

James Reeb Unitarian Universalist Congregation

Board of Trustees Meeting

July 16, 2014

Present: Kim Reain (chair), Charlie McNulty, Holly Anderson, Kelly Kearns, Barb Whitney, Marla McFadden, Art Hackett

Welcome, chalice lighting, and opening words by Holly

Reviewing roles, and adopting the agenda

- Charlie will send a nice 2-page description of what a process observer is.
- Kim will send Barb Sunday service board rep file

Check-in question, “How has the cool weather affected you?”

Consent Agenda approved including the 6/18/14 minutes

Board transition housekeeping / Kim

- Kim distributed BOT Binders
 - policy and procedure manuals are in a binder in the office
 - JRUUC Leadership Communication FAQ 101 8/2014 will be emailed later, to be included in the “Resources for the Year” tab.
- Governance and Structure brief overview
 - Kim talked to Karen and decided we should wait until Sept.
- Check signing transition effective July 1.
 - Kelly, Virginia, Barb, and Charlie will get access
- Sunday morning count signups into September
 - Should we create a shared calendar for WA/ Board Rep./ Greeters. & RE coordinator? Kim will look into that.
 - Two people count up money. We need to get consistent about counting people in the sanctuary and adults in RE. Kelly will look into this.
 - Barb will send out reminders
- Next meeting?
 - We approved that we skip August and hold our next meeting on September 17, 2014.
- BOT Liaisons to committees
 - It’s up to the liaison how they want to interact with the committee, whether physical and/or email.
 - Membership: Holly.
 - RE: Charlie
 - Leadership development (used to be nominating): Virginia
 - Finance: Art and Marla.
 - Fundraising: Barb
 - Non-existent building committee (Mark Lydon is chair of safety committee): Art

- Worship: Minister?
- Library: Peggy
- Social Justice & PJS: Kelly

Social Justice Council Update/ Kelly & Kim

- The three-person team provides oversight to social justice activities and coordinates “share the plate.” They want to have 1 person rotate off each year to develop leadership. Peggy will rotate off. We moved and approved to have Joan Kemble rotate on.

RE Report / Kelly

- Maternity Leave Policy / Kim
 - We will offer Carolyn 12 weeks unpaid maternity leave. If the RE committee wants to hire someone for 12 weeks, the RE committee will decide and discuss with executive committee as needed.
- Background checks. Technically, we are supposed to do it for anyone who works with kids. We do a full background check for all of the yearlong staff. There is a free background check. We agreed we should do the free one on everyone in the summer. Charlie will inquire to see what’s on the form, what policies are in place and what are being practiced.

Financial Report 7/12/14 Meeting/ Art

- There is no surplus going into this year. We expect lower incomes in July and Aug.
- Rental income. Elizabeth is good at procuring this. But it probably needs to be addressed in our board term. Holly, Art and Kelly would be willing to work on a task force. Art will put this on the agenda for finance meetings.

Ministerial Updates for Karen’s start date / Kim

- Starting date is 9/1 (moving 8/3-8/4)
- Letter of Introduction Coming/ will be on website
- She will write a column for the Sept. newsletter
- Days Off
 - Weekly it will be Monday
 - Sunday’s Off: 9/28, 10/26, 11/30, & 12/28
- The BOT workshop will be held on 9/20 at JRUC, and led by Nancy Heege. We will develop a Covenant of right relations. We will have a potluck. We will discuss boundaries around minister’s and board’s responsibilities; accountabilities; bylaws; reconciliation committee. We will prioritize our big list. We would like to find someone else to take minutes so we can all be present.
- Karen’s ordination will probably take place in the spring of 2015.
- Welcome party: enhanced treats after first service. Someone will order a cake. Board members bring additional snacks. Peggy and Kelly will coordinate.

Process observations, Closing words and adjournment

Next meeting is September 17, 2014, 6:30 – 8 pm at JRUUC