network. We will ask in ours (Virginia will ask on facebook small congregations page).

- iii. Peggy and Marla made several suggestions for changes to the bylaws. They will write a report describing how to amend the document.
 - b. BOT Binder. Tabling discussion for this until next month.
 - i. Actual changes will most likely be progressive as the BOT makes decisions about Governance & Ministry and writes policies.
 - ii. What immediate changes would we benefit from now?
 - 1. Date Stamping of all documents
 - 2. Titles of Documents: Draft #1, Draft #2, etc
 - 3. Where do we keep track of the process/dates/status etc. Some sort of spreadsheet?
 - 4. Any new sections needed?
 - iii. There is a Policy and Procedure Manual in the office. We are unsure if it is updated nor how it is maintained at this time.

14. Status of Charge Template?

- a. Did someone create a document? Barb will do that.

15. Votes and Discussion on Policies & Charges from January BOT and Retreat

- a. Last to Leave Building: Kim will update and bring for discussion and vote at next BOT meeting.
- b. Charge for the Governance & Ministry Task Force: Executive Committee can write and bring for discussion and vote at next BOT meeting.
- c. Criteria for Closing JRUUC. Send comments to Virginia. She will summarize, then vote at next BOT meeting.
- d. Building Use/ Rental Policy: Progress is being made and it may be ready for March BOT.
- e. Philosophy of Governance Draft: Please read and be ready for discussion and vote at next BOT meeting.

16. Public Relations was tabled from last month. We don't have time to address this right now and will move it to parking lot.

17. Summary of Action items:

- a. **Art:**
 - i. Ask the Finance Committee to investigate the RE budget discrepancy (start by asking Elizabeth). (item 8.a)
 - ii. Remind the Finance Committee to write up a charge for their committee. (8.b)
 - iii. Have a discussion with FC about check-signing practice, requirements and possible management options. (8.c.)
- b. **BOT**
 - i. write a charge to the Finance committee to come up with a check-signing policy (8.c).
- c. **Karen:**
 - i. ask in your network about how to amend bylaws (13.a.)

- ii. summarize covenant document, send out for review, summarize comments if there are any sent to you via email and we'll vote at next BOT meeting (10.a).
- d. **Virginia:**
 - i. Ask on Small but Mighty Congregations facebook page about amending bylaws (13.a.)
 - ii. After receiving comments on the Building closing document, send out summary if applicable and we'll vote at next BOT meeting. (15.c.)
- e. **Peggy & Marla:** write a report describing amendment suggestions for By-Laws (13.a.)
- f. **Kim:** update "Last to Leave Building" policy and we'll vote at next BOT meeting. (15.a.)
- g. **Executive Committee:** write Charge for Governance and Ministry Task Force (15.b.) and we'll discuss and vote at next BOT meeting.
- h. **All:**
 - i. send comments to Virginia about the Criteria for Closing document (15.c.)
 - ii. read Philosophy and Governance Draft and be prepared to discuss and vote at next BOT meeting. (15.e.)
 - iii. read minutes and documents that will be sent out, be prepared to discuss and vote at next BOT meeting.
- i. **Barb:**
 - i. Create a Charge Template
 - ii. Send out minutes with documents we are going to vote on at next BOT meeting. **Kim** will assist with this.
 - 1. Documents: Building Closing (**Virginia**), Covenant BOT with Minister (**Karen**), Minutes (**Barb**), Charge Template (**Barb**), Last to Leave Building (**Kim**), Philosophy of Governance Statement (**Barb**)
 - a. Building Use and Rental (Charlie) as well as Governance & Ministry Task Force Charge (Executive Committee) will be reviewed and discussed at the meeting they are brought to.

18. Next Meeting 3/18, 630-830pm / Pick Roles

- a. Time Keeper __Kelly_____ Observer __Charlie_____ Opening Words __Marla_____ Closing Words __Barb_____ Check-In ? __Art_____ Minister of Delight __Virginia_____

19. Check Out: Process Observer

- a. Please remember we are all time keepers

20. Closing Words & Adjournment

Parking Lot Items/ Unfinished Business (Kim will update this list)

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