

**James Reeb Unitarian Universalist Congregation**  
**Board of Trustees Meeting Minutes**  
**March 18, 2015**

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

1. Welcome, chalice lighting and opening words by Marla, read covenant
2. Reviewing roles, and adopting the agenda.
  - a. Agenda was approved after changing 10 to Music Director Search/Minister.
3. Check-In question from Art: “How are you enjoying the Spring weather?”
4. Approve 2/18/15 Minutes. Approved.
5. Consent Agenda/ doesn’t get voted on
  - a. Minister’s Report. Additions: 1) Comment by Kelly: We are now a “Commit to Respond” congregation. 2) Karen signed a clergy letter submitted by MUM to the newspaper.
6. Policies and Procedures documents for BOT discussion and approval
  - a. Cancellation of Worship; approved with minor modifications.
  - b. Covenant BOT with Minister; approved; will alternate reading this with our BOT covenant at meetings.
  - c. Charge Template; approved with minor modifications.
  - d. Last to Leave Building; lots of edits; split off Marge and Anne transportation section to a new policy.
  - e. Philosophy of Governance Statement
7. BOT and Minister Discretionary Funds
  - a. Elizabeth needs an additional \$70 for her dues (Association of UU Administrators, Regional seminar, AUUA Professional Days before GA). We voted to use \$70 from the BOT discretionary fund to cover this.
  - b. Regional Assembly and General Assembly: How can we offer financial support to our members and leaders?
    - i. Use BOT and Minister Discretionary Funds? Add another line to the budget? Discuss this at the next monthly meeting.
8. RE Committee
  - a. The RE committee is down 3 members so needs some recruitment.
9. Finance Update
  - a. Clarification of RE Budget from \$500 (approved budget) to \$1000 (currently on budget)—move to April’s meeting
  - b. Status of Charge for Finance Committee—move to April’s meeting.
  - c. Any new info on Check Signing discussion (Park Bank, Church Mutual etc)—move to April’s meeting

- d. Charge for Finance Committee to write Check Writing Policy (or a different name?)—move to April’s meeting.
    - i. Break into groups /who will type up & manage?
- 10. Music Director Search. Form a task force to write a charge for a search committee and a job description. The task force will be Marla, Karen, and Charlie. Report back with a draft by the April meeting. See the charge template. In addition it should include
  - a. who will be on search committee
  - b. timeline
  - c. position description
- 11. By-Law suggestions
  - a. We reviewed the edited bylaws. Sections VI and VII will be modified based on discussions at this meeting.
- 12. BOT Binder. This item was tabled at the last BOT meeting.
  - a. Actual changes will most likely be progressive as the BOT makes decisions about Governance & Ministry and writes policies.
  - b. What immediate changes would we benefit from now?
    - i. Updating roles of BOT members
    - ii. Date Stamping of all documents
    - iii. Titles of Documents: Draft #1, Draft #2, etc
    - iv. Where do we keep track of the process/dates/status etc. Some sort of spreadsheet?
    - v. Any new sections needed? Please take the time to look at the board binder and think about this. Suggestions: Contact list leadership and social media; where can we find things; building maintenance binder; committee chairs; table of contents; table of contents of policies, procedures and guidelines.
  - c. 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. Virginia will become friends with it and think about how it should be modified.
- 13. Charge for Governance and Ministry Task Force: this will need to be done in March/April by the Executive Committee. **(fyi)**
- 14. No Staff Huddle (Minister steps out so BOT can do a brief check-in).
- 15. April board meeting: Karen will not be present. Suggest we go over the evaluation for UUA ministerial fellowship.
- 16. Summary of Action Items
  - a. **Art:** (see items 9a,b,c):
    - i. Give clarification of RE budget conflicts
    - ii. Work on charge for finance committee
    - iii. Research check signing procedures
    - iv. Art with Finance Cmt move \$70 from BOT Discretionary to appropriate place in budget for Elizabeth to use for professional expenses. (7a)
  - b. **Marla, Karen, Charlie.**

- i. Write a draft charge for Music Director Search Task Force. See item 10 for more details to include.
  - c. **Everyone**
    - i. Take a look at the BOT binder and think about any new sections that are needed. See item 12.b.v.
  - d. **Virginia**: Become friends with the Policy and Procedure manual and think about how it should be modified (item 12.c.).
  - e. **Executive Committee**: Create a charge for a Governance and Ministry Task Force.
17. Next Meeting: April 15, 630-830pm / Pick Roles .
- a. Time Keeper : **Art**. Observer: **Marla**. Opening Words: **Virginia**.  
Closing Words: **Kelly**. Check-In: **Charlie**. Minister of Delight: **Kim**.
18. Check Out: Process Observer
- a. Please remember we are all time keepers.
19. Closing Words & Adjournment