

**Minutes for JRUUC Board Meeting
December 16, 2015**

Time Keeper: Charlie **Observer:** Andy **Opening Words:** Doug
Closing Words: Kelly **Check-In:** Mary **Minister of Delight:** Virginia

Present: Virginia, Karen, Jeanne, Mary, Barb, Kelly, Charlie, Elaine, Andy, Doug (everyone).

1. Welcome, chalice lighting and opening words, and take photo.
2. Read Minister/BOT Covenant, Review roles, and adopt the agenda. Kelly motioned to adopt the agenda, Mary seconded; approved unanimously.
3. Check-In question: Share a time when you felt freedom or benefited from freedom.
4. Approve November Meeting Minutes. Charlie moved, Kelly seconded; approved unanimously.
5. Consent Agenda: Please read ahead of time via email/no vote needed.
 - a. Building: Virginia
 - b. Finance Report: Jeanne
 - c. FUN(d)raising: Elaine
 - d. Kitchen: Charlie
 - e. Library: Andy
 - f. Membership: Andy
 - g. SJC: Kelly
 - h. Minister's Report: Karen
 - i. RE: Mary
 - j. Stewardship/Endowment: Barb
 - k. Worship: Doug
6. Congregational Partnership Exploration Task Force Charge vote: (Kelly & Barb). Jeanne moved to accept with typos corrected. Doug seconded; approved unanimously. Please send possible names for the task force to Kelly.
7. FUN(d)raising Committee Charge vote: Doug moved, Jeanne seconded; approved unanimously.
8. BOT Goal Focus Teams
 - a. Bylaws amendments team update: (Jeanne, Barb, Elaine). Barb edited the endowment resolution, with help from Elaine. This will be distributed to the congregation in early 2016 for discussion and review. There will be a Jan. 24 service, and 3 focus group meetings starting in Jan. Elaine reviewed the bylaws, noted the obvious errors (e.g., staff supervision), some wording changes. Karen will send language on the Committee on Shared Ministry. Jeanne will send words on finance committee. A new draft will be made available before the next board meeting.
 - b. Establish governance structure team update: (Karen, Charlie). This group has met twice and will meet again on Dec. 23. They are working on a charge for this team and will send to the board for approval in Jan. They will use leadership development money towards the purchase of copies of the Dan Hotchkiss book to share with the board for future reading and discussion.
 - c. Policy development team updates:

- Create charges and develop membership for committees and task forces, using previously researched resources (Andy). Charges are being created. The template docs seem to be working. Andy is working with the library committee on charge. He will do membership also. A draft of the finance charge is in preparation.
 - Review and evaluate Covenant of Right Relations (Virginia, Doug). They will schedule world cafés for congregational discussion.
9. Policy & Procedures Binder: Progress Report (Elaine). In the personnel policy, there is no provision for personal leave for family illness. Karen will think about language. The calculation of leave time is odd.
 10. DRE Search Committee update (Karen). The committee formed and is planning to meet in early January. They hope to post the position by end of Jan. The RE committee will have a workshop in early Jan. to prepare for the search process.
 11. Nominating Committee: Need 2 Board Appointees (Virginia). Several names were discussed and they will be contacted.
 12. Board gathering on Sat, 1/9 at 5:00 p.m, Vote (Virginia). And the winner is Chili House Party at Virginia's house (board members and Karen only).
 13. JRUUC Safety Policy Task Force - Need Volunteers (Virginia). The RE committee has a policy that was supposedly approved by board. We need a task force to get a more comprehensive policy put together. We need a board member or congregant to lead this up. Virginia can be a liaison. The policy may include the following:
 - RE portion
 - Intruder procedure
 - Building safety
 - Childcare
 - Safe Congregations
 - Other?
 14. Updates on Karen's Benefits: Housing and Health Insurance (Karen). Health insurance premiums are going to be \$40 less per month. The housing portion of her salary will change from \$1500/mo to \$1600/mo. Thus, Rev. Karen's housing allowance for 2016 will be \$1600/mo.
 15. Operating Budget (Virginia): **Liaisons please get budget requests from committees** by Feb 1. Ask them to estimate a realistic number for the 2016-2017 budget. This should include anything they think might come up in addition to operating budget, and things they purchased from their own money that can be budgeted.
 16. No-staff Huddle.
 17. Next Meeting **Wednesday, January 20, 630-800 pm** / Pick Roles -
 Time Keeper: Andy Observer: Charlie Opening Words: Jeanne
 Closing Words: Mary Check-In: Kelly Minister of Delight: Elaine
 18. Sign Up for Board Rep at Services
 19. Check Out: Process Observer. We got a little punchy at the end: a little too rushed, off topic, talking over each other. Loss of attention around consent agenda.
 20. Elaine: Let's take a picture of congregation before the Congregational meeting.
 21. Closing Words & Adjournment