

James Reeb Unitarian Universalist Congregation
Board of Trustees meeting
June 12, 2013

APPROVED MINUTES

Present: Heike Saynisch (chair), Art Hackett, Colleen O'Hara, Cindy Rudd, John Koch, Sarah Cook, Rev. Marlene, Rachel Avery, Marla McFadden, Kim Reain, Holly Anderson

6:08 PM Chalice Lighting, Opening words by Heike

6:09 PM Check-in question: what is something you definitely want to have happen this summer?

6:21 PM Approved meeting minutes from May 15, 2013 (pending the correction of the date of the meeting to May 15, 2013 in the document)

6:22 PM Approved Consent Agenda

6:23 PM Discussion of items removed from Consent Agenda

- Minister's Report – a summary of the year
 - Ahead are three important projects. Marlene provided reading packets (as appropriate) to each person who signed up for one of these topics of focus:
 - Personnel Policy – John Koch, Rachel Avery, Joanne Keanne
 - Covenant of Right Relations Process/Committee on Ministry – Peggy Haack, Marla McFadden, Kim Reain
 - Governance & Structure – Art Hackett, Holly Anderson, Sarah Cook
 - Board retreat will be August 24, 2013, 10 AM – 4 PM (location to be determined). This year's retreat will also involve committee chairs.
 - Board affirmed the new Interim Transition Team (as suggested by Marlene) with the following members: Megan Barry, Heike Saynisch, Kelly Kearns, Sandra Person, Sue Dottl
- Nominating Committee – the Board approve the appointment of Larry Orr to the Nominating Committee. We will continue to work on recruiting more people to this committee.

6:34 PM General Assembly

- Board affirmed Barb Whitney and Caroline Hardin as delegates (from JRUUC) to the UUA 2013 General Assembly
- Marlene will bring flyers to General Assembly that describe JRUUC, Madison, and our search for a settled minister as a way to spread the word.

6:39 PM Board Year in Review (discussion)

- What we did well
 - Good support
 - Successful stewardship, budget process
 - Marlene's leadership and support
 - Learning and listening
 - Honoring the charges given to teams/task forces (i.e. not micromanaging)
 - Good attendance
 - Transparency
 - Big Oak rental process
 - Heike's leadership as Board President
 - Equal participated by all Board members
 - Fun!
 - Process for choosing Ministerial Search Committee

- How we can improve
 - Clarity on charges given and for delegating work (scope and expectations could be clearer)
 - Supporting committees more
 - Clarity concerning expectations of Board liaisons
 - Help direct vision of committees

6:56 PM FaST Force (Facility and Safety Task Force)

- Mark Lydon will take on this task for an estimated 6 months
- The Board approved the following charge:
 - The work of the *FaSTForce* will include, but is not limited to, the following:
 - Assess and address immediate safety concerns in the building.
 - Identify areas of congregational life to be covered by a safety policy.
 - Begin the work of developing a comprehensive safety policy for the congregation; Work with DRE and RE committee to review, update (if necessary) and integrate their existing policy into a comprehensive policy.
 - Make recommendations to the board regarding the length of time, resources, and strategy needed to develop and finalize a comprehensive safety policy, including the implementation and periodic review of the policy for the life of the congregation.
 - Organize work days as needed to address immediate cleaning, organizing and repair needs, as they relate to safety and stewardship of our building.
 - This task force reports to the Board of Trustees. It is anticipated that the initial work of the Task Force will take six months.

7:04 PM Music search charge

- Due to the departure of our choir director, a Music Hiring Task Force is needed.
- The Board approved the following charge:
 - The Board authorizes the Music Hiring Task Force, to include one board member, one choir member (if a board member is also in the choir, that person may fill both roles), congregation member(s), and the minister, to:
 - review the current Choir Director's contract
 - make changes as needed to define the position to be filled so that it serves the current needs of the congregation
 - conduct a search in accordance with current JRUUC hiring policies
 - engage a candidate to fill the position, with unanimous agreement by the Task Force, including the minister, within the salary approved in the fiscal year 2013-2014 Budget approved by the congregation in May 2013.
 - If necessary, the task force may request funds from the board to cover expenses related to its charge (if \$100 is not sufficient).
 - The Board approved the authorization of up to \$100 to be used by the Music Hiring Task Force as needed for the search process.
 - Rev. Marlene and Rachel Avery will serve on the Music Hiring Task Force and at least one additional member will be recruited.

7:12 PM Ministerial Search Committee

- Board approved Bev Buhr and Jeanne Lydon as the signers on the Ministerial Search account (at Park Bank), which will only require one of their signatures.

7:14 PM Closing words by Heike from "Serving with Grace"

Next Board meeting will be July 24, 2013, 6:30-8:00 PM, JRUUC building

